

OUR LADY OF LOURDES
Catholic School



Student Handbook 2008-2009

HOME OF THE ROMANS



MYOLL.COM

**Student Handbook
2008-2009**

The pastor, principal, assistant principal, teachers and staff at Our Lady of Lourdes Catholic School strive to promote and maintain a cooperative partnership with parents in the spiritual, academic, physical, and social development of their children.

We realize that parents are the primary educators of their children. The administration, teachers and staff support you in your role as parents in our teaching, our policies, and our witness as we carry out our mission.

Please read the information contained in the Handbook with your children. It is important that parents understand the guidelines and policies of our school. We are asking that parents sign this cover sheet indicating that they have understood and will comply with the policies contained in the Handbook. Please return this cover sheet to the office by August 29th. This sheet will be kept on file as documentation indicating that our policies were presented and understood by families

2008-2009

_____ **I have reviewed the information in our Student Family Handbook with my my children. As a family of Our Lady of Lourdes Catholic School, we agree to support the policies of the school.**

_____ **I have read the Acceptable Use Policy (in the Appendix) for technology and internet access with my children. They understand fully and agree to follow the guidelines and principles it contains. I also completed and returned the Student Internet Account Agreement.**

Signature of Father

Signature of Mother

Family Name (printed)

Student Names and Grades (Printed)

Date _____

Return this page to the School Office after signing

Student Handbook Table of Contents

Preface	1
Mission Statement	1
School Accreditation	1
Admission Policies	1-2
Admission Guidelines/Enrollment Requirements	2-3-4
Enrollment Policy	3
Tuition Assistance	5
Early Childhood Program	5
Faculty and Staff Qualifications	5
Florida Teachers' Code of Ethics	5
Registering and Fees	5-6
ATTENDANCE	
• Definition of Absence/Tardy	6
• Absence/Tardy Procedure	6
• Early Sign Out for Appointments	6
• Withdrawal	7
ACADEMIC INFORMATION	
• Homework & Assignments	7
• Grading	7-8
• Conduct Grade	8
• Progress Reports	8-9
• Standardized Testing	9
• Report Cards	9
• Promotion/Retention/Remediation	9-10
• Curriculum	10-11
• Awards	11
TRAFFIC REGULATIONS	
• Arrival Procedure	11
• Parking During School Hours	11
• Pick Up Procedure at Dismissal Time	11-12
• Rainy Day Dismissal	12
• Bike Safety	12
• Walkers	12

SCHOOL ORGANIZATION

• School Hours	12
• School Office Hours	12
• School Calendar	12
• Instant Alert	12
• Bi-monthly Newsletter Website Information	13
• School Advisory Council	13
• HSA	13
• Principal's Coffee	13
• Field Trips	13
• Hot Lunch Program	14
• Emergency Drills/Crisis Plan	14
• After School Sports Program	14
• Assemblies	15
• Liturgical Services and Sacramental Programs	15
• Class/School Socials/Parties	15
• School Pictures	15
• Unauthorized Articles	15
• Textbooks	15
• Lost and Found	16
• School Visitors	16
• Party Invitations	16
• Telephone Use/Cell Phones	16-17
• Safety Patrol	17
• Custodial Parent Responsibility	17
• Student Council	17
• National Junior Honor Society	17

STUDENT SERVICES

• Guidance Program	17-18
• Resource Center	18
• Technology Program/Acceptable Use Policy	18
• Extended Day Service	18
• Volunteers	18
• Clinic Procedures	18-19

UNIFORM AND DRESS CODE

• Full Dress Uniforms for Girls K-8	19
• Informal Uniforms for Girls K-8	19-20
• Full Dress Uniforms for Boys K-5	20
• Full Dress Uniform for Boys 6-8	20
• Informal Dress Uniform Boys K-5	20
• Informal Dress Uniform Boys 6-8	20
• P.E. Uniforms for Girls and Boys K-8	21
• Outer Wear	21
• Jewelry	21
• Makeup	21
• Casual Dress and Theme Days	21
• Hair	21
• Uniform Closet	21
• Further Points	21-22

COOPERATIVE DISCIPLINE

• Student Rights and Responsibilities	22
• Rationale for Discipline	22
• Discipline Policy	22
• Harassment Policy	23
• Infractions of Discipline Code	23
• Parental Support of the Discipline Code	23
• Structure of the Discipline Code	24-25
• Appeals Process for Serious Disciplinary Matters	25-26

PARENT INVOLVEMENT PROGRAM

HOME-SCHOOL RELATIONSHIPS/RESPONSIBILITIES	26-27
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APPENDIX

- Acceptable Use Policy for Grades 1-5
- Acceptable Use Policy for Grades 6-8

PREFACE

This handbook is intended to serve as a manual or guide for the parents of Our Lady of Lourdes Catholic School. Hopefully, it will furnish information which will assist the parents in the performance of their duties and in understanding the operation of OLL. The rules and guidelines in this handbook are illustrative of “Fundamental Fairness.” All rules not covered in this handbook are delegated to the administrator for definition and enforcement. OLL is bound by policies in the Diocesan Policy Handbook. The development and implementation of rules and policies for OLL is the responsibility of the administrator. The administrator is responsible for the tone of the school.

Our Lady of Lourdes welcomes you and hopes that you will be conscious of our traditions and requirements. It is our prayer that working together we can make the “Kingdom of God” a reality at Our Lady of Lourdes School. Our Lady of Lourdes Catholic School (OLL) reserves the right to make changes in this Handbook at any time. The policies contained in this Handbook supersede any other previous policies and will not be negated by any other OLL policy issued before this date.

MISSION STATEMENT

Our Lady of Lourdes Catholic School, as part of the parish community, recognizes each person as a child of God with unique gifts and talents. We are empowered to live out the mission of Jesus through academic, physical, social, and spiritual development.

We believe...

- that each student is a unique child of God.
- that each member is gathered, nourished, and empowered by God’s Word with the Eucharist as the source and summit of our Christian life.
- that students achieve greater success through a variety of educational approaches.
- that a safe, healthy, and spiritual environment is the responsibility of all.
- that a supportive and challenging learning environment increases the potential for responsible decision making.
- that each student realizes and desires to be personally accountable for his/her decisions and actions.
- That service and social justice must be an integral part of the school community.

SCHOOL ACCREDITATION

The accreditation of Our Lady of Lourdes Catholic School is under the auspices of the Florida Catholic Conference which acts as a liaison between the Catholic schools and the State Department of Education. Each Catholic school participates in an on-going self-study process. It symbolizes the unity and commitment of the staff to insure the existence of excellence in our school.

ADMISSION POLICIES

The open admission policy of the Catholic schools of the Diocese of St. Petersburg clearly states that no person can be discriminated against on the grounds of race, color, national or ethnic origin when seeking admission to a Catholic school or in determining eligibility for scholarship or loan programs, or in participating in athletic and other school administered activities. Students are admitted to Our Lady of Lourdes School in

accordance with the established School Board policy. All admissions are conditional upon receipt of records from previous school(s).

