

# Our Lady of Lourdes Catholic School

Student-Parent Handbook  
2019-2020



*" The more I give to Jesus, the more He will give me."*

*St. Bernadette*

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## **INTRODUCTION**

*Young people of the third millennium  
must be a source of energy and leadership  
in our Church and our nation...*

*By equipping our young people with a sound education,  
rooted in the Gospel message, the Person of Jesus Christ,  
and rich in the cherished traditions and liturgical practices of our faith,  
we ensure that they have the foundation  
to live morally and uprightly  
in our complex modern world.*

*This unique Catholic identity  
makes our Catholic elementary and secondary schools "Schools for the human person"  
and allows them to fill a critical role in the future life of our  
Church, Country and World.  
(Catholic Schools on the Threshold, no.9)*

## **PREFACE**

This Handbook is a guide for the families of Our Lady of Lourdes Catholic School. It outlines the operation of our school while defining the expectations for all community members. Included within are Our Lady of Lourdes Catholic School policies. Our Lady of Lourdes Catholic School's policies have been developed by the School Administration and the Pastor with the support of the School Advisory Council and with recommendations by the diocese. These policies are illustrative of "Fundamental Fairness."

The interpretation, definition and enforcement of these rules and guidelines are at the discretion of the school Administration.

Our Lady of Lourdes Catholic School reserves the right to make changes in this Handbook at any time and to make timely notification thereof. The policies contained in this Handbook supersede any other previous policies and will not be negated by any other Our Lady of Lourdes Catholic School policy issued before this date.

### **School Mission Statement**

Our Lady of Lourdes Catholic School, as part of the parish faith family, builds a strong foundation by developing the unique, academic, physical, creative, social and spiritual gifts of its students, empowering them to live the mission of Jesus.

### **School Vision Statement**

Our Lady of Lourdes Catholic School is a forward-thinking, premier educational community that combines tradition with contemporary innovation, inspiring and developing young minds with Gospel values to embrace the future God intends.

### **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 Logo:**

The school logo depicts Mary, our Mother with the child Jesus. Founded in 1962, our school is named after a Marian apparition that occurred almost a hundred years earlier in France. The story of Our Lady of Lourdes is one of humility, courage and transcendence. It is the story of a little girl, known for her disabilities, her lack of language skills and virtually non-existent academic abilities, who because of her child-like faith, was honored to be the messenger of Christ for the world. This Marian apparition is most significant for its dogmatic revelation that the Virgin Mary is the Immaculate Conception. Just as Our Lady, with the Holy Spirit, brought Christ into our world, we, too are called to collaborate with the Holy Spirit to bring Christ into our community.

### **School Accreditation**

Our Lady of Lourdes Catholic School is fully accredited by the Florida Catholic Conference, which acts as a liaison between the Catholic schools and the State Department of Education.

Our Lady of Lourdes Catholic School participates in on-going school improvement reviews to insure standards of excellence are maintained in our school.

### **Affiliations and Acclamations**

Our Lady of Lourdes Catholic School is affiliated with the National Catholic Educational Association and the Florida Catholic Conference. We are also affiliated with the National Junior Honor Society and are members of the Pinellas Youth Conference.

“School of Excellence” by The Florida Voluntary Pre-Kindergarten (VPK).

*Today’s Catholic Magazine* Recognition: “Trends for the Future”

Step-Up for Students Spotlight School

Top Workplaces Tampa Bay: 2014, 2015, 2016, 2017, 2018

### **School Colors:**

Blue: in honor of Our Lady of Lourdes who was robed in blue and white.

Red: In honor of the Romans, the first defenders of our Faith.

Yellow: In honor of Our Lord, the Source and Summit of Our Salvation.

The Marian colors of blue and white will once again be fundamental to our identity. Likewise, our Roman red will continue to distinguish our sports community as it has since the founding of our school.

### **RESPONSIBILITIES AND EXPECTATIONS**

Our Lady of Lourdes Catholic School promotes responsibility, respect, civility and academic excellence in a safe, faith-based, learning and teaching environment. Operating on the premise that school, parish and home create a team that works together for the benefit of all students, we – students, parents, teachers, staff, clergy and volunteers – have come together with a shared mind and purpose.

Each member of this community is expected to:

- Create a positive faith-based learning environment where all are accepted and encouraged to develop self-esteem and respect.
- Treat others with courtesy, respect, consistency, and fairness.
- Teach and model by positive example.

*We teach their heads.*

*We teach their hearts.*

*And together they animate their hands.*

*Pope Francis speaking to a gathering of Educational Leaders*

*November 2015*

## **ORGANIZATIONAL STRUCTURE**

Our Lady of Lourdes Catholic School is owned and operated by the Parish of Our Lady of Lourdes. As a parochial school, we are a mission of our Lady of Lourdes Catholic Parish.

*“Young people of the third millennium must be a source of energy and leadership in our Church and our nation....*

*It is imperative that we provide them with schools ready to address their spiritual, moral, and academic needs.”*

*Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, USCCB*

**Students:** We believe that every child is a gift from God from the moment of conception. We believe that the children enrolled in our schools, parish religious education programs and other programs must be treated with dignity, respect and care, as described in "A Sacred Trust, The Safety of Our Children" (National Catholic Education Association, 2003).

Student development is the purpose of Our lady of Lourdes Catholic School. Our students come to learn, to collaborate, to question, to share and to develop skills. It is therefore their responsibility to make a commitment to promote their academic success by:

- Attending school regularly and punctually.
- Coming to class on time with all necessary materials, e.g., texts, pens, notebooks, etc.
- Completing assignments and handing them in on time.
- Participating, to the best of their ability, in class and school activities.

Students are expected to demonstrate respect the for rights and safety of others by:

- Developing self-discipline.
- Demonstrating behavior that contributes to an orderly, supportive and safe learning environment.
- Respecting and demonstrating consideration for other cultures.
- Complying with the school's dress code.
- Resolving conflicts and difficulties with others through discussion or, by seeking assistance from school personnel.

**Parents:** We believe children are influenced by home, community, and a society in which attitudes toward Christian values are often challenged. Parents, the source from whom children and youth derive their values, entrust their children to the Catholic school to instruct, complement and intensify the education and formation begun in the home. We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child; therefore, it is the parents' responsibility to ensure that:

- Their child attends school regularly and on time.
- Their child comes to school prepared to learn, having the necessary resources and supports.
- They engage in the education process, forming a collaborative team consisting of parents, teacher, and student.

Furthermore, parents are expected to:

- Support school policies and practices.
- Support teacher's decisions.
- Ensure regular and punctual attendance and encourage completion of all school assignments by their children.
- Attend school meetings and events and support the school.
- Maintain open Communication with staff by addressing concerns through proper lines of communication.

- Treat all staff with dignity and respect.
- Assist their children to establish positive attitudes towards achievement and respect for peers, school personnel and property.
- Inform the school of problem areas or areas of behavioral concern.
- Discuss with their children and support the school's policies.
- Provide school supplies, lunches and clothing supplements.
- Follow through with lessons.

### **Teachers:**

By choosing to teach in a Catholic School, each teacher assumes the responsibility to teach as Jesus did. The teacher models himself/herself after Christ the Teacher and daily imitates His words and actions in our school community.

As one who models the words of Christ the Teacher, the teacher must:

- Carry out all responsibilities and conduct oneself in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises;
- Conduct oneself at all times according to the Diocesan "Code of Conduct for Employees and Volunteers Working with Children and Young People;"
- Grow in one's own relationship with God and sharing the richness of it with others in the school community;
- Speak respectfully to all in the school community, i.e. administrators, teachers, parents, and students;
- Engage in appropriate conversations with all staff members in both formal and informal settings;
- share words of comfort, compassion and hope to all those in our school community in need of our support;
- Be present and punctual to meet the daily needs of our students;
- Collaborate professionally with colleagues to build and maintain high academic and spiritual standards for the school community;
- Meet all professional responsibilities completely, in a timely manner, and in a spirit of service and sacrifice;
- Be present to supervise/instruct students at all times indicated in the daily schedule and during emergencies.

The conduct of those working for Diocesan parishes and affiliate agencies and volunteering in our programs must reflect the mission of the Church to teach Christ's truth and extend His love and care to all. In addition, there is a heightened concern that those working with children and young people recognize the importance of legal, professional, and responsible conduct.

Finally, the Catholic school teacher is a privileged witness of Christ's love for his children, seeking to hand on the content and practices of the Catholic faith while fulfilling his/her Christian vocation and thus sharing directly in the mission of the Church which receives its call from Jesus who said, "Go therefore, and teach all nations."

**Teachers have the right to teach in a safe environment, where students are respectful, kind, and ready to learn and parents are collaborative.**

### **Administration:**

The **Principal** is an experienced teacher with additional training in school management and leadership. Under the direction of the pastor, the school principal functions as the school's spiritual and academic leader fostering Catholic Identity in accordance with the school's mission statement and philosophy; and is also responsible for supporting the Diocese in its mission to evangelize and catechize youth in a Catholic School environment. The Principal shall be a minister of the Gospel and Catholic Teaching both academically and behaviorally while at work and in personal life. It is the Principal's responsibility to:

- Provide a school environment that is safe and welcoming to all.
- Promote the school mission and create an environment where the values of the school are aligned with those of the Parish and Diocese.
- Facilitate compliance of policy and legislation.



**FACULTY AND STAFF 2019-2020**

Fr. Gary Dowsey, Pastor  
Fr. Vincent Ambrose, Parochial Vicar  
Dr. Anne Penny, Principal

Anna Marie Mastrangelo.....Administrative Assistant  
Shannon Arnao.....Receptionist  
Amanda Springer.....EC3  
Mary Rehm.....EC4  
Angela Seitz.....Kindergarten  
Karen Timms.....First Grade  
Sally Anderson.....Second Grade  
Kathleen Flanagan.....Third Grade  
Lauren Thompson.....Fourth Grade  
Andres Delgado.....Fifth Grade  
Rachel Hearn.....Sixth Grade Homeroom/Middle School English  
Charles Jones.....Seventh Grade Homeroom/Middle School Math  
Neil Guan.....Eighth Grade Homeroom/Middle School Social Studies & Religion  
Jennifer Falcioni.....Middle School Science  
Katie Sellers.....Advanced Math  
Debra Martin.....Resource  
Dolores Mortimer.....Guidance  
Mary Donner.....Art  
Jane Meliah-Zona.....Media  
Amanda Stringer.....Music  
Lisa Suarez.....Choir Director  
Jim Manders.....PE/Athletic Director  
Claudia Fonseca.....Spanish

Teacher Assistants:

Lisa Russo  
Linda Brochak

After Care

Lisa Suarez  
Lynn Donovan  
Jacob Blue  
Casey Jane Fusco  
Marguerite McKeown

Cafeteria, TM Catering  
Tullio Mastrangelo

## **REGISTRATION INFORMATION**

### **Non-Discrimination Policy on Admissions and Hiring for the Diocese of St. Petersburg**

The Catholic Schools of the Diocese of St. Petersburg restate their open admission policy; namely, that no person on the grounds of race, color, national or ethnic origin is discriminated against in the admission or in receiving services in any school operated by them, nor do they hire or assign staff on the basis of race, color, national or ethnic origin of either the staff or the students.

### **Admission**

Our Lady of Lourdes Catholic School is a parochial school sponsored by Our Lady of Lourdes Catholic Church. Priority for admission into the school (and for re-registration for subsequent years) is given to Catholic children who are attending Sunday Mass weekly and whose parents or guardians are registered in the Parish and supporting the Parish through the use of the Parish envelope system or automated parish withdrawal.

Enrollment in the school in a particular year does not guarantee the child a place in the school in the following year. Applications for registration for the following year are accepted in January.

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

### **Age Requirements**

- A child entering our early childhood Three-Year-Old Program (EC3) must be three years old.
- A child entering our early childhood Four-Year-Old Program (VPK) 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.

### **Admission Priorities**

Our Lady of Lourdes would like to accommodate all siblings who follow the established criteria in the Early Childhood classes and Kindergarten.

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

#### Enrollment Priorities for Grades EC3-8

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 OLL students who are non-Catholic
5. Catholic applicants that are children or siblings of alumni
6. Applicants from other parishes
7. Non-Catholic applicants

**\*\*Full day students will be given priority until June 1st.** We will make every effort to accommodate as many students as allowed by capacity. (Applicable to EC3/EC4.)

**\*\*New students entering 8th grade will only be considered for admission if they are moving from another state.**

### **Registration**

Registration begins in January and is announced in the weekly electronic newsletter (Constant Contact), as well as in the Parish Bulletin.

Current families will be notified in early January when online registration has opened. Current families will have priority in registering prior to Open Enrollment. Registration fees and paperwork must be completed in full to ensure your child's placement.

For re-registration each year, a family's account, service hours and parish support must be current for that year and will be used to determine active parishioner status.

Your child will be considered for acceptance only after all information has been received.

### **Probationary Period of Admission**

All new students will be accepted on a probationary basis for a nine-week period. If warranted, probation may 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.





**MONTHLY AFTERCARE PROGRAM 2019-2020**

The Aftercare Program at Our Lady of Lourdes School will begin the first full day of school. All registered students may participate in aftercare. Families must pre-register for After Care. The registration forms contain contact and emergency info specific to After Care.

- 1) Completed registration form.
- 2) **\$25.00 family registration fee paid in advance.**
- 2) Completed and notarized release form. (Anna Marie Mastrangelo can notarize)
- 3) All monthly payments are due at the time of billing. You will be notified by email of the charges for the previous month with in the first week of the following month. We offer automated billing every month for your convenience by keeping a credit card on file at the school office. At this time, you may still pay by check by turning it into the school office or sending in with your child.

**The above forms, which are attached, along with your registration fee, must be received at the school office in order for your child/ren to attend aftercare the first day of school.**

**SCHEDULE OF PAYMENTS**

	<b><u>FIRST CHILD</u></b>	<b><u>SIBLINGS</u></b>
MONTHLY RATE	175.00	First Sibling 100.00 Each Additional Sibling 75.00
DROP-IN DAILY RATE	20.00	Each Additional Sibling 10.0
<b><u>PRORATED MONTHS:</u></b>	130.00	70.00
August 2019	90.00	70.00
November 2019	130.00	70.00
December 2019		
April 2020		

**NOTE: Aftercare closes promptly at 6:00pm. An additional \$1.00 per minute will be charged to your account beginning at 6:01pm. If this becomes a regular occurrence you will be asked to have a meeting with the Director.**

**Delinquent payments will cause your child/ren to be removed from the Aftercare Program.**

## **SCHOOL HOURS & ATTENDANCE**

### **Office Hours**

7:00am-4:00pm

### **Instructional Hours**

7:50am-2:45pm

### **Attendance Policy**

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

Regular attendance and punctuality have a marked influence upon scholastic achievement. These are essential elements to good progress in school. Being absent means missing out on important classroom instruction. A student's presence each day is an important responsibility of both the student and their family. Consistent attendance is required for learning.

