

# **OUR LADY OF LOURDES SCHOOL**

345 WESTCHESTER BLVD.

SLIDELL, LA 70458

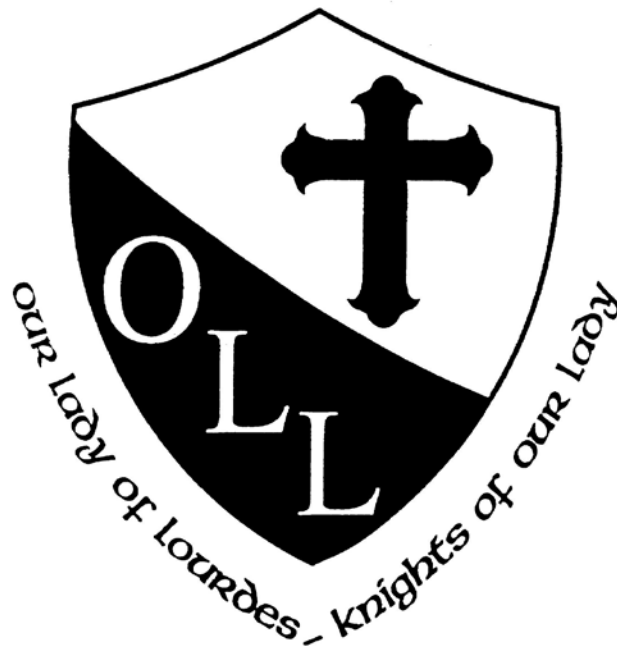
985 643-3230

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## **PARENT / STUDENT HANDBOOK**

**2011-2012**

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**Accredited by Southern Association of Colleges and Schools**

***Reverend Frank Lipps***  
***Pastor***

***Mr. Robert V. Kiefer, Jr***  
***Principal***

***Reverend J.P. Grenham***  
***Parochial Vicar***

***Mr. Stephen R. Nichols***  
***Assistant Principal***

## **PROLOGUE**

***IT IS WITH MUCH HARD WORK AND MANY HOURS OF THOUGHT AND DELIBERATION ON THE PART OF THE FACULTY AND STAFF, THAT WE PROUDLY PRESENT OUR END PRODUCT ...A HANDBOOK THAT IS THOROUGH AND COMPLETE. WE APPRECIATE YOUR CAREFUL READING OF ITS CONTENTS.***

***"All scripture is inspired of God and is useful for teaching...for reproof, correction and teaching holiness so that the man of God may be fully competent and equipped for every good work."  
2 Timothy 3:16-17***

## **OUR LADY OF LOURDES SCHOOL**

345 Westchester Blvd.  
Slidell, LA 70458  
(985) 643-3230

August 5, 2011

Dear Parents and Students,

Welcome to the 2011-2012 school year! This school year should be an exciting and eventful one for all of us. For the first time since 2005, our school campus will be made whole, once again, with the opening of our new gym and cafeteria.

The theme for this school year will be "Don't Let the Circle of Love End With You". The premise behind this theme is that people should pass on acts of kindness and goodness done to them. This will be the continuation of the theme "Acts of Random Kindness". We are trying to make our school and our community better places to live by changing the way we think and act for the better.

Academically, we plan to concentrate on improving math computation skills by the weekly testing of students in grades 1-8 using timed tests. Students will be responsible for knowing their math facts or they will not be successful. It is imperative that students know their math facts (addition, subtraction, multiplication and division) before they can learn math procedures and operations of numbers. Therefore, it is highly suggested that all parents work closely with their children to make sure that they keep up with these facts.

We are pleased to offer so many extracurricular activities for our middle school students. In addition to Dance, Cheer, football, flag football, basketball, volleyball, soccer, softball, golf, etc. we offer students the chance to participate in yearbook, student council, Beta Club, etc. This year we plan to offer even more clubs for our students.

The PTC (Parent-Teacher Club) and the Men's Club offer parents the opportunity to get involved with the parents of your children's classmates. Both organizations work closely with the school to make this a better environment for all our children, faculty and staff. Consider joining one or both of these groups to help improve our school.

God has been very good to us! He has blessed us with new buildings and wonderful children to fill them. Let us work together as a team to make sure that we provide the best opportunities for your children to advance academically, spiritually, socially, physically, and morally. May God bless all of us!

Robert V. Kiefer, Jr.  
Principal

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***Mission Statement:***

***Our mission is to work cooperatively with parents in the Catholic formation and educational development of children through an atmosphere of prayer and community service.***

***School Motto:***

***Our Catholic Faith calls us to serve others, to succeed in learning and growing, and to achieve in serving God through prayer and worship.***

***2011-2012 Catechetical Theme:***  
**“Do This In Memory of Me”**

***2011-2012 Catholic Schools Theme:***  
**“Catholic Schools: Faith, Academics, Service”**  
*(Celebrating 288 years)*

# **School Philosophy**

*Our Lady of Lourdes School, as a vital part of our church parish, dedicates itself to our baptismal call to preach and teach the great MESSAGE of our Catholic faith: that Jesus our Lord has come to us and redeemed us through His death and resurrection. We, therefore, proclaim this MESSAGE by building and living COMMUNITY life and values, by performing Christian SERVICE, and by sharing prayer and WORSHIP.*

*In a spirit of mutual respect, cooperation and shared responsibility, our pastor, administration, faculty, parents and students will seek to commit themselves to a united effort to promote and live the teachings of our Lord in all curriculum areas and school activities, as indispensable to our task of Catholic formation.*

*A comprehensive program strives to prepare the child for the future in a learning environment where the student can grow spiritually, morally, intellectually, socially and physically, using right judgment and a sense of moral values consistent with the teachings of our Lord as they use their unique God-given talents.*

## SCHOOL ADMINISTRATION AND STAFF

Reverend Frank Lipps	Pastor
Reverend J.P. Grenham	Parochial Vicar
Robert V. Kiefer, Jr.	Principal
Stephen R. Nichols	Assistant Principal
Lisa Berkman	Counselor
Laurie Percy	Accountant
Patricia Andrews	Religious Education Director DRE
Joan B. Loman	Receptionist
Kim Maples	Secretary
Patti Oakman	Office Assistant
Patricia Gremillion	Pre-Kindergarten
Christine Neely	Pre-Kindergarten
Rosaleen Purvis	Kindergarten
Sharon Canzoneri	Kindergarten
Lori Hursey	First Grade
Caryn Brock	First Grade
Cynthia Harding	Second Grade
Therese Garanich	Second Grade
Darlyn Collignon	Third Grade
Kerri Schneider	Third Grade
Erin Toranto	Fourth Grade
Jennifer Huff	Fourth Grade
Cheryl Pearse	Fifth Grade
Mehgan Hirstius	Fifth Grade
Tekla Cochran	Religion
Dana Kenney	Reading/English
Kelli Hartmann	Math / English
Tara Natal	Reading / Social Studies
Denise Cooper	Social Studies
Tracey Vicknair	Math
Jeana Wortmann	Reading / English
Kristin Carbo	Science
Kathy Carter	P.E.
Marilyn Hewson	Computer
Karen Schaefer	Remedial Reading / Math
Julie Lodriguss	Librarian
Mary Powe	Art
Cheryl Lohfink	Pre-K Religion Teacher / Aide
Joan Baker	Teacher Aide
Marilyn Commander	Art
Evelyn Thomas	Spanish
Gina Hattier	Music/Choir director
Amy Bozes	Teacher Aide
JoAnn DiLeo	Teacher Aide
TiJonne DiCarlo	Teacher Aide
Tami Melancon	Teacher Aide
Connie Watkins	Teacher Aide
Trudy Hodgson	Teacher Aide
Heather McManus	Teacher Aide
Theresa Guttuso	Teacher Aide
Mary Cooper	Teacher Aide
Jewel Bourdais	Cafeteria Manager
Lisa Galey	Extended Care Director
Mike Guidry	Maintenance
Sharon & Trevor Hamilton	Custodian

# CURRICULUM

*"In his mind a man plans his course but the Lord directs his steps." Pv. 16:9*

Our Lady of Lourdes has a long tradition of service and dedication to the Slidell Community. It is because of this long commitment to quality education that we continue the tradition that was begun over eighty years ago by the sisters of the Benedictine order. Our Lady of Lourdes is a Louisiana State-accredited school as well as regionally accredited through SACS. The school meets the requirements set forth by the state in all basic subjects. To enhance our well-developed program in grades Pre-K through eight, we offer the following:

1. a variety of liturgical experiences to develop the student's prayer life and daily religious instruction in order to facilitate spiritual growth
2. a full day Prekindergarten program for children who are four years old by Sept 30, 2011. The Pre-K program uses the "Letter People" as a comprehensive program that promotes oral language, vocabulary, phonological awareness and social development
3. a full day Kindergarten program for children who are five years old by Sept 30, 2011
4. a computer literacy program for grades Pre-K through eight in a multimedia, networked PC computer lab and campus wide mobile, wireless, laptop labs.
5. a Remedial Reading/Math program for children in grades two through five
6. a Title 1 Remedial Reading teacher to stimulate and remediate qualifying students in grades K through five.
7. the services of a full time counselor
8. the services of a full time librarian offering extended library hours
9. music, Spanish, and art are offered
10. an Extended School Care (Before/After) service available for Our Lady of Lourdes School students
11. the Open Court Reading program which provides strong phonetic background and study skills learning in grades 1-5 and a Glencoe / Prentice Hall literature series in grades 6-8 in addition to novel studies in grades 1-8.
12. a multifaceted approach to discipline which incorporates Cooperative Discipline techniques, an organized monitoring system for student behavior management, and a PERSONAL CONDUCT RECORD system to enforce discipline policy
13. a developing, dynamic Middle School program utilizing innovative techniques such as integrated curriculum development.
14. a Sadlier-Oxford "Progress in Mathematics" series for grades K through 5, a Glencoe math series in grades 6 through 8, and a Prentice Hall Science Explorer Integrated series for grades 5 through 8 and Loyola Press Voyages in English for grades 1-8 with the McGraw-Hill Language Arts Today series for grades 3-5.
15. Accelerated Reader program utilizing the diagnostic "STAR Reading Program" in grades 1 through 8
16. high school credit offered to 8th graders in Algebra I, English I, Physical Science, and World Geography.
17. a developmental P.E. program for all grades
18. in reading and math, an Accelerated program in grades 3 through 5 and an Honors program in grades 6 through 8.
19. a focus on language, reading, and math through increased instructional time.

## Life Skill Virtues

*“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.” Philippians 4:8*

The following life skill virtues will be emphasized throughout the school year and should be practiced by all of the OLL community and looked upon as lifelong guidelines.

### “A VIRTU-AL EDUCATION”

1. RESPECT--high regard; honor; consideration for someone; recognition of worth
2. COURTESY--thoughtfulness of others; civility; polite
3. GENEROSITY--willingness to share with others; unselfish; willingness to forgive
4. COMPASSION--feelings for another’s sorrow or hardship that leads to help
5. HONESTY--emphasizes fairness in relations with others and refusal to steal, lie, cheat or misrepresent
6. COURAGE--fortitude; to act with moral strength; to meet danger or hard things without fear
7. PERSEVERANCE--to keep at it until you get it right
8. UNITY--a group of people being united to accomplish something; getting along together
9. FRIENDSHIP--to make and keep a friend through mutual trust and caring
10. SENSE OF HUMOR--to laugh and be playful without harming others
11. ORGANIZATION--to plan, arrange and implement in an orderly way; to keep things orderly and ready to use
12. INTEGRITY--to act according to a sense of what’s right and wrong
13. FAITH--belief in God; trust
14. SELF-DISCIPLINE--careful control and training of oneself
15. OBEDIENCE—submitting to authority or law; doing what one is told to do.
16. MODESTY—quality of being decent or chaste; not drawing attention to one’s body

# SCHOOL POLICIES AND REGULATIONS

*"Let the little children come to Me. Do not shut them off. The reign of God belongs to such as these." Luke 18:15*

## ADMISSIONS

Our Lady of Lourdes admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. OLL does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in OLL school shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

**All accepted new students will be in a probation status for a full year.** At any time during that year, the student's records may be reviewed by an academic / disciplinary panel.