All new students will be accepted on a probationary basis for a nine week period; if warranted, probation could be extended to the end of the semester. The purpose of this policy is to ascertain a pupil's ability to adjust to the school philosophy and program. All transfer students MUST be in good standing with their previous school.

ADMISSION GUIDELINES / ENROLLMENT REQUIREMENTS

1. Catholic families must be registered and financially contributing members of Our Lady of Lourdes Parish or another parish within the Diocese of St. Petersburg. The families must be practicing Catholics and must attend weekly Sunday liturgy. Families must demonstrate their financial support of the Church by using the parish envelope system.

2. Applicants from all parishes MUST present a Parish Verification Form signed by the pastor of their church. This form will be necessary to receive and maintain the subsidized tuition rate. The following criteria may be used for determining whether a pastor will sign the form: attendance at Sunday liturgies utilizing the envelope system for contributions, active participation in parish life and programs, and longevity in parish.

ENROLLMENT PRIORITIES FOR EC4 AND KINDERGARTEN

Our Lady of Lourdes would like to accommodate all siblings who follow the established criteria in the EC4/VPK class and kindergarten. EC4/VPK accommodates 18 students. Generally, these eighteen students move up to the kindergarten class at the end of the school year. The Kindergarten class accommodates 30 students.

The following priorities will be followed for EC4/VPK and Kindergarten applicants. The applications will be ranked in each category according to the date of application.

EC4/VPK

1. Siblings of OLL students who are OLL parishioners
2. Applicants from OLL parish
3. Siblings of current OLL students from other parishes
4. Siblings of current OLL students who are non-Catholic
5. Applicants that are children or siblings of alumni
6. Applicants from other parishes
7. Non-Catholic applicants

KINDERGARTEN

1. Catholic EC4 students at OLL advancing to kindergarten
2. Siblings of OLL students who are OLL parishioners
3. Applicants from OLL parish
4. Siblings of current OLL students from other parishes
5. Siblings of OLL students who are non-Catholic
6. Applicants that are children or siblings of alumni
7. Applicants from other parishes
8. Non-Catholic applicants

ENROLLMENT PRIORITIES FOR GRADES 1-8

1. OLL students who have successfully completed the prior grade
2. Siblings of OLL students who are OLL parishioners
3. Applicants from OLL parish
4. Siblings of current OLL students from other parishes
5. Siblings of OLL students who are non-Catholic
6. Applicants that are children or siblings of alumni
7. Applicants from other parishes
8. Non-Catholic applicants

The administrator will meet with the parents of all prospective students to determine whether OLL can meet the educational, emotional, and social needs of the child. Standardized test scores, report grades, and teacher recommendations are required. The Pastor/Administrator will make the final decision regarding admission in extenuating circumstances.

ENROLLMENT POLICY

Our Lady of Lourdes Catholic School practices an open enrollment policy, namely, that no person on the grounds of race, national or ethnic origin, or religion is discriminated against in admission or in receiving services in our school. Any child is admitted based upon the ability of Our Lady of Lourdes Catholic School to provide services for the individual child.

Documents required when you apply:

- Copy of Birth Certificate to ensure the child meets the age requirements established by Florida law.
- Florida Immunization Form (Blue) and a copy of the physical examination
- Copy of Baptismal Certificate-Catholics only.
- Copy of current report card for Grades 1-8.
- Copy of current standardized testing results for Grades 3-8.
- If child has ever been evaluated for any special needs, please provide us with a copy of the evaluation (IEP's or 504 plans etc.).
- Our Lady of Lourdes Church envelope number as Church attendance will be verified to qualify for the in parish tuition rate.
- A letter of verification of your parish registration and support if other than Our Lady of Lourdes Catholic Church.
- We require a non-refundable \$150.00 registration fee upon acceptance.

A child entering our early childhood Four-Year-Old Program must be four years old by September 1st of the current school year.

A child entering Kindergarten must be five years old by September 1st of the current school year.

A child entering First Grade must be six years old by September 1st of the current school year.

Your child will be considered for acceptance only after all information has been received. We will make every effort to accommodate you and your family.

Special consideration may be given to:

- Siblings of students currently attending Our Lady of Lourdes Catholic School
- Families that are registered and attending Our Lady of Lourdes Catholic Church
- Children of Our Lady of Lourdes Catholic School Alumni

As you have made your decision of entering and enrolling your child/children in Our Lady of Lourdes Catholic School, please be aware of the requirements we ask of each family:

- Re-enrollment payments are made in a timely manner in accordance with the re-enrollment policy and deadlines set by the school each year.
- Tuition payments are made in a timely manner in accordance with the enrollment contract and deadlines set by the school each year
- You actively perform and complete your Parent Volunteer Commitment as outlined in the school handbook.
- That you have registered with **Instant Alert** as this is Our Lady of Lourdes Catholic School's only means to reach you in the event of an emergency. That you agree to update this information annually at the beginning of each school year.
- That you understand that **Our Lady of Lourdes Approved Volunteers are the only volunteers that will be allowed on campus without a staff escort during the school day.** That you agree to take a Safe Environment Training (SET) class and be background checked and/or fingerprinted to become an **Our Lady of Lourdes Approved Volunteer.** I agree to update my SET and background checks before the expiration date. The background fee is \$50.00 per individual.
- That you fully understand and agree to the terms of the aforementioned policies of Our Lady of Lourdes Catholic School and Our Lady of Lourdes Catholic Church, and I (we) further understand that I am (we are) liable for financial obligations; Tuition, Re-Enrollment, Parish Support; Parent Service Requirements, Extended Day charges, Lunchroom charges, Media Center charges, and all other OLL commitments which help benefit the financial operation of Our Lady of Lourdes Catholic School. **If payment for these aforementioned items is not remitted within 30 days past due, and you have not contacted the Finance Office to arrange a payment schedule, your account will be placed on hold and your child (ren) will not be allowed to return to school nor retain their class seat. Report cards and graduation opportunities may be withheld if financial obligations are not current. Please remember that your financial obligations for your child/children's education should be a priority.**
- **That parents and students thoroughly read the Student-Parent Handbook and be aware of the rules, regulations, and policies of Our Lady of Lourdes Catholic School.**

Tuition Assistance

Financial assistance may be available for currently enrolled families experiencing a temporary or emergency financial difficulty. Should a family have a problem or need for some assistance during the year, the parent should contact the Accountant. Any financial information and request will be held in the strictest confidence. At the time of completing next year's enrollment contract, school families may also apply for financial assistance from the Diocese of St. Petersburg. All tuition assistance is for only one year and the family must reapply, if necessary, in year two. A family who does not remain current with their tuition payments risks the loss of their tuition assistance.

EARLY CHILDHOOD PROGRAM

Education at Our Lady of Lourdes School may begin as early as 4 years of age. A hands-on developmental curriculum for 4-5 year old children forms the basis for the elementary school academic experience. The program for these young children include pre-reading activities and math, the arts, dramatic play, play involving gross and fine motor skills, music, computer, physical education, Spanish, and field trips to interesting places near our school. The child must be four years of age on or before September 1st of the calendar year when they are enrolling.