Parents are encouraged to schedule their children's medical and dental appointments after school. Parents are also asked to please honor the school calendar and plan vacations that coincide with the school holidays.

State of Florida law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school. The school is required to report "truancy" to the Department of Children and Families when there is an extended absence without notification from the parent or guardian.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

**Six (6) absences** in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the Principal will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

Students should not be permitted to return to school unless well enough to participate in school activities. Our Lady of Lourdes students are considered absent for the whole day if they arrive after 11:15am or leave before 10:00am.

In order to participate in any after school activities, including the extended day program, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from Our Lady of Lourdes Catholic School.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's

responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

### **Tardy:**

Students are expected to enter the school cafeteria each morning between 7:20am and 7:50am to wait for Prayer and Assembly. Students who enter through the front door after Prayer and Assembly will be counted as tardy.

It is the responsibility of all parents to insure their children arrive on time for school. In the morning, the cafeteria doors close at exactly 7:50 AM, as this is when morning prayer begins. If you arrive after this time, you are required to park your car in the parking lot and walk your student into the building, as it is unsafe for them to be un-escorted. Students will be signed in by office staff and wait in the office area until Prayer and Assembly concludes.

### **Notification of Tardy/Absence:**

Parents/guardians must notify the school office of a child's absence by calling 727-733-3776 or emailing ([frontdesk@myoll.com](mailto:frontdesk@myoll.com)) prior to 8:15 a.m. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, parents should call the office before 8:15 a.m. for missed class work and homework, so the work can be prepared and be ready for pickup at dismissal time. Due to teaching schedules, it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Primary/Intermediate Students: **Five** late arrivals within a one nine-week period are considered excessive and will result in a mandatory parent meeting with Administration.

Middle School: **Five** late arrivals within a one nine-week period will result in a detention, and may result in parent meeting with Administration.

### **Leaving During School Hours**

**Two (2) early departures** in a trimester are considered excessive. For students who exceed this number, notification will be sent home and a conference with the Principal may be required.

When students leave during school hours, parents must provide written notification to the front office ([frontdesk@myoll.com](mailto:frontdesk@myoll.com)), and classroom teacher. It should state when the child will be picked up and the reason for their release. They will be called to the school office upon the arrival of their parents. Parents must sign out their children before leaving. When returning to the school before regular dismissal, parents must accompany their child/ren back into school. Parents are asked to consult the school calendar before scheduling appointments during school hours. Students will not be allowed to be signed out during the last 15 minutes of school, unless there is an emergency.

### **Withdrawal**

When a student withdraws, parents are given a copy of their latest 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 records will be sent directly to the receiving school upon request. A Student Withdrawal Form must be completed. 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, Our Lady of Lourdes Catholic School reserves the right to determine how much tuition, if any, will be returned.

### **Arrival Procedure**

Children may be dropped off at 7:20 in the morning. Teachers and the Safety Patrol are on duty at that time. (Before Care is available beginning at 7:00am in the cafeteria.) Cars may pull up slowly to the crosswalk in front of the cafeteria. Those on duty will help students out of the car and make sure they get safely into the cafeteria where they sit at assigned tables. If parents choose to park and walk their child into the cafeteria, they are to cross at the crosswalk. The crosswalk must be used at all times when crossing between the Conmy Center and the school.

### **Dismissal Procedures**

#### Regular Dismissal

Parents should keep their car tag with family name displayed in the front car window. The speed limit in our parking lot is **15 MPH**. Parents should arrive no sooner than 15 minutes prior to dismissal, as earlier arrival interferes with normal traffic flow on campus. Parents should stay in their car and allow children to get into the car. Students who are not picked up by 3:00pm will be sent to After School Care, and parents will then need to sign out their child and will be charged an After School Care fee. For students picked up after carline dismissal the full daily rate for aftercare will apply.

#### Rainy Day Dismissal

On rainy days, please form a single line of traffic and drive up to the overhang in front of the building. Our Lady of Lourdes School personnel will bring students to the car. All students will be seated in the cafeteria waiting to be called. In case of close lightning strikes, children and school personnel will stay in the building until the dangerous weather passes.

#### Bike Safety

All bikes must be parked and secured in the bike area. Students riding their bikes home must go immediately to the bike area at dismissal, walk their bikes across the crosswalk, and then ride their bike from the property home. Written permission from home is required for a student to ride a bike.

#### Walkers

Students should cross at the crosswalk and use the sidewalk on San Helen Drive to leave the school grounds. Written permission from home is required for a student to walk.

#### Parking during School Hours

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



and Woodworking. Each year, the selections change. Students are divided into small groups of 8-12 students and rotated through three different humanities per year.

### Safe Environment

As directed by the Diocese of St. Petersburg, we have a school wide Safe Environment Curriculum for students. This multimedia curriculum integrates a broad variety of resources into a comprehensive student safety and awareness program. It is presented to the students through a cooperative effort of the classroom teacher and School Counseling office.

### Resource and Guidance

A Resource Teacher is available to students to assist in the implementation of modified academic plans. The Resource Teacher serves as the director of the Student Intervention Team (SIP) and works as a liaison to Pinellas County IEP services. This position is also a liaison to support and mental health counselors to assist students in their development of healthy self-esteem, problem solving, peer relations, and other matters. Teachers may refer students for this type of service. Students and/or parents may request an appointment with the guidance counselor. Parents are notified if the situation warrants.

Guidance Counselling is provided by Dolores Mortimer through House of Mercy and Encouragement. Class-based guidance lessons are facilitated on a weekly basis. Individual student counselling may be available upon request.

### Media Center

The Media Center is an area of the school that must be respected. Students are responsible for the materials they use and check out. Reference materials may not be removed from the Media Center. Lost or damaged books or materials borrowed from the Media Center must be paid for at the replacement price.

### Textbooks

Students are responsible for the textbooks and workbooks issued to them. They are expected to protect their books by covering them and keeping them clean. Students will label textbooks and workbooks with their name. Books that are lost or damaged must be paid for at full replacement cost.

### Sports Program

Our Lady of Lourdes Catholic School proudly offers a well-established athletics program that fields twenty sports teams every year. We offer ten teams for male students and ten teams for female students, with equal amounts of varsity and junior varsity opportunities.

Students in Grades 4 to 8 are invited to try out for sports.

Student athletes are representatives of our school and are expected to act with the utmost integrity and character, both on the field and in the classroom. As such, student athletes must maintain at least an overall 2.0 average and have no failures. Should a student athlete drop below these academic and/or behavioral requirements, he or she will not be able to practice or play in any games for the remainder of that sport season.

### Creative Arts Programs

We offer a rich and diverse creative arts program which includes both visual and performing arts. Each year we present a theater production, as well as participate in many community activities with our choral program.

Student performers are representatives of our school and are expected to act with the utmost integrity and character at all times. Student performers must maintain at least an overall 2.0 average and have no

failures. Should a student performer drop below these academic and/or behavioral requirements, he or she will not be able to practice or participate in any production for the remainder of that activity.

### School Masses

All students and staff attend the 9:00am Mass each Thursday. Masses for Holy Days of Obligation are also held at 9:00am with the entire school community in attendance.

Students rotate by class in the planning and leadership of school Masses through prayers, responses, hymns, altar serving, and other components. Everyone is expected to participate with enthusiasm, reverence, and respect. Parents and community members are welcomed and encouraged to attend these school Liturgies.

Students who are Catholic and have received the Sacrament of Penance will have semi-annual opportunities to participate in the sacrament during school hours.

Additionally, students and their families are expected to attend the monthly Sunday morning Mass designated as a school-led Mass. Please refer to the academic calendar for dates.

Students are to wear their Liturgy uniform to all school-led Masses.

### Altar-Serving

Students who are in Grades 5 to 8 have the option to train to become an altar server to serve at School Mass, as well as weekend and special Liturgies. All students in Grade 4 train and participate as part of their class service project. For more information, contact Lisa Porthouse, our Sacristan at (727) 733-3606 or [lisa@ourladydunedin.org](mailto:lisa@ourladydunedin.org).

### Student Attendance at School Performances

Students are provided with various opportunities to perform throughout the year. The school offers support for these performances by inviting specific grades to attend events, such as the Talent Show and Class Plays. Not all performances are intended to be viewed by all students. Students will be given the opportunity to watch siblings perform if their class has been invited to the performance. However, the school does not support siblings being singled out and removed from class to watch a performance that the entire class has not been invited to attend. Parents are expected to show respect for teaching and learning time in the classroom and not request that exceptions be made for their child.

### Cafeteria

Hot lunch is available each day. Prices and updated menus are posted on the school website. Each class has a specific time set aside for a lunch period. As in all areas of the school, courtesy is expected in the cafeteria. Proper table manners are expected and required. Students are expected to leave tables and chairs clean and neat. Eating lunch at school is a privilege. Students are not permitted to leave the school grounds for lunch without written permission from their parents or guardians and leaving is at the discretion of school administration.

The entire lunch, including dessert and drink, will be eaten in the cafeteria under supervision. The designated lunch period includes supervised recess time on the playground.

Students who forget their lunch may phone home for a lunch, but this should be a rare occasion. If a lunch cannot be brought to school, the student will be provided a lunch and payment will be expected the following day. **Classroom teaching will not be interrupted to call a student down for his or her lunch.** Lunches will be placed on the front office desk and students may check the front desk on their way to the cafeteria. Neither fast foods nor candy may be brought to school for lunch or snack.

On the last Thursday of the month and on the child's birthday, parents may join their child(ren) for lunch in the cafeteria.

### Playground

We have a well-equipped and well-kept playground. The same rules of safety and conduct used in the classroom buildings apply to the playground area. Personal playground equipment may not be brought to school. Students will not be permitted to use personal equipment and the school cannot be held responsible in case of loss.

### Field Trips

Field trips are a privilege. They are educational in nature and an extension of the curriculum and regular classroom experience. All school rules apply when students are on field trips. Parent signature/s are required on a field trip permission form in order for students to participate. The field trip form indicates an acknowledgement by parents of the nature of the trip and the time supervision of the students will end. A parent-signed permission slip must be on file at the school prior to the field trip, otherwise the student will not be permitted to go.

### Field Trip Chaperones

Chaperones must be completely qualified. Each chaperone must have completed and passed a Level II Background Fingerprint Screening through the Diocese of St. Petersburg, as well as a Safe Environment Training Class. The school reserves the right to carefully select chaperones to drive and supervise our students. Meeting the requirements for background screening and Safe Environment Training does not automatically give parents the privilege of chaperoning. Chaperones are expected to arrive on time, dress modestly, buckle all riders, drive carefully, and model good behavior with appropriate conversation throughout the trip. Smoking or using inappropriate language is not permitted at any time. Alcohol consumption and drug use is not permitted prior to or during the field trip.

Chaperones must begin and end the field trip at school with the class. Chaperones may not meet up with the class at the destination. They are never permitted to make side trips, such as stopping at the grocery store or a drive-thru. Only Our Lady of Lourdes Catholic School students are permitted on field trips.

**Siblings are not permitted to attend.**

Anyone providing transportation must have a valid Florida Driver's License and automobile liability insurance. **Copies are to be left with the front office prior to leaving on the field trip.**

The vehicle used must be in safe operating condition and the number of passengers must not exceed the maximum occupancy for that vehicle. The Diocese of St. Petersburg provides insurance coverage, but only as secondary source after drivers' insurance. In order to be covered under the Diocesan Plan, proof of insurance must be furnished.

Exemplary conduct is expected on all field trips. This is an opportunity for students to give witness to the values of Our Lady of Lourdes Catholic School Community.

### Student Council

Students have a voice in their school through their representative to the Student Council. Grades 4 through 8 elect its own representative and the officers are elected by the student body. The Student Council is in charge of school spirit, as well as service projects and fund raising.

### Yearbook

Our Lady of Lourdes Catholic School publishes an annual yearbook in which all students will be included. The yearbook is sold exclusively to Our Lady of Lourdes Catholic School students and families.

### Lockers

Lockers are property of Our Lady of Lourdes Catholic School. Locks are not permitted.

### Lost and Found

Any items found on school property must be turned into the school office or Lost and Found. Students who lose items should check with the office and/or Lost and Found. It is important to label your child's name on everything brought to school. Labeling belongings greatly helps to identify items misplaced at school.

### Birthdays

Parents wishing to send in a treat for their child's birthday are asked to send in something simple such as cookies or cupcakes. Parents are asked to refrain from bringing items that contain nut products to ensure the safety of students with nut allergies.

The treat will be shared with the class during lunchtime only. Please keep in mind that gifts such as balloons and flowers are very distracting and will not be delivered to classrooms or after school care. These items are best saved for after the school day.

Parents are invited to come to school to eat lunch with their child in the cafeteria on his or her birthday. Parents are welcome to bring lunch on this day.

### Invitations to Out-of-School Parties

Invitations to parties held in a private location may not be distributed at school unless every student in the class is invited.

### Supplies, Text books, ipads and Library books

A list of school supplies needed for the start of the school year will be made available to parents online at [www.myoll.com](http://www.myoll.com). Textbooks and library books are lent to the students for the duration of the school year. Fees will be assessed for damage to the books. If a book is lost, the student will be asked to pay the replacement cost. iPads are XWLOLH Grades 6-8 forlees will be assessed for students who leave their iPad unattended. Students will be required to pay all repair/replacement costs if they have damaged a device more than once in three years, or the damage was incurred due to carelessness or improper treatment.

### Grading and Academic Policies

The Diocese of St. Petersburg has adopted Standards Based Grading (SBG). SBG is a research-based best practice that measures evidence of specific academic criteria directly related to learning standards.

#### A. Philosophy

We believe ...

- Students should have a clear understanding of the learning objectives
- Our system of grading should be timely, specific, fair and accurate
- Grades should be based on a well-defined set of standards
- Grades should be an accurate measure of a student's ability to demonstrate understanding
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade
- Assessments are critical to the teaching and learning process

## B. Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on a student's achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards. In addition, it provides information for self-evaluation and the incentive to learn.
2. To provide information to teachers on the student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.

## C. Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories:

### Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

### Summative

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a *summative* assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature, as students get familiar with or reinforce what was learned in the classroom

## D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their proficiency towards mastery of the standards.
2. To provide information to teachers on the student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts and to evaluate the effectiveness of school programs

## E. The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic trimester grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 80% of the trimester grade. Formative assessments will account for no more than 20% of the trimester grade.

No behavior and conduct attributes will be included in the academic grade. These attributes will be reported separately. Please see *Section G: Reporting Behavioral and Conduct Attributes*.

#### F. Reporting Grades

Individual assignments will be assessed using a 4-point achievement scale adapted from the work of Robert Marzano, a leading educational researcher. The rubric and scale below measures levels of achievement rather than the traditional accumulation and averaging of points.

