

**OUR LADY OF LOURDES
CATHOLIC SCHOOL**



**Parent/Student
HANDBOOK
2009-2010**

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Dear Parents and Students,

This handbook has been prepared to be a source of information to you concerning the philosophy and operational policies of Our Lady of Lourdes School.

Our most important concern is your child. In all that we do, we strive to further his/her total educational development. Because we are a Catholic institution of learning, we are committed to strive for excellence, and above all, to provide an environment where Christian ideals are developed and lived. Our primary goal is to “teach as Jesus did” by word and example.

We feel that your choice of Our Lady of Lourdes School for your child’s formal education is an indication of your special interest in his/her total development. We accept the confidence you show in us by asking us to join with you as a partner in your child’s education. The work of preparing today’s young people for the challenges of adult life is not an easy one, but it is certainly a most rewarding one. A school’s strength does not rest solely on its academic standards and its aesthetic principles, as important as these are. A school’s strength is also vitally dependent on the cooperation of parents and teachers in the educational process. Only by working together may we hope for success in the task before us.

We strongly urge you to familiarize yourself with the information contained in this handbook. It is our ardent hope that all parents will give full support to the policies contained herein, and that it will serve as an aid in continuing the wonderful cooperation that has existed between the home and the school.

May God be with us to strengthen and support us as we begin each school year. May He work through each of us -- parents, teachers, students -- and help us to grow in wisdom and grace.

FORWARD

The Diocesan Superintendent of Catholic Schools, Sister Catherine Kamphaus, CSC, formulates policy, and her office distributes the *Administrative Handbook*, which contains directives for the parochial schools in our diocese. Very often our school policies directly relate to diocesan school policies, and are often written verbatim from that source. In this handbook, whenever Our Lady of Lourdes policies relate to the diocesan school policies, the diocesan policy number is referenced; for example, 1200 in the title heading. In addition, pastoral directives promulgated by the Bishop of the Diocese of Salt Lake City, are referenced when appropriate.

A section of Diocesan Policies is included in the back of this handbook. These policies are not listed alphabetically, but by policy number. Please see Table of Contents for a complete listing of Diocesan Policies.

Many of the ideas in this handbook come from either the books written by, or the School Law classes taught by Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D., who uses her legal and ethical expertise to minister to Catholic school communities.

The principal of Our Lady of Lourdes School, Mrs. Louise Herman, and the Vice Principal, Mrs. Christine Bergquist, are also responsible for formulating and communicating rules and policies. Following canon law, the pastor of Our Lady of Lourdes Church, Rev. J. J. Schwall, has the ultimate authority at Our Lady of Lourdes School, and sets policy accordingly. May he continue to guide us for many years.

OUR LADY OF LOURDES CATHOLIC SCHOOL HISTORY

In 1949, Judge Memorial Grade School became the financial responsibility of Our Lady of Lourdes Parish. Children attended daily Mass at Our Lady of Lourdes Catholic Church and the school continued to be housed in the remodeled Judge Mercy Hospital under the direction of the Sisters of the Holy Cross. Our Lady of Lourdes Parish proudly completed the school and rectory complex on 700 South in 1962. In 1963, the Sisters of the Holy Cross began administering to students in Kindergarten through eighth grade in the new school building. On January 26, 1978, the final payment was made on the indebtedness for the parish church, rectory and school. For forty-six years, Our Lady of Lourdes Catholic School has provided a Catholic Christian environment that teaches to the whole child while pursuing academic excellence in a community of faith.

MISSION

Our Lady of Lourdes School exists to create a Catholic Christian learning environment in which students can grow in academic knowledge and the realization of God working in their lives.

PHILOSOPHY

Our Lady of Lourdes Catholic School educates students in a diverse, disciplined environment, challenging them to strive for academic excellence, and to apply their knowledge using Christian values.

Our Lady of Lourdes Catholic School accomplishes these goals in the context of a program which pursues the four-fold dimensions of Catholic education: to proclaim the message of God's love, to form community, to instill and foster a spirit of service, and to provide opportunities for both personal and communal worship and prayer.

Our Lady of Lourdes Catholic School strives to develop each student as a whole person, and to affirm each individual's self-worth, dignity, and potential. Students learn the importance of respect, compassion, gratitude, joy, justice, and responsibility.

BELIEFS

- We believe that we educate our students as we recognize the uniqueness of each child and he/she is encouraged to shine.
- We believe that our students are first and foremost children and should be allowed to participate in experiences that are developmentally appropriate.
- We believe that our school community is enriched by the diversity of our students as represented in different socioeconomic, ethnic, racial and religious groups.
- We believe that our Catholic school offers an environment providing opportunities for Christian formation and knowledge. Students are involved in religious education classes, service activities, liturgical celebrations, celebration of sacraments and daily prayer experiences.
- We believe that parents are the primary teachers of their children. Parents, children and staff form a faith community working together to achieve the goals of the school.

- We believe that our Catholic school provides an excellent education that challenges the child to his/her potential through positive learning experiences.
- We believe that the ultimate goal of school is to guide each students to acquire knowledge in order to find his/her place in society as he/she lives a life rooted in Christian love and respect.

