

Our Lady of Lourdes Catholic School

2022-2023 Student-Parent Handbook

Revised August 2022

Our Lady of Lourdes
Catholic School
730 San Salvador Drive,
Dunedin, FL 34698

Phone (727) 733-3776 Fax (727) 733-4333

TABLE OF CONTENTS

Section 1: Introduction: Page 6

- Policies and Procedures
- Preface
- Vision Statement
- Mission Statement
- Belief Statements
- Core Values
- Program Orientation
- Education Program
- School Accreditation
- Affiliations and Acclamations
- School Logo
- School Colors
- Home and School Association
- School Advisory Council
- Annual Fund Committee
- Administration, Faculty, and Staff Assignments
- Responsibilities and Expectations
- Organizational Structure
- Students
- Parents/Guardians
- Faculty/Staff
- Administration
- Pastor
- Parent/Guardian School Covenant

Section 2: Registration Information: Page 14

- Non-Discrimination Policy
- Admission
- Age Requirements
- Admission Priorities
- Registration
- Immunizations
- Consent to Exchange Information
- Title IX
- Non-Custodial Parents
- Accommodations for Students with Exceptionalities
- Probationary Reports

Section 3: Finances: Page 16

- Tuition Rates and Fees
- Tuition: Parishioner Rate
- Tuition: Non-Parishioner Rate
- Fees
- Tuition Payment Policy
- Tuition Assistance
- Delinquent Accounts
- Extended Day Program

- Schedule of Payments

Section 4: School Hours and Attendance: Page 18
- Office Hours
- Instructional Hours
- Attendance Policy
- Tardy
- Notification of Tardy/Absence
- Leaving During School Hours
- Withdrawal
- Arrival Procedures
- Dismissal Procedures
- Regular & Rainy Day Dismissal
- Bike Safety
- Walkers

Section 5: Student Life: Page 21
- School Instructional Philosophy
- Curriculum
- Religion
- Core Subjects
- Co-Curricular Subjects (Specials)
- Safe Environment
- Resource and Guidance
- Textbooks
- Sports Program
- Athletic Event Etiquette
- Creative Arts Program
- School Masses
- Cafeteria
- Playground
- Field Trips
- Field Trip Chaperones
- Student Council
- Yearbook
- Lockers
- Lost and Found
- Birthdays/Special Occasions
- Invitations to Out-of-School Parties
- Supplies, Textbooks, iPads, Chromebooks, and Library Books

Section 6: Dress Code: Page 26
- School Uniform
- Uniform Requirements
- Uniform Closet
- Out-of-Uniform Days
- Fall Festival Shirts and Friday Shirts

Section 7: DOSP Best Grading Practices (K-8

- Philosophy
- Purpose of Assessment
- Types of Assessment
- Purpose of Grades
- Grade Composition
- Grading Scale/Grading Codes
- Reporting Approaches to Learning
- Other Matters on Assessment and Grades
- Promotion/Retention/Summer School
- Religion
- Report Cards
- Student Records
- Standardized Testing

Section 8: Expectations for Student Behavior Page 36

- Expectations for Parents and Guardians
- Expectations for Students
- Discipline Policy
- Reflection Assignments
- In-School Suspension/Expulsion

Section 9: Use of Technology Policy: Page 43

- Technology Program/Acceptable Use Policy
- Diocese of St. Petersburg Student Internet Use Policy
- System Security and Resource Limits
- Discipline
- Limitation of Liability

Section 10: Code of Conduct (Adult): Page 46

- Parent/Guardian Partnership and Responsibilities
- Code of Conduct for Catholic Schools in the Diocese of St. Petersburg
- The Gospel and Our Values
- Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:
- Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor
- Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor

Section 11: Communication: Page 50

- Flocknote
- School Website
- FACTS SIS – Parent Notification System
- Emergency Contact Information
- Report Cards
- Conferences
-

Section 12: Volunteers: Page 54

- Visitors
- Volunteers
- Volunteer Hours
- Volunteer Hub
- Required Hours

- Volunteer Opportunities/School Fundraisers
- Guidelines for Use of Conmy Center by School, Groups, and Parents/Guardians

Section 13: Health and Safety: Page 57

- Illness
- Medication
- Universal Precautions
- Mandated Safe Environment Training
- Policy Regarding the Reporting of Suspected Child Abuse or Neglect
- OLL Staff Training
- Visitor Screening Procedures
- Asbestos
- Drills and Procedures
- Extended Day Guidelines

Section 14: Covid-19 Policies and Procedures: Page 63

Section 15: School's Right to Amend: Page 64

Student-Parent Handbook Signature Page: Page 65

SECTION 1: INTRODUCTION

"The Catholic school participates in the evangelizing mission of the Church
and is the privileged environment in which Christian education is carried out.
In this way 'Catholic schools are at once places of evangelization, of complete formation, of inculturation,
of apprenticeship in a lively dialogue between young people of different religions and social backgrounds.'
The ecclesial nature of the Catholic school, therefore,
is written in the very heart of its identity as a teaching institution.
It is a true and proper ecclesial entity by reason of its educational activity,
'in which faith, culture and life are brought into harmony.'"
(*The Catholic School on the Threshold of the Third Millennium*, 1997, para. 11)

Policies and Procedures

The fact that a child has been registered at Our Lady of Lourdes Catholic School. indicates that its policies, rules, regulations, and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules, regulations, and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), other parents or guardians, or with others in general. Education is a partnership. The parent/guardian is the primary and principal educator: the school supports the parent/guardian in this endeavor. However, in the view of the pastor and administration, if there is a breakdown in this partnership, parents/guardians may be asked to remove their child/ren from the school.