Since the 4-point scale is rounded to the nearest 0.5, percentage scores are rounded to the nearest 5 points. (E.g. a rubric score of 3.2 is rounded to a 3.0; a percentage score of 88 is rounded to a 90). This rounding is only done once at the individual assignment level.

SCALE	DESCRIPTION	% Conversion
4.0	<b>EXEMPLARY:</b> In addition to 3.0 performance, the student provides evidence of deep understanding and fluent application of the target standards or expectations, as well as the ability to apply and transfer learning to new situations.	95 - 100
3.5	Half point scores indicate student achievement that is partially demonstrated at the next highest level.	90
3.0	<b>PROFICIENCY:</b> No major errors or omissions regarding any of the target standards or expectations.	85
2.5	Half point scores indicate student achievement that is partially demonstrated at the next highest level.	80
2.0	<b>BASIC:</b> No major errors or omissions regarding the simpler details or processes of the target standards or expectations, but errors or omissions regarding the complex processes.	75
1.5	Half point scores indicate student achievement that is partially demonstrated at the next highest level.	70
1.0	<b>BELOW BASIC:</b> The student is beginning to address the simpler target standards and expectations.	60
0.5	Half point scores indicate student achievement that is partially demonstrated at the next highest level.	55
0.0	<b>NO EVIDENCE:</b> The student is unable to provide any evidence of addressing the target standards or expectations. When traditional grading is used, 50% will be the lowest failing grade recorded.	50

At the end of the marking period, the mean of all assessments (with appropriate weights) is matched to the table below for a letter grade and the awarding of corresponding quality/grade points on the report card.

SBG Range	Letter Grade	Quality Points	Percentage Range (During transition only)
3.5 – 4.0	A	4.0	90 - 100
2.5 – 3.4	B	3.0	80 - 89
1.5 – 2.4	C	2.0	70 - 79
1.0 – 1.4	D	1.0	60 - 69
0.0 – 0.9	F	0.0	50 - 59

#### G. Reporting Behavioral and Conduct Attributes

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

#### Conduct

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

#### Respect

- Has a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer and school property

#### Responsibility

- Exhibits self-control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of *Conduct*.

	<b>Respect</b>	<b>Responsibility</b>
<b>4 Exceeds</b>	Consistently respectful, kind and cooperative.	Consistently follows school/classroom rules and directions.
<b>3 Meets</b>	Frequently respectful, kind and cooperative.	Frequently follows school/classroom rules and directions.
<b>2 Developing</b>	Occasionally respectful, kind and cooperative.	Occasionally follows school/classroom rules and directions.
<b>1 Rarely</b>	Rarely respectful, kind and cooperative.	Rarely follows school/classroom rules and directions.

#### Approaches to Learning (ATL)

The principles of Organization, Communication/Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/Collaboration and Reflective Thinking.

##### Organization

- Prepared for class
- Homework completed
- Class work completed
- Punctual with assignments

##### Collaboration & Communication

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork
- Seeks help when needed (from teacher or peers)

##### Reflection & Personal Initiative

- Open to teacher help and correction
- Makes effort to improve behavior/performance
- Produces quality work
- Makes time for personal study and improvement

The following is an example of a rubric for the reporting of ATL.

	<b>Organization</b>	<b>Collaboration &amp; Communication</b>	<b>Reflective Thinking</b>
4 Exceeds	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
3 Meets	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
2 Developing	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
1 Rarely	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

### I. Retake Policy for Summative Assessments

The focus of the Office of Catholic Schools and Centers of the Diocese of St. Petersburg is to always encourage and support the learning process that leads to mastery. On occasion, due to extenuating circumstances, students may request to retake a summative assessment. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the initial summative assessment. \*

The following retake policy is designed to encourage relearning on the part of the student.

#### Criteria for Retakes

1. The retake process will be initiated by the teacher. The teacher will communicate with the parent when a retake is necessary.
2. A student may retake a summative once.
3. Students may be required to participate in additional practice in order to qualify for a retake.

## **H. OTHER MATTERS ON ASSESSMENT AND GRADE**

Missing work and the use of zeros. Teachers understand that a zero (on the percentage scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. Students will be given multiple opportunities to submit work before a zero is allocated.

Make-Up of Academic Work during Absence Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed.

In the case of prolonged absence, three or more days, parents should call the office before 8:30 a.m. for missed class work and homework so that the work can be prepared and be ready for pickup at dismissal time or sent via e-mail. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion. Homework assignments for extended absences should be arranged with the teacher. Parents may pick up textbooks, if necessary, at the end of the school day but should email the teacher by 10am to arrange this. Requests for homework should be made by contacting the classroom/subject teacher. Due to teaching schedules requests may take up to twenty-four hours to be completed.

### **Achievements and Awards for Academics, Arts, Faith-in-Action**

Our Lady of Lourdes believes that positive reinforcement and recognition are key to a student's success. The staff recognizes students for special accomplishments on a regular basis.

#### Honor Roll

Each term, students in Grades 3-8 who encompass merit and integrity that results in academic and behavioral success will receive honor roll designation. Students can earn Principal's Honors or Honors. Eligibility requirements include:

1. Grades in all subject areas
2. Approaches to Learning (ATL's) in all classes
3. Conduct in all classes

Principal's List - This consists of those students who have earned:

- All A's
- 3 or 4 in ATL's
- 3 or 4 in Conduct

Honor Roll - This consists of those students who have earned:

- All A's and B's
- 3 or 4 in ATL's
- 3 or 4 in Conduct

Students may achieve awards at the conclusion of the year as follows:

- ❖ Pastor's Award of Excellence - Awarded to the Grade 8 student for having the highest GPA overall.
- ❖ Pope Benedict XVI Academic Awards - Student in the school who scores the highest in each category on the Terra Nova Assessments for Vocabulary, Comprehension, Geometry.
- ❖ St. Bernadette Academic Awards - Students in the school who, based on the Terra Nova Assessments, improved the most from the prior year in: Reading, Math Computation, Geometry, Science, Social Studies.

- ❖ St. Elizabeth Anne Seton Academic Excellence Awards - These awards go to students in Grades 3-8 who scored the highest on the terra Nova Assessments in: Reading, Math Computation, Science, Social Studies.
- ❖ St. Juan Diego Spanish Language Excellence Award - Grades 6-8 student who scored the highest in Spanish classes this year and is able to speak and write in Spanish. Nominated by teacher.
- ❖ Blessed Solanus Casey Musicianship Award - This award goes to a student in Grades 3-5 who always does his/her best and uses music to bring joy to others. Nominated by teacher. Criteria: Class participation, Skills, Extra-curricular activities, Coachability.
- ❖ Vivaldi Award - Student in Grades K-2 who is an exemplary music student. Nominated by teacher. Criteria: Class participation, Skills, Extra-curricular activities, Coachability.
- ❖ Michelangelo Award - Student in Grades K-2 who is an exemplary art student. Nominated by teacher. Criteria: Class participation, Skills, Extra-curricular activities, Coachability.
- ❖ Pope Gregory the Great Musicianship Award - Student in Grades 6-8 who exhibits leadership qualities through sharing his/her gift of music with the greater community. Nominated by teacher. Criteria: Class participation, Skills, Extra-curricular activities, Coachability.
- ❖ Matisse Art Award - Student in Grades 3-5 who is versatile and creative, hard working and using his/her gift to spread the mission of Jesus. Nominated by teacher. Criteria: Class participation, Skills, Extra-curricular activities, Coachability.
- ❖ Dali Art Award (winner receives small trophy): – Goes to a student in Grades 6-8 who demonstrates the technique, creativity and reflection that are required for excellence. Nominated by teacher. Criteria: Class participation, Skills, Extra-curricular activities, Coachability.
- ❖ Pope Francis Social Justice Award – Student in Grades 3-5 who through actions demonstrated a deep love for others in the greater community. Criteria: Essay by parent and student that contains definition of social justice, specific ways in which he/she engaged in social justice addressing the number and variety of activities, a reflection on what the student learned from the experiences. Reference letter from someone positively affected by this student's actions.
- ❖ Sacred Heart, Acul-des-Pins (Haiti) Service Award – Student in Grades 4-8 who through actions demonstrated a deep love for others, especially for our brothers and sisters in our sister school. Criteria: Essay submission by applicant, reference letters from someone positively affected by this student's actions.
- ❖ Dorothy Day Social Justice Award - Student in Grades 6-8 who through actions demonstrated a deep love for others in the greater community. Criteria: Essay by student that contains definition of social justice, specific ways in which he/she engaged in social justice addressing the number and variety of activities, a reflection on what the student learned from the experiences. Reference letter from someone positively affected by this student's actions.
- ❖ Fr. Michael McGivney Volunteerism Award – Student in Grades 6-8 who has supported others through action.
- ❖ Criteria: Essay by student that contains: definition of Volunteerism, specific ways in which he/she engaged in Volunteering addressing the number and variety of activities, a reflection on what the student learned from the experiences. Reference letter from someone positively affected by this student's actions.
- ❖ St. Joseph Ministerial Award - Parent or community volunteer who sacrificed for the good of the school community. Nominated by staff. Typically awarded to a candidate whose last child is graduating out of the school.
- ❖ Athletic Awards – Nominated by the Physical Education Teacher together with Coaches.
  - Junior Varsity
  - Varsity Letters
  - All Sports Award
  - MVP/ MIP Awards
  - 4 Year All Sports Award
  - Outstanding Athlete of the Year Award
- ❖ Msgr. Dubois Award – Staff member who excelled. Nominated by colleagues.
- ❖ St. Kateri Sunday Mass Attendance Award - Student recorded as having attended the most Sunday Masses throughout the school year.

- ❖ St. Frances Cabrini Sunday Mass Attendance (year-round) – Student who is recorded as having attended the most Sunday Masses since the previous May. This student may not receive the St. Kateri Award.
- ❖ Sunday Mass Attendance (class) – awarded to the Class which had the greatest attendance record by its students this year.
- ❖ Pope St. John Paul II Ministerial Leadership Award - The student who was the most helpful and supportive of students learning their ministries at mass. Criteria: voted by students in Grades 5-8.
- ❖ Principal's Award – Grade 8 student who has demonstrated a courageous commitment to the school community.
- ❖ Nominated by the Principal.
- ❖ CCC's Academic Award for Inspiring Excellence – Grade 8 student who registered to attend CCC and who scored the highest on the High School Placement Test.
- ❖ Patrol Participation Awards
- ❖ Altar Server Participation Certificates

#### Awards Nominations Process

All applications are **due by 4:00 PM on April 30<sup>th</sup>** of each year. Late submissions will not be accepted. The **Awards Review Committee** will be comprised of 4 Teachers and the Principal. The **Pastor** will oversee the process. **Appeals** may be made to the Pastor and must be made within 24 hours of the Awards event pertaining to the appeal. His decision in matters of appeals will be final.

#### Academic Probation

Students who are not achieving academically in a manner that will help them successfully complete their current grade, or students who have shown a tendency to perform poorly, may be placed on academic probation.

Academic Probation will occur after the first trimester if a student is not meeting the standards (below a 2.0) in a core-subject. At that time, parents and student will meet with the academic team, as well as Administration to develop a plan. This plan will be monitored and reviewed regularly. In the event we are unable to meet a student's needs, withdrawal from the school may be deemed necessary.

#### Promotion, Retention, and Remediation

##### Promotion and Retention

Our goal at Our Lady of Lourdes Catholic School is to instill success and confidence as students master academic skills. In the primary grades, the student must master the necessary Language Arts and Math skills in order to be promoted. The decision to promote or retain a student is made by the Principal in consultation with the student's teachers.

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.

##### Remediation

The following criteria must be met with regard to the remediation process. Remediation must take place in one of the following ways:

- Through a remediation program in a Catholic School within the Diocese of St. Petersburg
- In an individual program by a teacher who is certified in the subject area that the student needs for a predetermined number of contact hours\*
- 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 the student.

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

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

Transfer Rule: Any student who fails one or more core subjects 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.

#### Homework and Make-Up Assignments

It is the policy of the school to have regular homework assignments. The purpose of homework is to extend or reinforce the learning which has taken place during the day.

Absence from school does not excuse a student from written or study assignments. Students are responsible for the subject matter in all classes, even when they have been absent. It is the student's responsibility to get make-up work from the Parent Portal or from their teachers. For each day that a student is absent, they are given one day to turn in their missed work. For example, if a student is absent for three days, all missed work must be turned in within three days of returning to school. Parents requesting work to be sent home for an absent child must give teachers 24-hour notice.

#### Standardized Testing

Schools in the Diocese of St. Petersburg participate in the Terra Nova Assessments which is administered in the Spring. 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 2 through 8. The TNA measures mastery of skills in reading, language arts, mathematics, science, and social science. Results of these tests are sent to parents after the scoring is completed. The information helps the teacher identify strengths for student placement.

The ACRE (Assessment of Catholic Religious Education) is a standardized religion survey that is given to students in grades 5 and 8 every spring.

The I-Ready diagnostic assessment is a computer-based mathematics and reading assessment. It is completed in Grades K-8 twice per year: fall and winter. This standardized assessment is adaptive to the student based on his/her response patterns. With this feature, the assessment allows for an accurate picture of what the student knows and is able to do, with an emphasis on critical thinking. The teachers utilize this assessment to create differentiated instruction within the classroom, as well as get a view of the overall strengths and weaknesses of the individual student and the class as a whole.

#### Religion Grading policy

Grades for religion will include school-led Mass participation.

## **CODE OF CONDUCT**

Our Lady of Lourdes Code of Conduct is based on the two great commandments.

“You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.”

“You shall love your neighbor as yourself.”

Our Catholic faith and school mission require us to live the Gospel message in our everyday lives. In order to ensure your child, and all students, the Christ-filled learning climate they deserve, we utilize a school-wide Code of Conduct. The primary purpose of our school is to ensure students develop to their full academic, physical, social, creative and spiritual potential. This development best takes place in an environment that is safe and protects a student’s right to learn. In order to create this type of environment, sensible rules are established and student responsibility and self-discipline are required. This provides an orderly framework in which individual goals can be realized. Our emphasis is on developing responsibility, self-discipline, and mutual respect.

Positive reinforcement is a focus at our school. Students who demonstrate positive behavior will earn both teacher/classroom recognition. Students who engage in inappropriate behavior will be counseled, warned and receive appropriate consequences, as stated in our Discipline Policy.

Our concern is not for forced adherence to basic rules, but rather for the desire to have students assume responsibility to follow the rules of the community.

### **Student Expectations**

**Respect for Others** - Students are required to show respect towards faculty, staff, administration, and classmates at all times. Behavior that disrupts classroom instruction, such as disrespect, excessive talking, not following teacher directions, making noises, or distracting other students is cause for disciplinary action. Poor attitudes, poor behavior, or any conduct detrimental to the reputation of the school, whether inside or outside the school, may result in detention, suspension, or expulsion.