## HEALTH RECORD REQUIREMENTS

State law requires that all children attending school in the State of Louisiana have the following immunizations. This requirement includes students in Pre-kindergarten through grade 12. Included are students who are coming from another parish, state, public or nonpublic school.

- DPT (Diphtheria, Tetanus, and Pertussis or Whooping Cough) A minimum of four doses is required. The last DTP or a booster is to be given after the fourth birthday.
- Polio – A minimum of three doses is required. The last Polio or a booster is to be given after the fourth birthday.
- MMR (Measles, Mumps, and Rubella) One dose is required at twelve to fifteen months of age. A second MMR is required before entry to school.
- Hepatitis B Three doses are required for first time enrollees into Louisiana public schools.
- HIB Four doses or proof of at least one dose after fifteen months of age are required for Pre-kindergarten and non categorical students to enter school.
- VARICELLA (Chickenpox) Two doses or a history of disease is required to enter Pre-kindergarten and Kindergarten.
- MCV4 (Meningococcal Conjugate) Required for all students entering grade 6 or eleven years old in any other grade. These students must also have proof of booster doses of Tdap, MMR, and Chickenpox.

**Dates of the above required immunizations must be recorded on an official immunization form and presented to the school at the time of registration.**

Contact the Slidell Health Unit at (985) 646-6445, the Covington Community Wellness Center at (985) 871-6030, or the Greater New Orleans (GNO) Immunization Network Mobile Unit at (504) 733-3268 for immunization information.

**The immunization policy of Our Lady of Lourdes School dictates that no child be allowed to enter the school without proof of immunization.**

## CHILD CUSTODY

Divorced or separated parents **must** file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school **will not** be held responsible for failing to honor arrangements that have not been made known.

When checking out students or picking them up, the school presumes that both parents have access to the students unless one parent can provide evidence (legal custody papers) that he/she has sole rights. Custody matters must be settled by parents off campus.

## SCHOOL HOURS

School hours are 8:05 A.M. to 3:05 P.M. Tardy bell rings at 8:07 A.M. Dismissal for all students is at 3:05 P.M. Students will be supervised from 7:35 A.M. to 3:30 P.M. by assigned duty persons and/or classroom teachers.

## NEW SCHOOL BUILDING / OFFICE

The new school building is open and located along Westchester Blvd. The school office is located in the North Hall = closest to Westchester Blvd. Parking is available on the street in front of the school as well as the parking lots to the east and west of the new school. The only entrance to the new school is on either side of the connecting bridge to the North and South Hall buildings. Normal school office hours are 7:30am to 4pm. School phone number is 985 643-3230.

## ARRIVAL AND DISMISSAL

For the safety of the children we ask that you adhere strictly to the arrival and dismissal policies. Please do not "drop off" or "pick up" your child anywhere but in the **designated areas** and the **designated times**.

**PLEASE: No parents in / around classrooms.**

**(For the safety and control of students)**

### ARRIVALS

Only the students who are transported to school by public school buses or who are registered in the Extended Care program may arrive on campus before 7:35 A.M. The early arriver **must** report to Building "A" and check in with Extended Care school staff. A fee will be charged for use of the Extended School Care services...(6am to 6pm).

All other students arriving on campus after 7:35 and before 8:00 **must** report directly to the cafeteria where all will remain until permitted to go to their homeroom by the duty teacher. Written consent from a teacher or being paged by the office are the only exceptions to this rule. Students are not allowed to place items near their classroom before reporting to the cafeteria.

Drop offs should be made in front of the new school by the covered walkway leading from the street. Maps will be distributed at parent check in with the designated car, bus, loading and unloading zones that will be in force for the start of school. These areas may vary as the school year progresses. Parents will be notified.

Bus drop off will continue in its current location, on the west side of school by the new towers and flag pole. Students will be supervised and must walk to the appropriate school building by sidewalk and not crossing into the parking area.

On rainy days, car drop off and bus drop off may switch due to safety considerations and standing water. As this may happen quickly, parents must be vigilant for these different procedures should they occur.

**Morning Assemblies:** Morning prayers and announcements will begin after the tardy bell, 8:07 A.M. **No parents should be in or around the classrooms.**

### **DISMISSALS**

Dismissal is at 3:05 P.M. for all students.

**ALL car riders** are to report as directed to the car loading zone(s). These will be designated car loading and unloading zones and shown by map at the beginning of school and as requirements dictate throughout the year due to construction requirements. Parents in car line must remain in their vehicle at all times. **At 3:30 any remaining students will be taken to the Extended Care area. No Our Lady of Lourdes students will be allowed to wait or to be picked up in front of, behind, or near the site of the (OLD) church / current rectory. These areas are NOT supervised by school personnel. No students should ever cross the drives by gates....students MUST walk around on designated sidewalks.** Upon driving into the school parking lot (or in car line on Westchester when loading / unloading is being done on the street) , **drivers of cars must not be using cell phones as this activity distracts from appropriate vigilant driver safety.** Violators will be asked to go to the end of the line.

Rainy day dismissal locations may vary during the year but will primarily be located near the covered walkway locations in front of the new school by the flag pole and children's play area in the courtyard.

Parents may not park in the new church parking lot and wait for their child to come to them. This is not a supervised student pick up area. Parents may park in the new church lot and walk to the "student pick up" location near the electronic sign.

**Walkers** are to exit the school grounds using sidewalks leading down Oxford from the campus and to corner crossings such as at Berkeley and Westchester. No student should ever cross a street without an adult in the middle of a block. **No students should ever walk across any school parking area where cars park and travel.**

**Bus riders** are to report to the *bus loading zone* (at the front of school by the flag pole in the west parking lot). All bus riders must be present and seated immediately following the 3:05 dismissal bell. Loading of students onto the buses will be supervised by a duty teacher until all students have been picked up. No child will be allowed to leave this area on his or her own to walk to a car in front of the school or church or across a parking lot.

**Students will NOT be permitted to reenter classrooms after 3:20 P.M.**

### **EARLY DISMISSAL**

Dismissal time is hectic for everyone. The principal and teachers use the time prior to dismissal to communicate last minute instructions to students. **Therefore, out of respect for your own child and others, we ask that no parent check out a student between 2:30 - 3:05 P.M.**

Whenever it is necessary for a student to leave school before the end of a school day, **the parent must SEND A NOTE THAT MORNING TO THE OFFICE AND THE TEACHER stating the reason for the request and indicate the time that the parent will sign out the student from the office.**

Should dismissal plans change during the day in how a student will go home, parents are requested to call the school office before 2pm.

Medical or dental appointments should not be scheduled during school hours. Dismissal **must** take place **before 2:30 P.M.**

Should it ever be necessary for a student to be picked up by anyone other than his/her parent/guardian, the parent/guardian **must notify the office in advance, in writing, fax, or email....not by phone. . The parents or designated individuals on the Emergency Data Card are the ONLY ones allowed to pick up children. These individuals should be prepared to show a picture I.D.**

## ATTENDANCE

*It is the responsibility and duty of both the school and the parent to cooperate and encourage students to establish a good school attendance record. Every school day is important. Elementary students must be present A MINIMUM OF **160 DAYS** to be eligible to receive credit for the courses taken. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the Parish Supervisor of Child Welfare and Attendance, in consultation with the principal.*

### **TYPES OF ABSENCES AND TARDIES**

Absences and tardiness are problems for the teacher and other students as well as to the offender. Both cause disruptions in the learning process.

**Any student that has been absent for 1/2 day or more may not attend any special activities (i.e. dances, sporting events, etc) on that same evening.**

**Parents are expected to notify the school if the student will be absent.** However, if parents are negligent in following through on this obligation, the school may attempt to contact the parent.

*(Should the parent want work to be collected for pickup the same day as the absence, such request must be received **not later than 9a.m.** - for grades up to 5th.....see Homework Policy for further clarification).*

When the student returns to the school following an absence, a parental letter or doctor's note explaining the reason for the absence must be presented to the office where the student's absence will be recorded as either "excused" or "unexcused".

**A doctor's excuse** certificate is required for resumption of class by any student returning **after any contagious illness** or after the student has been absent five consecutive days.

Whole day absences: The student who is not checked in until after 11:30am will be considered "absent" for the day. The student who is checked out before 11:30 and does not return will be considered "absent" for the day.

Half day absences: The student who is checked out for only a portion of the morning (afternoon) and returns before 11:30am (or 3pm) will be considered absent ½ day.

Noon (or 11:30) dismissal: The student who is present but misses more than one hour of school will be considered absent ½ day.

**A student is considered tardy when he/she is not in the classroom when the tardy bell rings at 8:07 A.M.** Any student not present in homeroom after that, when roll is called, will be marked as "**tardy**" as of 8:07 A.M. All tardy students arriving on campus will report to the school office (North Hall) after that time to receive a tardy slip. They should not report to the classroom first. **Any student arriving without a note will be considered / marked "unexcused" and will lose points as per the Personal Conduct Record System (see Discipline Section).**

### **EXCUSED:**

**EXCUSED** absences **or** tardies are those resulting from personal illness or death in the family. Any other excused absence **must** be approved by the administration with the appropriate form (available in the office) submitted 3 or more school days prior to the first school day of absence. **Family vacation trips are NOT considered "EXCUSED" absences.** Vacations need to be planned during the very generous off-season that our calendar allows with Thanksgiving, Christmas, Mardi Gras, Easter, and summer. Missing 3 or more days for any of the following reasons: physical or emotional illness; a hospital stay; recuperation from an accident; or a contagious disease in the family; .....would require verification from a physician, dentist or nurse practitioner licensed in the state.

An **EXCUSED** absence or tardy is still marked as an absence or tardy. The student will be allowed to make-up class work and assignments.

It is the responsibility of the student to make arrangements, the day the student returns, with the appropriate teacher(s) to make up any assignments; quizzes, tests.

**UNEXCUSED:**

**UNEXCUSED** absences and tardies are those which are not excused by the administration. MAKE UP WORK WILL **NOT** BE PROVIDED. Out of school suspensions are unexcused absences.

**TARDY:**

***All tardies are considered UNEXCUSED unless excused by the administration.*** A doctor's note will generate an EXCUSED tardy. Other instances of reasons for EXCUSED tardies will include traffic accidents, busses arriving late, bridge out, etc. ***An UNEXCUSED absence / tardy will result in a loss of conduct points on the student's Personal Conduct Record.*** Note: "Oversleeping" is not an excused tardy.

***Tardiness is considered as a serious disruption to the learning process for all. Therefore, an accumulation of 5 tardies (excused or unexcused) within any quarter will constitute a B-18 infraction with loss of 6 points AND assignment of an automatic detention.***

**Note regarding absences during Middle School Exams:**

No Middle School exams will be given before the scheduled exam days. Make-up exams will be given to the student the first day he/she returns to school. Additionally, exam study guides will not be given before the scheduled review days.