Preface

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

The interpretation, definition, and enforcement of these policies, procedures, rules, and guidelines are at the discretion of the School Administration and Pastor.

Our Lady of Lourdes 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 anyother OLL policy or procedure issued before this date.

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.

Mission Statement
Our Lady of Lourdes Catholic School, as part of our 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.

Belief Statements
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.

Core Values
Seek – Persist – Excel – Love – Serve

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

OLL participates in on-going school improvement reviews to ensure standards of excellence are maintained in our school.

Affiliations and Acclamations
Our Lady of Lourdes Catholic School (OLL) 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.

OLL has received the following additional distinctions:

- Today's Catholic Magazine Recognition: "Trends for the Future"
- Step-Up for Students Spotlight School
- Top Workplaces Tampa Bay

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 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.

Home and School Association: The Home and School Association (HSA) is made up of parents/guardians of Our Lady of Lourdes students. All school families are automatically members of the HSA. The HSA promotes volunteerism and provides community building activities to benefit the students, parents, guardians, faculty, and staffof our school. The HSA is committed to providing service to the school, parish, and community.

School Advisory Council: The purpose and mission of the School Advisory Council (SAC) is to act as advisory to the Pastor and Principal. The SAC serves the three-fold purpose of advising the Pastor and Principalregarding school policy, long term planning, and fostering good public relations. Members are appointed by the Pastor and Principal and serve at their discretion.

Annual Fund Committee: Encourage, Enrich, Empower completes the vision of diversifying the school funding opportunities by allowing any and every person within the school and parish community, who value faith based and academically challenging education, the opportunity to further participate in our school mission through financial support.

Clergy, Administration, Faculty, and Staff Assignments

Fr. John Tapp	Pastor
Fr. Zachary Brasseur	Associate Pastor
Mrs. Elizabeth Agresta	Principal Early Childhood Director
Mrs. Ashley Kalyan	Assistant Principal
Mrs. Shannon Arnao	Receptionist and Administrative Assistant
Mrs. Dina Englert	Bookkeeper & Notary
Mrs. Lisa Suarez	EC3 Teacher / Ext. Day Director/Show Choir Instructor
Mrs. Kristen Lavier	Early Childhood 3 Teacher Assistant
Dr. Heidi Maier	EC4/VPK Lead Teacher
Mrs. Paola Cruz	VPK Teacher Assistant
Mrs. Angela Seitz	Kindergarten Teacher
Mrs. Anna Dahlbacka	First Grade Teacher
Ms. Kathleen Flanagan	Second Grade Teacher
Mrs. Melody Park	Third Grade Homeroom 3-5 Religion & Social Studies
Mrs. Margot Fulham	Fourth Grade Homeroom 3-5 **E**nglish/**L**anguage **A**rts
Mrs. Jenifer Kunnen	Fifth Grade Homeroom 3-5 Math & Science
Mr. Andres Delgato	Sixth Grade Homeroom 6-8 **E**nglish/**L**anguage **A**rts
Mrs. Pamela Kolher	Seventh Grade Homeroom 6-8 Religion & Social Studies
Mrs. Erin Spence	Eighth Grade Homeroom 6-8 Math & Science
Mrs. Katherine Sellers	Advanced Math Teacher (5-8)
Mr. James Manders	Physical Education Teacher Athletic Director
Mrs. Jessica Haywood	Music Teacher Choir Director
Mrs. Mary Donner	Art Teacher
Mrs. Haywood/Mrs. Kalyan	Performing Arts Directors
Mrs. Ashley Kalyan	Enrichment Teacher
Mr. Tullio Mastrangelo	Chef (TM Catering)
Ms. Rachel Lovely	Extended Day Assistant
Ms. Beth Curtis	Extended Day Assistant
Mr. Marc Harvey	Maintenance

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/guardians, 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.

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 ministry of our Lady of Lourdes Catholic Parish.