FACULTY AND STAFF QUALIFICATIONS

Our Lady of Lourdes School is staffed by a qualified faculty in accordance with the Florida Catholic Conference, the liaison between the State of Florida and all the Catholic Dioceses of Florida.

The school staff includes a principal, assistant principal, lay teachers, a guidance counselor and media, resource, Spanish, art, music, and PE specialists.

The faculty and staff accept the mission and belief statements of the Diocese of St. Petersburg and of Our Lady of Lourdes School. They endeavor to make this spirit permeate their instruction and relations with the children, the parents, and with each other.

FLORIDA TEACHERS' CODE OF ETHICS

The Florida Teachers' Code of Ethics does not allow teachers to tutor students they teach during the regular school day for money. After school help is available by student or parent request. If formal tutoring is desired, parents must secure this from outside the school personnel.

REGISTRATION AND FEES

Registration takes place at the beginning of second semester, as announced in the Parish Bulletin and the monthly school newsletter.

All parents registering students in grades EC-4 through 8th grade must agree to dedicate a specified number of involvement hours to school activities. The number of hours is set by the Home and School Association (HSA) in conjunction with the school administration and School Board. By offering service to the school through parent involvement hours, parents help the school maintain a high quality of education while keeping tuition rates at a manageable level.

Registration/Instructional Fees and tuition are determined each year by the Our Lady of Lourdes School Advisory Council based on the yearly budget and published at the time of registration. Registration packets for OLL and associated parish families include a parish verification form to be signed by their pastor.

Tuition payments are paid in one of three ways, depending on the family's preference:

- 1) Payment in full due on July 1.
- 2) Semi-annual payments due July 1 and November 1.
- 3) F.A.C.T.S. - an automatic withdrawal plan. Monies for tuition are withdrawn monthly for 10 months to fulfill a family tuition obligation.

Families in need of tuition assistance may pursue grants, scholarships, and financial aid from various sources. Please see the Principal about available aid in February for the following school year.

For re-registration each year, a family's account, service hours and parish support must be current for that year. All fees are generally non-refundable.

I. ATTENDANCE

A. Definition of Absence/Tardy

A student is considered absent for a whole day if he/she arrives after 11:15 or leaves before 10:00 a.m.

Students may arrive at school at 7:20 a.m. when supervision begins. They wait in the cafeteria until they are called to their classrooms at 7:40. Students must be seated and ready for prayers at 7:50 a.m.

A student is tardy when he/she is not in the classroom by 7:50 a.m. The school day begins with prayer at 7:50 a.m. Three unexcused tardies a month will result in consequences appropriate for the age of the child. Continuous tardies will be subject to review by the administrators.

B. Procedures for Absences and Tardies

Parents should call the school office on or before 10 a.m. on the day of the absence to report that the student will be out. For an absence of more than one day, a homework request may be made before noon. Please do not call the office to arrange for homework for a one day absence in the lower grades. Please do not send your child to school if they are sick. Illness spreads rapidly among students.

If a student is tardy, he/she should report to the front desk for a tardy slip to admit him/her into the classroom.

C. Early Sign Out for Appointments

A student must be signed out through the main office. The student(s) will be called when the parent arrives at the office. An excuse explaining the reason for an early release must be submitted to the teacher/office. Parents are asked to consult the school calendar before scheduling appointments during school hours. The last week of the marking period is considered testing time.

D. Withdrawal

When a student withdraws, parents are given the report card to present to the receiving school. All fees must be current before the transfer. A copy of the permanent record card and health record will be sent directly to the receiving school upon request. A completed student Withdrawal Record Transfer Form must be on file at the time of the transfer. Parents who are withdrawing their child(ren) must give a 30 day written notice to be eligible for reimbursement of tuition. Without a 30 day written notice, OLL reserves the right to determine how much tuition will be returned.

II. ACADEMIC INFORMATION

A. Homework Assignments

Students will be assigned some type of homework daily. This is not meant to be done in the classroom. The purpose of home assignments is to extend or reinforce the learning which has taken place during the day. Homework is purposeful and will be checked. The average amount of time for each level is:

Kindergarten	15 minutes (beginning Jan.)
Grades 1-2	30 minutes
Grades 3-4	45-60 minutes
Grades 5-8	60-90 minutes

Each student in grades 3-6 will be given a DAILY PLANNER to record assignments and other information. Parents are encouraged to check the homework assignments completed against the list in the planner to verify that the work has been completed. Teachers in Gr 4-8 will have their assignments on line. Parents may check to see if student's planner contains the correct information.

The teachers in the department setting are aware that other teachers will also be making assignments to the same students. Through cooperation, the assignment lengths and numbers will not place an unreasonable burden on the students.

Parents should not call school for homework on the first day of an illness. To do so places a difficult burden upon teachers, especially during times when there is a great deal of illness in the school. Teachers will make every effort to provide homework assignments on the SECOND DAY of illness. Please call and request the homework by 9:00 a.m. on the second day of illness and pick up the homework at the office.

Students who are removed from school for vacations or trips, are responsible for all homework and classwork. Teachers will provide assignments to students before a trip whenever it is possible. Parents should understand that is NOT possible for teachers to provide individualized instruction to students either before or after a trip. Parents will be responsible for insuring proper instruction for missed work. When the student returns to school, it is his/her responsibility to speak with each teacher about making up any tests and handing in assignments in a timely fashion. Any work NOT made up within the agreed time frame will be assigned a zero.

B. Grading

Teachers are asked to pay special attention to the individual needs and abilities of each child. The use of innovative but sound grading methods is encouraged. In Grades 3

through 8 the students receive a letter and a numerical grade on the report card for all academic subjects. Students who receive accommodations in a subject will receive a + for that subject on the report card.

The following grade scale is used in OLL:

Grades 1 and 2

The grading in Grades 1 and 2 is determined by classwork, homework, test results, class participation and individual projects.

S	Satisfactory
I	Needs improvement
	Satisfies requirements
N	Needs strengthening

Grades 3 - 8

A	90-100	Outstanding
B	80-89	Very Good
C	70-79	Good
D	65-69	Below Average But Passing
F	Below 65	Failing - Conference Required
I	Incomplete	Three Weeks To Make Up Work

In Grades 6 - 8 special areas of the curriculum such as art, band, library, music, and Spanish (once a week classes) use the following scale:

O	Outstanding	90 to 100%
S	Very Good	80 to 89%
I	Improvement needed	

Absences On Test Days - Students will be permitted at least 48 hours to make up tests when they return after a 1-2 day absence. More time will be allotted for lengthier illnesses.

C. Conduct Grade

The Lower School uses O, S, and N for conduct grades.

Middle School uses comments to indicate that improvement is needed in conduct or work habits.

D. Communication of Progress

Progress for students in Gr. 4 through 8 can be reviewed online through PowerSchool on a daily basis. Parents are encouraged to access the grades of their children by using their private password. Grades will be posted online 24 to 48 hours after tests and evaluations.