# DISCIPLINE

*"Train a child in the way he should go; even when he is old, he will not swerve from it." Proverbs 22:6*

## **“RESPECT”**

*As part of training the children, our focus will be on the value of “respect”. All Our Lady of Lourdes’ students are expected to speak respectfully to all adults by using: “Yes, ma’am”, “yes, sir” ...etc.*

## **DISCIPLINE PHILOSOPHY**

It is the philosophy of this school system that each student has the right to receive an education in a climate conducive to learning.

Each student is entitled to a safe and orderly learning atmosphere (both physical and emotional) and to a firm, fair treatment in relation to school life. The school, community, and the home must share the responsibility in providing an environment for educational growth.

By following the rules and regulations as set-up by faculty and administration, all students will have the opportunity to achieve their fullest potential.

We must strive diligently for a mutual respect and understanding among faculty, students, and parents so that our primary goal of educating the student can be met.

## **OUR LADY OF LOURDES MODEL OF DISCIPLINE**

The model of discipline employed at Our Lady of Lourdes is a multi-faceted approach. As its foundation is the cooperative discipline model. It is a practical and positive program which focuses on a hands-joined approach to behavior management. It allows the teacher to work hand-in-hand with students and parents and fosters the spirit of being in this together.

-Drawing from the cooperative discipline approach, administration, faculty, parent and student will work to develop an action plan for the student who is experiencing behavior/academic problems.

-A second system employed in the Lourdes’ model is a monitoring system for management of classroom behaviors. It is an organized system teachers use to identify students in need of behavior management and provides for a sequential administration of management techniques.

-A Personal Conduct Record System (PCR) is the final model of discipline used in the Lourdes’ approach. Unacceptable student conduct detracts from the learning process. Since the good behavior of students is necessary before an instructional program can be fully effective, an organized system must be implemented to enforce discipline policy.

The Personal Conduct Record System serves as a supplement to classroom rules and procedures and conveys the expectation that academic performance is a top priority. Therefore, guidelines to deal with behaviors that might interfere with education are described below.

## **PERSONAL CONDUCT RECORD SYSTEM**

Each student shall be assigned a conduct grade of 100 points at the beginning of each week. (The term “Conduct” includes “Work Ethic”, “effort” and “responsibility” and “behavior”). Points will be deducted from the conduct grade according to the chart listed below. Any school employee may ask to see a student’s agenda and deduct points for infractions. Weekly conduct grades will be computed and recorded by the student’s homeroom teacher. The weekly grades will be averaged for the quarterly conduct grade that will be noted on the report card. Consistent conduct grades of “D” or “U” are unacceptable. If we are unable to solve the problem through conferences, interventions, alternative plans, or other means, the student may be asked to leave school.

**Points Deducted**

**Infraction**

3	A1 - Uniform Violation
3	A2 - Talking
3	A3 - Line/ Hall/ Cafe/ Recess behavior
3	A4 - Inattentive
3	A5 - Lack of class materials
3	A6 - Book not covered
3	A7 - Tardy for class
3	A8 - Incomplete homework / class work (less than 1/2)
3	A9 - Not prepared for class (books, etc)
3	A10 - Missing agenda/planner (not record day)
3	A11 - 2nd daily pass
*****	
6	B1 - Unsigned papers/ conduct record (non return of family envelope)
6	B2 - Lack of cooperation or disobedience
6	B3 - Rude, discourteous
6	B4 - Repeated failure to bring books/supplies
6	B5 - Improper behavior (in or out of class, car or bus line)
6	B6 - Not following directions
6	B7 - Annoying Others
6	B8 - Lost / missing PCR at time of infraction (two times)
6	B9 - No homework / class work (1/2 or more missing)
6	B10 - Disruptive behavior
6	B11 - Unexcused absence
6	B12 - 3rd daily pass
6	B13 - Writing / passing notes
6	B14 - Silent lunch or loss of recess
6	B15 - Chewing gum / candy (automatic detention)
6	B16 - Possession / drinking fluids other than water in the classroom
6	B17 - Not reading during assigned silent reading times
6	B18 - 5 tardies within a quarter (automatic detention)
6	B19 - Make up, nail polish, and/or hair violation
6	B20 - Unexcused absence from a scheduled detention (automatic additional detention is assigned)

\*\*\*\*\*

**NOTE: Any "C" through "D" infraction will result in a REFERRAL being given. Any "C" through "G" infraction may also result in a DETENTION depending on the seriousness of the infraction.**

15	C1 - Being in an unassigned area
15	C2 - Improper language
15	C3 - Misconduct at special functions
15	C4 - Unchristian behavior (including bullying)
15	C5 - Using electronics/forbidden articles w/o permission (automatic detention)
15	C6 - Consistent disregard for school rules/policies
15	C7 - Rude/d discourteous to any adult
15	C8 - Rough Play
15	C9 - Defacing planner/ agenda/ folder
15	C10 - Inappropriate conduct during emergency drill / alert
*****	
20	D1 - Asked to leave class
20	D2 - Sent to Principal/Asst. Principal
20	D3 - Dishonesty (stealing, cheating, forgery, lying, copying assignments)
20	D4 - Fighting
20	D5 - Destruction of school or personal property
20	D6 - Harassing / Threatening
20	D7 - Improper use of computer/Internet

	*****
15 (no referral, no detention)	E1 - Loss of conduct record on record day
	*****
40	F1 - Suspension-for a specific incident
	*****
30 or more	G1 - As assigned by Prin./Asst. Prin.
20	H1 - Suspended during quarter (to be taken from the final quarter average)

\*\*\*\*\*

**\*\* The following infractions will result in an automatic, immediate suspension until a disciplinary panel hearing meets to decide further action which may include expulsion:**

- \*\* -harassing, threatening, and/or striking any member of the school community
- \*\* -throwing or possessing/handling objects such as knives, firearms, or explosive materials
- \*\* -smoking, having alcohol, drugs, or tobacco products on campus
- any other offense as may be defined by school officials

*NOTE: Pre-K, Kindergarten, 1st, 2nd, 3<sup>rd</sup> grade classes will establish separate daily procedures that will be self explanatory as to daily conduct concerns. However, conduct issues will be communicated daily and school policies regarding referrals and suspensions will be applied as necessary. (If a referral is given in grades 1,2,3, it will be accompanied by a detention).*

**DETENTION OFFENSES INCLUDE:**

- Receiving an 80% or less on a weekly conduct record
- Possibly in conjunction with receiving a “C” through “G” infraction

**CONDUCT REWARD SYSTEM:**

Good conduct is the final product that optimizes student learning. There will be a Conduct Reward System that recognizes good conduct when report cards are issued. Rewards for coupons will be determined and published by grade levels.

**DISCIPLINARY ACTION**

Disciplinary action taken to deal with misbehaviors will depend on the severity of the offense and/or the age of the offender. When necessary, any member of the school administrative team (including the school social worker) may conduct investigations as a supplement to the classroom teacher to determine the facts surrounding an incident. A disciplinary referral form will be given to the student at or near the occurrence of specified offenses. This referral is to be taken home to the parents to inform them of the offense. The referral form will be signed by the student and the teacher. **Parents are expected to sign and return the referral form to school WITHIN ONE DAY or the student will lose points on his/her Personal Conduct Record.**

**Referrals and detentions will accumulate for the entire school year. A two (or more) day suspension may result from a combination of qualifying accumulation of referrals and/or detentions.**

**DISCIPLINARY ACTION FOR ACCUMULATED REFERRAL OFFENSES \*\***

- 3rd offense - one day suspension.
- 6th offense - two day suspension
- 9th offense - student will be asked to withdraw from school or be expelled.

**ACTION FOR ACCUMULATED DETENTION OFFENSES \*\***

- 6th offense - one day suspension
- 12th offense - two day suspension
- 18th offense - student will be asked to withdraw from school or be expelled.

**NOTE: If a student qualifies for a 3rd suspension within the school year, he/she will be asked to withdraw from school or be expelled.**

**\*\* If a suspension is an “in school” suspension, the student will be allowed to make up missed work, tests/quizzes. If a suspension is “out of school”, the student will NOT be allowed to make up missed work and will receive a “U” on any graded tests/quizzes missed.**

## **SUSPENSIONS**

Occasionally it may become necessary to require that a student remain out of school for a given number of days which will be determined by the seriousness of the incident which led to the suspension. The number of days will be assigned by the school administration. Upon assignment of a suspension, the student may be given a packet of work that must be completed before returning to school. Parents will be required to attend a suspension conference with their child prior to the suspension. Students should be accompanied by a parent when being readmitted following a suspension. Students placed on a daily monitor as a result of a suspension will be assigned a detention for any two or more missing signatures within a week. (Note: Detentions assigned for missing signatures on monitors will not be counted towards a suspension.)

## **DETENTIONS (Grades 1 through 8)**

Disruptions in and around the classroom affect the learning of all students. Appropriate personal responsibility needs to be learned at early ages. Immediate, meaningful consequences help the student realize his/her role in being responsible for his/her own actions. *Weekly detentions will be a consequence for these students.* Detention notification for these students will be on separate Detention Notification Form. Detention times and locations will be indicated on the form. Detentions will normally be on Thursdays from 3:10 to 4:00. Students will be assigned grade appropriate detention work to complete. **Scheduled detentions will not normally be excused regardless of appointments, sports events, etc.** Detentions will be assigned in any of the following categories:

- 80 or less on any weekly conduct point record
- In conjunction with any “D” through “G” infraction...and possibly with a “C” infraction
- In conjunction with a C5 referral (cell phones, other electronics without specific approval for each occurrence)
- In conjunction with a B15 infraction, a B18 infraction, or a B20 missing detention infraction
- (Pre-K and K may assign detentions as necessary to be served as directed.)

## **DISCIPLINARY PROBATION**

**All new students are on a “general probation” status for the entire school year.** Sometimes it may become necessary for new and returning students to be placed in a Disciplinary Probation status as a result of suspensions. *Any change in probation status will result in a disciplinary (or academic) panel meeting as necessary to review the student’s progress or lack of progress and to determine eligibility to return to Our Lady of Lourdes.* The following measures will mark when new and returning students may be placed in a Disciplinary Probation status:

### New students:

- If, after one suspension, (and the student is allowed to return to OLL), he/she will be on *Disciplinary Probation* for the current and next school year.
- If the new student is in grade 3 through 8, the student will remain in an “out-of-school” suspension status until a disciplinary review panel meets and decides the future enrollment status of the student.

### Returning students:

- After his/her 1st suspension, he/she will be on *Disciplinary Probation* for the remainder of that school year.
- After a 2nd suspension, a disciplinary review panel will meet and if the student is allowed to return to OLL the next school year, that student will be on *Disciplinary Probation* for the entire year.
- If the returning student who is on *Disciplinary Probation* at the beginning of a school year is suspended within the 1st semester of that year, he/she will be asked to be withdrawn from school or be expelled.
- Any serious discipline problem within the last 9 weeks of the previous school year may carry over to the new school year causing the affected student to be on *Disciplinary Probation* for the first semester.

Note: The administration and/or Academic / Disciplinary Panel may modify the above criteria as necessary to fit the specific individual context of the student being considered.

### **EXPULSIONS**

All referrals/suspensions may lead to expulsion if particularly serious or flagrant in the judgment of school officials.