GRADUATE PROFILE

As students progress through their grade and middle school years at Our Lady of Lourdes Catholic School, it is our goal that they develop values centered in respect for the dignity of all humanity and a love of learning that will continuously expand their world view. We also strive to enable students to recognize their gifts and talents in order that they will be positive and productive members of the society in which they live.

1. Values

- Recognize the dignity of each person.
- Demonstrate strong character traits.
- Live a Christian lifestyle.
- Develop life-long love for learning.
- Appreciate artistic expression in fine arts and written works.
- Recognize that the value of happiness comes from a positive self-esteem and personal integrity.
- Respect and understand people, places and cultures of the world.
- Live a healthy lifestyle.

2. Skills:

- Set and evaluate goals.
- Develop problem-solving and evaluation skills.
- Raise effective questions.
- Think critically.
- Apply effective organizational strategies in written and oral works.
- Complete work individually, as well as cooperatively in groups.
- Communicate effectively in writing, orally and creatively.
- Read and comprehend a variety of written materials.
- Solve math equations using a variety of strategies.
- Develop technology skills and the proper use of the technology.

3. Beliefs:

- Believe in one's ability to achieve success.
- Accept responsibility for one's own actions.
- Respect the rights of self and others.
- Pursue the obligations of citizenship.
- Live by the rules of the law.
- Make a difference in one's community through service to others.

ACCREDITATION

Our Lady of Lourdes Catholic School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Salt Lake. These are the regulations and policies, which are published in the *Administrative Handbook* as well as those, which may subsequently be determined by the Superintendent of Schools. The Western Catholic Educational Association, The Northwest Association of Accredited Schools, and the Utah State Department of Education accredit Our Lady of Lourdes Catholic School.

ADMISSION REQUIREMENTS

At Our Lady of Lourdes School, students applying for Kindergarten will be screened. New students, in applying for admission to grades 1-5 must present current report cards and students applying to grades 6-8, will be tested for placement and previous and current report cards must be presented. It is understood that new students are accepted on a probationary basis. In individual cases, some students may be accepted only after signing a contract detailing academic and behavioral expectations. If probationary students do not perform at acceptable levels both academically and socially, it is understood that they may be asked to withdraw.

Our Lady of Lourdes School policy for admission is as follows:

- 1st Siblings of presently enrolled students.
- 2nd Parish members where the school is located.
- 3rd Parishioners of regional parishes.
- 4th Other Catholics.
- 5th Non-Catholics

APPOINTMENTS AND MESSAGES

We are always happy to talk with you about your child. However, to assure that there is adequate time to meet with you and to assure the smooth operation of the school day, we do request that you make an appointment to talk to us.

Appointments with the principal may be made by sending a note or by calling the office during the day.

Appointments with a teacher may be made by sending a note to the teacher or by telephoning the office. However, since class time is so valuable and important, appointments with teachers can only be scheduled after school. In no way may a teacher be disturbed from his/her primary duties once the school day begins unless the interruption is approved by the principal.

Telephone messages to students during school hours are strongly discouraged. ONLY messages of vital importance will be relayed to students during school hours since it is impossible to deliver messages without disrupting classes.

If through urgent necessity a parent comes personally to school to deliver a message or to bring something to a student, the parent must come to the school office. Under no circumstances is the parent to go directly to the student's classroom.

Students are permitted to use the telephone in the office only in cases of extreme need, and then only with permission from a teacher.

ATTENDANCE/ABSENCE

At Our Lady of Lourdes School regular attendance has a direct correlation with learning and achievement. Prompt and regular attendance at school is essential for successful class work. Parents are urged, therefore, not to keep their children out of school except for illness or emergencies. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary.

The school day for grades K-8 is from 8:00 A.M. to 3:00 P.M. Monday through Thursday. Dismissal time on Friday is 12:30 P.M. 7th grade dismissal on Fridays is 1:10PM. The school calendar will indicate any other days of early dismissal. 7th and 8th graders should check the calendar for changes in Friday dismissal due to schedule changes at Judge. Students should not arrive on school grounds before 7:30 A.M. and should leave the school grounds at 3:00 P.M. or at the time of early dismissal.

Students who have not been picked up by 3:15 P.M. will be placed in the Extended Day Program.

Once at school, no student may leave the school grounds without the permission of the principal, secretary, or designee. Students may not shop at local convenience stores before school without parental/guardian supervision. Students who leave the school grounds without permission are subject to suspension and/or expulsion.

In order to provide continuity in your child's school day, we urge you to avoid having to take your child out of class before the regular time of dismissal. However, should it become necessary please send a note to the child's teacher in the morning stating both the reason for and the time of the student's departure. If the child is to be picked up by someone other than the parent or guardian, this should be specified in the note. That person needs to be listed on the blue emergency information card that parents fill out each year.

In every instance students must be picked up at the office and checked out by the secretary or designee. A child is considered absent for half of the school day if he/she arrives after 10:00 A.M. or leaves school before 1:30 P.M.

If a child is absent, a parent is required to call the school office by 9:00 A.M. If you want to pick up schoolwork for your ill child at 3:00 P.M. let the office know when you call that morning. Upon the child's return to school, a written note must be sent to the teacher stating the reason for the absence. The note must be dated and signed by a parent. Illness or family emergencies are considered excused absences. Vacations are considered unexcused absences.