Students
We believe that every child is a gift from God from the moment of conception. We believe that the children enrolled in our Catholic 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., textbooks, 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 for the 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 schoolpersonnel.**

Parents/Guardians
We believe children are influenced by home, community, and a society in which attitudes toward Christian values are often challenged. Parents/guardians, the source from whom children and youth derives their values, entrust their children to the Catholic school to instruct, complement and intensify the education andformation begun in the home. We are called to assist these parents/guardians in fulfilling their obligation forthe Christian formation and education of their child; therefore, it is the

parents'/guardians' 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/guardians,teacher, and student.**
- **Support school policies and practices.**
- **Support teacher's decisions.**
- **Ensure regular and punctual attendance and encourage completion of all school assignments by theirchildren.**
- **Attend school meetings and events and support the school.**
- **Maintain open communication with staff by addressing concerns through proper lines ofcommunication.**
- **Treat all staff with dignity and respect.**
- **Assist their children to establish positive attitudes towards achievement and respect for peers, schoolpersonnel 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.**

Faculty/Staff

By choosing to teach in a Catholic School, each member of the faculty/staff (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/guardians, 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/guardians are collaborative.

Administration

The school administration are experienced teachers with additional training in school management and leadership. Under the direction of the pastor, school administration 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 of St. Petersburg in its mission to evangelize and catechize youth in a Catholic School environment. School administration shall serve as a minister of the Gospel and Catholic Teaching both academically and behaviorally while at work and in personal life. It is the administration'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 regulation.
- Facilitate a quality learning environment where curriculum is implemented with rigor, assessment is conducted consistently, regularly and with honesty, and that the learning environment is supportive of both students and teachers.
- Hire, supervise, and develop teachers and staff.
- Facilitate communication among all stakeholders that is efficient and effective.
- Facilitate the acquisition and effective and efficient use of resources.
- Manage record keeping as per Florida State and Diocesan requirements.
- Collaborate with the Pastor and all community groups in building a community of faith and excellence.

Pastor

"The pastor is the spiritual leader who takes special care of the Catholic education of children and young adults (Canon 528)." With this overarching and comprehensive responsibility, he oversees the management and leadership of the school.

Parent/Guardian School Covenant

As parents/guardians of children in Our Lady of Lourdes Catholic School, we promise to read carefully and support the philosophy of the school, as stated in this Handbook. As a family, we promise to attend weekend Mass and Holy Days of Obligation, when possible. We promise to provide prayer experiences in our daily living and set a Christian example for our children. We promise to help our children with their lessons and take an active part in their education. We promise to support with regular attendance at Home and School meetings,

to fulfill our required volunteer hours, and to assist with fundraising. We promise to follow the designated stewardship plan for the parish and use the envelope system for our offering to help the parish acknowledge our accountability. We understand that our reception of the Diocesan subsidy for tuition throughout the year is dependent upon our fulfillment of the covenant.

SECTION 2: REGISTRATION INFORMATION

Non-Discrimination Policy

The Catholic schools of the Diocese of St. Petersburg admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship programs, athletic programs, or any other school administered programs.

Admission

Our Lady of Lourdes Catholic School (OLL) is a parochial school sponsored by Our Lady of Lourdes Catholic Parish. 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.

Age Requirements

- A child entering our early childhood Three-Year-Old Program (EC3) must be three years old on or before September 1st of the current school year.
- A child entering our early childhood Four-Year-Old Program (VPK) must be four years old on or before September 1st of the current school year.
- A child entering Kindergarten must be five years old on or before September 1st of the current school year.
- A child entering First Grade must be six years old on or before September 1st of the current school year.

Admission Priorities

Our Lady of Lourdes Catholic School (OLL) 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-Grade 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

**New students entering Grade 8 will be considered for admission on a case-by-case basis. Generally speaking, students may be admitted into Grade 8 if they are moving from another state or have been attending another Catholic School within the Diocese of St. Petersburg.

Registration
Registration begins in January and is announced in the weekly electronic newsletter (Flocknote), 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.

**Note: Effective for the 2022-2023 school year, all currently enrolled school families will be automatically enrolled in OLL's FACTS Continuous Enrollment. Parents/Guardians were notified of this change during their 2021-2022 registration. OLL's re-registration will now be an "opt-out" process. Families will be given an "opt-out" date prior to the student(s) being re-enrolled for the following school year.

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

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

Immunizations
Florida State Law requires that school-aged children be immunized against communicable diseases. Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do <u>not</u> recognize a religious objection to this immunization. This policy is effective as of the 2011-2012 school year. The immunizations are not optional and must be fulfilled in order for your child to be enrolled in school. Records of immunization must be submitted to the school on the DH 680 state form on or before the first day of school.

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. Please see schedule below. 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.

Pinellas County requires the following schedule of immunizations for school aged children:

All families must complete/submit the following before school begins:

- A physical examination (completed within the last year) is required for Early Childhood and Kindergarten students and all new students, documented on Form DH 3040 (ORIGINAL physical form).