### **Respect for Property**

Students are expected to respect school property, both inside and outside the school building. Students are expected to report any damage to school grounds, such as bathrooms and locker rooms, or items assigned for their personal use, such as iPads, textbooks, lockers, and desks, to the teacher immediately. Students who do not report damage immediately could be held responsible for covering the cost of repairing or replacing the damaged item.

### **Illegal and Harmful Objects**

Alcohol, tobacco and drugs will not be carried or used at any time. Matches, fireworks, knives, guns, slingshots, chemicals, and objectionable materials or objects are not to be brought to the school at any time.

### **Social Media**

Engagement in online social media such as, but not limited to, Facebook, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student’s page or posting includes defamatory comments.

### **Bullying and Cyberbullying**

Our Lady of Lourdes Catholic School is committed to providing a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making threats, whether joking or serious, online, in writing, or in person, or by texting or spreading rumors, will face detention, suspension, and/or expulsion.

Every student is expected to respect the feelings of others. Language or behavior that is hurtful, threatening, or unkind will not be tolerated. Tripping, pushing, shoving, spitting, swearing, or making rude noises or gestures, are cause for disciplinary action. Students are to report disrespectful behavior to a teacher or administrator immediately. If inappropriate behavior continues after disciplinary action has been taken, students may be asked to withdraw from the school, or be expelled.

## **ANTI-BULLYING POLICY**

The Office of Catholic Schools and Centers of the Diocese of St. Petersburg (herein referred to as the "DOSP") and each school within the DOSP (herein referred to as the "School") are committed to promoting a safe, healthy, caring, spiritual, and respectful learning environment for all of its students. The DOSP and each School is committed to protecting its students from bullying and/or harassment. As such, bullying and/or harassment is strictly prohibited, will not be tolerated and shall be just cause for disciplinary action. Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
- (6) disrupting the orderly operation of a School.

### **I. Definitions**

- a. **Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal, or physical behavior and/or actions, including, but not limited to: teasing, name calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber bullying and cyber stalking.
- b. **Harassment** means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.
- c. **Cyber Stalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.
- d. **Cyber Bullying** is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g. Facebook, Instagram, Twitter, etc.) chat rooms and instant messaging. Cyber bullying includes the following misuses of digital and/or electronic technology: teasing, intimidating, or making false accusations about another student by way of any technological tool.
- e. **Course of conduct** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.
- f. The definitions hereunder apply to any student who either directly engage in an act of bullying and/or harassment, or who, by their behavior, actions and/or conduct, support another student's act of bullying and/or harassment.

### **II. Scope/Expectations:**

The DOSP and each School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all School activities. As such, the DOSP and each School prohibits bullying and/or harassment of any student:

- i. that occurs on school premises at any time;
- ii. during any educational program or activity conducted by the DOSP or the School;
- iii. during any school-related or school-sponsored program or activity;
- iv. that occurs on any bus or vehicle as part of any school activity; or
- v. through threats and/or other communications made outside of school hours, which are intended to be carried out during any school related or school sponsored activity or program;
- vi. though an incident of alleged bullying and/or harassment may occur off of the School's campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a School's ability to provide an education is significantly impaired, as determined by the School and/or the DOSP, disciplinary sanctions may be issued.

### **III. Reporting Complaints**

Each student, parent and/or any other members of the School's community has a duty to immediately report any incident of bullying and/or harassment to the School administrator. The administrator will provide the reporting party with the Bullying Complaint Report Form which must be completed, dated, and signed by the reporting party so that the School may initiate further inquiry and investigation, when appropriate.

### **IV. Disciplinary Action**

Concluding whether a student's action, conduct, behavior, or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary sanctions. Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the School's and/or DOSP's sole discretion. False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

### Cell Phones, Cameras and Communication Devices

Cell phones, Ipods, cameras and MP3 players are a distraction in a classroom setting and inappropriate for use during recess. The staff reserves the right to confiscate devices used during school hours. Confiscated items may be retrieved **by parents only** from the teacher (first offense) or the Principal (all subsequent offenses).

Students permitted the use of personal devices such as ipads during class are expected to use them appropriately as per the Student Appropriate Use of Technology Agreement. Where a question of suitability arises with respect to use of a device, the Administration's decision shall be final.

Cell phones that are brought to school are to be handed into the homeroom teacher immediately following morning assembly and retrieved at dismissal. No cell phones are allowed in class, backpacks, pockets, purses, lockers, locker rooms, cafeteria, or playground. Use of a cell phone in class will result in a consequence deemed appropriate by the classroom teacher and administration. Any cell phone not turned into the homeroom teacher will be taken away from the student until the parent is able to retrieve it. If a cell phone is taken from a student for a second time in one school year, the phone will be kept in the school office for the remainder of the year.

### Personal Electronic Items

Personal electronic learning devices, such as e-readers, iPads, laptops and other wireless devices including smart-watches are not permitted at school. Toys, watches with distracting sounds, iPods, music devices, tape recorders, computerized pens and similar items must be left at home unless permission to bring them is granted in advance by the teacher. If such items are brought to school, the school cannot be held responsible if they are lost or damaged. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY PERSONAL ITEM BEING LOST, DAMAGED OR STOLEN.**

### Student Safety

Running is permitted only during physical education classes or on the playground during supervised activities. There is never a reason to run inside the school buildings or hallways. All students are expected to be orderly and quiet in the hallways. Loud, boisterous behavior is not necessary and is not permitted. Chewing gum is not permitted.

## **DISCIPLINE POLICY**

*The Pastor and Principal of Our Lady of Lourdes Catholic School reserve the right, as they deem necessary, to take disciplinary action for any behavior which violates the spirit and philosophy of our school, and the teachings of the Catholic Church, even though it is not specified here.*

As students grow they are taught both at home and school to take greater responsibility for their actions. As a result, discipline is handled differently in early childhood, primary, intermediate, and middle school grades. Any serious infraction of the Code of Conduct, at any level, will be handled within the scope of the 3rd-8th grade discipline policy, including issues of detention, suspension, and expulsion.

### **Early Childhood & Primary Discipline Policy and Procedures (EC3-2):**

At Our Lady of Lourdes, we help our students find acceptable ways to express their feelings, communicate and behave appropriately, and develop strong, healthy relationships with their peers in accordance with our Code of Conduct. Positive redirection is our main source of discipline.

If a particular student is having either academic or disciplinary difficulty, communication between the parents and teachers will occur in order to ensure a positive behavior change.

- Communication may occur via note, email, telephone call, or scheduled conference.
- Administration, team leaders, school counselors, resource teachers, and other third party resources may be informed by the teacher and participate in the conferences as necessary.
- Records will be kept of all conferences and action plans may be put into place to help the student meet their full potential.
- In order to achieve a desirable situation, support of both parents and students is essential.
- The school reserves the right to dismiss any student whose needs are not being met by our available programs and resources.

### **Intermediate & Middle School Discipline Policy and Procedures (Grades 3-8)**

As a community we strive toward a consistent atmosphere demonstrating a mutual respect amongst the students, faculty and staff.

Discipline will be monitored and tracked by the classroom teacher in accordance with the Administration. Though the methods of behavior management may vary throughout the grades, the Code of Conduct and Discipline Policy will be consistent. Students and staff will follow the procedures outlined in the Discipline Policy.

Furthermore, we believe that our middle years students should be treated as 'up and coming young adults' and should be given increased responsibilities, while being held accountable for their actions, so that they develop the independence they will need to succeed in high school and beyond. Middle Years students will carry a tracking card for teachers to note warnings and infractions. **If the card is lost it will be an automatic level 2 infraction resulting in a detention.** Students will be given a Tracking Card which must be kept in the front pocket of their accordion folder at all times.

## **Infractions and Consequences**

### **Infraction:**

- A behavior that warrants a consequence.
- Infractions are organized by their severity into Levels 1-3 as seen below.
- Consequences will vary based on level and severity of the infraction.

### Level 1 Infractions

- Level 1 Infractions are cumulative and rollover from term to term.
- Three Level 1 Infractions equal a detention.

L1: Cell Phone	Cell phone policy is violated
L1: Chewing Gum	Chewing gum on campus
L1: Class Disruption	Out of seat, throwing of objects, talking, not abiding by school rules
L1: Disrespect School Environment	Litter left on or under desk, leaving area in disarray
L1: Dress Code Violation	Dress Code Violation
L1: Field Trip & Off Campus Behavior	Inappropriate behavior off school grounds at school event or while representing the school.
L1: Hallway Disruption	Excessive noise, pushing, out of line, inappropriate behavior
L1: Inappropriate Church behavior	Talking, not participating in Mass, sleeping, irreverence
L1: Inappropriate Cafeteria behavior	Not abiding by Cafeteria rules, disregard for lunch room monitors
L1: Inattentive in class	Off task, sleeping, reading unassigned materials including books, doing work from other subjects.
L1: Locker between classes	Going to locker between classes without pass (Grades 4-8)
L1: Out of class	Out of class without pass.
L1: Tardy	Late to class without a pass
L1: Technology Violation	On device without permission, visiting websites or documents that are off task
L1: Homeroom Disruption	L1: Out of seat, excessive talking during announcements, not participating in prayers
L1: Locker between Classes	L1: Going to locker between classes without Pass
L1: Out of Class	L1: Out of class without Pass (Hallway, Restroom)
L1: Tardy	L1: Late to class without pass
L1: Technology Violation	L1: On Laptop without permission, visiting websites or documents that are off task

### Level 2 Infractions

- Administration will be contacted when a Level 2 infraction occurs.
- Level 2 Infractions equal an automatic detention.

-Detention slip will be written by teacher assigning the detention.  
 -Three Level 2 Infractions equal a suspension.

L2: Aggressive Physical Behavior	Intentional tripping, bullying, etc...
L2: Disrespectful Behavior	Talking back/defiant to teachers, peers, Admin, volunteer parents, etc...
L2: Inappropriate fire drill behavior	Failure to maintain silence and/or follow safety procedures
L2: Copying	Copying homework or classwork, not completing own work
L2: Lying	Reporting untruthful information about self or others
L2: Offensive Language	Offensive language, swearing, using the Lord's name in vain
L2: Skipped Class	Did not report to assigned class
L2: Skipped Detention	Did not report for detention
L2: Technology Violation	Left iPad unattended
L2: Technology Violation	iPad fell off the desk, or was not treated with appropriate care

**Level 3 Infractions**

-Administration will be contacted when a Level 3 infraction occurs.  
 -Level 3 Infractions equal an automatic in-school suspension.  
 -Depending on the severity of the behavior the principal may determine that an Out-of-School Suspension, or even Expulsion, may be necessary.

L3: Bullying *see definition	Persistent bullying behavior, Cyber-bullying
L3: Cheating	Cheating, plagiarism
L3: Fighting	Physical Altercation or Fight
L3: Forgery	Forgery
L3: Harassment	Harassment of student, faculty or staff
L3: Illegal Activities	Possession of Drugs, Alcohol, Tobacco, Weapons
L3: Property Destruction	Destruction of School property or property that does not belong to student
L3: Stealing	Stealing
L3: Technology: Inappropriate Websites	Visiting Inappropriate and/or offensive websites

**Reporting Infractions:**

- Students in Grades 3-5 will receive a written disciplinary referral slip for each Level 1 Infraction.
- Students in Middle School will track their Infractions using a 'Behavior Card'.
- Three Level 1 Infractions equals a detention. Three Level 2 Infractions equal a suspension. More than 2 suspensions will result in the student being placed on disciplinary probation and the possibility of a formal disciplinary review leading to possible expulsion.

**Detention:**

- A Detention is given after three Level 1 infractions or immediately after a Level 2 infraction.
- Student will be given a copy of a paper detention slip (to be signed at home). Administration will keep a copy on file. Parents will also be notified by email.
- Detentions will be held during the school day and will be proctored by staff.
- Students may be expected to complete a Disciplinary Essay or other assignment during the detention period.
- Students will not be permitted to participate in school sponsored extracurricular activities on days that they serve detentions.
- After three detentions, a mandatory conference will be called and an Intervention Plan put into place.

**Intervention Plan:**

- After three detentions or one Level 3 Infraction, a mandatory conference will be called. This conference may include parent/guardian, pastor, principal, team leader, guidance counselor, and appropriate third-party resources as needed.
- A written plan and action steps, that must be completed by students/parents, will be put into place and signed by all involved.
- Intervention plans, when necessary, can be carried over from year to year.

**In-School Suspension (ISS) & Out-of-School Suspension (OSS):**

- In-School Suspension will be received after 2 detentions or a Level 3 infraction.
- There may come a time when an Out-of-School Suspension is necessary due to the nature of the infraction, the principal reserves the right to deem when this may be necessary.
- Students who receive an In-School Suspension will attend school, but will be assigned to complete school work in a location other than their regular classroom, monitored by an assigned teacher or staff member.
- Students who are assigned an Out-of-School Suspension are not permitted on the school campus for any reason on the date of the suspension.
- Students who receive an Out-of-School suspension are responsible for and must complete all work assigned by their teacher.
- The student will be marked absent for the date of the suspension.

**Administrative Probation:**

- After a student has received five detentions they will be put on Administrative Probation.
- A mandatory conference will be called with parent/guardian, pastor, principal, team leader, guidance counselor, and appropriate third party resources as needed.
- Once a student is put on Administrative Probation one more infraction, of any level, will result in immediate expulsion.

**Expulsion:**

- Once a student is placed on Administrative Probation, he/she will be asked to leave the school after one more Infraction is received, no matter the level of the Infraction.

-Expulsion is not only restricted to students on Administrative Probation, but may also be used for any Infraction that is of a severe nature determined by Administration.

-A student expelled from one Catholic school in the Diocese may not be accepted by another Catholic school in the Diocese of St. Petersburg.

### **Parent Integrity**

Our Lady of Lourdes views the education of a student as a partnership between parents and the school. Parents and students are expected to comply with the school rules, policies and consequences for inappropriate behavior. Parents and students are expected to accept and support the authority of school officials. Just as the parent reserves the right to withdraw a child, the school has the right to ask a student to withdraw if the administration determines that the parent or student partnership with the school is irretrievably broken.

## **Middle School Expectations**

The following is a list of guidelines that will be communicated to students on the first day of school. Please sign and return the back signature page by the end of the first week of the school year.

### **Homeroom/Arrival:**

- Students must retrieve all necessary materials for the school day from their lockers and backpacks during arrival prior to 8:00am.
- Books and materials for the first half of the day will remain with the student, while materials for the second half of the day will be placed in the student locker until lunch transition.
- Students may not carry a cell phone on campus. They will be collected in homeroom.
- Students must be in their seats when announcements begin.
- Students are expected to participate in morning prayers and the Pledge of Allegiance and to be attentive during announcements.
- Students will not be permitted to return to homeroom during subsequent classes to retrieve books and/or materials left behind unless they are leaving school early, arriving to school late or altar serving at a funeral.