THE POLICIES CONTAINED IN THIS CODE OF CONDUCT SUPERSEDE ALL PREVIOUS POLICIES. BY NO MEANS IS THIS LIST CONSIDERED ALL INCLUSIVE. ENFORCEMENT OF THESE POLICIES REMAINS WITH THE DISCRETION OF THE PRINCIPAL.

## PARENT TEACHER CONFERENCES

*"Again I tell you, if two of you join voices on earth to pray for anything whatever, it shall be granted you by my Father in heaven." Matthew 18:19*

The value a child places on his education depends to a large extent on the value his parents place upon education. It is, therefore, essential that parents and teachers form a united front in the educational process. Parents will be kept informed primarily through report cards and progress reports, (Edline usage) and secondarily through phone calls, E-mails, notes, conferences, and the student's tests and/or work sheets. Parents who see problems developing should contact the teacher immediately to see about correcting the situation.

Four points that should be remembered:

1. A parent who criticizes a teacher, in front of his child, undermines the teacher's authority. Teachers do make mistakes, but these mistakes should be taken directly to the teacher or the administration when appropriate, not to the child.

2. In order to contact a teacher, call the school office (643-3230), and the secretary will have the teacher return your call. At no time may a parent go directly to classroom to see a teacher. **PLEASE** respect the personal life of the teacher and **DO NOT** call the teacher's home.

3. **"In keeping with the Church's principle of subsidiary, problems should be solved at the lowest level whenever possible. If a parent has a complaint about a teacher, it seems only just that the parent discuss the difficulty first with the teacher....requiring persons to attempt to work out their difficulties mutually is certainly consistent with the demands of the Gospel."** (Excerpt from the National Catholic Educational Association on School Handbooks.)

4. Because of their obligation to all students, **TEACHERS MAY NOT BE DISTURBED DURING CLASS TIME** to discuss an individual child's progress. A parent may be asked to leave if this incident occurs. Please make an appointment through the school office.

We encourage use of E-mail as an appropriate method of communicating with your child's teacher. You may go to the school website at ([www.ollonline.com](http://www.ollonline.com)). This site has a link to all staff and faculty E-mail addresses. Furthermore, registered families may use "Edline" as a means of email communication with your child's teacher(s). (Go to [ollonline.com](http://ollonline.com) and click on "Edline". Activation codes for Edline use are available through the school. If you are already registered for Edline, you do not need to re-register.) **NOTE: "Edline" will be available at the beginning of school.**

## CURRICULUM POLICY STATEMENT

Our Lady of Lourdes School provides a religious education curriculum in accord with the Catechism of the Catholic Church, the Curriculum for Religious Education and Catechesis in the Archdiocese of New Orleans. Archdiocesan policy determines the religious education curriculum and appropriate curriculum materials.

Overall curriculum guidelines in all subject areas must conform to Archdiocesan and state guidelines. Parents' cooperation with school curriculum policies is important for the effective teaching/learning environment in the school community.

In the event that questions or disagreements arise, parents are required to observe the following process to resolve questions or problems:

- \* First, parents must discuss the issue with the classroom teacher.
- \* If questions remain, parents may then meet with the Assistant Principal.
- \* If the issue is not resolved, parents may then appeal to the Principal for all curriculum areas, or to the Director of Religious Education for religious education questions.

Cooperation and mutual respect must be observed in this process. Conflict resolution will always be addressed on an *individual* basis.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

## DRESS CODE

Our school uniform identifies our students as members of Our Lady of Lourdes School community. **Adherence to the dress code goes beyond the actual items of apparel to the proper wearing and respect of the school uniform.** An informal uniform check will be held daily by classroom teachers. Students out of uniform will be sent to the office. Violations of dress code must be corrected **immediately.** Students must be **clean, neat, modest, and well-groomed.** The uniform is to **fit** properly and be in **good condition** at all times. *The proper school uniform is to be worn at all times in the specified manner to and from school.* Shirts/blouses **must be tucked in (not rolled or folded under).** The uniform must not be damaged or destroyed in any way. Uniforms may be purchased at School Time in the Northside Plaza Shopping Center, Hwy 190 West, (649-2145) OR at ABC Uniforms on Robert Blvd. (726-7269). The principal or his designee shall be the final interpreter of the dress code.

### **SCHOOL UNIFORM FOR BOYS**

- Shirts** Maroon/white knit, short or long sleeve, with school emblem. (Must be tucked **inside** the pants.) Solid white, **unprinted**, undershirts may be worn under shirts but may not extend beyond the shirt sleeves.
- Slacks** Gray slacks with or without pleats. (Designer slacks with visible markings or jeans are not permitted.) Boys in grades Prekindergarten through 8 are allowed to wear gray school shorts of acceptable length (directly above the knee).
- Socks** White/maroon socks free of designer markings. Only crew or tube socks are acceptable. Absolutely NO low cut or ankle socks will be allowed.
- Shoes** **SOLID Black lace-up** shoes with non-marking soles and **black laces** (tennis shoes-high or low top-are acceptable). Due to safety factors, platform shoes, high heel shoes, skate shoes, boots, and sandals are **not** allowed.
- Belt** Black belts. No other color is acceptable.

### **SCHOOL UNIFORM FOR GIRLS**

- Blouse** White, front-buttoned, short or long-sleeved with collar. Lace and decorations are prohibited. (All blouses worn with a non-jumper skirt must have school emblem.) Grades 6-8 blouses must have school emblem. (Blouses must be tucked in, not folded or rolled). Solid white, **unprinted**, undershirts may be worn under blouses but may not extend beyond the blouse sleeves.
- Jumper/Skirts/Skorts** **KNEE-LENGTH** maroon/gray plaid skirts (grades 6-8); **KNEE-LENGTH** gray skorts (grades 2-8); and **KNEE-LENGTH** jumpers (Pre-K to 5th). **“Knee-Length” is defined as “the length of the skirt MUST touch the floor when in a kneeling position.**
- Pants** Gray pants with black belts (Pre-K - 8) (Pants cannot be worn with jumpers or skirts.)
- Socks** White / maroon socks free of designer markings. Only crew or tube socks are acceptable. Absolutely NO low cut or ankle socks will be allowed.
- Shoes** **SOLID Black, or Black/Navy and White Saddle Oxford** shoes with non-marking soles and no bright color laces (tennis shoes-high or low top-are acceptable). Due to safety factors, platform shoes, high heel shoes, skate shoes, boots, and sandals are **not** allowed.

- \* **All clothing and articles are to be permanently labeled with the student's name.**
- \* **All unlabeled clothing will be sent to Good Will quarterly.**
- \* Students out of uniform will have conduct points subtracted from their weekly conduct record.
- \* Non lace up or Velcro shoes are allowed for boys and girls in PK/ K.

**P.E. UNIFORMS** (Boys and Girls)

Students in first through eighth grades are required to wear the school P.E. uniform or uniform shorts (boys) / skorts (girls) during P.E. classes. School emblemed shorts (**mid thigh length**), approved school shirt, solid black tennis shoes (no elevated heels), and white/maroon socks are required. Students can wear white spandex shorts under P.E. shorts (no lace). During obvious cold weather days, students may wear white, black, gray, or maroon sweat pants (or leggings) for **P.E.** only.

**COLD WEATHER CLOTHING**

Students are to wear the approved uniform sweater, sweatshirt, and/or jacket. In cold weather, heavier winter coats (**not light jackets or hoodies**) are the only non-uniform item allowed to be worn with the uniform **OUTSIDE** of the classroom. (School approved outer wear should be used prior to the onset of cold winter weather.) Windbreakers, flannel shirts and non-uniform sweatshirts are **NOT allowed**.

**Sweater/ Sweatshirts/ Jackets**

- Maroon school sweaters (cardigan or pullover).
- School sweatshirts and approved Lourdes' jackets. Sweaters and jackets may be monogrammed with initials.
- Team sweat shirts are only to be worn on Friday's with Spirit Shirts
- On Spirit Dress Wednesday, team sweat shirts will be allowed with Spirit Dress

**Girls slacks/ tights/ leggings**

- gray uniform pants (not with jumpers, skirts)
- white, maroon, black, or gray tights/leggings (all grades)

**Turtlenecks**      **White-only -worn under uniform shirt**

**DRESS CODE ADDITIONS**

**Jewelry:**

Girls are allowed to wear **one pair** of pierced, earring studs, (no larger than a dime and not extending below the earlobe). Bracelets and cartilage earrings are not allowed. Students are allowed to wear one watch, one ring, or one religious medal or cross necklace. (Boys are not allowed to wear earrings.)

**Make-Up:**

Prohibited. (8th grade girls may wear light make-up for picture days **ONLY**).

**Nail Polish:**

Girls may wear clear, non-glitter nail polish ONLY.

**Hair/ Hair Accessories:**

Hair must be well-groomed and may not be excessive nor unusual in style. **Conservative haircut, style, color only.**

Boys must wear their hair so that it does not touch their shirt collar, hang over the ears, or eyebrows. Growing of facial hair is not allowed.

Girls must wear their hair out of their face and not over their eyebrows.

Hair accessories for girls must be simple.

## **OTHER UNIFORMS**

Student members of national organizations such as the Boy Scouts and Girl Scouts may wear the national adopted uniform on meeting days and other approved days.

Any violations of the school dress code must be immediately corrected by the student or the student will lose conduct points from their personal conduct record.

**\* STUDENTS CONSIDERED NOT IN PROPER UNIFORM WILL HAVE CONDUCT POINTS DEDUCTED FROM THEIR PERSONAL CONDUCT RECORD.**

## **SPIRIT DRESS**

### **LOWER GRADES (GRADES PK THROUGH 5):**

Gray, khaki, shorts (or pants), jeans or knee length jean shorts (up through 5th grade) and “spirit T shirts” with tennis shoes will be allowed on “Spirit Dress Days”. Students may wear “Friday” approved T shirts on spirit dress days. Capri style pants are allowed for girls. All clothing must be in good condition and no holes – especially in jeans / shorts.

### **MIDDLE SCHOOL STUDENTS (GRADES 6, 7, 8):**

Jeans (no leggings), Capri style pants for girls, must be below the knee or Khaki shorts for boys only, spirit shirt and tennis shoes **ONLY**.

Spirit shirts and school sweat shirts may be worn on Fridays or the last day of the school week. All clothing must be in good condition and no holes – especially in jeans / shorts.

Wednesdays will be the only day during a week (unless otherwise stated) that spirit dress may be worn.

On Spirit Dress Wednesday, team sweat shirts will be allowed with Spirit Dress

## 8TH GRADE PROMOTIONAL ACTIVITIES POLICY

The end of the year for the eighth graders denotes special activities and celebrations that are appropriate and meaningful for this stage in their lives and in keeping with the guidelines from the Archdiocese of New Orleans.

As such, the following advisories must be understood by both parents and students:

Full participation in the end-of-the-school year corporate Mass and /or awards-reception activities is a privilege and not a right for the individual student and his/her parents. Therefore, the privilege of participating with one's class to receive the certificate is governed by the following:

- successful completion of ***required service hours***
- all financial / parent fundraising obligations have been satisfied

***[Note: Any student participating in English I, Algebra I, Physical Science or World Geography must attain an 78.0% or higher yearly average to receive high school credit.]***

Dress for promotion is SIMPLE AND PROPER. Graduation robes will be purchased by the school for the ceremony for each graduate. The use of limousines, ball gowns, or tuxedos is inappropriate and UNACCEPTABLE. It is **not** our intention to burden parents with undue financial obligations at this time of year

Girls' dress for promotion is to be modest, reflecting our Catholic heritage. Proper length, style, and fit are expected to be worn.