The teachers will make comments regarding progress routinely through PowerSchool. Progress reports may also be sent home at any time during the year. They will be sent midway in each quarter, if students are experiencing difficulty. It is the

student's responsibility to bring the progress report home, have it signed by the parent, and return it on the next school day.

E. Standardized Testing

The testing program is designed to provide a systematic means of assessing capacity and acquired knowledge as well as assessing the academic program of the school. Testing will be administered to grades 3 through 8 in the fall. The CogAT, (Cognitive Abilities Test) measures the student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program. The ITBS (Iowa Test of Basic Skills) measures mastery of skills in reading, language arts, mathematics, study skills, science, and social studies. Results of these tests are sent to parents after the scoring is completed. The information helps the teacher identify strengths for student placement. Some grades will be selected to take performance assessments in spring. ACRE standardized religion survey tests are given to students in grades 5 and 8.

F. Report Cards

Report cards for grades K-8 are given quarterly. Conference opportunities are made available after the first marking period. Additional conferences are held throughout the year on an "as needed" basis. These conferences are usually scheduled before school in the morning so that all teachers involved in the student's education may attend. A summary of the conference will be kept and signed by everyone in attendance.

G. Promotion/Retention/Remediation

The goal at Our Lady of Lourdes is to promote success and confidence as students master academic skills.

In the primary grades the students must master the necessary language arts and math skills in order to be promoted.

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Science, and Social Studies. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
 - through a remediation program in a Catholic school within the DOSP
 - in an individual program by a teacher who is certified in the subject area the student needs
 - in a remediation program which has been approved by the principal

Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future, may tutor .

2. Prior to the beginning of the next school year the principal must receive:
 - Validation of attendance
 - proof of proficiency in the subject area(s) including work samples and test

scores

* Failure to meet remediation guidelines will result in retention.

3. The following documentation guidelines will be followed after meeting remediation guidelines:

- The original failing grade is recorded on the permanent record and may not be altered.
- Proof of proficiency in the subject area must be recorded separately on the permanent record card.

4. Transfer Rule: Any student who fails one or more core subject must meet the remediation guidelines of the originating school.

After these criteria have been met, further assessment may be administered by the school principal to ensure proper placement.

*Note: Situations involving students with an existing student support plan will be reviewed individually utilizing the student support team process.

H. Curriculum

Our Lady of Lourdes Catholic School develops its curriculum according to guidelines drawn up by the Office of Catholic Schools. The religious beliefs of the Catholic faith permeate the curriculum. The main focus of the religion program is to impart Catholic truths and values. We establish our Catholic identity by living Christ's Gospel message of worship, prayer, and service.

The goal of the academic program is to develop a life-long love for learning. An innovative curriculum is well-planned and balanced at each grade level. It encourages critical thinking, problem solving, and independent learning.

The areas of study that comprise the curriculum are

- An integrated language arts program which develops reading, writing, listening and speaking skills.
- A math program which builds basic skills and encourages problem solving and critical thinking.
- An enriched social studies program including geography skills and concepts.
- A hands-on science program that focuses on discovery.
- A technology program that connects to all areas of the curriculum.

Also offered are

- art/humanities, physical education, library skills and Spanish
- drama
- advanced math and science classes in Middle School
- choir, English handbells, and band

Placement in advanced classes is determined by grades, standardized test scores and teacher recommendations. To qualify for Algebra I class, new eighth grade students must have completed Math 8. At this time, high schools are not giving high school credit for Algebra I when it is taken in eighth grade.

Physical education is a required part of the curriculum. To excuse a child from participating in physical education because of illness or injury, etc., a note must be written to the teacher stating the reason for non-participation for each and every time. For more than three days of non-participation, a doctor's excuse is required.

I. Awards

OLL believes that positive reinforcement and recognition are key to student success. The staff recognizes students for special accomplishments on a regular basis. Report card award categories for grades 6-8 include:

Principal's List - which consists of those students who have earned A's in all alphabetically graded subjects. All subjects on the report card that are not graded alphabetically must have an S or better. In order to achieve Principal's List, students should not have any comments, letters, or numbers indicating negative behavior in class.

Honor Roll - which consists of those students who have earned A's and B's in all alphabetically graded subjects. All subjects on the report card that are not graded alphabetically must have an S or better. Students on Honor Roll may not have comments on the report card that indicate poor behavior.

An end-of-the-year awards ceremony for grades 1-7 will be held. The eighth grade students have an awards ceremony before graduation.

III. TRAFFIC REGULATIONS

A. Arrival Procedure

Children may be dropped off at 7:20 in the morning. Volunteer parents and the Safety Patrol are on duty at that time. They will help students out of the car and make sure they get safely to the cafeteria where they sit at assigned tables.

B. Parking during School Hours

Parents who are at school for volunteer work should park their cars in the side parking lot between the school playground and the DuBois Center or around the Father Conmy Center

C. Pick Up Procedure at Dismissal Time

- Please keep card with family name displayed in car window for pick-up each day throughout the school year.
- The speed limit is 5 MPH in the parking lot.
Come no sooner than 15 minutes prior to dismissal. If you come too early, it interferes with normal traffic at the Dubois Center.
- Stay in your car and pick up children according to designated plan.
- Students not picked up by 3:00 will be sent to the Extended Day Program. Students in extended care between 3:00 and 3:30 will be charged a minimum fee. After 3:30 the full hourly rate will apply.

- EC4, K, Gr. 1 through 3 and any older students who ride with younger children get picked up in front of school.
- Students in Gr. 4 through 8 (as long as they don't have younger siblings or carpoolers) get picked up near the church.

Rainy Day Dismissal

On rainy days, please form a single line of traffic and drive up to the overhang in the front of the building. OLL personnel will bring students to the car. All students will be seated in the cafeteria waiting for their names to be called. If there are close lightning strikes, children and school personnel will stay in the building until it passes.

D. Bike Safety

All bikes must be parked and secured in the bike rack. Students riding their bikes home must go immediately to the bike rack at dismissal, walk their bike(s) across the property and then ride them from the property gates home.

E. Walkers

Students who walk should use the sidewalk on San Helen Drive to leave the school grounds.

IV. SCHOOL ORGANIZATION

A. School Hours

All students should be in their homeroom by 7:50 a.m. when the second bell rings. The opening prayer of the day will begin at 7:50. Any student arriving after 7:50 must be checked in through the office. All classes are dismissed at 2:50 p.m. daily. Early dismissal dates are set by the school and are listed on the monthly school calendar. We will provide Extended Day Service on early dismissal days. During the school year the Main Office is open 7:20 a.m. – 3:30 p.m. on school days. It is also conveniently open throughout the year per the school calendar available at myoll.com.

B. School Calendar

A complete school calendar for the next school year will be distributed in the spring of each school year. It is also in the packet which is distributed in the early fall of each school year. Please post in a readily accessible location for frequent reference.

C. Instant Alert

The school uses an Instant Alert System to notify parents of school closings, emergencies, and important meetings. This free online service is used as a safety feature to keep parents informed. Parents may sign up for the service online. Parents provide telephone numbers, cell phone numbers and e-mail addresses indicating the manner in which they prefer to be notified. School personnel are available to help parents sign up for this service, if needed.