### **Hallway Behavior/Transitions:**

- Silence in the lobby, the hallway and outside the school before entering the lobby is required.
- Students are not to linger in the hallways before, after or between classes.
- Students are not to go to their locker between classes.
- As a courtesy to others, students should remain on the right side of the hallway during transitions to allow smooth traffic flow in both directions (no more than 2 students side by side).
- Students waiting in the hallway for entry into class or for transition to lunch, Mass etc., should remain to one side of the hall in a single file line so that other students may pass.
- No loud noises or whistling in the hallway or lobby is permitted.

### **Tardy:**

- Students should be seated in cafeteria before announcements begin at 7:50am.
- Students should be seated at their desk with all necessary materials by 2 minutes after the bell from the previous class.
- Students must have a Pass from the previous classroom teacher if they arrive any later than 2 minutes after the bell.

### **Gum Chewing:**

- Gum is not permitted at any time.

### **Uniform Infractions:**

- Only clear nail polish is permitted.
- Make-up is not permitted.
- One bracelet and one necklace maximum are permitted and should be Catholic School appropriate.
- A maximum of one post earring (per ear) is permitted for female students only.
- Skirts must be at a length no more than 2" above the knee and may not be rolled at the waist.
- Pants and shorts must be worn with a uniform approved belt at the waist or above the hips.
- Socks must be white and must cover the ankle. Girls may wear white tights during cold weather months.
- Hats are not permitted, hair style must not be distracting and hair accessories must be school uniform colors.
- Glasses are not permitted unless they are prescription lenses.
- The appropriate school uniform must be worn at all times while on campus (including jackets, and shoes)
- Shirts must be tucked in.
- Students out of uniform will be sent to the Front Office to wait for someone to bring the appropriate clothing for the day.

**Dress Down Days and Jeans Days:**

- School appropriate clothing, in good repair must be worn at all times. No open toed shoes, heellies, or high heels are permitted. Administration's discretion is final.

**Physical Boundaries:**

- MS Students need to be reminded of personal physical boundaries.
- Students should not shove or push at any time.
- Students should not hold hands or engage in public displays of affection.
- Greeting each other by 'hugging' should be discouraged and may be deemed an infraction by the teacher.

**Dismissal:**

- Once students are outside, homeroom teachers will allow older siblings to join their younger siblings.
- Cell phone use is not permitted unless a teacher grants permission to a student to contact a parent.
- At 3:00pm all remaining students must report to aftercare.
- Students are not permitted to be in the lobby after 3pm unless they are accompanied by a parent, faculty or staff member.

**Detentions:**

- Detentions will be held during the school day.
- Detentions will be proctored by staff.
- Students may be expected to complete a Disciplinary Essay or complete a Disciplinary Assignment during detention periods.
- Students will not be permitted to participate in school sponsored extra-curricular activities on days that they serve a detention.

**Suspensions:**

- Students serving a suspension are required to complete any work they miss in their classes.
- The maximum grade that will be given to a student turning in work missed while completing a suspension is half credit.
- Students will have one day per day of suspension to turn in missed work. Work that is not submitted by this date will receive a '0' grade.

**Code of Conduct for Children and Youth**

The first premise of this Code is that children and youth function best when behaviors and expectations are clearly defined. It is accepted that parents are the first and foremost educators of their children in all aspects of their development. This experience aims at developing upright citizens and good Christians, following the new commandment Jesus gave His disciples, "A new commandment I give unto you that you love one another." (John 13:34-35)

In Timothy 4:12 we read "Let no one have contempt for your youth, but set an example for those who believe, in speech, conduct, love, faith and purity." Timothy is urged to rely on the gifts he has received from God. This code urges our children and youth to rely on God's gifts to them, especially charity, chastity and purity. This calls the young person to acknowledge and promote one's personal dignity and the rights that go with it.

It becomes important for children and youth to know the difference between "right" and "not right" relationships. "Right" relationships foster personal, spiritual, and emotional growth, e.g., the ability to communicate, to forgive, to show affection, to be honest, vulnerable, dependable, etc. "Not right" relationships become harmful and hurtful, and even abusive. Abuse occurs when someone does not respect another's boundaries, uses power, tricks, threats, or violence to cross or change another's boundaries, or inflicts hurtful or unwanted behavior (physical, verbal, emotional, or sexual) on another person.

This Code is used in conjunction with existing local or Diocesan policies, protocols or other codes and is not intended to supersede them.

When engaging in formal and informal activities, functions, and programs, children and youth are expected to behave appropriately at all times, respecting the rights of others.

1. Christian behavior is expected at all times.
2. Respect for individuals, the community, and facilities being used, is required.
3. Cooperation and self-control are necessary when participating in programs and activities.
4. Dress must be in accord with the activity and appropriate for a Christian environment.
5. Unacceptable behavior and lack of cooperation will not be tolerated, and will be addressed appropriately. Examples of unacceptable behavior are as follows, though not limited to: a. Disrespect for adults and peers b. Use of vulgar language or gesture, use of racial slurs c. Damaging property d. Fighting or intent to injure others e. Constant disturbance of others while at work or during an activity f. Cheating
6. Possession of weapons, and possession, sale, or use of alcohol or drugs is forbidden.
7. No child or youth has the right to treat another in any manner that will cause physical or emotional pain. Harassment of any kind is unchristian and unacceptable.
8. Coercion or threats to do something physically hurtful or for the purpose of exposing someone or something about another, is unacceptable behavior.
9. Chastity is a virtue to be held in high esteem and promoted in practice. Sexual abuse of any sort, coercing a person to engage in sexual acts against her or his will, physically touching the sexual parts of another's body, treating a person like a sexual object, are all unacceptable and abusive behaviors. Consensual sex between students, or initiated by minors to adults must never occur.

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

*A CODE OF CONDUCT FOR PARENTS, GUARDIANS, CAREGIVERS, VOLUNTEERS, AND VISITORS OF CATHOLIC SCHOOLS IN THE DIOCESE OF ST. PETERSBURG*

**Code of Conduct for Catholic Schools in the Diocese of St. Petersburg**

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in relationship" (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (*Gravissimum Educationis*, 1965, para. 3).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg.

### **The Gospel and Our Values:**

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: **Love** (1 John 4:7-19); **Promoting Life in Abundance** (John 10:10); **Inclusion** (Luke 19: 1-10); **Reconciliation** (Luke 15: 11-32); **Compassion** (Luke 10: 30-37); **Justice** (Matthew 25: 31-460); **Liberation** (Luke 4: 16-21); **Community** (John 15); and **Hope** (Luke 24: 13-35).

### **In living out these Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

### **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that 'giving of your very best' is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment

- Castoff gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

**Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

**Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

**Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

**It is important to note that criticism regarding a faculty/staff member**

**will only be heard if it is related to their professional conduct.**

***Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.***

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE ( 1-800-962-2873) and/or law enforcement.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

## **COMMUNICATION**

The success of Our Lady of Lourdes Catholic School relies on good communication and parental involvement. There are many ways for parents to become involved in the life of the school. Full, open and ongoing communication is encouraged between the staff and the parents. When there is a need to share information, we will contact you and would encourage you to do the same. Staff email addresses are available on the school website. Please feel free to call during the day, leaving a message for the teacher you would like to speak to, and your call will be returned as soon as possible. In addition, we offer:

### **Constant Contact**

A weekly newsletter which is emailed to every parent each Friday evening. This is an essential tool for parent communication, as it includes dates, documents, and important notices about our school. It is your responsibility as a parent to stay informed and report to the school if you are not receiving this message.

### **School Website ([www.myoll.com](http://www.myoll.com))**

This website is updated regularly to help keep you informed of school and classroom news. This site includes our links to the Rediker Parent Portal, Facebook, and Twitter.

### **Parent Notification System**

Parent Notification System is an instant alert notification system used to notify parents of school closings, emergencies, and important meetings via text, voice message, and e-mail. This service is intended to serve as a safety feature, as well as to keep parents informed. Parents must notify the office with any changes of email addresses or phone numbers to ensure the effectiveness of this system.

### **Emergency Contact Information**

For the safety of all students, it is important that the school administration be able to contact parents in the case of an emergency. The school must be given written notification as soon as possible when there are changes in emergency contact information. Each parent must provide the school, in writing, with the following information:

- Home Phone Number
- Cell Phone Number
- Email Address
- Alternate Contact Information
- Custody Agreements

Our Lady of Lourdes Catholic School is unable to prevent a parent from picking up his or her child without a court ordered custody agreement. In addition, the school cannot uphold any court ordered agreement or document if an official copy has not been provided to the school office. All custody agreements are kept in a confidential file in the school office.

### **Report Cards**

Report cards are distributed at the end of each term in Grades 1-8. Tuition must be current before students receive report cards. Kindergarten receives report cards beginning in semester two, while EC3 and EC4 receive an assessment report in January and annual report card at the end of the school year. Parents should examine and discuss the report card with their children. Report card envelopes are to be signed and returned promptly to the school.

### **Parent-Teacher Conferences**

A date is set aside in the first semester of each school year for teacher-requested conferences. Teachers may request a conference at any time with parents to discuss academic achievement or behavior concerns. Parents may also request conferences at any time by calling or emailing the teacher for an appointment.

When possible, conferences should be held before school so that all teachers involved in the student's education can be in attendance.

**Appointments with the Principal**

The Principal strives for a positive relationship with all parents. Parent opinions and concerns are very important to our Principal, and parents are always welcome to call or email the Principal to schedule an appointment.

When parents have questions or concerns with regard to a classroom situation, the school policy is to discuss the situation with the classroom teacher prior to contacting the Principal. This often brings clarity or a better understanding to an existing problem or concern. The Principal also understands that there are topics that need to be addressed directly with him/her first. If parents are not sure where to begin the process of communication with the school, they are asked to email for direction or advice. After meeting with the school administration, if there is no resolution to parent concerns, parents may contact the Pastor.

## **DRESS CODE**

### **School Uniform**

All students from EC3 through Grade 8 are required to wear the official Our Lady of Lourdes Catholic School uniform.

Students should pay attention to the proper appearance of the uniform, ensuring that basic standards are always met. For example, shirts and blouses should always be tucked in and uniform pants worn at the waistline. Socks should be solid white with no logos and visible above the shoe, and belts should be worn with all pants or shorts. Routine skirt, short, skort, and jumper checks will take place for girls beginning in Grade 4. The hem of these garments should not be more than 2 inches above the knee. Should the garment not meet this standard, a student will have a three-day grace period to replace it.

Should a student come to school in improper or incomplete uniform, parents will be called immediately and are expected to reinforce these uniform policies.

A new student uniform will be phased in as of the 2018-2019 school year. The full details of the new uniform are included at the bottom of this page. Please note the following:

1. All students will be required to adopt the new LITURGY UNIFORM as of August 9, 2018. (Please note that it is identical to the current liturgy uniform with the following changes: crested shirts must have the new logo, boys will wear striped ties and wear navy socks and pants.)
2. Students will have the option of wearing the current uniform OR the new uniform for the 2018-2019 school year. This one year grandfather period will not be extended, and by 2019-2020, all students must be in the new uniform. Please note that during the phase in period, students are to be in either the complete old uniform or the complete new uniform - the two uniforms cannot be mixed.

Questions regarding the quality and care of the uniform pieces are best directed to our distributor Risse Brothers' representative Lori Guedes [lguedes@rissebrothers.com](mailto:lguedes@rissebrothers.com).

Uniform Requirements:

#### **Girls (EC3 & EC4)**

Everyday Uniform

- NAVY OLL Polo Dress
- Sneakers (No Lights)

#### **Girls (K-4th Grade)**

Informal Uniform

- Blue Plaid Skort including OLL logo, with White OLL Polo
- Blue V-Neck Sweater (Optional)
- Solid Color Black or Brown Shoes
- White Socks or White Tights
- Blue OLL Fleece Zip-Up for Cold Weather (Outdoor Only)

Liturgy Uniform

- Blue Plaid Jumper including OLL logo with White Peter Pan Blouse (new crest)
- Red Cardigan Sweater (Optional)
- Solid Color Black or Brown Shoes
- White Socks or White Tights

#### **Girls (5th-8th Grades)**

#### Informal Uniform

- Blue Plaid Skirt including OLL logo or Skort including OLL logo with White OLL Shirt
- Blue V-Neck Sweater (Optional)
- Solid Color Black or Brown Shoes
- Blue OLL Fleece Zip-Up for Cold Weather (Outdoor Only)

#### LiturgY Uniform

- Blue Plaid Skirt including OLL logo with White OLL Oxford and Red OLL Sweater Vest
- Solid Color Black or Brown Shoes
- White Socks or White Tights

#### **Boys (EC3 & EC4)**

##### Everyday Uniform

- White OLL Shirt
- Navy Shorts including OLL logo
- Sneakers (No Lights)

#### Boys (K-8th Grades)

##### Informal Uniform

- Navy Pants including OLL logo or Navy Shorts including OLL logo with White OLL Shirt
- Blue V-Neck Sweater (Optional)
- Solid Color Black or Brown Shoes
- Navy or White Socks
- Blue OLL Fleece Zip-UP for Cold Weather (Outdoor Only)

##### LiturgY Uniform

- Navy Pants including OLL logo with White OLL Short or Long Sleeve Oxford Shirt w/Red/Navy striped OLL Tie
  - Blue V-Neck Sweater (Optional)
  - Solid Color Black or Brown Shoes
  - Navy Socks

#### **P.E. Uniform (K-8th Grades):**

- Gray uniform shirt (new crest)
- Red uniform shorts
- White socks
- P.E. Sneakers (separate from uniform shoes)

#### **General Uniform Policies**

##### Hair:

- Hair should be neatly trimmed and conservative style.
- Hair coloring, including highlights and bleach, is prohibited.
- Boy's hair should be above the collar, eyebrows, and ears. Conservative style.

##### Jewelry:

- Girls may wear one set of post earrings on earlobes.
- Boys may not wear earrings. Students may wear one watch or bracelet.
- Necklaces of a religious nature are permitted on a silver and/or gold chain.

##### Make Up:

- Make up is not permitted at any grade level.
- Colored nail polish or French manicures are not permitted.
- False fingernails or nail tips may not be worn.
- Tattoos are not to be seen.

#### **Uniform Closet**

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

### **Out-of-Uniform Days**

On occasion throughout the school year, Dress Down Days (non-uniform) will be held. For non-theme Dress Down Days, students are to dress in appropriate apparel that would be considered acceptable for school wear. Please think of "Business Casual" when determining the suitability of your child's clothing. With matters of dress code, Administration's decisions are binding.

### **Dress Down Day Clothing must adhere to the following standards:**

- Shorts and skirts must be just above the knee – no mini skirts or short shorts will be allowed.
- No cut-offs.
- Jean shorts are permitted provided they are hemmed and meet the above length criteria.
- Shirts must cover the shoulders and midriff (no spaghetti straps, halter tops, muscle shirts or belly shirts). Pajama pants and leggings are also considered inappropriate for school.
- Sandals, high-heels and open-toed shoes present a safety hazard on the playground surface and will not be permitted.
- Any cresting on t-shirts must have appropriate wording.