Boys are to wear dress slacks, a dress shirt, dress shoes, and a tie. Earrings for boys are not allowed.

## FIELD TRIPS

".....I came that you might have life, and have it to the full." John 10:10

### **NEVER SEND CASH FOR FIELD TRIPS**

Each class is permitted to participate in educational field trips. Details of field trips will be sent home by individual teachers. Students will be permitted to attend the field trip **ONLY** if parents complete, sign, and return field trip forms and bring in the necessary monies to pay for the trip prior to the day of the field trip. No verbal permission will be accepted. **PARTICIPATION IN FIELD TRIPS IS PURELY VOLUNTARY AND IS A PRIVILEGE, NOT A RIGHT.** Should a student not attend a scheduled field trip regardless of reason, **any collected monies will not be refunded.**

School policy requires that when students go on a field trip, they are to go and return with their respective assigned group. NO EXCEPTIONS.

Students are expected to follow school rules at all times as well as on the bus. Offenders will not be allowed to participate in future field trips.

Students are to dress in complete school uniform unless otherwise stated. If the principal approves "spirit dress", it will be as outlined in the uniform section of this handbook.

School lunches are available for field trips.

**FOR THE SAFETY OF OUR STUDENTS, parents who attend field trips are required to leave younger siblings at home or make other arrangements.** Their presence interferes with the ability to monitor the students effectively. Furthermore, parents that attend field trips are expected to conduct themselves appropriately as chaperones with associated responsibilities. (Parent chaperones should not consume alcoholic beverages while on a field trip).

Parent chaperones are required to follow the bus carrying students to and from destinations. Should the bus break down or some other problem arise, the parents may be needed to help manage the children, contact the school, or to provide alternate transportation for the students.

Any student who has not completed 1/4th of the yearly requirement of service hours (for the previous 9 week grading period) will not be able to participate. The requirement is: 1/4 of required hours by the end of 1st quarter, 1/2 required hours by the end of 2nd quarter, 3/4 hours by the end of 3rd quarter and for the 8th graders, all hours must be completed by the first Friday in May to participate in any end of the year trip.

Any student who has accumulated 2 Referrals or 3 Detentions or has been suspended within 2 months of a field trip (from the date qualified for the suspension) will not be able to participate. Refunds of any collected monies will not be issued.

Any student excluded because of academic or behavior reasons or service hour criteria must attend school the day of the field trip-this is a school day. Anyone not attending will make up work given regardless of excused or unexcused absence. If the student is absent without a doctor's note, then the student will receive a detention. If a student is excluded from a field trip for any reason and he/she is not at school during that day, for a 1/2 day or more, he/she will not be allowed to attend any after school function that same night.

Field trips are educational learning experiences and the intent of field trip exclusions is to associate a consequence that is closely tied to the field trip privilege. If a student has been excluded from one major field trip as a result of the disqualifying criteria and because of the two month rule/service hour rule, will miss a second field trip, that student may be considered for attendance at the next field trip.

# GRADING SYSTEM/PROMOTIONAL POLICY

*"Hold fast to instruction, never let her go; keep her, for she is your life." Proverbs 4:13*

Teachers employ various forms of tests, measurements and observations to assess students' understanding of subjects taught. As a result of this assessment, students earn grades. These grades serve a three-fold purpose:

1. to enable teachers to monitor areas and students in need of remediation or challenge.
2. to enable students to recognize their own improvement or need for improvement in specific areas.
3. to allow parents to note their child's/children's progress.

## **ACADEMIC GRADING CODE:**

The grading code for academic grades in first through eighth grade is as follows:

A	94 - 100	Outstanding achievement
B	86 - 93	Above average achievement
C	78 - 85	Average achievement
D	70 - 77	Below average achievement
U	69 - below	Unsatisfactory achievement

## **CONDUCT GRADING CODE:**

The conduct grading code is a cumulative grade for each student rather than an individual grade per subject as in Middle School. It is derived by averaging the weekly conduct grades for each quarter. The grading code for conduct grade in first through eighth grade is as follows:

A	94 - 100
B	86 - 93
C	78 - 85
D	70 - 77
U	69 - below

## **POSTING OF GRADES ON "EDLINE":**

All teachers (in grades 1 through 8) use electronic grade books. Grades are constantly being sent to a secure website, "Edline". Accounts for all students will be provided so that parents and students may access and observe student grades as the teacher posts them in his/her grade book. Individual teacher grades and summary Interim and Report Cards will be posted at announced times. All parents are encouraged to avail themselves of this timely manner of monitoring their child's grades / progress throughout the year. **NOTE: "Edline" will be available at the beginning of school.**

## **INTERIM REPORTS / REPORT CARDS**

Mid-quarter interim reports will be posted on Edline. They will no longer be sent home as a hard copy for parents to sign and return.

Report cards will be distributed to all at the end of each quarter. If parents are unable to pick up these cards in person they may sign a form allowing the student to do so for them. The student is to give the form to his/her homeroom teacher to be kept for the year. Sometime during that school day the report card will be delivered to the homeroom teacher and will be issued by the teacher to the student.

Report Cards are required to be returned to the homeroom teacher within 3 days of distribution.

Parent-Teacher Conferences will be scheduled in January for those students who have a "D" or "U" average in any subject and/or may be in danger of failing.

All student grades may be viewed and should be reviewed by accessing “Edline”. Summary interim and quarterly grade reports will be available from this website. **Parents and students should monitor student progress throughout the school year.** Accounts remain active upon parent activation from year to year. New parents and students must activate their Edline accounts before being able to see a teacher’s website and student grades.

## PROMOTIONAL POLICIES

*"We know that God makes all things work together for the good of those who love Him." Romans 8:28*

Promotional subjects for students in **grades 1, 2, 3, 4, and 5** are as follows:

**A. Reading, Language Arts, and Mathematics:** Should a student fail any **one or more** of the above subjects, this will constitute **automatic failure**. Students will **not** be eligible to attend any summer school for promotion.

**B. Religious Studies, Social Studies, Science:** Failure of any **two** of these subjects will result in automatic **failure for the year**. Failure of **one** subject will result in conditional promotion provided the subject is remediated in an approved summer school or tutorial program approved by Our Lady of Lourdes School. Should a student fail P.E. along with two of the above subjects, this will constitute automatic failure.

Promotional subjects for students in **grades 6, 7, and 8** are as follows:

**Religious Studies, Reading, Language Arts, Mathematics, Social Studies, Science, Spanish, Computer.** Students must achieve a passing grade (70/D) in these subjects before advancing to the next grade level. Failure of two of the above listed subjects will result in automatic failure for the year. Failure of one subject will result in conditional promotion provided the subject is remediated in an approved summer school or tutorial program approved by Our Lady of Lourdes School.

8th grade Honor's students must achieve at least a 78% to receive high school credit for any honor's course (Honors English, Honors Math). All 8<sup>th</sup> graders must receive at least a 78% to receive credit for Physical Science and World Geography.

NOTE: Spelling is considered a separate graded subject for grades 1-5.....in grades 6-8 as a part of the language grade.

### **PROMOTION AND RETENTION:**

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are:

- a) indifference or lack of effort on the part of a capable student
- b) physical or social immaturity
- c) frequent or long absences.

It is evident that no hard-fast rule can be made to cover all cases on non-promotion. Each individual case is to be judged on its own merits. In the last analysis, the ultimate decision in regard to non-promotion must be a joint one between the principal and an academic panel, based on concrete data.

**Note: Failure of any subject in both the 3rd and 4th nine weeks will constitute failure of that subject for the entire year (for grades 1-8).**

# AWARDS

"Trust in the Lord and do good." Psalm 37

## QUARTERLY AWARDS

Students in grades 1 - 5 may receive the following quarterly awards: **Good Conduct (grades 1-5) and Honor Roll (grades 2-5).**

### GOOD CONDUCT AWARDS:

**Good Conduct Awards (Grades 1-5):** This award is received by students who display good Christian behavior and receive a "94" or above conduct grade for the quarter. **NOTE:** *Receipt of one Referral or two Detentions (or a suspension during the quarter) will prevent a student from receiving this quarterly award.*

\*\*\*\*\*

Students in grades 6 - 8 may receive the following quarterly awards: **KOOL, and Honor Roll.**

**Knights of Our Lady (KOOL) Awards (Grades 6-8):** This award is received by students who have earned "94" or above conduct grade. Recipients of this award will have exemplified extraordinary Christian attitude and behavior both in and out of the classroom. **NOTE:** *Receipt of one Referral or one Detention (or a suspension during the quarter) will prevent a student from receiving this quarterly award.*

\*\*\*\*\*

### Conduct Reward System:

Each student in grades 1-8 will be eligible to participate in the school's Conduct Reward System. At the end of each quarter, coupons will be awarded to students that may be exchanged for rewards such as extra recess, no homework coupons, etc. These rewards will be announced. The number of coupons to be awarded will be as follows for conduct grades:

B -- 2 Coupons

A -- 3 Coupons

*Note: No coupons will be awarded to a student who has been excluded from receiving the Good Conduct or KOOL award because of detentions or referrals.*

*Note: Spirit dress coupon exchange can be done on WEDNESDAY'S only.*

## HONOR ROLL

**\*\*Principal's Honor Roll:** - Criteria for grade levels using number grades (2-8):

1. All academic grades (including Spelling) between 93.5 to 100 ("A")
2. Receipt of Good Conduct or KOOL award
3. An "A/94" or "E" must be achieved in all activity classes assigned. (Note: a suspension will exclude a student from receiving this award.)

**\*\*Alpha Honor Roll** - Criteria for grade levels using number grades (2-8):

1. Grade average (including Spelling) between 93.5 to 100 ("A")
2. No academic grade lower than "86/B"
3. An "A" or "B" or "E" or "S" in all activity classes assigned.
4. An "94" or above in conduct

**\*\*Beta Honor Roll** - Criteria for grade levels using number grades (2-8):

1. Grade average (including Spelling) between 85.5 to 93.49 ("B")
2. No academic grade lower than "86/B"
3. An "A" or "B" or "E" or "S" in all activity classes assigned.
4. An "86" or above in conduct (Note: a suspension will exclude a student from receiving this award).

Note for all honor roll awards: Activity class grades will not be averaged.

Note for all honor roll awards: Academic Classes for averaging are Math, Language, Science, Social Studies, Reading, and Religion.

**NOTE: Religion teachers in grades 1-8 will establish a quarterly service hour grade requirement that will be part of the religion grade but NOT a matter for quarterly awards.**

## ANNUAL AWARDS

*".....Anyone who aspires to greatness must serve the rest;" Mark 10.43*

There are several awards that are given at the end of the year: Honor Roll, Good Conduct/KOOL, Christian Service (grades 1 - 8) and Award of Excellence.

### CRITERIA FOR HONOR ROLL AWARD (Principal's, Alpha and Beta)

#### PRINCIPAL'S HONOR ROLL:

The student must have received the Principal's Honor Roll Quarterly Award for a minimum of three quarters **AND** qualify by yearly average. *(Any suspended student - during the year - is not eligible for this award.)*

#### ALPHA & BETA HONOR ROLL:

The student must have received the Honor Roll Quarterly Award for a minimum of three quarters of the year. No one academic, **yearly subject average** may be a "C" or below. Students must also have an **"86"** or above quarterly conduct average.*(Any suspended student is not eligible for this award.)*

### CRITERIA FOR GOOD CONDUCT/ KOOL AWARD

The student must have received this award a minimum of three quarters of the year and not have been suspended.