D. Weekly Bulletin/Newsletter/Website Information.

A bulletin/newsletter will be posted bi-weekly on the school website (www.myoll.com).

If parent or school organizations have information for the bulletin/newsletter or website, send it at least two days before publication deadline.

E. School Advisory Council (SAC)

The School Advisory Council is advisory in nature and function. The members assist the school pastor and the administrator in the areas of planning, finances, shaping policy, and communications. Recommendations in these four areas may be formulated by this committee, and presented to the school pastor for his consideration and approval as local policies. The School Advisory Council will ensure that such recommendations follow the intent and spirit of policies determined at the Diocesan level.

F. HSA

Parents of our students as well as all staff members are automatically enrolled in our HSA. The HSA hopes to encourage camaraderie and good will among parents. Meetings are held during the school year and the dates for these meetings are listed on the yearly and monthly school calendars. If students come to the general assembly meetings, they must sit with their parents. HSA is a very active organization that conducts several vital fund raising activities throughout the year. Communication of events is coordinated through the officers of HSA and the school office. All proceeds of HSA fund raising go directly to OLL School.

G. Principal's Coffee

Principal's coffees are held throughout the year. Dates will be listed in newsletters. This is an opportunity for parents to meet with the principal to discuss educational issues and concerns that affect the school. Suggestions are welcome. Individual students and teachers are not discussed in this forum.

H. Field Trips

Field trips are planned by teachers in order to enrich the curriculum. A strong educational purpose is required for all field trips. Teachers prepare children for the anticipated learning experience. Notices are sent to the parents advising them of specifics of the field trip and written permission is required for each field trip. All plans for field trips are cleared with the principal prior to parent notification.

For longer trips, a bus is chartered to transport the students. Parents may transport students in cars/vans for shorter trips. A form for volunteer drivers, a copy of his/her driver's license, and proof of automobile insurance must be on file in the office.

I. Hot Lunch Program

A well balanced nutritious meal is served every day in the school cafeteria. Students will choose from a hot entrée, entrée salad, or a cold sandwich, in addition to, fresh fruit and vegetable side items, and whole grain bread choices. White and chocolate low fat milk will be available along with healthy choices of juices and snacks.

Each family will receive a printed menu at the beginning of the month which lists the menu choices. A lunch order form will also be sent home for parents and students to make their choices from, as well a payment options. Lunch tickets will be distributed when order form is turned in. In addition to this system, we will always accommodate last minute lunch purchases when needed. Monthly milk tickets are also available. We are in the process of researching an automated system, more information will follow.

Students are also permitted to bring in their own lunches from home. No soda is allowed in any grade.

Students are not permitted in the kitchen, with the exception of scheduled class visits. Outside fast-food lunches may **NOT** be brought

I. Emergency Drills/ Crisis Plan

Students are instructed in emergency procedures. The staff at OLL has developed a Crisis Plan to help them respond quickly should an emergency situation arise. Fire drills are conducted at least once a month. Tornado drills and other emergency drills will be conducted on a regular basis throughout the year. Lock-down drills will be conducted periodically to ensure security measures work efficiently.

In the event of hazardous weather conditions, or other emergencies, parents will be contacted through the school's Instant Alert System. Parents will be notified about significant happenings according to the method they have selected such as telephone, cell phone or e-mail. The system is efficient as long as parents have provided correct contact information.

J. After School Sports Program

An After School Sports Program is offered for grades 5-8. Junior varsity and varsity teams are chosen for girls and boys in five different sports. The sports offered for girls are volleyball, basketball, soccer, track and softball. The sports offered for boys are baseball, soccer, basketball, track and volleyball.

All students who participate in the After-School Sports Program at Our Lady of Lourdes School are required to submit a Physical Evaluation Form to the school. This form must be filled out by parents and by the student's physician. In addition, an Athletic Participation Form must be filled out by the student's parents, notarized, and returned to the school's Athletic Director.

Students in the program shall maintain an overall grade point average of 2.0. They should have no grade lower than "D" with a maximum of two "D's" in order to be eligible for participation in athletic events. All non-graded areas must have nothing below "S". The average shall include all areas listed on the report card. If a student receives a "U" in conduct, he/she will be ineligible to participate in the sports program. When report cards are distributed in mid-season, a player will become ineligible immediately if grades do not meet academic standards.

K. Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations and professional speakers. There is often a significant investment in time and preparation for an assembly program. Student attendance is a requirement, not an option.

L. Liturgical Services and Sacramental Programs

The entire school participates in liturgies or paraliturgies once a week. Students are required to wear OLL's full dress uniform for Mass. (See Uniform Guidelines.)

A parish priest or his designee conducts the services. Classes take turns preparing the services. Parents/guardians are invited and encouraged to attend the services.

Parents and students are involved in the preparation for the Sacraments of Reconciliation, First Eucharist, and Confirmation. Attendance at the various meetings and activities is required if the student is to be a candidate for the reception of the Sacrament. The Sacramental Programs for grades 2 and 8 are parish-oriented. The fees are paid by October of each year by the families concerned. The fee is not included with other school expenses. All Catholic children in grades 2-8 have an opportunity to participate in the Sacrament of Reconciliation at various times throughout the school year.

Students in grades 4-8 may train as altar servers. For further information contact the adult-in-charge at the DuBois Center.

M. Class/School Socials/Parties

Two class parties are arranged for particular seasonal holidays by the Room Mothers in cooperation with the teachers. Usually class parties are held in the afternoon as close to the end of the day as possible. Parents wishing to celebrate a child's birthday may arrange with the teacher to send store-bought, nutritious treats to share with the class at snack time.

N. School Pictures

A professional photographer takes individual pictures and class pictures each school year. Pictures may be purchased for a fee. Parents will be notified of the dates.

O. Unauthorized Articles

Any student possessions picked up by the teacher will be turned in to the administrator and may be collected from the administrator's office. OLL recommends that neither money nor precious possessions be borrowed, loaned or traded. OLL recommends that large sums of money never be brought to school. School staff will not be held responsible for such articles.

P. Textbooks

Textbooks are the property of OLL. All books must be covered and maintained properly. Books that are lost or damaged will be paid for by the student who is responsible for the damage.

Q. Lost and Found

Parents are asked to label all items of apparel worn by their child while at school. If items are labeled, they will be returned directly to the student. Students should check Lost and Found for misplaced clothing and other items.

R. School Visitors

All visitors or parents are required to register at the school office and obtain a name badge before going anywhere in the building. This is for the safety of the children. No one is to disturb the teachers during class hours unless it is an emergency and never without the permission of the office. Parents bringing items that their children have forgotten, must bring these items directly to the front office. It will be up to administrator or the designee to determine if the item(s) will be delivered to the student.

S. Party Invitations

Students wishing to send invitations for birthdays or other types of parties, should mail the invitation(s).

T. Telephone Use/ Cell Phones

Students may use the office phone if they need to contact parents. Important messages will also be relayed to students. If an athletic practice or game is cancelled, students will be allowed to make calls to arrange transportation or parents will be notified via Instant Alert.