A student is responsible for school materials covered during his/her absence. However, teachers are not obliged to administer make-up tests to a student unless his/her absence was due to illness or other grave reason. Responsibility rests upon the child to make arrangements with the teacher for the administration of the make-up test at a time convenient to both.

A report card will not be issued at Our Lady of Lourdes School if a child is absent for ten or more days in a quarter.

For a student to continue in attendance at Our Lady of Lourdes School, the student must:

- Maintain regular attendance (punctual and consistent).
- Reflect effort and motivation to achieve academic progress suitable to his or her capacity.
- Follow the behavior standards of the school.
- Reflect maturity in social behavior appropriate to his or her age.

The parent/guardian must:

- Be supportive of the school's mission and philosophy.
- Cooperate with teachers and administration.

Tardy Policy

Being on time to school is important for it allows each student to get off to a good start each day, an important value not only for school, but for life as well. In addition, entering the classroom after school has begun is disruptive to the entire class and interferes with the teacher's lessons.

A child is tardy when he/she arrives after 8:05 A.M. A student coming late for classes is expected to bring a written explanation from the parent or guardian to the school office. A student will not be admitted to the classroom without a tardy slip from the office.

If a student is tardy eight or more times in any quarter, that student will not receive a C (Commendable) grade (Grades 1-3) in conduct, nor an A grade (Grades 4-8) in conduct.

ATHLETICS

An after school athletic program is directed through Our Lady of Lourdes Parish. Many of our students are involved in these programs and we encourage your support of these activities. We do not tie academic performance to the privilege of participating because the athletic programs are not part of the school domain.

AWARDS

Each quarter students are recognized for their achievement in various areas. Presentations are made to eligible students, usually in the form of ribbons or certificates.

CELL PHONES

Cell Phones are not permitted in school. If a staff member sees or hears a student's cell phone, it will be brought to the principal. It must then be picked up by a parent. Should this happen a second time, the phone will only be returned to the parents at the end of the school year.

CENTRE SIS

The Centre Student Information System is an administrative program that we use to help keep parents informed of their students' progress. Parents will receive a password that will allow them to access their children's grades and check on missing assignments. It is a web based program and can be accessed via the internet. Parents of seventh and eighth graders will also receive a PowerSchool password to access their students' grades at Judge Memorial Catholic High School.

CHANGE OF ADDRESS/PHONE

Parents are to report any change of residence or phone numbers to the office as soon as possible. Changes in parental custody or guardianship, with legal documentation, are also to be updated so that appropriate changes can be made regarding emergency medical release information.

CLASS REPRESENTATIVES (ROOM PARENTS)

Each grade should have one or more dependable mothers or fathers who will help with various activities during the school year. Parents have an opportunity to volunteer for this service in the spring for the following school year. Room parents are members of the Home & School Association Board, which meets monthly to coordinate activities and to provide input about a variety of topics. Responsibilities of room parents include, but are not limited to, attending HSA Board meetings, providing hospitality for various events, recruiting parent volunteers from their grade for field trips, HSA activities, and any projects needed by the teacher.

COMMUNICATION

Most communication is through email. This ensures that all messages get home to you in a timely manner and also saves paper resources. Please make sure that we have a current email address for you and notify the office of any changes.

At the beginning of the school year a 9x12 envelope is prepared for each family to be used for paper communication between the school and the home. The envelope will be sent home with the youngest child. Please read the material in the envelope, sign it, and return it to school within two days. Enclose any replies in the envelope. In the event an envelope is lost, there is a \$2 replacement fee.

A weekly letter will be emailed each Monday and the envelopes will go home on Monday as well. Occasionally there will be additional email messages so you should check your email daily so as not to miss anything.

CURRICULUM

The distinctive purpose of Catholic schools is to create a Christian educational community where human culture and knowledge, enlightened and enlivened by faith, are shared among teachers, staff, parents and students.

Our Lady of Lourdes School organizes its curriculum to achieve this purpose. Students are provided opportunities in the following areas:

Religious/Moral:

- Education in the beliefs and traditions of the Catholic Church.
- Participation in prayer and worship.
- Knowledge of the person and message of Christ and an understanding of His Church.
- Development of moral and spiritual values, ethical standards of conduct and basic integrity.
- Personal interaction that respects the rights of individuals and groups, nations, races and cultures.

Intellectual:

- Education in the core subjects of reading, English, and mathematics.
- Development of critical thinking and problem solving skills, independent reasoning, personal responsibility for intellectual development and ongoing self-evaluation.
- Education in spelling, science, social studies, handwriting, physical education, art, music, technology, and Spanish.
- Expectation of quality work and striving for excellence.
- A variety of learning strategies and life skills.
- Integrated knowledge and applying multi-disciplinary approaches to solving problems.
- Variety of communication forms and oral and written skills.

Aesthetic/Cultural:

- Experiences that can develop a sense of wonder and an appreciation for beauty and the arts.
- Access to humanity's accumulated culture and knowledge.
- Education and experiences that emphasize the heritage, responsibilities and privileges of American and world citizenship.

Physical/Emotional/Social:

- Development and preservation of good spiritual, physical and mental health.
- Acquisition of skills for dealing constructively with the tensions inherent in change and adaptation.
- Development of interpersonal skills and conflict management.
- Development of a sense of responsibility for oneself and for our local and world community.
- Development of a sense of responsibility for worldwide social justice.