- All students entering Early Childhood and Kindergarten, and all new students, must submit Form DH 680 (ORIGINAL Certification of Immunization form).
- All children entering Kindergarten must have had all three Hepatitis B shots and a second Varicella vaccine.
- **Note: If the fourth dose of polio vaccine is administered prior to the fourth birthday, a fifth dose of the vaccine is required for Kindergarten entry. This requirement applies to Kindergarten only, no other grade.**
- **Note: Students entering grades 7 and 8 are required to have 1 Tdap.**

Please note the following immunization requirements:

Early Childhood	**Kindergarten**	**Seventh Grade**
4 DTaP	5 DTaP	1 Tdap
3 Polio	4-5 Polio	
1 HIB	2 MMR	
1 MMR	Hepatitis B Series (3 shots)	
Hepatitis B Series (3 shots)	Varicella (2)	
Varicella		

Note: The *Diocese of St. Petersburg* does **not accept any Religious Exemptions. Please ask your family physician if there are any concerns or questions regarding these immunization requirements.

Consent to Exchange Information
No information regarding a current or former student may be exchanged with any non-school based party without a signed, written Consent to Exchange Confidential Information, except in situations of suspected abuse, neglect, exploitation, endangerment, or medical emergency. This form is available in the school office and must be signed by the parent/guardian.

Title IX
Our Lady of Lourdes Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Non-Custodial Parents
This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a court order specifying non-release of a child to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce decree.

Accommodations for Students with Exceptionalities
Parents/Guardians of students with suspected or diagnosed special needs should contact the School Administration and/or Resource Teacher's Office for assistance. Our Lady of Lourdes Catholic School may

accept students with exceptional needs, though the school is not required to do so, if following discussion with the parent(s)/guardian(s) and other advisory faculty, school pastor/administration believes the child's needs may be met. An academic, medical, and/or psychological evaluation from a licensed practitioner may be required to make the determination for enrolling a child. If possible, accommodations for a child diagnosed with learning disabilities or other exceptional needs will be made within the regular classroom. Additional services that may be offered include the school resource program, speech/language therapy (provided through the School District of Pinellas County), and Title I tutoring. Concerns about a currently enrolled child's academic progress should be brought to the attention of the classroom teacher. If a learning disability or other exceptional need is suspected, a meeting will be scheduled with the Resource Teacher and involved teacher(s), as well as school administration, when necessary.

Probationary Reports

All new students or students promoted conditionally will be placed on probation for a nine (9) week period; if warranted, probation will be extended for an additional six (6) weeks. Reports are sent to parents/guardians every third (3rd) week, to allow families and the school time to assess whether placement at Our Lady of Lourdes Catholic School is the best placement for the child. The probationary period is for both academics and behavior. Prior to the end of the probationary period, school administration will conduct an informal evaluation to determine if the student's needs are being met and if the placement is appropriate. Administration and/or teachers may recommend that a student presently in the school be placed on probation at any time if academics or behavior become consistently unsatisfactory.

SECTION 3: FINANCES

Tuition Rates and Fees

Tuition and Registration/Instructional Fees are determined each year by the Our Lady of Lourdes Finance Council based on the yearly budget and are published at the time of registration. All fees and payments are generally non-refundable.

Tuition: Parishioner Rate

Families who are attending Sunday Mass weekly and who are registered in the Parish and supporting the Parish through the use of the parish envelope system or automated parish withdrawal.

1 Child … $7,812
2 Children … $14,874
3 Children … $21,936
4 Children … $28,998

Tuition: Non-Parishioner Rate

Families who are not registered or supporting the Parish.

1 Child …….. $9,775
2 Children … $18,800
3 Children … $27,825
4 Children … $36,850

Fees

A non-refundable registration fee of $375.00 per family is due annually in February. After this date, the registration fee for current families increases to $475.00. A program fee of $300 per student ($35

HSA, $200 Technology, $50 Campus Improvements, $15 Classroom Dues) is due annually in April, otherwise it increases to $400 per student.

Tuition Payment Policy

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

1. Annual: Due on or before July 15th (3% discount given for payment in full)
2. Semi-Annual: Due July 16th and December 16th
3. 10-Month or 12-Month Plan via FACTS – an automatic withdrawal plan. Tuition payments and schedules are set up on www.factsmgt.com. All families choosing an extended payment plan are required to initiate an online Tuition Payment Agreement via FACTS.
4. ALL tuition and program fees MUST be paid through the FACTs system.

Tuition Assistance

Families in need of tuition assistance may pursue grants, scholarships, and financial aid from various sources.

1. ALL families seeking parish financial assistance must complete an online application, including:
    a. Completing an online application through FACTS Management. The link to this application can be found at www.myoll.com on the landing page.
    b. Submitting a Scholarship Request Letter to the school office providing background information for Pastor's review.
    c. Complete a Step-Up application within the required application dates.
2. All families are encouraged to apply for Step Up Scholarships. Step Up for Students is a state-funded tax-based scholarship available to families. Please refer to their website at www.stepupforstudents.org for income guidelines and how to apply.

All families of Our Lady of Lourdes Catholic School are expected to pay tuition. Financial assistance may be available for currently enrolled families experiencing a temporary or emergency financial difficulty. Should a family have a problem or need for some assistance during the year, the parent/guardian should contact the Pastor and/or Principal. Any financial information and requests will be held in the strictest confidence. A family who does not remain current with their tuition payments risks the loss of their tuition assistance.