Cell phone use is not permitted during the school day. If a student brings a cell phone to school for after school use, it must be turned off and kept in the student's backpack.

Cell Phone and Pager Usage Guidelines for Students

Cell phone use is not permitted during the school day. If a student brings a cell phone to school for after school use, it must be turned off and kept in the student's backpack.

In order to insure a safe environment and an optimal learning environment, it is necessary to follow the guidelines for cell phone usage by students.

The following are the guidelines for cell phone usage for students:

1. Cell phones must be kept in the **OFF** position from 7:50 am to 3:00 pm.
2. No cell phones may be used for picture taking.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, internet or e-mail access, text messaging, gambling or making purchases of any kind
5. Pagers may not be brought to school.
6. Cell phones may not taken on school field trips. The teacher in charge of the trip will have access to a cell phone at all times on the trip.
7. Those who violate any of the rules regarding cell phones will have the phone confiscated until a parent can claim it. Students will forfeit the privilege of

bringing a cell phone to school if there is a second violation. Repeated violations will be handled within the school's disciplinary code.

8. Where appropriate, infractions will be handled within the published code of conduct.

U. Safety Patrol

Students in Gr. 5 make up the Safety Patrol. The Safety Patrol provides support for morning drop-off and afternoon pick-up. They wear yellow-green belts which signify safety. They open the vehicle doors for students arriving and leaving. Only the most responsible students will be selected for Safety Patrol.

V. Custodial Parent Responsibility

We recognize that family custody situations do develop and sometimes require court action for child placement. The custodial parent MUST provide the school with a copy of the most recent custody documents to be placed in the students' file(s). The administrator is required, by law, to abide by the custodial documents presented through the courts.

W. Student Council

Student Council is the student organization that is elected to lead our students. The council consists of four officers and a representative from each class, grades 4-8. The Student Council meets weekly and handles a variety of functions that include religious activities, service projects, theme days, dances, and Catholic Schools Week events, to name a few. They are a very important part of the OLL program since they are the voice of the student body to the administration.

X. National Junior Honor Society

OLL is a registered chapter of the National Junior Honor Society. Students in grades 7 & 8 are eligible to be admitted to the Society. Students are evaluated for admission by grade point average first (scholarship) and then by service, character and citizenship. OLL requires a 3.75 GPA to be considered for entrance. The NJHS is an organization whose function is to provide service to OLL School.

V. STUDENT SERVICES

A. Guidance Program

A part time school counselor is available to children, staff and parents for assistance in handling problems pertaining to school issues. The school counselor visits each classroom to provide developmentally appropriate guidance lessons. Students in eighth grade are provided with information and assistance in making decisions regarding high schools. For parents, guidance services are offered by way of suggesting resources, making referrals and conferencing with parents.

B. Resource Center/Enrichment

Our Lady of Lourdes School provides a Resource Program to aid all children who need academic assistance in order to reach their potential. This program is headed by a

Special Education Coordinator in cooperation with all the teachers of the school. Students are recommended by their teacher(s) for testing through ADAPT, which is the Federally authorized testing agent for public schools. Those who qualify for specific learning disabilities services have the option of dual enrolling with the public schools, or remaining at OLL. It should be understood that OLL offers a limited resource program.

Accelerated classes in math and science help to challenge intellectually gifted students. Enrichment in language arts, social studies, music and art help expand the horizons of all students.

C. Technology Program/Acceptable Use Policy

Our Lady of Lourdes School provides technology for students in order to support learning and enhance instruction. Internet access is available to our students and allows them to utilize unique and diverse resources.

Use of the internet is a privilege, not a right. Students who misuse this privilege may be denied access to school computers and face disciplinary action.

Parents will find an Acceptable Use Policy for students in the Appendix of this Handbook. In order to be thoroughly understood, there is an Acceptable Use Policy for students in Gr. 1-5, and one for students in Gr. 6-8. It is the parents' responsibility to explain the policy to their children and to make sure they understand it. Once it has been explained, you must sign off on the Acceptable Use section on the cover sheet of this Handbook. Please submit a copy of the signed cover page to the Office.

D. Extended Day Service

Extended Day Service is offered at the school on every school day from 2:50 to 6:00 p.m. at an additional cost to the parent. The Extended Day Service is offered on abbreviated days until 4:30pm.. The service is never offered when the school is not in session.

E. Volunteers

Volunteers greatly enhance OLL's school program. We appreciate parents/guardians and community members who volunteer their time and talents for the benefits of our students. Some of the areas in which volunteers are needed are the library, the cafeteria, the playground, the carline, and after school sports. It is required that volunteers complete an application, undergo a Level 2 background screening and take a safe environment course before they begin volunteering in the school. All volunteers must report to the office, sign-in, and pick up a volunteer badge while on campus.

F. Clinic Procedures

Prescription medications may be administered in the clinic with a doctor's prescription and completed consent form from the parent/guardian. Consent forms are in the school office. A physician's signed and dated authorization including the name of the medication and dosage must be given to the administrative secretary.

Written consent of the parent/guardian (consent form) is required for the dispensing of non-prescription medications. Administering of non-prescription medications is acceptable for a period of no more than three consecutive days with parent/guardian

consent (without a doctor's authorization). After three days, a doctor's authorization is required.

All medications must be in original containers and must be brought to the clinic in the morning. All medication is kept in a locked cabinet until it is administered. It is the student's responsibility to come to the clinic at the designated medication time.

Students who feel ill during the course of the day may come to the clinic. Normally, their temperature is taken and if it is not found to be high, they will be sent back to class. If there is a fever, the parent will be contacted and asked to pick the child up.

Students who receive injuries during the course of the day are to report to the clinic for minor first aid treatment. Major injuries will require that the parent/guardian pick the child up and handle accordingly.

To excuse a child from participating in physical education because of illness/injury, a note must be written to the teacher each time stating the reason for non-participation. For more than three consecutive days of non-participation, a doctor's note is required.

VII. UNIFORM AND DRESS CODE

The school uniform, worn by all students in Kindergarten through eighth grade, should be worn with pride. The uniform helps to identify students as members of Our Lady of Lourdes School. It is expected that shirts and blouses will be tucked in and that uniform pants will be worn at the waistline. Socks should cover the ankle and be visible above the top of the shoes. It is the responsibility of parents to see that their children are in total compliance with the uniform dress code. A dress code violation slip will be issued to students who are not in full uniform. On the third dress code violation a disciplinary report will be issued.

The school uniform, excluding shoes and socks, must be purchased from the uniform company selected by the school.

Students are required to wear full dress uniforms for school liturgies. The usual day of the week for school liturgies is Thursday.