### CRITERIA FOR THE CHRISTIAN SERVICE AWARD (grades 1 - 8)

The student must earn a REQUIRED number of service hours evenly divided among four areas: School, Family, Community, and Church. The requirements are:

	<u>School</u>	<u>Family</u>	<u>Community</u>	<u>Church</u>
8th grade - 48 hours =	12	12	12	12
7th grade - 42 hours =	10 1/2	10 1/2	10 1/2	10 1/2
6th grade - 36 hours =	9	9	9	9
5th grade - 30 hours =	7 1/2	7 1/2	7 1/2	7 1/2
4th grade - 24 hours =	6	6	6	6
3rd grade - 18 hours =	4 1/2	4 1/2	4 1/2	4 1/2
2nd grade - 12 hours =	3	3	3	3
1st grade - 6 hours =	1 1/2	1 1/2	1 1/2	1 1/2

Note: All requirements for service hours must be turned in to RELIGION teachers by the Friday of the first full week in May.

Note: An 94% (or above) on Personal Conduct Record per quarter will qualify the student to receive 3 service hours to be applied to "school" category (with no detentions, referrals or suspensions). Note: the religion teachers or homeroom teachers will sign these.

Note: Once a student has earned the required number of hours in a category, the teacher will write "FINISHED" across that category. Do NOT add any more hours to that category; go on and finish other categories until the required number of hours is reached in each one. Teachers will not count any more hours above that required category number. This is to encourage students to work in all categories. When Service Hours are turned in each quarter, they **MUST** have signatures and be the correct number of hours for that quarter. Students will only be given credit for hours with signatures and number of hours turned in to the teacher.

Note: Parents cannot sign "school hours" unless they personally see the student "do" what is signed. The teachers who check conduct and those they help must sign for what the students do in school.

## **CRITERIA FOR THE AWARD OF EXCELLENCE**

The student must receive the following yearly awards to be eligible for this award (grades 2 - 8): **Principal's Honor Roll, Good Conduct/ KOOL, AR Goal, and Christian Service.**

**\*\* All students must have completed all of their service hours by the Wednesday of the last week of each quarter. In order to be considered for a major award at the end of the year, all service hours must be turned in by the Friday of the first full week in May (May 4, 2012).**

## **ACCELERATED READER ANNUAL AWARDS**

### **ACCELERATED READER ACHIEVEMENT AWARD:**

Grades 2 through 8 may qualify for this award based on meeting or exceeding goals agreed upon between teacher and each student for all four quarters. First (1<sup>st</sup>) graders who meet their goal in the 4<sup>th</sup> quarter may receive this award.

**ACCELERATED READER "ABOVE AND BEYOND" AWARD:** Students may qualify for this award by accumulating 30 or more points (grade 2)...60 or more points (grade 3) ...90 or more points (grade 4)... 150 or more points (grade 5)...150 or more points (grades 6 through 8).

**ACCELERATED READER ACHIEVEMENT T-SHIRT:** Students may qualify for this award by accumulating 40 or more points (grade 2) ...90 or more points (grade 3) ....120 or more points.... (grade 4).....175 or more points (grade 5)....200 or more points (grade 5 through 8).

**ACCELERATED READER ACHIEVEMENT TROPHY:** Students may qualify for this award by accumulating 50 or more points (grade 2).....120 or more points (grade 3)....150 or more points (grade 4).....225 points or more (grade 5)....300 or more points (grades 6 through 8).

**ACCELERATED READER ACHIEVEMENT LUNCHEON WITH THE PRINCIPAL:** Students may qualify for this award by accumulating 60 or more points (grade 2).....135 or more points (grade 3).....180 points or more (grade 4)....300 points or more (grade 5)...400 or more points (grades 6 through 8).

**NOTE:** AR points are due 5 school days before the end of each quarter with the exception of 4<sup>th</sup> quarter, (due by Friday, May 4, 2012).

## MEDICATION

STUDENTS ARE NOT TO KEEP MEDICINE WITH THEM DURING THE SCHOOL DAY. All medicines are to be kept in the school office. Medicine is to be administered to the student in the presence of a staff member or teacher with written and signed instructions from the doctor/parent.

If a student must bring medication to school, the following requirements must be met:

1. All medication must be in proper pharmaceutical containers and be clearly identified with student's name and the name of the medication.
2. A medical release form (obtained from the school office) must be signed and returned before any medication is administered. This includes Tylenol, aspirin, cough drops, Pepto-Bismol, etc. **NO MEDICATION WILL BE ADMINISTERED WITHOUT FULFILLMENT OF THIS REQUIREMENT.**
3. Medication will be administered by school personnel.
4. The school **WILL NOT** furnish Tylenol, aspirin, cough drops, or other pain relievers. These **must** be provided by the parent with a proper medical release signed.

### DISPENSING MEDICINE:

Daily, long-term (more than three days) medication will be dispensed as follows:

At the beginning of each school week, parent(s) will turn into the office pre-measured dosages of the prescribed medication. This medication must be packaged in a plastic "7 Day Pill Reminder" container. (These can be purchased at any local drug store.) These containers should be marked with a pharmacy label with the student's name, medication name, and dosage to be given. For medication requiring different type container(s), the appropriate container will be mutually agreed upon by the parent and the school administration. The school office (Bldg A) opens at 7:30 A.M. If a parent is unable to wait until the office opens, s/he may sign a log and leave the medication with the Extended Care Director, in Room #8, Bldg C. On Friday of each week, (or the last school day of that week), the empty medication container will be returned to the student. Any unused medication not claimed by the last day of that school week will be disposed of at the end of the day prior to returning the container to the student.

Any student who does not bring the above packaged medication will be asked to phone his/her parents. The parents will be required to bring the medication to school or pick up the child for dismissal.

## HEALTH AND SAFETY

*"For I know well the plans I have for you, says the Lord; plans for your welfare not your woe! Plans to give you a future full of hope." Jeremiah 29:11*

**FOR THE SAFETY OF ALL, THE SCHOOL DOES NOT ACCEPT CASH....PLEASE, NO EXCEPTIONS.**

All students must have on file in the school office completed emergency cards signed by parents (allergies should be noted on this card). **The Emergency Data Card must be returned to the school immediately. It is a parent/guardian responsibility to notify the office of any changes that may occur regarding emergency data during the school year.**

Prompt attention will be given to anyone needing first aid. For serious types of accidents or illnesses the school will follow the procedure as stated on the emergency card.

Our Lady of Lourdes carries accident insurance on all students during school hours. However, the coverage is secondary to personal family coverage and certain limitations apply. In some cases it does not fully pay the medical fees that are charged. Extended 24 hour insurance can be obtained at an additional cost.

A doctor's excuse/certificate is required for resumption of class by any student returning after any contagious illness

or after the student has been absent for five consecutive days. In addition, the student who comes to school with an apparent infection (skin, eye, etc.) will have to contact his/her parents immediately to be dismissed. **No child should return to school within 24 hours of his/her last episode of fever of his/her fever of 99.9 or higher, diarrhea, or vomiting (unless the parent brings a doctor's note stating that the child is free of any contagious disease).**

The safety and security of the entire OLL school community is of utmost importance. Fire and weather related take-cover drills are real and present dangers that have always been foremost in any school's preparation for the welfare of the school community. Appropriate security accommodations and planning are a further extension of the health and welfare of the school community. As such, OLL will undergo periodic drills that will further prepare staff, faculty, and students for other than normal safety/security issues.

For the purpose of safety, students are not permitted to bring bottles, weapons, knives, matches, narcotics, alcohol, tobacco and/or dangerous substances onto the campus.

## **OUR LADY OF LOURDES SCHOOL RESERVES THE RIGHT TO INSPECT OR SEARCH LOCKERS AND STORAGE AREAS (INCLUDING BUT NOT LIMITED TO ITEMS SUCH AS BOOK BAGS, AND PURSES) AT ANY TIME FOR HEALTH AND SAFETY REASONS.**

Our Lady of Lourdes School has a **school social worker** who is available to discuss problems / issues that students may be having that may be affecting their inter-personal relationships and / or their school performance. In many cases, the is the most appropriate significant adult (with training) that may help the student overcome difficulties and issues in their lives (at home or school). Parents are encouraged to allow their children to seek appropriate guidance and learn to trust someone (with necessary confidentiality). School is a major part of their lives. Helping students through academic or social issues that they may be experiencing is important. The counselor is a valuable resource available to do this and parents are encouraged to contact him/her with any concerns.

### **IMPORTANT HEALTH ADVISORY:**

Several children in our school are deathly allergic to **peanuts, peanut butter and its many forms.** It is vital that these children NOT be exposed to any of these products. Some of these children are so allergic that they can be seriously affected by even the smell of peanuts or peanut butter.

All of us need to be aware of this important health concern. We need to act responsibility to make sure that the children with these allergies are not exposed to these products. Whenever candy or other treats are passed out in class, we ask that parents be careful not to include products that contain peanuts or peanut butter. Very often these things are ingredients in foods that you may not suspect. **Please read the labels on all products carefully.**

If you notice on the labels of some products, even items at McDonald's and other fast food outlets, there is a warning that "this item may contain peanuts". These are food products that must be avoided.

Our staff has been well informed about this matter and we have done a good job protecting the students whom we know to have this allergic condition. We need YOU to help us to make sure that all children are protected from things that may harm them.

Please join with us to make sure that foods (snacks, candies, peanut butter sandwiches, and other treats) are not shared with other children. One bite of a candy bar containing a peanut product could have very serious, even deadly consequences. Help us keep these children safe.

All parents need to make the school aware (verbally and in writing) of other food allergies that their children may have.

# HOMEWORK

*"Apply your heart to instruction and your ears to words of knowledge." Proverbs 23:12*

## HOMEWORK IS IMPORTANT

It is an extension of the learning that takes place in school. It reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. While not necessarily graded, satisfactory completion of homework is an integral part of the conduct / work ethic / responsibility grade.

Students (especially in upper grades) may be expected to have homework nightly to include over weekends. This teaches readiness skills and time management and prepares them to take tests on any day of the week.

## HOMEWORK POLICY

All assignments are to be completed and turned in on time. Work must be neatly done. *Students are responsible for making up homework due to absences.* If a student will be absent, parents or student may call the office in the morning and request that homework assignments be collected for the student. **Please call before 9a.m. so that assignments may be ready by the end of the school day (grades Pk-5).** **All middle school (grades 6-8) students are PERSONALLY responsible for getting assignments / homework and should make their own arrangements for assignments / homework through friends or "study partners".**

Failure to complete/turn in homework assignments may result in the following consequences:

1. Conduct points will be deducted from the student's weekly conduct grade. Parents should check their child's personal conduct record frequently to determine when homework (or classwork) is not being accomplished.
2. **Student must complete assignment by the following day.**
3. Graded papers that are sent home to be signed by the parent are considered to be a homework assignment. Not returning such papers will result in a loss of personal conduct points.
4. Satisfactory or unsatisfactory completion of homework is part of the conduct/work ethic grade.

# LUNCH POLICY

"...Doing the will of Him who sent Me is My food." John 4:34

Our Lady of Lourdes Cafeteria Staff provide nutritious, well-balanced meals daily . A menu will be posted monthly on [www.ollonline.com](http://www.ollonline.com) and [www.edline.net](http://www.edline.net) .