Delinquent Accounts

Delinquent accounts, whether for tuition or Extended Day, can result in a child being removed from the school. However, every opportunity is afforded a family to help them bring their delinquent account current. The process is as follows:

1. First Month Delinquent - Communication will be made with the family (via email, phone call, or letter) requesting payment.
2. Second Month Delinquent - If no attempt has been made to bring the account or accounts current, the family will be required to meet with the Parish Accountant to work out a payment plan.
3. Third Month Delinquent - If no attempt has been made to bring the account or accounts current and there is no payment plan in place, the student/s will be:
    a. Suspended from attending Extended Day (if it is the Extended Day account that is

delinquent).

b. Asked to leave the school for non-payment.

Extended Day Program

The Extended Day Program at Our Lady of Lourdes Catholic School will begin the first full day of school, which is August 8th, 2022. All registered students may participate in Extended Day. Familiesmust pre-register for Extended Day. The registration forms contain contact and emergency info specific to Extended Day.

1) Completed registration forms.
2) ***$25.00 family registration fee paid in advance.***
3) All monthly payments are due at the time of billing and will be done electronically through FACTS. You will receive instructions on how to set up your account.

The above forms, along with your registration fee, must be received at the school office in order for yourchild/ren to attend Extended Day the first day of school

SECTION 4: SCHOOL HOURS & ATTENDANCE

Office Hours
7:00 a.m. – 3:30 p.m.

Instructional Hours
7:50 a.m. – 3:00 p.m.

Attendance Policy
Our attendance regulationshave been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

State of Florida law requires children between the ages of 5 and 16 to attend 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. Parents are strongly encouraged to plan vacations during scheduled school vacations. Vacation related absences will beincluded in the student's total number of absences. Parents/Guardians are also encouraged to schedule their children's medical and dental appointments after school.

The Our Lady of Lourdes Attendance Policy was written to help parents understand how absences are recorded and the procedures for requesting make-up work. All absences are recorded as either excused or

unexcused. Once a student reaches a total of 15 absences, either excused or unexcused, a teacher-parent conference is required.

Our Lady of Lourdes reserves the right to decline reregistration for students with absences for 10% or more of the academic school year. This is 18 school days.

Excused Absence

• For 1-3 days of absence(s) due to illness, parent must email the school office, frontdesk@myoll.com, by 8:00 am. each day the student is absent. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence. Students may be absent for illness 3 consecutive school days without a doctor's note, as long as the parent notifies the school office each day to verify their child is sick.

• For 4 or more consecutive days of absence due to illness, the parent must provide a doctor's note documenting the illness. If the school office does not receive a doctor's note for 4 or more consecutive days of illness, these days will be documented as unexcused absences.

•Our Lady of Lourdes Catholic School reserves the right to request doctor's documentation for multiple random absences that are less than 4 consecutive days each time the student is absent.

Unexcused Absence

• Absence without same-day parent notification.

• Absence for illness for 4 or more consecutive days without a doctor's note

- **vacation or recreational time outside of school.**

Attending After-School Events on Days of Absent from School

- **Students absent from school, whether excused or unexcused, shall not attend or participate in school sponsored after-school events on the same day as the absence. This means students who are not in school on a particular day are not permitted to watch a school basketball game or attend a school dance on the same day they were not present in school. This does not include students who are not in school due to shadowing at a high school or attending off-campus school sponsored events, such as a STEM Fair.**
- **Students arriving late or leaving early must be present for at least four hours of the school day to be eligible to attend same-day after school events.**

Make-Up Work

Make-up work for students will never replace teacher instruction or the learning experiences of the classroom. With that in mind, teachers will provide make-up work under the following conditions:

• Make-up work is not provided prior to absences.

• Make-up work is gathered on a daily basis during the student's absence and provided to the student upon their return to school.

• Make-up assessments are scheduled with the teacher.

***The number of days absent equals the number of days students have to make-up an assessment. For example, if a student misses two days of school, the student will have two school days to make up the assessment.**

Unexcused Absences:

• Students will be required to take missed assessments on the day they return to school. Test re-takes of these assessments are not permitted should the student score poorly.

• All formative work not completed will be given the grade of a zero.

• The Voluntary Pre-K Program (VPK) reduces funding for excessive absences. A set number of absences are built into the funding. Excessive absences may result in being withdrawn from the program. Required Attendance Policy Changes for all DOSP Schools

Medically Present

Excused absences include having, being suspected of having, or being quarantined for a communicable disease or infestation, including, but not limited to Covid-19, head lice, or conjunctivitis. Students out of school for an approved period of time due to a medical concern may be recorded as "Present Medical" if they successfully cooperate with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

Tardy Policy for Grades 1-8

The students' school day begins when morning opening starts promptly at 7:50 am. Frequent tardiness is unacceptable and detrimental to teaching and learning. Tardy students must be accompanied to the school office by a parent to receive an admit slip. The admit slip is given to the classroom teacher.