Students who refuse to follow the above considerations may be asked to remain in uniform for the remainder of the school year.

### **Fall Festival Shirts and Friday Shirts**

On Fridays prior to the Fall Festival, students may purchase and wear a current OLL Fall Festival t-shirt with regular uniform bottoms. On all Fridays following the Fall Festival, students may purchase and wear a current OLL Friday t-shirt with regular uniform bottoms. Previous years t-shirts will not be permitted.

## **VOLUNTEERS**

### **Visitors**

For the safety of students and staff, all visitors must enter through the front door, sign-in at the front office with a valid Driver's License or State Issued ID, and wear a visitor badge. There are no exceptions to this rule.

### **Volunteers**

In accordance with the updated directives of the Diocese of St. Petersburg, all volunteers who work with students must adhere to the following requirements:

- Complete an electronic Level II Background Check
- Complete the Diocesan Safe Environment Training through a local Parish or school
  - Enter through the front door of the school, sign in at the school office, and receive a volunteer badge
- Volunteers will only be permitted to visit the classroom with prior teacher approval
- Volunteers are expected to be dressed appropriately and modestly. Exercise clothing, spandex, short shorts, low cut shirts or dresses, and tight clothing should not be worn while volunteering.

### **Volunteer Hours**

Parent volunteerism is the "time" and "talent" portion of stewardship at Our Lady of Lourdes Catholic School. Volunteerism not only builds community, but enhances the vitality and spirit of our school. We at Our Lady of Lourdes have committed to two major fundraisers, the Fall Festival and the Saints & Sinners Ball. All

parents are expected to participate in each of these fundraisers with time, talent, or treasure. These fundraisers feed directly into our tuition assistance fund benefiting every one of our students.

### **Volunteer Hub**

[www.myoll.volunteerhub.com](http://www.myoll.volunteerhub.com)

School volunteer opportunities are posted on the Volunteer Hub website. It is the responsibility of each family to sign up for hours via this website. If you have not registered, you **MUST** complete your enrollment by going to the website and then following the prompts.

### **Required Hours:**

All families are required to complete 26 hours annually and according to the criteria below:

1. Fall Festival
  - 4 Hours of Pre OR Post Activities (Flea Market prep, set-up/tear down)
  - 12 Hours during Fall Festival (games, food tent, grounds, 50/50)
2. Saints and Sinners (providing auction items, set-up/ take-down, committee involvement, event assistance, etc.)
  - 3 Hours
3. Sunday Mass Ambassadors (Assisting on designated Sundays with school event ticket sales and School Annual Fund)
  - 2 hours
4. General (Breakfast with Santa, Thanksgiving, Coaching, Parish picnic, Catholic Schools Week, Open house, Multicultural Day, etc.)
  - 5 Hours
5. Please note: **HSA Room Parents** are integral to coordinating communication among our greater community, providing support to the classroom teachers and to the overall success of our school climate. They are also expected to attend regular meetings throughout the year. For their contributions, **they are only required to complete Fall Festival and Saints and Sinners Hours.**
6. Committee Chairs for Saints & Sinners and Fall Festival, due to the demands of their position, may, at the discretion of the Fundraising Event Chair have volunteer hours not related to their committee waived.
7. When volunteering, parents are reminded that they cannot care for younger children while on duty. Please speak with the coordinator for more clarification.
8. Once a person has signed up to volunteer, it is **their** responsibility to ensure the shift is covered. Charges will be applied to the **original volunteer** if a substitute does not show up when expected.

### **Volunteer Opportunities/School Fundraisers**

#### **Fall Festival**

Fall Festival has been a way of life at OLL for over forty years, and is an integral part of the Dunedin community. Every year, hundreds of volunteers from our parish and school come together to put up the “big tent” and fill our campus with rides, games, live music, laughter, and fun! Thousands of visitors attend this event each year from the parish, Dunedin community and beyond. Time spent each October at this four-day event has become a wonderful tradition for many and it is a big part of the fabric of the OLL community. Some of the areas that volunteers are needed are: set-up and clean-up, food, flea market, games, 50/50, and baskets. For more information, visit the [www.ollfallfestival.com](http://www.ollfallfestival.com). Failure to fulfill required volunteer hours for Fall Festival will result in a \$50.00/hour fine.

#### **Saints and Sinners Ball**

This black-tie affair takes place the Saturday before Ash Wednesday each year. This wonderful evening of high-class entertainment celebrates the 50-year tradition of academic excellence offered by Our Lady of Lourdes School.

In its home at The Conmy Center, Saints & Sinners has grown to include a wide variety of sophisticated patrons savoring the finer things in life. Guests indulge on a gourmet buffet, top shelf bars, a richly decorated and inspired atmosphere. Gaming tables with Live and Silent Auctions abound and the live entertainment is second to none. Past event night themes have included Rio de Carnival, Arabian Nights, The Golden Age of Hollywood: A Night at the Oscars, Habana: A Night at the Tropicana. This event requires many volunteers serving on various committees including but not limited to set up, clean up, admission ticket sales, 50/50 Raffle, Sponsorship, Silent & Live Auctions and staffing. Proceeds from this event directly benefit the school. For more information, visit [www.thesaintsandsinners.com](http://www.thesaintsandsinners.com). Failure to fulfill required volunteer hours for Saints and Sinners Ball will result in a \$50.00/hour fine.

#### Sunday Mass Ambassadors

At various weekends throughout the year, help is needed before and after Sunday Liturgies to promote school fundraising activities. The dates are available prior to the beginning of the school year. Failure to fulfill required volunteer hours for Saints and Sinners Ball will result in a \$50.00/hour fine.

#### General Hours

Our school has a unique vibrancy, thanks to the dedicated parents who facilitate events throughout the year, including Breakfast with Santa, Thanksgiving, Coaching, Parish picnic, Catholic Schools Week, Open house, Multicultural Day, etc. Failure to fulfill required general volunteer hours will result in a \$50.00/hour fine.

## **GUIDELINES FOR USE OF THE CONMY CENTER BY SCHOOL GROUPS AND PARENTS**

Because the Conmy Center is a shared entity with Our Lady of Lourdes Catholic School, the following guidelines are in place for usage of the building

### **General Usage:**

Usage of the Conmy Center for school events must be approved by the Pastor through a request to the Director of Events. Requests for usage of the Conmy Center must be made through the approved forms. The building must be booked in advance. Forms are available online and should be channeled through the Administrative Assistant at the school. Conmy Center staff members are not present for school events; therefore, keys must be signed out in advance. Entrance should be through the ministry hallway doors. Students are asked to be quiet in the hallway and lobby area.

### **Decorating:**

Decorations are permitted within reason and must be approved by the Director of Events. Decorations are not provided by the Conmy Center staff.

Please **do not attach decorations to the walls, doors floor, chairs, tables, windows or ceiling** in any part of the Conmy Center or DuBois Hall. The use of **tape, nails, thumbtacks, push pins, stickers or “putty” to hang or affix any sign or apparatus is prohibited.** If a sign needs to be hung, please ask for assistance.

**Open flames are not permitted.** Candles inside glass enclosures are permitted at the discretion of the Director of Events.

**Glitter and confetti are not to be used in the venue. Bubbles may not be blown inside the venue.**

Existing parish decorations in the space should not be moved unless requested and done so by a staff member in advance.

### **Tables and Chairs:**

Tables and chairs should remain in the room in which they were found. If you need to rearrange the tables and chairs from the agreed upon set-up request, please return them to their original configuration. Please do not drag the tables or chairs across the floor. Please do not sit or stand on the tables or chairs.

### **Linens:**

Table linens are **not** supplied by the Conmy Center.

### **Food/Drink:**

The School or HSA are responsible for food for any school meeting, gathering, etc. held in the Conmy Center. In an emergency, all food and drinks, paperware, cutlery, utensils, etc. provided by the Conmy Center staff **will be** charged to Our Lady of Lourdes School or the Home and School Association. Alcohol is not permitted unless a liquor license has been procured in advance through the Director of Events.

### **Security:**

All exterior doors of the Conmy Center will remain locked during school days. No one should allow anyone other than faculty or staff into the venue. Students must be accompanied by their teacher/staff member at all times.

### **Athletic Events:**

Visitors/spectators are to enter through the Ministry hallway door. The Main Lobby will remain locked. Visitors are to use the restrooms in the rear of building.

## **HEALTH & SAFETY**

### Illness

Students should stay at home and will not be permitted to school if ill or exhibiting any of the following symptoms: influenza, fever, rash, vomiting, severe sore throat, diarrhea, excessive cough, lice, or nits.

If a child is sent home for having lice or nits, the school will notify parents so that classmates can be checked that evening. No student will be permitted back in school until they are completely lice/nit free. The Administration reserves the right to inspect the child's hair upon reentry to school.

After an illness, students may return to school if their symptoms have not been present for at least 24 hours. Parents of children who have contracted a contagious condition such as chicken pox, strep throat, MRSA infections, or lice must notify the school office.

Absence due to illness is excusable, however parents must understand a pattern of irregular absences may negatively impact their child's grades.

If students get sick or injured at school, parents will be called to pick them up immediately. The school is not able to take care of sick students for a long period of time. Your child's absence must be reported each day to the front office.

### Medication

When possible, parents should give medication at home. Teachers cannot give medication. All medication will be dispensed by the Administrative Assistant or School Receptionist, both of whom are first aid certified, when the following conditions are met... there is a serious health need, such as a chronic illness, or failure to take prescribed medication could jeopardize the student's health. All prescription medications to be dispensed in school require by law a written prescription by a doctor.

Written permission, using the Administration of Medication Form, for over-the-counter medications to be given to a student must be on file in the school office. This form must include the medication to be given, the dose, and the time it is given. All medication must be in the original container and sent to the office. Students bringing cough drops must have written permission from a parent, as well. Cough drops must be kept in the office and dispensed by office personnel. Please insure that medication is reliably and safely delivered directly to the school office and the Administration of Medication Form is completed.

### Health Policies and Procedures

The State of Florida requires that a current record of immunization be on file in the school office. A health exam by a physician, within one year prior to admission, is also required. The Florida State Health Department requires that all children be immunized against diphtheria, tetanus, polio, measles, and rubella. Immunizations are to be documented on FORM 680 - the Florida Certificate of Immunization. A STUDENT WILL BE TEMPORARILY EXCLUDED FROM SCHOOL IF HE/SHE HAS NOT RECEIVED THE VACCINES INDICATED AND PRESENTED PROPER DOCUMENTATION TO THE SCHOOL OFFICE NO LATER THAN THE FIRST DAY OF SCHOOL. THERE WILL BE NO EXCEPTIONS.

### Universal Precautions

To comply with federal law attempting to control the spread of disease by exposure to blood and other bodily functions, the staff, faculty, and students receive training on a yearly basis in the use of those health practices of good hygiene and protection that significantly reduce or eliminate the exposure to bloodborne pathogens. These practices are called "Universal Precautions."

## **DIOCESAN HARASSMENT POLICY**

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

Students should be aware that name calling, bullying, and verbal or physical threats are forms of harassment and are unacceptable in our Catholic environment. Under federal and state laws (Florida Statute 111.32) and policies, sexual harassment is illegal and prohibited in school settings. Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, or participate in school activities in a comfortable and supportive atmosphere. Some examples of behavior that may be considered sexual harassment are:

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressure for dates or unwanted sexual activity
- Touching, grabbing, or pinching
- Physical sexual assault

In keeping with the Christian regard for dignity of each person, sexual harassment will not be tolerated at Our Lady of Lourdes Catholic School.

### Mandated Safe Environment Training

The US Council of Catholic issued the Charter for Protection of Children and Young People, which mandates training for individuals who come into contact with children and youth. This training helps individuals recognize, prevent, and report child abuse, including sexual abuse.

Safe Environment Training is mandated for anyone in ministry - priests, deacons, religious, educators, parents, volunteers, and church staff...anyone who will have a supervisory role with youth.

### Policy Regarding the Reporting of Suspected Child Abuse or Neglect

The welfare of children is important to the staff at Our Lady of Lourdes Catholic School, as well as to the parents. Under Florida law, anyone who has reasonable cause to suspect child abuse or neglect is legally obligated to report that abuse to the Department of Children and Families, even if there is no definite proof (Florida Statute 415.504).

### OLL Staff Training

Annual training is provided for school staff in emergency procedures and includes protocols related to:

- First Aid
- CPR
- Eye injuries
- Bleeding/Blood Borne Pathogens
- Anaphylaxis
- Head Injuries
- Heat Exhaustion/ Heat Stroke
- Fractures
- Choking
- Stomach injuries
- Epileptic Seizures

## Visitor Screening Procedures

OLL uses the Raptor Visitor Management System to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The Raptor system will also screen against custom alerts the district/school configures, such as, non-custodial parents/guardians, no-trespassing orders, etc. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our community.

Campus Security Notes: For the safety and security of our community, please remember that:

- All members of the community are to enter and exit through the designated exits.
- All visitors to the campus must enter through the front entrance and be vetted by the office staff.
- Students and Parents are asked to refrain from opening the door to school visitors.
- Classroom doors will be locked at all times.
- Locked doors are not to be propped open.

## **DRILLS AND PROCEDURES**

### Emergency Drills

Our Lady of Lourdes Catholic School conducts one emergency drill each month. The specific drills practiced are listed below.

### Fire Drills

Students are taught where and how to exit the building in case of fire. For fire drills or fire emergencies, the fire alarm will signal to evacuate the building. Teachers regularly instruct students regarding specific procedures.

### Tornado and Hurricane Drills

Students are taught the “duck and cover” procedure for hazardous weather drills and emergencies. For both drills and emergencies, students will be notified through the intercom system. Teachers regularly instruct students regarding specific procedures.

### Intruder Drills

Students are taught the proper action procedures in the event of a potentially dangerous person or weapon on campus. Students are also taught the procedures for modified lockdowns in the event of a dangerous situation or person in close proximity to the school. Teachers regularly instruct students regarding specific procedures.

### Pre-Hurricane Procedures

Our Lady of Lourdes Catholic School will continue to follow the decision of Pinellas County Schools in regard to school closings in preparation for a hurricane.

### Post-Hurricane Procedures

If Pinellas County Schools are open, Our Lady of Lourdes Catholic School will be open. If Pinellas County Schools are closed, Our Lady of Lourdes will be closed. Should there be damage to our facilities or other hazards preventing us from opening on a day that Pinellas County Schools are open, parents should check the school website, their answering machine or voicemail, and/or email for a message from our Parent Notification System.

### Severe Weather (during school)

Students will remain in the classroom and follow the directions of the teacher. If severe weather arises, students will remain in their classrooms and follow emergency procedures.

### School Evacuations

In the event that Our Lady of Lourdes Catholic School has to be evacuated, due to toxic or hazardous materials on the premises or in the area, students will be walked to the Conmy Center, the Church, or the DuBois Center, depending on the location of the hazardous materials. The fire department will determine when it is safe for students and staff to return to the building.