## **THE STUDENT'S ACCOUNT IS A PRE-PAID DEBIT ACCOUNT, NOT A CHARGE ACCOUNT.**

The Cafeteria is on a Computer System and each child is issued a three digit account number. His/her account number will stay the same as long as the student attends OLL. Lunches must be paid for in advance, unless paying by the day. Parents are encouraged to pay one month in advance each month. Lunch cost for Pre-K and K is \$1.25; 1st through 8th grades is \$1.50.

If your child runs out of lunch money, the student will be sent to the office to call home to remind the parents.

NOTE: On-line payments (24/7) can be arranged through [www.schoolfiles.com](http://www.schoolfiles.com) for all payment options to include autodraft and the capability of viewing student purchases and up to date balance / activity information.

### PLEASE NOTE:

The first payment of lunch money must be paid by the 1st serving day (August 9th). After that, send money at any time so that the account has money in it at all times. If you wish to pay by the day, your child's money will be collected at the time lunch is served. No student will be able to purchase lunch if he/she does not have cash money or money in their account. Therefore, it is very important you keep up with your child's account. You may call the cafeteria any day (641-2040) between the hours of 7 A.M. and 10 A.M.

*<Lunch money will be due on the 1st of every month.>*

All extra sales such as milk, juice, frozen juice push ups, fries, extra entree, ice cream, etc. will be sold separately as a cash sale at the time lunch is purchased. **PLEASE NO EXCEPTIONS.** These "extra" purchases may be made through the student's lunch account or by cash. (Some parents choose to notify the cafeteria manager to not allow extra sales through the student's account).

### **Any and all correspondence sent to the Cafeteria, (checks or cash) must have the following:**

1. STUDENT'S NAME
2. Account number
3. Class/Grade
4. Amount enclosed

If you have more than one child in this school, PLEASE combine the amount on one check, being sure to list the above requested information. Following this procedure will ensure the monies sent in will be deposited in the proper account.

Please notify the Cafeteria manager if your child has any food or milk allergies. For those students with such allergies, a form available from the Cafeteria must be filled out by your doctor and faxed to the Food Service Office. This must be done every year.

### Lunches:

<u>Pre-K / K</u>	<u>1-8</u>	
\$1.25	\$1.50	DAY
\$6.25	\$7.50	WEEK
\$25.00	\$30.00	MONTH
\$112.50	\$135.00	1/2 SCHOOL YR.
\$225.00	\$270.00	WHOLE SCHOOL YR
Extra milk		\$ .50
*Juice (4 oz.)		\$ .50
**Fries		\$ .50
Reduced lunch		\$ .40
Adults or second lunch		\$ 3.25

\*\*Fries are not available for students who bring lunch from home. Fries must be purchased when buying lunch, while coming through the lunch line. Only milk, juice and water may be purchased with bag lunches.

Free or Reduced Lunch applications are available in the Cafeteria upon request ALL YEAR.

CAFETERIA POLICY DOES NOT ALLOW ANY STUDENT, TEACHER, OR ADULT TO CHARGE LUNCH. Students who leave lunch or lunch money in the classroom are not allowed to return to the classroom during lunch.

*Parents need to have permission to eat with children or help with lunch to get a pass.*

STUDENTS WHO BRING THEIR OWN LUNCH ARE NOT TO BRING CANDY OR CARBONATED BEVERAGES. *Students bringing a lunch from home may only purchase milk, water or juice.*

**During regular lunch periods, parents, students, and teachers are not to bring into the cafeteria any “fast food” in their original containers/ wrappings. If fast food must be brought into the cafeteria, please rewrap in plain wrapper. This includes soft drinks, shakes, etc. Archdiocese Food Services office has instructed that anyone not following these instructions will be asked to leave.**

Refunds will be made upon request at the end of the year only. Any question, contact Mrs. Jewel Bourdais at 985 641-2040 anytime.

## GENERAL INFORMATION

*"Jesus went down with His parents then, .....and was obedient to them.... Jesus, for His part, progressed steadily in wisdom, age, and grace before God and men." Luke 2:51-52*

**In this section you will find a list of guidelines and responses to questions that are often asked by parents and students.**

MESSAGES TO STUDENTS WILL BE DELIVERED ONLY IN AN EMERGENCY.

In the effort to teach student responsibility at all levels, academically related items such as homework, projects, tests and other forgotten items will not be delivered to the student and should not be brought to school by the parent.

Student initiated calls will be restricted to EMERGENCIES ONLY during school hours, not for items forgotten at home. All calls must be made from the school office.

In the event of emergency closing of schools due to adverse weather conditions and the like, announcement will be made over radio station WWL, 870 AM and/or through the use of the "School Reach" notification system.

**For special announcements the school will use a phone messaging system ("School Reach") delivered to the phone number that you designate to us. It should be a cell phone number, since this system will be used during evacuations, too.**

Students may not leave campus during the school day without the permission of the principal/ assistant principal. ("Campus" is defined as the fence line and all associated vehicle / pedestrian gates).

Parent-teacher conferences may be held before or after school, but not during school hours. (After school hours are preferred by most teachers.)

**OLL is a Drug Free/Smoke Free campus. Smoking is not allowed on campus by parents or visitors during school hours. (This includes the church, school, cafeteria parking lots-East and West parking lots).**

Collections/solicitations for any purpose whatever, may be made only with the consent of the principal.

Lockers are provided for students in grades 3-8. All books, sweaters, P.E. shoes and other personal items will be kept in these lockers. No items will be left in or on the desks. Lockers will not be decorated or defaced and will be inspected periodically. The combination locks for these lockers must be purchased through the school office.

**All clothing and articles must be labeled with the child's name (who currently owns the clothing).** Lost articles will be taken to lost and found area. Lost articles will only be returned when properly identified.

Students are obliged to make restitution for willful damage to school (lockers, desks, walls, books, etc.) or personal property.

Regarding class lists: general parent requests for specific teachers can no longer be considered due to other "educational" considerations with the administration being the final determiner in this process each year.

All tests and important notices to be signed by the parents will be sent home usually on Mondays or Tuesdays (but may be any other day). They are to be returned to school the following day.

Bicycles are to be walked while on campus. All bikes must be parked and locked at a school bike rack. Skateboarding on campus is not allowed at any time.

Students are to play only in assigned areas and with appropriate supervision.

The school uniform is to be worn properly at all times in the specified manner **TO AND FROM SCHOOL. This includes when stopping at the store before or after school.**

**PARENTS ARE NOT ALLOWED IN OR NEAR THE CLASSROOMS WITHOUT FIRST SIGNING IN WITH THE SCHOOL OFFICE (NORTH HALL = CLOSEST TO WESTCHESTER) AND GETTING A "VISITOR" STICKER / PASS.**

Students are responsible for books issued to them. **Hardback textbooks will remain covered at all times** (extra book covers are sometimes kept in the school office). Defaced books will be repaired or replaced at the cost of the student and his/ her parents. Clear contact paper should **not** be used to cover books.

Gum chewing is **NEVER** permitted on campus or on field trips. The student caught chewing gum will receive an automatic detention.

**Digital music players, IPODS, MP3 players, radios, CD/DVD players, hand-held video games, toys and CELL PHONES are distractions and therefore are not permitted on campus. Specific permission must be granted by a school authority to allow use of any of this equipment on campus. If used without permission it will be confiscated and a referral issued.**

**Cell phone possession exception: Should a student need to have a cell phone on any school day for communication with parent(s) before or after school, it must be kept in the student's locker-turned off. No student is allowed to use this cell phone on campus from 7:30am until 3:30pm (or, 30 minutes after dismissal) without "specific permission granted by a school authority". If used without permission, it will be confiscated and a referral issued for having a forbidden item / and improper use. Any referral issued for this infraction will also include an automatic detention.**

**Limousines may not be used to transport students to/from school or to/from any school sponsored activity.**

Rough play in any form is not permitted because of the likelihood of serious injuries.

Planners/Agendas/Personal Conduct Records:

- planners / agendas are issued to students in grades 4 through 8
- appropriate planner use must be obvious before passes are issued (i.e. homework annotated)
- drawing or coloring on Personal Conduct Record (PCR) is not allowed
- use of white out on Personal Conduct Record (PCR) is forbidden
- planners should not be defaced in any manner
- parents are required to review and sign Personal Conduct Record (PCR) weekly

Student spectators attending extra-curricular activities/sporting events are required to remain at that facility unless escorted to and/or from the event. If not, they will be signed into extended care. All students will be under the supervision of a staff or faculty member working at the event. Prior to an event starting, all students not under the supervision of a coach/teacher will sign into extended care.

Students who remain on campus after 3:30 p.m. will be sent to the Extended Care program. There will be a fee charged for this service.

Students are permitted to walk across parking lots only when **accompanied** by an adult. This does not include standing on one side and calling a student to you.

Students will not be permitted to reenter classrooms after 3:20 P.M.

Personal party invitations are not allowed to be passed out during the school day.

Students are to be seated at all times while waiting in bus loading zone or for car pick up.

Pets are not allowed outside of the car on campus before, during, or after school hours.

Students are not allowed to have / possess drinks other than water during the school day.

For student safety, cell phone use by drivers when in car line is forbidden. Violators will be asked to go to the back of the car line.

Prior to receiving a student's final report card, all books, school materials / property, and any fines levied must be paid.

The principal or designee shall be the final interpreter of any questionable areas concerning this section.

**The administration retains the right to amend this handbook for just cause. The policies and procedures covered in this handbook remain in effect unless notified by the administration**

**Accelerated Reader Guidelines:**

The most important rule in AR is honesty. Each student is to read the book himself/herself before taking the test. No student may take a test for another student. Watching the movie before reading the book is not permitted just as taking the test from only watching the movie is not permitted. Reading shortened versions or story / book summaries is also not the honest procedure before taking the test. In order to improve reading skills, all AR students are expected to follow these guidelines.

**ALL STUDENTS IN GRADES 1-5 MUST HAVE AN “ACCELERATED READER PASS” SIGNED BY A PARENT BEFORE TAKING AND AR TEST.**

NOTE: AR points are due 5 school days before the end of each quarter with the exception of 4th quarter, (due by Friday, May 4, 2012).

## **“Parent Communications”**

Communication with parents and families is of major concern for everyone. We will discontinue the practice of the “Family Envelopes” this year. However, less important fliers may be sent home weekly with the youngest sibling of a family (e.g. the Clarion Herald plus a note or advertisement). Our primary means of communication this year will be through the use of Edline for routine matters and “School Reach” for more important and pending matters. This tool will use phone calls to home and/or cell phones for important communications. Likewise, “School Reach” utilizes an email communication that may come from the administration or the Principal.

Parents should regularly check on [www.ollonline.com](http://www.ollonline.com) (main school public website) and even more importantly on [www.edline.net](http://www.edline.net) for private / school specific information, notices, bulletins, calendars, events and classroom information. If you do not have or have not activated your private account, please contact the school office.

## **FINANCIAL OBLIGATIONS**

**DO NOT SEND CASH!!! CHECKS ONLY-PLEASE!!!!**

### Payments to the School:

All payments to the school including but not limited to tuition and fees, field trips, extended care payments, yearbooks, spirit shirts, locks, bibles, replacement planners and fundraisers **MUST** be in the form of a check or money order made payable to "OLL".

## **DO NOT SEND CASH PAYMENTS TO THE SCHOOL**

### Returned Checks:

All checks issued to Our Lady of Lourdes School, Summer Camp, or Fair and returned from the bank due to "Non-Sufficient Funds", "Account Closed", or any other reason will be assessed a \$10 fee.

All checks issued for registration, tuition or fees will be assessed a \$15 fee on all returned checks.

### Registration Fee:

Registration fee is non refundable.