• All students will be given a grace of ten "unexcused" tardies per semester. 10 from August-December. 10 from January-May.

• Tardies due to appointments, with written notes provided to the school office, such as doctor/dentist appointments, are "excused" and do not count towards the ten "unexcused" tardies.

• On the 11th unexcused tardy in each semester, the student will be sent to the office to pick up a mandatory overnight assignment. These assignments are age appropriate and take about 10 minutes to complete. Their purpose is to raise awareness of the impact arriving late is having on the student, the classroom, and the teacher. The assignment also provides an opportunity for parents and students to revisit morning routines and problem solve to arrive to school on time.

- **Students who arrive the following school day without turning the completed assignment into the office will not be permitted to attend class until the assignment has been completed in the school office.**

• The school understands not all tardies are the student's fault. Sometimes parents are the reason students are late. However, the policy is enforced the same way in all circumstances. Parents who do not want their child sent to the office for an overnight assignment should adjust their morning routines, rather than ask the school the make exceptions to the policy

Leaving During School Hours

Three (3) early departures in a trimester are considered excessive. For students who exceed this number,notification will be sent home and a conference with administration may be required.

When students leave during school hours, parents/guardians must provide written notification to the front office (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/guardians. Parents/Guardians must sign out their children before leaving. When returning to the school before regular dismissal, parents/guardians must accompany their child/ren back into school. Parents/Guardians 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/guardians 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/Guardians who are withdrawing their child/ren must give a 30-day written notice to be eligible for reimbursement of tuition.

Dismissal Procedures

Regular & Rainy-Day Dismissal
Parents/Guardians should have their QR code ready for scanning. The speed limit in our parking lot is 15 MPH. Parents/Guardians should arrive no sooner than 30 minutes prior to dismissal, as earlier arrival interferes with normal traffic flow on campus. Parents/Guardians should stay in their car and allow children to get into the car. Walk up families will not have their children called until car line is finished. Students who are not picked up by 3:15 p.m. will be sent to Extended Day, and parents/guardians will then need to sign out their child and will be charged an Extended Day fee. Note: 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. All students must wear a helmetin accordance with State of Florida law.

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.

SECTION 5: STUDENT LIFE

School Instructional Philosophy
We believe that children are made in God's image and that each child is unique. Using a combination of tradition and innovation based on sound research, our aim is to create a balance between skills, creativity, and responsibility.

Curriculum
Our academic program is developed according to the standards and benchmarks provided by the State of Florida Department of Education and/or Office of Catholic Schools and Centers of the Diocese of St. Petersburg. Our core programming meets or exceeds the standards and benchmarks.

Religion
While academic achievement is very important, religious formation is of equal importance at Our Lady of Lourdes Catholic School (OLL). Students are expected to participate in religious education classes and all

additional Eucharistic and Religious Celebrations, including Sunday Masses. The Religious Education Program for Kindergarten to Grade 8 follows a curriculum approved by the Diocese of St. Petersburg. OLL follows the *We Believe* series published by Sadlier.

The main focus of the religion program is to impart Catholic truths and values. We establish our Catholic identity by living Christ's Gospel message of worship, prayer, and service. Religion standards are provided through the Diocesan Office of Faith Formation. Students intending to receive the Sacrament of Holy Eucharist, Penance and Confirmation are required to attend classes through the Church in addition to the preparation they received during regular religion classes.

Core Subjects

The goal of our academic programming is to develop a lifelong love for learning, a diverse skillset, and a passion for excellence. Our innovative curriculum is well-planned and balanced at each grade level. It encourages critical thinking, problem solving, collaboration skills and independent learning. Our core academic subjects are Religion, English Language Arts, Mathematics, Science, and Social Studies.

The Florida Standards are used for the subjects of English Language Arts and Mathematics. For all other subjects, the Florida Next Generation State Standards are used. To find out more information about the standards and benchmarks visit www.cpalms.org

To meet our students' individual learning needs, remedial and advanced programming may be available. Students are placed in these programs based on school evaluation facilitated by the school Resource Teacher. Our Lady of Lourdes offers classes in STREAM.

The religious beliefs of the Catholic faith permeate the curriculum.

Co-Curricular Subjects (Specials)

Our academic curriculum is enhanced by an offering of co-curricular learning opportunities from EC3 – 8 including: Physical Education, Art, Music, and Spanish. All students are required to participate in all of the co-curricular courses.

Enhanced Learning

Enrichment opportunities are offered to students in first through eighth grade who have been identified as "gifted" under the specifications of the State of Florida and who meet the gifted qualifications of Our Lady of Lourdes. Please email Ms. Kalyan at akalyan@myoll.com for more information or how to have your child tested.

Physical Education is a required subject for all students. A note from a physician must be presented before astudent is excused from participating.

Violin instruction is part of the curriculum for students in Grades 3-4. Violin becomes optional in Grades 5-8.

Humanities are offered to students in Grades 6-8 once per week and provide students with enrichment opportunities.