UNIFORM GUIDELINES

Full Dress Uniforms for Girls

K-4

- Blue plaid jumpers
- White blouses with embroidered OLL emblem
- Skort

5-8

- Blue plaid skirts
- White oxford shirt with embroidered OLL emblem

Informal Uniform for Girls K-5

- Navy blue walking shorts
- Skort (K-4)
- A black, brown or navy belt
- Cotton knit white or yellow polo-style shirt with OLL emblem

Informal Uniform for Girls 6-8

- Khaki walking shorts
- Khaki slacks
- Navy blue polo-style shirt with OLL emblem
- Cold Weather
- Red uniform cardigan sweater, OLL sweat shirt in red or gray, blue fleece jacket with OLL emblem
- Navy blue uniform slacks, blue or white tights for K-4
- Khaki uniform slacks, blue or white tights
- Brown or Black Solid Color Belt

Shoes

- Saddle shoes
- Brown or black oxfords - fully tied
- Sturdy Brown or Black Buckle Shoe available for young girls
- All black sneakers (no white trim)
- Platform heels may NOT be worn

Socks

- Navy blue, or plain white crew socks-covering the ankle
- Plain White Knee Socks

Formal or Liturgy Uniforms for Boys, K-5

- Navy blue long pants
- Light blue knit polo style shirt with OLL emblem
- Brown or black belt

Formal or Liturgy Uniforms for Boys, Gr. 6-8

- Khaki long pants
- Navy polo-style shirt with OLL emblem
- Brown or black belt

Informal Uniform (K-5)

- Navy blue walking shorts
- Light blue or white polo shirt

Informal Uniform (6-8)

- Khaki shorts
- Navy blue polo style shirt

Shoes

- Brown or black oxfords - fully tied
- All black sneakers (no stripes, trim or logos)
- Brown or black loafers (Grades 5-8)

Socks

- Plain navy blue or white socks without logos of any kind, covering the ankle

Cool Weather

- Red sweater, gray or red sweat shirt or blue fleece jacket with OLL emblem

P.E. Uniforms for Girls & Boys (K-8)

P. E. uniforms are purchased through the P. E. Department of OLL. They consist of:

- Gray uniform shirt
- Red uniform shorts
- White socks
- A separate pair of sneakers used exclusively for P.E. Any color is acceptable. They may be ties or Velcro.

Outer Wear

Coats or jackets may be worn to and from school and to and from the cafeteria for lunch. On ALL other occasions during the cooler weather days the OLL sweatshirts, uniform sweaters or blue fleece jackets may be worn.

Jewelry

Pins and buttons related to school activities may be worn. Girls may wear ONE set of post earrings placed on the earlobes. The earrings should be small and not extending below the lobes of the ear. Boys may not wear earrings. Necklaces of a religious nature may be worn on a small gold or silver chain. Scrunchies are permitted if worn in the hair. One ring and one watch is allowed. No other jewelry is permitted.

Makeup

Make up is not permitted at any grade level. Fingernails should not be polished or decorated and should be of an appropriate length. False fingernails may NOT be worn.

Casual Dress and Theme Days

On the few days of the year when uniforms are not required, such as dress out days, the regulations for dress will be clearly explained and students are expected to follow the instructions. When shorts are allowed, they are required to be of fingertip length or longer.

Hair

Boys and girls must keep their hair clean and neatly trimmed. Hairstyles should be of a conservative nature. Bizarre hair colors are not permitted. Boys should have their hair above the collar, above the eyebrows, and above their ears. This rule applies to students from EC4 to Gr. 8.

Uniform Closet

There is a uniform closet in the cafeteria that contains uniform parts that have been turned in for reuse. Parents may go through the closet and take items of clothing that can be worn by your children. These items of uniform apparel are FREE. Please feel free to add to the closet as your children outgrow their uniforms.

Further Points

Since common sense, appropriateness in dress, and good taste are also part of a young person's education, it is necessary to make these points more specific:

- Good habits of hygiene and grooming are an important part of a child's training.

- Fads, fashions and dress which disturb or distract from the learning atmosphere are unacceptable and are not permitted.
- When a severe problem occurs in the area of school attire, parents will be notified to keep the student home until the problem is corrected.

Please remember that it is what is on the inside of each child that really counts. However, we do require uniformity in dress.

VII. COOPERATIVE DISCIPLINE

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS		RESPONSIBILITIES	
1.	To learn without interference.	1.	To accept ownership for your learning.
2.	To have your work respected.	2.	To respect the work of others.
3.	To be listened to when speaking.	3.	To speak clearly and to actively listen.
4.	To receive help in your work.	4.	To wait patiently for help.
5.	To have your property respected.	5.	To respect the property of others.
6.	To work and play in a safe environment.	6.	To be aware of your own safety and the safety of others
7.	To have your opinion respected.	7.	To express your opinions politely.
8.	To be touched by another only if it is appropriate.	8.	To respect a person's right not to be touched.

A. Rationale for Discipline

Self/discipline is a characteristic of the Christian community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom. Rules must be reasonable for the circumstances of the school, well known, and administered freely. Demonstrated respect for each individual, whether student or faculty member, fosters a spirit of mutual respect in which orderly behavior flourishes.

B. Discipline Policy

The purpose of Our Lady of Lourdes Catholic School is to instill the highest moral values. Our goal is to encourage students to develop inner self-discipline.

The Discipline Policy at OLL has very definite objectives:

- To provide a classroom environment conducive to learning
- To encourage character development and to build self esteem
- To promote growth in self-discipline
- To foster respect for authority.

C. Harrassment Policy

Our Lady of Lourdes School strives to establish a Christian, professional and supportive educational community for students, parents, faculty, staff, and administrators. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at Our Lady of Lourdes School, condemn any form of harassment. Concerns should be reported directly to the School administrator. All credible allegations will be addressed according to Diocesan policy.

D. Infractions of Discipline Code

Students need to understand that any deliberate action that is contrary to the moral or climate of the school community will result in immediate consequences. The following designates consequences from the most serious to lesser offenses.

Causing Immediate Suspension and/or Expulsion

1. The use or possession of drugs, alcohol, or weapons of any kind
2. Fighting that causes or has the potential to cause serious injury
3. Unauthorized leaving of the school grounds during school hours
4. Flagrant violation of the Acceptable use Policy for technology.

Causing Immediate Detentions

1. Fighting, harassment, bullying and any forms of intimidation
2. Defacing of school property
3. Dishonesty – cheating on tests, copying work, signing parent's name, etc.
4. Abusive, profane, indecent language or gestures

Causing Conduct Referrals / Will Result in Detention or Other Consequences As Soon As Three are Received

1. Disruption of classroom learning
2. Disregard of classroom or school rules
3. Displays of affection that are inappropriate in a school setting
4. Gum chewing because of the maintenance problem that it creates

E. Parental Support of the Discipline Code

Each teacher implements a plan of discipline for his/her classroom. It is the student's responsibility to follow the behavior guidelines provided by the staff and learn what behaviors are acceptable in the classroom, at recess time, and in the cafeteria. Students will be held accountable for following rules. Parents are expected to support the Discipline Code. If any referrals are brought home, parents should take them seriously because it is an indication that the child is deviating from acceptable behavior. If a child consistently ignores rules, it becomes apparent that he or she has not embraced the school philosophy at OLL and will be asked to leave.