At Our Lady of Lourdes School the program of studies endeavors to reflect consistently the mission, philosophy, goals and objectives of Our Lady of Lourdes School and of the diocese of Salt Lake City, in keeping with the primary goal of providing a quality Catholic education.

We are also in compliance with the Diocesan curriculum and the core curriculum of the State of Utah.

Religious instruction is central to the program of studies, which is designed not only to present a well-organized exposition of subject matter, but also to bring each student to a personal experience of his/her faith and a deeper knowledge of and love for Jesus Christ. We accomplish this through daily prayer, monthly liturgies, prayer services, and opportunities for the Sacrament of Penance, and special observances of the Church year.

The teaching of Christian doctrine promotes the building of community through service to God, the Church, and neighbors. The spiritual life of the students is and must be a paramount concern to our pastor, principal, faculty, and school parents. Since parents are the primary teachers of their children, the efforts of students and staff should be supported at home by family prayer and Sunday worship. Without these things the spiritual life of the student is diminished.

The students in second grade may receive the Sacraments of First Penance and First Holy Communion. The student must be baptized and the certificate on file in the school office. The parents or guardians must attend the preparation sessions made available.

The students in the seventh and eighth grades may receive the Sacrament of Confirmation. The student must have received the sacraments of Baptism, Penance, and First Communion. The parents or guardians must attend the preparation sessions made available.

Religion is taught every day in every grade.

Primary Grades: Religion classes are taught every day. In K-3, the primary grades, great emphasis is placed on reading, English and mathematics. Reading and writing skills are developed and expanded through a Language Arts Program of studies in English, phonics, creative writing, handwriting, spelling, and library skills. Mathematics is presented in a manner designed to develop skills in mathematical knowledge, reasoning and creative problem solving. Other subjects (e.g. SS, SC, art, music, P.E., computer) are presented in ways that contribute to the social aspects of the child's growth in the early years of development and education.

Intermediate Grades 4 and 5: The curriculum of the intermediate grades includes courses in religion, reading, English, mathematics, spelling, handwriting, science, and social studies. Other subjects include library, art, computer, music, P.E. and Spanish. Emphasis is placed on developing self-reliance, study-skills and acceptance of responsibilities.

Middle School Grades 6, 7, 8: Middle school Math is leveled according to the students' ability. Middle school students continue to have classes in music, art, P.E., computer, and Spanish.

The curriculum in the Middle School grades is departmentalized for seventh and eighth graders. Seventh and eighth graders take their Science classes at Judge Memorial High School and eighth graders take their Math and foreign language at Judge as well. They have the choice of French, Spanish, or German.

DAILY SCHOOL SCHEDULE

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| 7:00-7:30 | Extended Day Program - No student should arrive prior to 7:30 unless part of EDP. |
| 8:00 | Students picked up by teachers. |
| 8:05 | Tardy bell - Students arriving in the classroom after this time need a tardy slip signed by someone in the office. |
| Monday, Tuesday, Wednesday, Thursday (On Friday there will be no break) | |
| 10:50-11:30 | Break and Lunch for Grades 6 through 8 |
| 11:10-11:55 | Break and Lunch for grades K - 2 |
| 11:35-12:20 | Break and Lunch for grades 3 - 5 |
| 12:30 | Dismissal on all Fridays. Dismissal on Fridays for seventh grade is at 1:10. |
| 3:00 | Dismissal on Monday through Thursday |
| 3:00-6:00 | Extended Day Program |

DISCIPLINE

At Our Lady of Lourdes Catholic School discipline is an aspect of moral guidance, and refers to those reasonable controls that promote the individual student's development and self-discipline. Discipline takes place in a Christian environment, in which the rights and responsibilities of students and teachers are recognized.

Throughout the school day there is much activity and movement in and around the school.

However, we are to continually remind ourselves that a quiet and peaceful spirit should permeate the area. Students moving from room to room are expected to do so quietly, having respect for classes that are in session. There should be no talking in the halls. Students going to Judge Memorial High School for classes should remain in line and proceed silently.

The purpose of good discipline is:

- To help students not only to do the right thing, but to ENJOY doing the right thing;
- To maintain order and promote character development;
- To enable the student to achieve maturity, self control, and Christian attitudes toward lawful authority, his peers, and his duty in life

Discipline is said to be maintained in the classrooms and school when there is evidence of a cooperative spirit between students, principal, teachers, and staff. However, good discipline originates in the home! The parents are the first teachers and should develop in the child good behavior habits and proper attitudes toward school. To help the child, parents should:

- Recognize that the teacher takes the place of the parent while the child is in school, and teach the child to respect the teacher accordingly.
- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Show an interest in school by attending school functions and by taking part in Home and School meetings, fund-raising projects, and other school related activities.
- Stress the importance of schoolwork by having a designated place to do homework and the supplies necessary to complete assignments.
- Teach the child to be tolerant of teachers and classmates whose way of life may be different from their own.
- Be familiar with school rules and encourage the student to comply with them and to cooperate with the school.

Close communication between teachers and parents enhances performance and promotes desirable behavior. School rules will be communicated to students.

Whenever possible, the teacher will use natural consequences in the classroom when a student has misbehaved. Inappropriate conduct will result in consequences.