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.

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. The purpose of the league is to provide an organized framework where students of member schools may participate in an interscholastic sports program that is primarily instructional in nature. 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.

Athletic Event Etiquette
Positive cheering is encouraged. Spectators (youth and adult) are asked to refrain from “coaching from the sidelines” toward a particular child or the team in general.

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 and violin programs. 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 9:00 a.m. Mass each Thursday. Masses for Holy Days of Obligation are also held at 9:00 a.m. (unless otherwise posted) 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/Guardians 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 School-Led Liturgy, designated as a School-led Mass. Please refer to the academic calendar for dates.

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. For more information, contact our Sacristan, Lisa Porthouse, at (727) 733-3606 or lisa@ourladydunedin.org.

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. 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.

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

Playground

The same rules of safety and conduct used in theclassroom buildings apply to the playground area.

Field Trips

Field trips are a privilege and only students who meet the expectations for student behavior may attend. 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/Guardian signature(s) arerequired on a field trip permission form in order for students to participate. The field trip form indicates an acknowledgement by parents/guardians of the nature of the trip and the time supervision of the students will end. A parent/guardian-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/guardians 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 fundraising.

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. 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/Special Occasions –
Students are invited to dress up on their birthday. This is a special day and we want our students to be recognized. Nice jeans and appropriate length shorts may be worn, but this is a day to dress up more than dress down. No t-shirts, tanks, PJs, short skirts or dresses, or athletic shorts.

Parents/Guardians wishing to send in a treat for their child's birthday are asked to send in something simple such as cookies or cupcakes. These treats must be store bought. Parents/Guardians 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 whole 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 Extended Day. These items are best saved for after the school day. Parents/Guardians are invited to come to school to eat lunch with their child in the cafeteria on his or her birthday. If a parent/guardian is joining their student for lunch, you are invited to stay for the designated lunch period but may not attend recess. Parents/Guardians are welcome to bring lunch on this day.

Invitations to Out-of-School Parties

Birthday/party invitations (i.e. parties held in a private location) should be mailed from home and not distributed at school, unless every student in the class is invited.

Supplies, Textbooks, iPads, Chromebooks, and Classroom Library Books
A list of school supplies needed for the start of the school year will be made available to parents/guardians online at www.myoll.com. Textbooks and classroom 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 and Chromebooks are utilized in Grades 6-8 for, fees will be assessed for students who leave their iPad/Chromebook 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.

SECTION 6: 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 or black with no logos and visible above the shoe, and belts should be worn withall pants or shorts. Routine skirt, short, skort, and jumper checks may take place for girls beginning in Grade 4.The hem of these garments should not be more than 2 inches above the knee.

If, at any time during the school year, a student's uniform is not available due to backorder, the student may wear a uniform brand white polo and blue shorts from a department store, until the proper uniform arrives.

Parents of students out of compliance with the Uniform Requirements will receive a formal notice via email. Students have one week from the date on the notice to make corrections. If corrections are not made within one week, the student will complete classwork in the office until the proper uniform can be worn to class.

The school administration does not accept parent requests to discuss the Uniform Requirements. Exceptions will not be granted to students whose parents do not agree with the written policy. It is the parent's responsibility to partner with the school in teaching their child respect for school rules. The school staff has the authority to decide if a student is out of compliance with any part of the Uniform Requirements and their decision is final.

Questions regarding the quality and care of the uniform pieces are best directed to our distributor Risse Brothers' Uniforms – Site: https://www.rissebrothers.com/

Uniform Requirements

Girls (EC3 & EC4)
Everyday Uniform:
- NAVY OLL Polo Dress

- Sneakers (No Lights)

Girls (K-Grade 4)
Informal Uniform:
- Plaid Skort including OLL logo, with White OLL Polo
- Solid Color Black or Brown Shoes with white bottom allowed (boat shoes are acceptable)
- White Socks (White or Black Leggings on cold weather days)
- Blue V-Neck Sweater (Optional)
- Red Cardigan Sweater (Optional)
- Blue OLL Fleece Zip-Up for Cold Weather (Optional)

Liturgy Uniform (Only required on Holy Days and other days designated by administration)
- Plaid Jumper including OLL logo, with White Peter Pan Blouse
- White Socks (White or Black Leggings on cold weather days)
- Blue V-Neck Sweater (Optional)
- Red Cardigan Sweater (Optional)

Girls (Grades 5-8)
Informal Uniform:
- Plaid Skirt or Skort including OLL logo, with White OLL Polo
- White or black Socks (White or Black Leggings on cold weather days)
- Solid Color Black or Brown Shoes with white bottom allowed (boat shoes are acceptable)
- Blue V-Neck Sweater (Optional)
- Blue OLL Fleece Zip-Up for Cold Weather (Optional)

Liturgy Uniform (Only required on Holy Days and other days designated by administration)
- Plaid Skirt including OLL logo, with White OLL Oxford and Red OLL Sweater Vest
- White Socks (White or Black Leggings on cold weather days)
- Solid Color Black or Brown Shoes (boat shoes are acceptable)