### Lock Down

In some situations, it may be necessary to perform a school lockdown. Law enforcement recommends the following procedures, which Our Lady of Lourdes Catholic School performs during a school lock down: A

“Lock Down” will be broadcasted to initiate the lockdown. All interior and exterior doors will be locked. No one (including parents) will be permitted to enter or leave the buildings. The lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school during a lockdown; the phone will be used by emergency personnel only. Lockdown drills will be performed with students as a preventative measure. Information will be provided as soon as possible via our emergency notification system.

## **AFTER CARE GUIDELINES**

### Accidents/Incidents

- Minor injuries will be treated on site with portable first aid kit.
- Parents, or if they cannot be reached immediately the emergency contacts, will be notified immediately in case of any head injury or an illness or injury that appears serious.
- Aftercare has emergency contact binder for students that include phone numbers, list of people who can pick up children, and information about parents/guardians. Parents must ensure that the school has current and correct information for emergency contact.
- Report of injury is sent home to parent with details of what has happened.
- All accidents/Incidents are logged for reference.
- The Principal is to be notified any time an emergency contact is called.

Please note that the clinic cannot be used unless a staff member is present in the office to supervise the clinic.

### Toileting Accidents:

- Child is responsible for self-cleaning.
- Extra clothes are provided if needed.
- Note is always sent home along with verbal communication.
- An extra change of clothing is recommended specific to After Care. These items are to be kept in the After Care closet for accidents warranting a change of clothing.

### Procedure for releasing student:

- Children are released to parent/guardian when they arrive.
- They are required to sign out in the After Care log to verify this action.
- Children can be released to any adults identified on the contact sheet.
- An ID is asked for any adult who has not picked up the child before to verify identity.
- Parents notify school or aftercare director when an adult who doesn't normally pick the child up, picks them up. ID is required.
- If the adult seems unsafe, staff reserve the right to withhold the child until a legal guardian has been contacted for approval.

### Late pick up:

- When a parent is late, they are called to verify the situation.
- If parents don't answer after a reasonable period of time, the principal is called to assist with the situation.
- Late charges are in effect and may be applied to FACTS payments.

### Homework

- Students will have the opportunity to complete homework. Students requiring technology may do so only if there is appropriate adult supervision while they are on their devices.

### Allergies:

- Student allergies are listed on the After Care emergency contact list.

### Discipline:

- Students are spoken to directly when situations occur. Ways to correct the situation are talked about.
- If needed, they sit down to relax and reflect.
- Parents are spoken to when they arrive that day about the situation.
- If needed the principal and teachers are also notified.
- Consequences will be given as per school policy.

### Cell Phone Use by Students

- Devices must be turned off and left in backpacks.
- Any use of these devices must be with permission and in the presence of the adult supervisor.

- If a parent needs to be reached for any reason, the adult supervisor will make the call, not the child.

## RECESS SUPERVISION

Students are to be supervised at the highest standard by a teacher at all times, including in class activities, locker rooms, hallways, outdoors, bathrooms, etc.

- Students must act with kindness and respect.
- Rough, intense play that leads to unsafe situations is never permitted.
- Language and conversation that is unbecoming to a Catholic is not permitted.

### **Outdoor Recess guidelines:**

- No running on the asphalt. Students are to walk in a safe and orderly manner when on the concrete.
- The play structure use:
  - EC3, VPK and Kinder have first priority for the use of this equipment. When these classes are present, older students may NOT use the equipment during school day recess activities.
  - Students are to use the equipment as intended.
    - Slides are for sliding down.
    - Only one person on an activity at a time.
    - Hanging in a position where a child may fall directly on his/her head is not permitted.
- Swings
  - Younger students always have first priority.
  - Ensure students observing are not in proximity where they can be accidentally kicked in the head.
  - Jumping off is not permitted.
- Equipment
  - Gym equipment is not to be used unless supervised by the gym teacher.
  - Equipment is to be properly stored after each recess.
  - Equipment is to be used as intended i.e. soccer balls are kicked, basketballs are dribbled.

## **USE OF TECHNOLOGY POLICY**

### **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 technology and face disciplinary action. Students (and their parents) who are issued specific equipment for school use will be expected to complete paperwork regarding the use of the equipment.

Parents will receive an Acceptable Use Policy for students at the beginning of each year. It is the parent's responsibility to explain the policy to their children and to make sure they understand it. Once it has been explained, the parent and students must sign off on the Acceptable Use Policy. Please submit a copy of the signed policy to the office. Although the Acceptable Use Policy is for on-campus technology, parents must be vigilant to ensure safe and appropriate technology use at home.

### **Diocese of St. Petersburg Student Internet Use Policy**

This document sets forth the rights and responsibilities for students under the Diocese of St. Petersburg Student Internet Use Policy. This Student Internet Use Policy is, by reference, a part of the Student Internet Account Agreement which must be executed by each Student and each Student's Parent or Guardian.

#### **A. EDUCATIONAL PURPOSE:**

The School Internet system has been established for a limited educational purpose. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

1. The School Internet system has not been established as a public access service or a public forum. The Diocese and school has the right to place restrictions on the material you access or post through the School Internet system. You are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the School Internet system. The student disciplinary code will govern any violations of this policy.

2. You may not use the School Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the School Internet system.

#### **B. ACCESS TO ONLINE MATERIALS:**

1. The material you access through the School Internet system should be for class assignments or for personal research on subjects you study in a class or would otherwise research in the school library. Use for entertainment purposes is not allowed.

2. You are not allowed to use the School Internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or bodily functions, material designated as for adults only, material which promotes or advocates illegal activities, material which promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.

3. If you mistakenly access inappropriate information through the School Internet system, you are required to immediately report this access in the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.

4. The school has installed filtering software to attempt to prevent access to inappropriate material.

- a. If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.
- b. You are not allowed to seek to bypass the filtering software by using a proxy site or some other technology.

**C. PRIVACY AND COMMUNICATION SAFETY REQUIREMENTS:**

1. "Personal contact information" includes your full name, together with other information which would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you are not allowed to use the School Internet system to disclose your full name or any other personal contact information online for any reason.
3. If you are a high school student, you may disclose, through the School Internet system, personal contact information to educational institutions, companies or other entities for continuing education, professional or career development purposes with specific staff approval.
4. You are not allowed to disclose names, personal contact information, or any other private or personal contact information about other students. You are not allowed to forward a message sent to you privately without documented permission from the person who sent you the message.
5. You are required to promptly disclose to your teacher or other school staff member any message you receive through the School Internet system which is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a teacher or other staff member.

**D. UNLAWFUL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES:**

1. Unlawful activities:
  - a. You are not allowed to attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your authorized access. This prohibition includes attempting to log-in through another person's account or to access another person's files.
  - b. You are not allowed to disrupt or attempt to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means, using the School Internet system.
  - c. You are not allowed to use the School Internet system to engage in any unlawful act, including but not limited to arranging the sale or purchase of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.
  - d. Inappropriate language:
    - i. Restrictions against inappropriate language apply to all speech communicated through the School Internet system, including public messages, private messages, and material posted on Web pages.
    - ii. You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system.
    - iii. You are not allowed to post information which could cause damage or a danger of disruption to your school or any other organization or person on the School Internet system.
  - e. You are not allowed to engage in personal attacks, including prejudicial or discriminatory attacks on the School Internet system.
    - i. You are not allowed to harass or bully another person on the School Internet system.
    - ii. You are not allowed to post false or defamatory information about a person or organization on the School Internet system.
    - iii. You are required to promptly disclose to your teacher or another school employee any message you receive on the School Internet system in violation of the restrictions on inappropriate language.
  - f. Plagiarism and copyright infringement:
    - i. You are not allowed to plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they were yours, without proper attribution.

- ii. You are required to respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
- g. Specific Activities prohibited:
- i. Inappropriate activities subject to discipline under this policy include but are not limited to:
  - 1. The transmission of material, information or software in violation of school policy, or local, state and federal law,
  - 2. Changing of Windows/Mac platform settings (desktop, screensavers, etc.),
  - 3. Downloading software or plug-ins into the School Internet system,
  - 4. The use of web-based email accounts,
  - 5. Online chatting or any instant messaging,
  - 6. Making purchases via the internet,
  - 7. The installation of any software on the system by a student. Software can only be installed by the School, using software purchased by the School and appropriately licensed by law for use on School computers,
  - 8. Violating copyright or other laws,
  - 9. Accessing personal files belonging to others,
  - 10. Accessing areas of the network which are not designated for your use.
- h. Limited Privacy:
- i. You are notified by reading and signing this document that you have only a limited expectation of privacy in your files on the School Internet system and in the records of your online activity. All student use of the School Internet system may be supervised and is subject to being closely monitored at all times. You are notified that the school's monitoring of Internet usage can reveal all activities you engage in using the School Internet system.
- ii. Routine maintenance and random monitoring of the School Internet system may disclose information indicating you have violated this policy, the student disciplinary code, or the law. A detailed search of your individual School Internet system account, and its historical activity, may be conducted if there is reasonable suspicion you have violated this policy, the student disciplinary code, or the law.

#### E. SYSTEM SECURITY AND RESOURCE LIMITS:

- 1. System security:
  - a. You are responsible for your School Internet system individual account and should take all reasonable precautions to prevent others from being able to use your account. You should not provide your password to another person.
  - b. You are required to immediately notify a teacher or the system administrator if you have identified a possible security problem involving the School Internet system. However, you are not required to look for security problems; this may be construed as an unlawful attempt to gain access.
  - c. You are required to avoid the inadvertent spread of computer viruses by following the school virus protection procedures.
- 2. Resource limits:
  - a. You are required to use the School Internet system only for educational, professional or career development activities and limited, high-quality personal research.
  - b. You are not allowed to download large files from or to any computer on the School Internet system unless absolutely necessary, and then only with approval of a teacher or another school employee. If necessary, and allowed, you may download large files when the system is not being heavily used; you are required to immediately remove the file from the School Internet system computer as soon as possible after appropriate copying or use.
  - c. You are not allowed to use Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

#### F. DISCIPLINE

Violations of this Student Internet Use Policy can result in termination of the student's account, denial of access to the School Internet system, suspension, expulsion, or referral of matters to the appropriate law enforcement agency, depending on the severity of the actions. Such determination is within the sole discretion of the School and the Diocese.

#### G. LIMITATION OF LIABILITY:

Neither the Diocese nor school guarantees the functions or services provided through the School Internet system nor will its internet service provider be without error. The Diocese and/or school will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The Diocese and/or school will not be responsible for the accuracy or quality of the information obtained through the School Internet system. The Diocese and/or school will not be responsible for financial obligations arising through the unauthorized use of the School Internet system. Your parents can be held financially responsible for any harm resulting from your use or misuse of the School Internet system. You may use the School Internet system only if your parents have signed a disclaimer of claims for damages against the school and Diocese.

*Human persons are willed by God; they are imprinted with God's image. Their dignity does not come from the work they do, but from the persons they are.*

St. John Paul II, *Centesimus Annus*, 1991

# Our Lady of Lourdes Catholic School

## Middle School iPad Policies / New

### 2019-2020

The purpose of the iPad Enrichment Program at Our Lady of Lourdes Catholic School (OLL) is to provide modern tools to the twenty-first century learner, equipping students with the resources and venues to enable the highest achievement and learning. Excellence in education requires that technology be seamlessly integrated throughout the academic program. Increasing student access to technology is essential for the future of our society, equipping learners with the modern tools that shape the business and working world of today. The individual use of iPads facilitates student learning to the fullest potential, preparing them for high school and their greater future.

Classroom learning results from the continuous dynamic interaction between students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher; it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with the iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all of the Middle School iPads used at OLL, including any other device considered pertinent by the Administration to come under this policy. Teachers reserve the right to set additional requirements for use in their classroom.

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## Receiving your iPad & iPad Check-In

### Apple ID

Each student will have an Apple ID created for them, that will be used to sign into the iPad. This account is used to backup and store information for each student individually. This account should be signed into at all times and should not be changed to a personal account for any reason.

### Receiving Your iPad

iPads will be distributed during Mandatory iPad Orientation. Parents and Students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to any child. The iPad Protection Plan explains the insurance requirements for iPad use for all OLL Middle School students.

Students will receive an iPad, one case, and one charger.

### iPad Check-In

iPads will be monitored by the school. Periodically throughout the year, off-site updates and inspections will be run. Transcripts will not be released until payment is made in full for students who withdraw, are suspended or expelled, or terminate enrollment for any other reason.

## Payment Options

Device can be bought outright or on installment. At the end of Grade 8, the students will own the device.

Pay in full Total cost: \$450

2019-2020- Grade 6 (2019): \$250

Grade 7 (2020): \$150

Grade 8 (2021): \$50

2019-2020- Grade 7 (2019): \$350

Grade 8 (2020): \$100

2019-2020-Grade 8 (2019): \$450

# Taking Care of Your iPad

## General Precautions

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must immediately be reported to their homeroom teacher for an evaluation of the equipment.

- The iPad is school property and all users will follow this policy and the Diocese of St. Petersburg Acceptable Use Policy for Technology
- Only use a clean, soft cloth to clean the screen - no cleansers of any type
- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of OLL
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area
- Students are responsible for keeping their iPads battery charged for the entire school day
- Students may not use skins or other cases on their iPad

## Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment. Each student is responsible for providing a bag to transport and carry the iPad to and from the school and around the school.

- iPads should always be within the protective case
- Students should avoid putting iPads in their backpacks as they can easily be damaged by books and binders, and always carry only the iPad in their iPad bags.

## Screen Care

The iPad screen can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover
- Clean the screen with a soft, dry, anti-static cloth
- Do not bump the iPad against lockers, walls, car doors, floors, etc.
  - Do not leave iPad on the floor

# Using Your iPad at School

## Expectations for iPads during the School Day

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, and calendars may be accessed using the iPad. Students must be responsible to bring iPads to all classes, unless specifically instructed not to do so by their teacher.

### **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. **In an effort to teach personal responsibility, parents may not bring a child's iPad to school if he or she forgets it at home.** If a student repeatedly leaves their iPad at home (3 or more times during a semester), he or she along with parents will need to meet with the Principal.

### **iPads Undergoing Repair**

iPads that malfunction or become damaged must be reported to their homeroom teacher immediately. Loaner iPads maybe available to students when they submit their iPads for repair but OLL cannot guarantee this service. Students will be required to pay all repair/replacement costs if they have damaged a device more than once in three years, or the damage was incurred due to carelessness or improper treatment.

### **Charging your iPad's Battery**

iPads must be brought to school each day in a fully-charged condition. Repeat violations of this policy (3 or more times during a semester) he or she along with parents will need to meet with the Principal.