Possible offenses include but are not limited to:

- a. Improper school or gym uniform
- b. Uniform worn incorrectly
- c. Tardy
- d. Talking or yelling
- e. Running in halls and/or stairwells
- f. Inappropriate lunchroom behavior
- g. Chewing gum in school and on the school ground both during school hours and school functions.

Behaviors that will not be tolerated include but are not limited to:

- a. Hitting/kicking
- b. Improper language
- c. Disrespect to persons or property

Homeroom teachers will keep track of student demerits and a student will have detention after accumulating 5 demerits. Detention will be held on a weekly basis and parent(s)/guardian(s) will be notified. If a student should receive three detentions a conference time will be arranged when the student will meet with parents, teachers and the principal.

Students may be placed on probation by the school administration after a single serious action or after having served repeated detentions or suspensions. When a student has served two in-school suspensions, he/she faces being placed on probation by the administration.

From time to time, the school administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment. If a probationary student continues to demonstrate inappropriate behavior, he/she may be asked to withdraw. If a student's behavior or attitude is detrimental to the welfare of himself/herself or to others, probation, suspension or expulsion are options. The principal will decide probation or suspension. Expulsion will be a decision made jointly by the pastor and the principal.

The following behavior does not contribute to a safe, respectful, Christian environment and will not be tolerated:

- Causing physical harm (Fighting, throwing objects, using or distributing drugs, weapons, etc.)
- Causing psychological harm (intimidation, threats, pornographic material, etc.)
- Using a tone or gesture of disrespect that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults or authority (insubordination, unwillingness to follow established rules, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating irresponsible behavior (being unreasonable, repeated violation, unwillingness to follow established rules, etc.)
- Being dishonest (lying, cheating, forging official signatures, etc.)
- Disrupting the class while in session, misbehaving in classrooms, restrooms, halls, or in assemblies
- Habitual lack of effort leading to failure in classroom work

Some behaviors are more serious and can result in immediate suspension or expulsion and may necessitate notifying the authorities. Examples of these behaviors are:

- Using language or behavior which is immoral, profane, vulgar, or obscene
- Possession, use, or sale of any form of tobacco, alcohol, or drugs on school, church, or adjacent property used by the school.
- Threatening a teacher or any other person
- Possession or using fireworks or other explosives
- Initiating a fight or participating in a fight
- Leaving class or the school campus without permission
- Possession of knives or other lethal weapons, instruments, matches, or pornographic material.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person in

the school building, or is in possession of, or brings onto school property, any article or substance* that may endanger him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion. Any violation of the Safe Schools Act of the City of Salt Lake allows the school to report such violations to the police.

*Note: This policy includes as an unsafe “substance” any narcotic, tobacco, alcohol or other drugs, or any object such as knives, laser pointers, etc. that could cause harm to students.

Harassment of Students

Our Lady of Lourdes School recognizes that harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Harassment can also lead to more serious violence. Every student has the right to an education and to be safe around school.

Because of the Christian climate and Catholic culture in Our Lady of Lourdes School, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within or outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident(s) or situation(s).

Search and Seizure

The principal, assistant principal, and/or pastor of Our Lady of Lourdes Catholic School and/or their designate retains the right to search student’s person, student possessions, and/or seize possessions whenever there is reasonable suspicion.

See **Diocesan Policy 3500 Termination of Enrollment**

DRESS CODE POLICY

At Our Lady of Lourdes School students shall be dressed appropriately at all times. They are required to be in complete uniform every day. Exceptions are special occasions and official meeting days of Brownies, Girl Scouts, Cub Scouts and Boy Scouts. Please ensure that your child maintains a neat, clean and well-groomed appearance and comes in the complete organization uniform. If, for any reason, your child is not wearing the school uniform, please send a written explanation to the teacher.

Our Lady of Lourdes School takes pride in the appearance of our students. We believe in a uniform policy for the following reasons:

1. It allows the student to focus on academics rather than on dress.
2. It helps to eliminate competition for expensive and/or fad clothing.

3. It helps the student when getting ready for school in the morning.

It is important for all individuals in the school community to present a good appearance. This shows respect for each other and for one's self. Pride in one's appearance is important in academic and professional settings. The dress code will be enforced during school hours and while on school property and may be enforced for any school sponsored or school related event. Interpretation of the dress code will be at the discretion of the principal.

Boys: Natural (original) hair color only. Hair must be neat, clean, well groomed, and trimmed on the sides and back. Hair is not to extend further than the TOP OF THE COLLAR and must be out of the eyes. Sideburns should be neatly trimmed and may extend only to the bottom of the ear. Earrings may **NOT** be worn. Extremes of any kind are not permitted.

Girls: Natural (original) hair color only. Hairstyle must be worn in a neat and tasteful manner and must be out of the eyes. **Headbands must be either a solid blue, black, or white color, or the headband that can be purchased at Dennis Uniform Co.** Earrings are limited to one post of conservative size and style **PER EAR.** Please, for safety purposes, no bracelets and no dangling earrings. Only religious necklaces on a **small-link**, silver or gold chain are allowed. Makeup of any kind is not permitted. Long fingernails and colored nails are **NOT** permitted. Extremes of any kind are not permitted.