All financial obligations must be met prior to registration for the next school year.

### Tuition Work Program:

The tuition work program may be applied for through the OLL Church.

## **Tuition:**

Tuition for the 2012-2013 school year:

**If paying directly to the school, tuition is due Tuesday, May 22, 2012.**

**If paying through a tuition loan, the loan must be completed by Friday, May 25, 2012.**

Note: Tuition due dates are subject to change. (Please refer to weekly newsletters and registration paperwork that will be sent home with your child.)

### Tuition Loans:

In the event that a tuition loan is charged back to the school, the signer of said loan will be assessed a \$100 fee and will not be allowed to take out a tuition loan in the future (no subsequent loans).

### Tuition Late Fees:

#### **For tuition paid directly to the school:**

A \$100 late fee will be added to the total tuition due if paid after May 22, 2012. Furthermore, an additional \$50 PER MONTH (after June 30, 2012) will be added to the total tuition due until tuition is paid in full.

#### **For a tuition loan:**

A \$100 late fee will be added to the total tuition due if financed after May 25, 2012. Furthermore, an additional \$50 PER MONTH (after June 30, 2012) will be added to the total tuition due until financing has been secured at the bank.

**NOTE: For students entering or leaving school during the school year, tuition rates and reimbursements will be calculated on a quarterly basis. Fees are not prorated nor reimbursed.**

## ORGANIZATIONS / EXTRA CURRICULAR ACTIVITIES

*"You are the light of the world....Your light must shine before men so that they may see goodness in your actions and give praise to your heavenly Father." Matthew 5:14, 16*

### **PARENT ORGANIZATIONS:**

#### **PARENT / TEACHER CO-OP:**

The Our Lady of Lourdes Parent-Teacher Co-op (PTC) is an organization that endeavors to bring the parents, teachers, administrators, and community together for the betterment of the school and the students. It seeks to improve communication between these groups by encouraging involvement and commitment and by providing opportunities for interaction and support. The PTC holds meetings that are formatted with either a program or topic of discussion that is of benefit to both parents and teachers.

Annual projects are organized and carried out by the PTC to generate funds which are used to develop and provide a stable growing environment for education.

Some PTC sponsored activities and fund-raisers are:

1. Candy sales
2. Family activities
3. Faculty-Staff Appreciation Week activities
4. Faculty breakfasts/luncheons
5. New parent events

We encourage all parents to join and become an **active part** of the school community.

PTC Officers for the 2011-2012 school year are:

Co- President-Stephanie Bordes  
Co-President- Helen Moreau  
Vice President- Jennifer Gilley  
Secretary- Danette Dobbins  
Treasurer- Kim Maples  
Membership- Lee Montecino  
Membership- Ann Pugh  
Membership- Leigh Ann Rachow  
Membership- Melissa Richert  
Teacher Liaisons: Tracey Vicknair / Sharon Canzoneri / Rosaleen Purvis

### **MEN'S CLUB:**

The Our Lady of Lourdes Men's Club is a social and service organization whose purpose is to serve the church and school community by:

1. Forming spiritual, social, cultural, intellectual, and physical bonds with members of the organization.
2. Establishing a line of communication between members and the community.
3. Providing fund raisers in order to, (a.) assist in providing for the maintenance, upkeep and capital improvements of the church's and school's physical facilities and grounds, (b.) assist with school expenses, such as educational equipment, software, sports uniforms, etc.
4. Providing a liaison between the school administration and the school community in order to achieve our common goals.
5. Providing a catalyst for change, which will result in better school spirit and a higher quality education.

Membership in the Men's Club is open to all fathers of Our Lady of Lourdes School students and the men of Our Lady of Lourdes Parish. Membership provides excellent opportunities for networking.

Nominal dues are collected at the beginning of each school year during parent check in day or at the meetings. Dues cover a T-shirt and meals at the meetings.

Meetings are held once a month in the school cafeteria with dinner and socializing accompanying the

meeting.

Some of the planned events for the upcoming year are:

1. Sunday Chicken Dinners
2. Fantasy Football League
3. Fishing Rodeo
4. Winter Draw Down Raffle / Dinner Party
5. Lenten Fish Frys
6. Spring Golf Tournament
7. Support for the School Spring Food-Music Festival
8. Father / Daughter Dance
9. Father / Son Campout

Officers for the 2011-2012 school year are:

- Matt Dobbins - President
- Pete Cavnac - Sr Vice President
- Sid Rottmann - Vice President
- Keith Corwin - Treasurer
- Bart Pouwels - Secretary

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### **STUDENT ORGANIZATIONS / EXTRA CURRICULAR ACTIVITIES**

Student involvement in school activities and organizations stimulates school pride and a sense of belonging. In order to foster such feelings, Our Lady of Lourdes School offers the following organizations and encourages student participation. We will endeavor to offer membership for our students in all of the following extra curricular activities:

1. Student Council (3 through 8 grades)
2. Yearbook Staff (7th and 8th grades)
3. Junior Beta Honor's Club (grades 6, 7, and 8)
4. Art Club (grades 2 through 5)
5. KOOL 92 Television Production Staff (grades 7 and 8)
6. Quiz Bowl
7. Academic Olympics
8. Technology Assistance Staff
9. Drama Club
10. Chess Club
11. Green Team (Environmental Awareness and Recycling)
12. Newspaper publishing

13. Science Club / Science Fair / Robotics Club
14. Special Service Club (“locks of love”, special fundraisers, special productions)
15. School Choir & musicians
16. School / Church Sodality Group
17. Knight Events Sports Spirit / Sportscasting Staff
18. Cub Scouts / Daisy Scouts

In addition to organizations that provide students opportunities to interact and enjoy being a part of the Our Lady of Lourdes School Community, the school offers the following team sports and group activities. The following sports and activity teams will primarily be available for 7<sup>th</sup> & 8<sup>th</sup> graders. (Exceptions may be made by the administration for 5<sup>th</sup> and 6<sup>th</sup> graders when such exceptions can and need to be made):

1. Volleyball
2. Football (flag & tackle)
3. Swimming
4. Cross Country
5. Basketball
6. Soccer
7. Bowling
8. Baseball
9. Softball
10. Track
11. Tennis
12. Golf
13. Cheerleading
14. Dance Team

Note: All of the above activities (1 through 13) will require a **sports physical** to be filed in the school office prior to playing in these activities. (Only one physical per child per year is required).

**NOTE:** The following criteria will be used in determining **non-eligibility** of a student to participate/practice in any of the above listed sports or activities/clubs/organizations (including Dance / Cheerleading) during any grading period:

- "D" or "U" academic average
- "U" in any one or more academic subject (Math, Language, Science, Social Studies, Religion, Reading, and/or Spanish)
- "85" or below conduct grade
- A suspension

## **NETWORK AND INTERNET ACCESS AGREEMENT & PUBLIC INFORMATION / COMMUNICATION RELEASE**

As OLL is one of the schools leading the way in using technology in education, access to information and the Internet is very powerful, yet important. We ask the entire OLL school community and our extended school families to sign into all aspects of having access to information through technology. All students from 2nd grade to 8th will be required to sign that they will abide by the intent of using technology in our catholic school environment. Likewise, every parent from PK through 8th will need to understand and sign into the intent of this endeavor. As such, every parent must read and sign acknowledgement of the Network and Internet Permission Slip which outlines the responsibilities of all parties. The following Access Agreement summary is published for the entire OLL school community. Every appropriate student and adult will sign indicating their agreement in abiding by this agreement and its intent. This agreement is quoted exactly as the separate letter/permission slip that will be provided for parents and students to sign will read. (Please keep in mind that our access to the World Wide Web is filtered through our New Orleans Archdiocese.)

### **NETWORK AND INTERNET ACCESS AGREEMENT:**

**Parents & Students:** The purpose of this agreement is to briefly outline the rules for using the local area network (LAN) and the Internet at Our Lady of Lourdes. Because of the cost and sensitivity of computer equipment and associated hardware/software, and because of the nature of material found on the Internet, the rules for usage must be understood by all parents and students.

**Instructions:** Please read over and discuss the following outline summary with your student. We ask that you sign the signature form that will be provided separately.

- A. The use of school computers is a privilege which may be taken away if the student uses computers, the network, or the Internet improperly--or causes damage to computer hardware or software.
  
- B. The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e., objectionable material). Using a site blocker, the school, in conjunction with the Archdiocese, will limit access to Internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files/programs on school computers.
  
- C. The computers are to be used only for schoolwork as directed by the teacher or staff. Individuals will be held accountable for the information stored, accessed, or transmitted via their account or equipment even if it resulted from someone else who was given access.
  
- D. Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student. Faculty and students using OLL email or internet access are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Communications on the internet and via email will be monitored by the Archdiocese Internet Services Division. Any use and activities on the OLL network must not damage the school's reputation.
  
- E. The student will only use the Internet under the supervision of a teacher or staff member. Students must not participate in chat rooms, games or email during class time unless this activity is directly related to the class and sanctioned by an OLL employee. Disciplinary actions will occur for violations.
  
- F. The Archdiocese has the right to review (or monitor) all activities, E-mail correspondence, and material created by students on school computers.
  
- G. Even if the agreement is not signed by the parent or student, improper use of computers, the network, and/or the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the principal.

## **PUBLIC INFORMATION / COMMUNICATION RELEASE**

Parents and students need to further realize that with all technology, the release of the name, voice, picture, and work of OLL students is possible and practical under many conditions. This media includes but is not limited to students appearing on local closed circuit television and regional broadcast television; student work being displayed and presented with voice and picture on electronic and print media; individual and group pictures and accomplishments being portrayed on the school web site. *NOTE: OLL has a protocol that limits full identification of students in anything that reaches the Internet.*

As such, parents are further asked to read and sign the separate Public Information / Communication Release Form for each of their children.

**Instructions:** Please read the following document. We ask that you explain its meaning to your child and sign the appropriate permission form. You may designate non-approval of any “personal” public information / communication release on this form. Regardless, each child must have a Public Information / Communication Release Form on file designating approval or non-approval of release as described. This agreement is also quoted exactly as the separate letter/permission slip that will be provided for parents and students to sign will read.

“I agree that, for the 2011-2012 school year, the name, voice and/or likeness of (*student name*) may or may not be used in news publications, audiovisuals and other electronic transmissions/media issued by employees or designees of Our Lady of Lourdes’ School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings and/or transmissions related to school activities.

I waive compensation or reimbursement of any kind related to use of the mentioned materials for myself or the minor child.”

## **MOVIE VIEWING POLICY**

Only educational / historic programs whether they are on TV, video, Internet, or DVD may be viewed at school. Only “G” rated movies will be shown in any classroom. Showing of “PG” rated movies will require receipt of a signed parent permission form to do so. No teacher is allowed to show an “R” rated or above rated movie at any time. Showing movies/clips will be tied to instructional objectives or as a reward for some accomplishment.

## **EPILOGUE**

*“This means that if anyone is in Christ, he is a new creation. The old order has passed away; now all is new!” 2  
Corinthians 5:17*

**Please know that all policies, programs, and explanations are designed to help facilitate the development of our students as academically, socially, and psychologically well-rounded individuals. For it is through these young people that we as educators also find growth and fulfillment. It is the smile on the face of a child who finally forms a perfect upper case "K", the seventh grader's look of exhilaration as the ball swishes through the net to win the first game of the season. the appreciation a parent expresses for "a great year" that makes us all thankful to be part of the on-going learning experience at Our Lady of Lourdes School.**