### **Backgrounds, Photos, and Passwords**

Students may not change the background on their iPads, nor can they set passwords on individual devices. The camera on the iPad is to be used solely for academic purposes. OLL reserves the right to disable student iPad cameras at any time. Faculty members will perform routine checks for these violations and will follow OLL discipline guidelines in administering repercussions.

### **Apps and Storage**

All software and apps must be provided by OLL. Data storage will be through the apps on the iPad and email to a server location.

### **Printing**

Printing will be available with the iPad.

(Only inside the 8<sup>th</sup> Grade Classroom and from permission from the teacher)

### **Software and Connectivity**

#### **Originally Installed Software**

The software and apps originally installed by OLL must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications for use in a particular course on a regular basis. Periodic checks of iPads will be made to ensure that students have not removed required apps.

#### **Additional Software**

Students are not allowed to load extra software or apps onto their ipads. Students may not plug the iPad into a home computer or device as it could erase the contents of the iPad. Should this happen, students will be required to submit their iPad for reimaging.

## **Inspection**

OLL reserves the right to search the contents of any iPad at random or under the suspicion of jailbreaking or any other forbidden content. Students who are discovered with jailbreaking software or forbidden content are subject to disciplinary actions.

## **Procedure for Re-Loading Software**

If technical difficulties occur or if illegal software/non-OLL installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to re-format and re-image.

## **Software Upgrades**

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check-in their iPads for periodic updates and synching.

## **Network Connectivity**

Our Lady of Lourdes Catholic School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

# **Acceptable Use**

## **Privilege of Technology**

The use of the OLL technology resources is a privilege, not a right. The privilege of using technology resources provided by OLL is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled at OLL. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The OLL Student Handbook: Disciplinary Policy will be applied to student infractions.

*Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.*

## **Parent/Guardian Responsibilities**

Parents are expected to speak to their children about Christian values and the standards that your child should follow on the use of the internet just as you would on the use of all media sources such as television, telephones, movies, and music.

## **Student Responsibilities**

OLL Students are expected to abide by the following procedures:

- Use computers and devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to iPad use
- Use all technology resources in an appropriate manner so as to not damage the school equipment. "Damage" includes but is not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via OLL's designated Internet System is at your own risk. OLL specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help OLL to protect our network and resources by contacting an administrator about any security problems they may encounter
- Monitor all activity on individual accounts
- Turn off and secure iPads after use to protect work and information
- Report and submit any inappropriate emails that may contain inappropriate language or questionable content
- Return iPads when requested.

## **Student Activities Strictly Prohibited:**

OLL Students are expected to abstain from the following activities:

- Illegal installation or transmission of copyrighted materials
- Any action that violates Diocesan Policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling or distributing student work
- Messaging services (AIM, G-Chat, iChat)
- Internet or computer games
- Changing of iPad settings (with the exception of personal settings such as font size, brightness, etc)
- Downloading apps
- Sending mass or inappropriate emails
- Gaining access to other students' accounts, files, or data
- Use of the school's internet for financial or commercial gain, or for illegal activity
- Use of anonymous and/or false communications
- Distribution of personal information, for any reason, over the internet. This includes but is not limited to setting up or accessing accounts on Facebook, Twitter, personal blogs, ebay, personal email, etc.
- Participation in credit card fraud, electronic forgery, or other illegal behavior
- Vandalism or jailbreaking, which includes any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components
- Transmission or access of materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients, including cyberbullying
- Bypassing the OLL web filter

## **Legal Propriety**

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Plagiarism is a violation of the OLL Discipline Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by OLL.

## **Protecting and Storing iPads**

### **iPad Identification**

Student iPads will be labeled in a manner specified by the school. iPads can be identified by either serial number or barcode label. Student will not remove this label.

### **Storing iPads**

When students are not using their iPads, they should store them in designated locations in their homeroom classrooms or in areas designated by After Care or Athletics. iPads should never be stored in a student's locker or in a vehicle.

### **iPads left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. These include school grounds and campus, the lunchroom, computer lab, lockers, locker rooms, library, hallway, etc. Any iPad left in these areas will be returned to the School Office and students will be charged a \$10.00 fine to retrieve the iPad.

## **Repairing or Replacing iPads**

### **School Protection**

OLL subscribes to an independent insurance company that provides limited protection in the event of theft, loss, or accidental damage.

### **Claims**

OLL will be responsible for reporting claims directly to the insurance company. If the situation requires a police report, it must be made through the School Office. All claims must be reported to the School Office in writing.

## **Our Lady of Lourdes Catholic School**

Our Lady of Lourdes Catholic School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

### **Insurance Coverage**

OLL purchases insurance for iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$75.00 annually for each iPad. The full value of an iPad (approx \$500).

# Student Pledge for iPad Use

## Our Lady of Lourdes Catholic School

- I. I will take exceptional care of my iPad
- II. I will never leave my iPad unattended
- III. I will never loan my iPad to other individuals
- IV. I will know where my iPad is at all times
- V. I will charge my iPad daily
- VI. I will keep food and beverages away from my iPad
- VII. I will not disassemble any part of my iPad or attempt any repairs
- VIII. I will only carry my iPad in the OLL case
- IX. I will use my iPad in ways that are appropriate and educational
- X. I will not deface or decorate my iPad
- XI. I understand my iPad is subject to inspection at any time and is the property of OLL
- XII. I will follow the policies of the iPad Handbook and Diocesan Standards
- XIII. I will file a police report in the event of theft or vandalism
- XIV. I will be responsible for all damage or loss caused by neglect
- XV. I agree to return the iPad, case, and power cords in working condition

# **Our Lady of Lourdes Catholic School**

## **Middle School iPad Policies / Grades 7-8 NOT Purchased**

### **2019-2020**

The purpose of the iPad Enrichment Program at Our Lady of Lourdes Catholic School (OLL) is to provide modern tools to the twenty-first century learner, equipping students with the resources and venues to enable the highest achievement and learning. Excellence in education requires that technology be seamlessly integrated throughout the academic program. Increasing student access to technology is essential for the future of our society, equipping learners with the modern tools that shape the business and working world of today. The individual use of iPads facilitates student learning to the fullest potential, preparing them for high school and their greater future.

Classroom learning results from the continuous dynamic interaction between students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher; it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with the iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all of the Middle School iPads used at OLL, including any other device considered pertinent by the Administration to come under this policy. Teachers reserve the right to set additional requirements for use in their classroom.

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## Receiving your iPad & iPad Check-In

### Apple ID

Each student will have an Apple ID created for them, that will be used to sign into the iPad. This account is used to backup and store information for each student individually. This account should be signed into at all times and should not be changed to a personal account for any reason.

### Receiving Your iPad

iPads will be distributed each fall during Mandatory iPad Orientation. Parents and Students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to any child. The iPad Protection Plan explains the insurance requirements for iPad use for all OLL Middle School students.

Students will receive an iPad, one case, and one charger. All three items will be received together and should be returned together in good condition.

### iPad Check-In

iPads will be returned at various points throughout the year, including all school breaks and vacations. Students can expect to check-in their iPads at least once each month for updates and inspections. If a student transfers out of OLL during the school year, the iPad must be returned prior to the student leaving and prior to a request for transcripts.

Transcripts will not be released until OLL has possession of the student iPad.

### Check-In Fines

Individual school iPads and accessories must be returned to the OLL designated representative on the last day of school prior to a school break or vacation, including at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at OLL for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student and his or her family will be subject to criminal prosecution or civic liability. The student will also pay the replacement cost of the iPad and/or the insurance deductible. Failure to return the iPad will result in a theft report being filed with the Pinellas County Sheriffs Office. Furthermore, the student will be responsible for any damage to the iPad, consistent with the OLL iPad Protection Plan and must return the iPad and accessories to the OLL representative in good condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

# Taking Care of Your iPad

## General Precautions

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must immediately be reported to their homeroom teacher for an evaluation of the equipment.

- The iPad is school property and all users will follow this policy and the Diocese of St. Petersburg Acceptable Use Policy for Technology
- Only use a clean, soft cloth to clean the screen - no cleansers of any type
- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of OLL
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area
- Students are responsible for keeping their iPads battery charged for the entire school day
- Students may not use skins or other cases on their iPad

## Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment. Each student is responsible for providing a bag to transport and carry the iPad to and from the school and around the school.

- iPads should always be within the protective case
- Students should avoid putting iPads in their backpacks as they can easily be damaged by books and binders, and always carry only the iPad in their iPad bags.

## Screen Care

The iPad screen can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover
- Clean the screen with a soft, dry, anti-static cloth
- Do not bump the iPad against lockers, walls, car doors, floors, etc.
  - Do not leave iPad on the floor

# Using Your iPad at School

## Expectations for iPads during the School Day

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, and calendars may be accessed using the iPad. Students must be responsible to bring iPads to all classes, unless specifically instructed not to do so by their teacher.

### **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. **In an effort to teach personal responsibility, parents may not bring a child's iPad to school if he or she forgets it at home.** If a student repeatedly leaves their iPad at home (3 or more times during a semester), he or she along with parents will need to meet with the Principal.

### **iPads Undergoing Repair**

iPads that malfunction or become damaged must be reported to their homeroom teacher immediately. Loaner iPads maybe available to students when they submit their iPads for repair but OLL cannot guarantee this service. Students will be required to pay all repair/replacement costs if they have damaged a device more than once in three years, or the damage was incurred due to carelessness or improper treatment.

### **Charging your iPad's Battery**

iPads must be brought to school each day in a fully-charged condition. Repeat violations of this policy (3 or more times during a semester) he or she along with parents will need to meet with the Principal.

### **Backgrounds, Photos, and Passwords**

Students may not change the background on their iPads, nor can they set passwords on individual devices. The camera on the iPad is to be used solely for academic purposes. OLL reserves the right to disable student iPad cameras at any time. Faculty members will perform routine checks for these violations and will follow OLL discipline guidelines in administering repercussions.

### **Apps and Storage**

All software and apps must be provided by OLL. Data storage will be through the apps on the iPad and email to a server location.

### **Printing**

Printing will be available with the iPad.

(Only inside the 8<sup>th</sup> Grade Classroom and from permission from the teacher)

### **Software and Connectivity**

#### **Originally Installed Software**

The software and apps originally installed by OLL must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications for use in a particular course on a regular basis. Periodic checks of iPads will be made to ensure that students have not removed required apps.

#### **Additional Software**

Students are not allowed to load extra software or apps onto their ipads. Students may not plug the iPad into a home computer or device as it could erase the contents of the iPad. Should this happen, students will be required to submit their iPad for reimaging.

## **Inspection**

OLL reserves the right to search the contents of any iPad at random or under the suspicion of jailbreaking or any other forbidden content. Students who are discovered with jailbreaking software or forbidden content are subject to disciplinary actions.

## **Procedure for Re-Loading Software**

If technical difficulties occur or if illegal software/non-OLL installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to re-format and re-image.

## **Software Upgrades**

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check-in their iPads for periodic updates and synching.

## **Network Connectivity**

Our Lady of Lourdes Catholic School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

# **Acceptable Use**

## **Privilege of Technology**

The use of the OLL technology resources is a privilege, not a right. The privilege of using technology resources provided by OLL is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled at OLL. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The OLL Student Handbook: Disciplinary Policy will be applied to student infractions.

*Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.*

## **Parent/Guardian Responsibilities**

Parents are expected to speak to their children about Christian values and the standards that your child should follow on the use of the internet just as you would on the use of all media sources such as television, telephones, movies, and music.

## **Student Responsibilities**

OLL Students are expected to abide by the following procedures:

- Use computers and devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to iPad use
- Use all technology resources in an appropriate manner so as to not damage the school equipment. "Damage" includes but is not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via OLL's designated Internet System is at your own risk. OLL specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help OLL to protect our network and resources by contacting an administrator about any security problems they may encounter
- Monitor all activity on individual accounts
- Turn off and secure iPads after use to protect work and information
- Report and submit any inappropriate emails that may contain inappropriate language or questionable content
- Return iPads when requested.

## **Student Activities Strictly Prohibited:**

OLL Students are expected to abstain from the following activities:

- Illegal installation or transmission of copyrighted materials
- Any action that violates Diocesan Policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or websites selling or distributing student work
- Messaging services (AIM, G-Chat, iChat)
- Internet or computer games
- Changing of iPad settings (with the exception of personal settings such as font size, brightness, etc)
- Downloading apps
- Sending mass or inappropriate emails
- Gaining access to other students' accounts, files, or data
- Use of the school's internet for financial or commercial gain, or for illegal activity
- Use of anonymous and/or false communications
- Distribution of personal information, for any reason, over the internet. This includes but is not limited to setting up or accessing accounts on Facebook, Twitter, personal blogs, ebay, personal email, etc.
- Participation in credit card fraud, electronic forgery, or other illegal behavior
- Vandalism or jailbreaking, which includes any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components
- Transmission or access of materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients, including cyberbullying
- Bypassing the OLL web filter

## **Legal Propriety**

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Plagiarism is a violation of the OLL Discipline Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by OLL.

## **Protecting and Storing iPads**

### **iPad Identification**

Student iPads will be labeled in a manner specified by the school. iPads can be identified by either serial number or barcode label. Student will not remove this label.

### **Storing iPads**

When students are not using their iPads, they should store them in designated locations in their homeroom classrooms or in areas designated by After Care or Athletics. iPads should never be stored in a student's locker or in a vehicle.

### **iPads left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. These include school grounds and campus, the lunchroom, computer lab, lockers, locker rooms, library, hallway, etc. Any iPad left in these areas will be returned to the School Office and students will be charged a \$10.00 fine to retrieve the iPad

## **Repairing or Replacing iPads**

### **School Protection**

OLL subscribes to an independent insurance company that provides limited protection in the event of theft, loss, or accidental damage.

### **Claims**

OLL will be responsible for reporting claims directly to the insurance company. If the situation requires a police report, it must be made through the School Office. All claims must be reported to the School Office in writing.

## **Our Lady of Lourdes Catholic School**

Our Lady of Lourdes Catholic School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

### **Insurance Coverage**

OLL purchase insurance for iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$75.00 annually for each iPad. The full value of an iPad (approx \$500).

# Student Pledge for iPad Use

## Our Lady of Lourdes Catholic School

- I. I will take exceptional care of my iPad
- II. I will never leave my iPad unattended
- III. I will never loan my iPad to other individuals
- IV. I will know where my iPad is at all times
- V. I will charge my iPad daily
- VI. I will keep food and beverages away from my iPad
- VII. I will not disassemble any part of my iPad or attempt any repairs
- VIII. I will only carry my iPad in the OLL case
- IX. I will use my iPad in ways that are appropriate and educational
- X. I will not deface or decorate my iPad
- XI. I understand my iPad is subject to inspection at any time and is the property of OLL
- XII. I will follow the policies of the iPad Handbook and Diocesan Standards
- XIII. I will file a police report in the event of theft or vandalism
- XIV. I will be responsible for all damage or loss caused by neglect
- XV. I agree to return the iPad, case, and power cords in working condition