Shoes: Leather dress shoes in brown, black, or navy blue, OR athletic shoes which are predominately navy, black, or white with the same color shoelaces may be worn. The athletic shoes must be predominately one color. There can be no coloring in with markers. **BOOTS, SHOES WITH LIGHTS OR WHEELS, PLATFORM SHOES, SHOES WITH HEELS HIGHER THAN 2", SANDALS, or CLOGS are NOT allowed.**

Uniform Requirements

All students must be in complete uniform at all times. Uniforms **must** be purchased at Dennis Uniform Company. All uniform pieces (except for belts and socks) will have either a visible school logo or Dennis tag.

- Oxford shirts **must always** be worn with either a jumper, sweater, sweater vest, or sweatshirt (crew or zippered)
- Shoes **must** be navy, black, or dark brown.
- Athletic shoes may be worn, but **must** be solid navy, black, or white (no accent colors or shoelaces).
- Navy, black, dark green, or white knee socks or tights **must** be worn by the girls in 2nd and 3rd quarters.
- All shirts **must always** be tucked in.

- Boys must wear socks that fold over at the ankle, **not** low cut sneaker socks.
- A plain black, brown, or navy belt **must** be worn with pants or walking shorts by both boys and girls in grades 2 to 8.
- Walking shorts may only be worn in 1st and 4th quarters.

GIRLS:

K-5 Christopher plaid jumper or skort **and/or** navy twill or corduroy pants or walking shorts

Navy, dark green, or white polo shirt (when worn with pants or skorts) **must** also be worn with either sweater, sweater vest, or sweatshirt (crew or zippered) in 2nd and 3rd quarters.

White socks that fold over at the ankle may be worn in 1st and 4th quarters.

6-8 Christopher plaid skirt or skort **and/or or** navy twill or corduroy pants or walking shorts

Navy, dark green, or white polo shirt (when worn with pants or skorts) **must** also be worn with either sweater, sweater vest, or sweatshirt (crew or zippered) in 2nd and 3rd quarters.

White socks that fold over at the ankle may be worn in 1st and 4th quarters.

BOYS:

K-8 Navy twill or corduroy pants or walking shorts **with** a plain black, brown, or navy belt.

Navy, dark green, or white polo shirt **must** also be worn with either sweater, sweater vest, or sweatshirt (crew or zippered) in 2nd and 3rd quarters.

Oxford shirts (if worn) **must always** be worn with either a sweater, sweater vest, or sweatshirt (crew or zippered).

GYM UNIFORM FOR BOYS AND GIRLS IN GRADES 5 THROUGH 8:

Dark Green or white T-shirt with the school logo.

Navy nylon mini mesh shorts with the school logo.

White socks can be worn with the gym uniform.

DROP OFF AND PICK UP

The safety of the children is our main concern. Students are to be picked up on 700 East in front of the school. Parents are not to park their cars unless they are in a marked parking space. If you pull up in front of the school and your child is not there yet, please keep going and either park in a space or go around the block. It is very dangerous for the children to walk between waiting and idling cars to get to their own. Please do not park across the street and call to your children to run across to

you. Students are instructed to cross at the crosswalk at the corner of 1100 East and 700. Again, this is for their safety. When you do have your child, please be aware of other children when you pull away from the curb.

EMERGENCY CARDS

At Our Lady of Lourdes School, if your emergency card information changes for some reason during the year, request a new card, fill it out and promptly return it to the office.

All children who become ill during the day should report to the school office. If the condition warrants that the child be sent home, parents/guardians or those listed on the Emergency Cards will be notified. It is their responsibility to see that arrangements are made for the child to get home promptly and safely. For safety reasons, it is required that all students be signed out before being removed from the school building.

EXTENDED DAY CARE

Extended Day Care, for an additional fee, is available from 7:00 A.M. to 7:45 A.M. and/or 3:00 P.M. to 6:00 P.M. It is available for students in Kindergarten through eighth grade. Ask the school secretary for a copy of the Extended Day Handbook if you are interested in more information.

All students who come between 7:00A.M and 7:45A.M. and/or who are not picked up by 3:15P.M. are put into the Extended Day Program. This will help ensure the safety of your child.

HEALTH ISSUES

In order to protect your own child as well as others in the class, please do not send a child to school if you detect nausea, fever, severe cold or cough, or a suspicious skin rash or infection. Contagious diseases such as measles, mumps, chicken pox, etc., require exclusion from school and a student may not be readmitted to the school until cleared by a doctor.

HOMEWORK

At Our Lady of Lourdes School, homework is a necessary part of your child's education. Homework is assigned to reinforce material that has already been taught and to foster habits of independent study. Parents should take an active interest in the child's day-to-day progress and should provide suitable conditions for home study.

The students of Our Lady of Lourdes School will use this standard heading on all submitted homework, except for some creative writing assignments:

Standard Heading:

Name (First and Last, in cursive when known)

Grade

Date (No abbreviations)

Subject

(Skip a line)

Any Required Title

(Skip a line)

Page number (in margin)

Teachers will not accept written work torn from spiral notebooks. Students in Grades

4-8 should use ink for all work except mathematics, which is never done in ink and all written assignments need to be done in cursive. These standards apply to work done in class, as well as to homework.