F. Structure of the Discipline Code

The Teacher's Discipline Plan

Each teacher implements his/her own cooperative discipline plan which has been approved by the principal. The teacher has a range of consequences for minor offenses which may include loss of a privilege, a time-out period, loss of recess, etc. Parents will be notified by the teacher or principal if the misbehavior persists. Parents are frequently asked to come in for a conference if the teacher notices a pattern of misbehavior. Good communication is essential for understanding the problem and shaping behavior changes.

Conduct Referral Slips

Conduct referral slips are issued when a student continues to misbehave after verbal warnings. Once a child has received three referrals, he or she will automatically be required to serve a detention. Multiple referrals indicate the student is becoming lax about following rules.

Detentions

Detentions are issued immediately when serious offenses occur. A detention is also given automatically when a student receives his/her third conduct referral. Detentions are held on a specified day of the week from 3:00 – 4:00. Students are not allowed to participate in sports or sport practices on the day they are serving their detention.

After a student has served three detentions, a conference will be held with the student, parents, the principal and teachers to discuss consequences and strategies for improving the student's conduct. Once we have set a strategic plan in place for helping a student follow the discipline code, improvement in behavior must take place. If subsequent write-ups are issued, the student will receive an in-school suspension. Any infractions after an in-school suspension require a mandatory meeting with the parents, and out-of-school suspension will be issued. Our ultimate goal is for our families to embrace our policies.

Suspensions / Expulsions

Any deliberate action that is contrary to the moral climate, serious in nature, and having potential to cause harm to any student or staff member may result in a suspension of up to three days and/or expulsion. OLL has a Disciplinary Committee who serves in an advisory role to the principal when serious infractions have incurred.

The Disciplinary Committee which consists of the Principal, Dean of Discipline, and representative teachers from the primary, intermediate, and middle school level makes a recommendation about a course of action to follow when a student's offense is of a serious nature.

Suspensions may be "in-school suspensions" or "out of school suspensions" depending on the seriousness of the offense. It is the decision of the Disciplinary Committee as to whether or not the suspended student will receive credit for work accomplished during the suspension period.

Prior to any suspension or expulsion, the principal would conduct a conference with the student, the parents of the student, the dean of discipline, the assistant principal, and the student's teacher. The pastor would be informed of the incident and invited to attend the meeting. The final decision will rest with the pastor and the principal. The parents would then be immediately informed of the decision.

G. Appeals Process for Serious Disciplinary Matters

Diocesan policy specifies an appeal process for students in case of serious disciplinary matters. Academic issues are not included in this appeal process. A description of the procedures follows.

1. This appeal process must be initiated by the student or parent(s)/legal guardians as a written request to the school administrator. It must be made within five business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing before the school's panel within these five business days forfeits the right to a hearing.

2. A local panel, formed by the school administrator in consultation with the school pastor for an elementary school or the diocesan Superintendent in the case of a secondary or special education school, will be convened within five business days after the administrator has received the written request for a hearing.

3. From a group of in-serviced, eligible, and available individuals, at least three (3) members for the panel will be selected by the school administrator and school pastor or Superintendent (in the case of a secondary or special education school). Panel members will represent any of these areas:

- a. Members of faculty and professional staff
- b. Local school advisory board/commission members
- c. An Associate Pastor
- d. Parish Director of Religious Education
- e. Member of the local parish council or education committee

In an effort to achieve as much objectivity as possible, panel members will likely represent categories per item 3c, 3d, and 3e.

4. The panel may review written material and hear oral testimony, including that from the student and his/her parent(s)/legal guardian.

5. The decision of the panel and the action take are to be documented and placed in the student's file with copies mailed to the parent(s)/legal guardian and to the Office of Catholic Schools and Centers within three business days of the completion of the local appeal panel's hearing.

6. If the student or parent(s)/legal guardian wish to appeal the local panel's decision, a written request to do so must be made by the student/parent(s)/legal guardian within 10 business days from the date of the official communication by the local appeal panel. This next written request is to be directed to the Office of Catholic Schools and Centers with a copy to the local school administrator.

7. The Office of Catholic Schools and Centers may not be involved in any review of a local panel's decision until such time as all the aspects of Item 6 have been fulfilled.

8. The Office of Catholic Schools and Centers will conduct an internal, administrative review only of the local appeal panel's decision. There is no hearing at this level.

9. A decision will be rendered by the Office of Catholic Schools and Centers within 10 business days from the receipt of request for a diocesan level appeal. Copies of the Superintendent's decision will be mailed to the student and his/her parent(s)/legal guardian as well as to the local school administrator.
10. The decision of the Superintendent in the appeal process is final.

VIII. Parent Involvement Program

The HSA of OLL recognizes the need to encourage full participation of the parents/guardians in the necessary fund raising and volunteer programs of our school. To maintain a high quality of education, while keeping tuition rates at a manageable level, requires the generous cooperation of all families. For this reason, HSA, in conjunction with the school administration and the School Board, administers a Parent Involvement Program. Since its success is vital to both the financial stability and community spirit of our school, it is expected that all families of students at OLL will be equal and active partners in this program.

A special number of hours will be required of each family of students in EC4 through grade 8 each school year. Some of these hours will be mandatory for specific functions, while others may be performed in other school-related services (see school year current policy). An assessment will be charged for failure to give service.

To ensure proper credit for your involvement time, it is important that parents/guardians keep their record up to date by notifying the HSA Parent Involvement Hours Chairperson or the coordinator of specific functions. Failure to do so will result in the current assessment being added to the family's tuition. In lieu of hours, families may choose the option of paying the current volunteer assessment in full. All volunteer hours for the current school year must be completed by a date set yearly by the administrator and HSA Board.

IX. HOME-SCHOOL RELATIONSHIPS/RESPONSIBILITIES

The primary responsibility for the education of children belongs to parents. This idea is basic to the Christian concept of the family as the fundamental unit of society. Although this responsibility is shared with schools as a matter of practical necessity, the responsibility of the parents remains paramount.

The attitude of parents toward sharing this responsibility with the school is an important factor in the child's development. Attitudes formulated at an early age in the home tend to reflect those of the parents. The greatest single factor in building a child's religious, intellectual, moral, and cultural attitudes is the example of parents, the absence of which can scarcely be compensated for by any other influence in the child's life.

The home is the most effective educational center that supplements the work of the school. The classroom teacher represents parental authority. Thoughtless criticism on the part of either parent or teacher before the child weakens the response to all authority. Maturity in handling each other's weaknesses can offer a child the greatest lesson in charity and tolerance.

Since many of the teachers are also parishioners, parents are asked not to discuss grades and/or a child's academic work at social gatherings, in the parking area, at local stores and/or sports events. Parent conferences are the means used to keep the educational role of the teacher in its correct perspective.

The time before school in the morning and during the day is the time a teacher is responsible for her/his class and the needs of all students. Parents and other visitors are not to go to the classrooms or to the playground areas during the school time. All business is conducted through the office during school hours. Family vacations should be planned to coincide with the school calendar. If families decide to take children for vacations, parents and students are responsible for all makeup work which will be provided by the teachers.