Homework may consist of assignments other than written assignments. Activities such as reading for book reports, studying for tests, research projects, and essays may be assigned. Drill and memorization, practice on oral reading, and make-up of work missed through absences may also be assigned for homework.

One important achievement of homework can be the wholesome involvement of parents in the education of their child, leading to deeper relationships between home and school. Parents have two important responsibilities with regard to homework:

- To show an interest in the homework and to give guidance when appropriate.
- To provide a home environment conducive to study.

The child should be able to do assignments with minimal help and supervision. Continued serious difficulty with assignments indicates a problem and parents should contact the teacher.

If a student consistently neglects home assignments, the teacher will notify the parents. Parents can help attending Back-to-School Night so you are aware of your child's teacher's homework procedures.

LOST AND FOUND

All books, school bags, lunch boxes, and items of clothing should be clearly marked with the child's first and last name, **not** just with initials. Purses and wallets should contain some kind of identification.

Lost and found articles are sent to the school office and if not claimed within nine weeks they are donated to charity.

The school cannot assume responsibility for athletic equipment, radios, cameras, tape recorders, electronic games, etc. Therefore, these articles may not be brought to school without specific permission.

Any article found by a student must be taken to the office.

LUNCH PROGRAM

Our school is most fortunate to be able to provide a hot lunch program. This year the meals will be cooked in our new kitchen by McGillis School cafeteria personnel. Our students will be able to receive a balanced hot meal daily. This year you will be receiving a menu for the month. Lunches must be ordered on a monthly basis and paid for in advance, but you have the option of ordering only those meals that your student will eat. Each month a lunch form will be sent home to be completed and returned with payment **by the 15th of the previous month** if you wish to participate in the program. This is necessary for planning with the level of flexibility we are providing. Occasionally, a student who does not order lunch will forget to bring their own. In this case, a peanut butter and jelly sandwich will be provided.

Lunch menus and order forms will be posted on our website and sent home in the Monday emails.

Lunch Room Rules and Procedures

The following are the rules and procedures to be followed in the school lunch room. Students not behaving as asked will earn demerits. Repeated problems in the lunch room can result in the loss of the privilege of using the cafeteria.

1. Follow directions the first time they are given.
2. Students must clean their own lunch area.
3. Do not throw food.
4. Remain seated until given permission to throw away trash.

5. Talk in a reasonable tone and use respectful language.
6. No sodas or high energy drinks such as Red Bull, Volt, Monster, etc. are allowed.
7. Fast food is not to be brought into the lunch room.

MEDICAL TREATMENT

At Our Lady of Lourdes School the secretary or designee in the office dispenses all medications, including inhalers, cough drops, etc. Proper medical and parent consent forms are needed. Parents must provide the medication. Under no circumstances shall a student have any type of medication, inhaler, or drugs such as aspirin and similar medications on their person or with his/her personal belongings. (Students in grades 4-8 may keep inhalers with them if parents have turned in the proper paper work to the office.)

PARENT SERVICE

Studies show that successful schools are those in which parents are actively involved. Our parent service program allows you to demonstrate to your child how important his/her education is to you. It gives you an opportunity to meet other parents and it enables the school to maintain costs by not having to “hire out” services.

As a parent you are automatically a member of Our Lady of Lourdes School’s Home & School Association (HSA). Each family is required to complete 25 hours of parent service to the school. All hours must be completed and reported by the second Friday in May, unless other arrangements have been made. Your account will be charged \$50.00 for each uncompleted hour. Your volunteer involvement in HSA provides much needed support to the school and helps you to complete your 25 hours of service.

There are many fundraising opportunities in which you can participate to complete your hours. Check the school website and your weekly brown envelope for more information.

Volunteers do have legal responsibilities to students, and are expected to behave the way a reasonable adult would in the situation.

PARENT-TEACHER CONFERENCES

At Our Lady of Lourdes School we believe there is a definite correlation between student progress and parent interest in that progress. Therefore, parent/teacher communication and conferences are vital to the child's education.

PARENT VISITATION

Once school has begun, parents are asked to refrain from entering the classrooms with forgotten items. These are to be dropped off at the office. Volunteer or visitor passes are required of all parents whenever it is necessary to enter the school hallway or classrooms.

PARTIES

Parties are not regularly held in classrooms, except on rare occasions, and only with the consent of the principal. Our Lady of Lourdes School recommends that parents, who would like to honor their child on their birthday, donate a book to the school library. A book plate will be inscribed in the student's name and put on the inside cover. Please check with the librarian or classroom teacher for recommendations of needed books.

No invitations to birthday parties may be distributed at school unless they will be distributed to the whole class or to all the boys or all the girls. Balloons and/or flower bouquets are not permitted.

PRAYER

Our Catholic faith is a precious gift that will be shared daily in the classroom. One aspect of the Christian spiritual life in our school is prayer. Several times each day we pause with our students to "lift up our hearts and minds to God." Each class is called to prayer at least four times each day: at the beginning of the day, before and after lunch/recess, and at the close of the day. Along with formal prayers, teachers utilize Scripture and spontaneous or reflective prayer to enrich the prayer experience of our students. Teachers are encouraged to respond to any special or extraordinary events by having their students pray.

Parents or students are asked to notify the principal of any serious illness or death in the immediate family so the school community can lend its support through prayer and other means.

RECESS

The purpose of recess periods is to provide the students with supervised mid-day breaks for physical and mental relaxation. Students are expected to treat each other and their adult supervisors with kindness and respect, and will be held accountable for their behavior at all times.

Playground regulations are posted in the classroom and will be periodically reviewed with the students. Students must abide by the playground regulations.

Outdoors

1. Follow directions the first time they are given.
2. Students must remain on the playground during recess. Permission to enter the building must be received from the adults on playground duty.
3. No snowball throwing, tackle football, or sliding on the ice.
4. At the end of the recess time, students are to line up quietly at the designated area. The homeroom teacher will then promptly escort her/his students back to class.

Indoors

Indoor recess during inclement weather is supervised in the classrooms. Students are to:

1. Play quiet games.
2. Running indoors is not permitted.
3. Students must ask permission to leave the classroom to use the bathrooms.

REPORT CARD

At Our Lady of Lourdes School report cards will be sent to the parents through the students. Kindergarten students receive progress grades for the 2nd and 4th quarters.

Report cards are to be signed by the parents/guardians and returned within three days.

Retention: If, in the school's judgment, a student has not mastered the necessary academic skills, lacks the emotional maturity to advance to the next grade level or has missed more than 10 school days in a quarter and not received grades in one or more quarters, Our Lady of Lourdes School reserves the right of retention. The Administration will make the final decision when and if retention is in the best interest of a student. The Principal will consult with teachers and Vice Principal in making the decision to retain. Parents will be kept informed as to the progress of their child and the possibility of retention as soon as it appears that the child is not succeeding at their grade level.

SCHOOL CLOSURES

Information regarding school closures will be broadcast on:

KSL (575-6397) **FM-100** (570-1100) **KALL** (375-5255)

SICKNESS AND ACCIDENT

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the contact person on the Emergency Card will be notified immediately. Therefore, it is most important for the school office to know where to reach a parent or guardian during the school day. Current emergency telephone numbers (home, work, relative, friend, or neighbor) should be on file in the school office at all times. The school office must have on file a current and fully completed diocesan emergency card for each family with information pertaining to each student.

STANDARDIZED TESTING

Children in grades 2-8 take the Stanford Achievement Test in September. Results help determine academic standing and projected needs of the student. Parents receive a copy of their child's scores.

SUBSIDIARITY

At Our Lady of Lourdes School, we follow the Catholic pastoral policy of subsidiarity. That policy realizes the inherent benefits in bringing your questions or concerns first to the person directly involved. Parents should always begin by speaking with the teacher. The proper chain of command is teacher □ principal □ pastor □ superintendent. This process will promote understanding, effective communication, and a spirit of reconciliation.

TERMINATION OF ENROLLMENT

Expulsion

Our Lady of Lourdes School does all within its power to assure its students the right to just and fair treatment as befits a Christian institution. Sometimes, in spite of all that is done by the school personnel to guide and work with students, their continued presence in the school may be judged detrimental to their own welfare or the welfare of others. The expulsion of students will be considered when, in the estimation of the principal, all other means of correction fail to change unacceptable conduct. Expulsion may also result from a single major disciplinary infraction, inside or outside of school. The principal and/or pastor retain discretion in deciding such matters. The principal and/or pastor may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school.

See **Policy 3500 Termination of Enrollment**

TEXTBOOKS

Students have full responsibility for the care of textbooks issued to them. All textbooks must be kept neatly covered and are to be handled with care at all times. Students are to use backpacks to carry books to and from school. Textbooks should be kept free of ink or pencil marks; answers to problems, quizzes, or tests should NEVER be written in textbooks. If a textbook is lost or damaged, the student will be expected to pay for its replacement.

TRANSFER

Students transferring to Our Lady of Lourdes School, for admission to Grades 1-8 will need a transfer from their former school.

A transfer slip must always accompany a child who is withdrawn from Our Lady of Lourdes School. All books and school property need to be returned.

Notification is required prior to transfer from Our Lady of Lourdes School so that we have sufficient time to prepare the paperwork.

TUITION POLICY

Tuition is handled through FACT Tuition Management Company for Our Lady of Lourdes School. Tuition is paid through 10 automatic withdrawals from a checking or savings account. There is a small fee to register for the program.

Unsuccessful payment withdrawals will be subject to service charges from FACT and possibly from your bank as well.

Families with unusual hardships during the year should make an appointment with the principal at least a week before their scheduled withdrawal date to avoid finance charges.

Parents who do not wish to use automatic withdrawal may pay the tuition in full before the first day of school.

VISITOR PERMITS

At Our Lady of Lourdes School all visitors must, upon arrival, report to the school office and wear a visible pass. This helps to ensure the safety of our students.

CONCLUSION

This policy handbook is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of Our Lady of Lourdes School at the present time.

The principal has the right to amend the handbook at any time during the school year. Parents and students will be given prompt notification of such changes.

It would be impossible to anticipate all problems that may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Our Lady of Lourdes Catholic School will be held to be unacceptable even though not explicitly set forth in these policies.

You will not find every possible situation concerning proper behavior mentioned in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. ***In any case, the principal and/or pastor have the final decision in all matters pertaining to the school.***

Let us continue to encourage, support, and affirm one another as we endeavor to heed God's call to "Let the children come to me."