Boys (EC3 & EC4)
Everyday Uniform:
- White OLL Shirt
- Navy Shorts including OLL logo
- Sneakers (No Lights)

Boys (K-Grade 8)
Informal Uniform:
- Navy Pants or Shorts including OLL logo with White OLL Polo
- White or black Socks
- Solid Color Black or Brown Shoes with white bottoms allowed (boat shoes are acceptable)
- Blue V-Neck Sweater (Optional)
- Blue OLL Fleece Zip-UP for Cold Weather (Outdoor Only)

Liturgy Uniform (Only required on Holy Days and other days designated by administration)

- Navy Pants including OLL logo with White OLL Short or Long Sleeve Oxford Shirt with Red/Navy striped OLL Tie
- White or black Socks
- Blue V-Neck Sweater (Optional)

Athletic Uniform: Worn for all after school sports practices and special school events such as field day

- Gray uniform shirt
- Red uniform shorts
- White socks
- P.E. Sneakers

Personal Appearance 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.

Jewelry:

- Girls may wear one set of post earrings on earlobes.
- Boys may not wear earrings.
- Students may wear one watch or bracelet. **One (1) wristwatch (Please note: NO smartwatches of any kind (i.e. Apple Watch, Android Watch, etc.) may be worn at any time; Smartwatches may not be worn, even if their "smart" functions can be 'turned off.')** Bracelets must be appropriate for school.
- 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.
- False fingernails or nail tips may not be worn.
- Girls may wear clear or light pink/neutral nail polish. Colored polish, such as red, blue, white, black, ect is not permitted.

Uniform Closet

There is a uniform closet in the cafeteria that contains uniform clothing that have been turned in for reuse. Parents/Guardians may go through the closet and take items of clothing that can be worn by their children. These items of uniform apparel are free. Parents are encouraged to add to the closet as their 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 miniskirts or short shorts will be allowed.

- No cut-offs.
- Jeans are permitted provided they are clean, have no rips, and fit properly.
- Jean shorts may be worn, providing they are clean, have no rips, fit properly, and are not too short.
- Shirts must cover the shoulders and midriff (no spaghetti straps, halter tops, muscle shirts or belly shirts).
- No Pajama pants
- Sandals, high-heels, and open-toed shoes present a safety hazard on the playground surface and will not be permitted.
- Any cresting/logos on t-shirts must be appropriate for school. Messages on t-shirts are not permitted

Students who do not follow the above considerations may be asked to remain in uniform for the remainderof 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.

SECTION 7: DOSP BEST GRADING PRACTICES (K-8)

Best Grading Practices (K-8)
Office of Catholic Schools and Centers
Diocese of St. Petersburg

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.

Purpose of Assessment
An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:
1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual 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/guardians about student achievement and performance in school.

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 to evaluate where a student 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 instruction and practice on a topic, including assessments of a formative nature, it is then necessary to evaluate mastery of understanding, content, or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material.

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 performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents/guardians about student achievement and performance in school.
4. To document student performance for transcripts.

Grade Composition
In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 70% of the trimester grade. Formative assessments will account for no more than 30% of the trimester grade.

1. All grading is done using the 100-point scale.
2. The lowest "earned" grade is 50.
    a. An "earned" grade is derived from any assessment that is attempted and handed in.
    b. An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
3. Zeros will be given for unearned work. Unearned is defined as nothing turned in, missing, or incomplete assignments.

Completed student work will be assessed and is a direct measure of student learning. Non-academic attributes will be reported separately. Please see Section G: Reporting Conduct and Approaches to Learning.

Grading Scale/Grading Codes

Letter Grade	% Score
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Gradebook Code	Description
E = Excused	Student is not required to make up assignment
A = Absent	Student was not present for assignment
P = Pending	Assignment is submitted and will be graded soon
I = Incomplete	Assignment is incomplete; Records as a 0 in the overall grade until submitted
M = Missing	Assignment is missing; Records as a 0 in the overall grade until submitted

Reporting Approaches to Learning

Our Catholic schools recognize that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

Approaches to Learning (ATL)

While schools may create their own rubric for 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
- Punctual with homework and in-class assignments
- Completed homework and in-class assignments

Collaboration & Communication

- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork

Reflection & Personal Initiative

- Open to teacher help and correction
- Makes effort to improve behavior/performance by seeking help when needed
- Makes time for personal study and improvement

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

ATL Code	Organization	Collaboration & Communication	Reflective Thinking
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.

Behavior Grade:

All students in K-8 will receive a behavior grade on their report card for each trimester. This is a overall snapshot of the students behavior for that specific trimester. Behavior is graded on a rubric score. Students should strive to always maintain a 3 as their behavior grade.

4 Exceeds Expectations	**Student consistently meets and exceeds behavior expectations. This student serves as a role model for other students and encourages others to meet all behavior expectations**	**Student may participate in all after school sports and activities.**
3 Meets Expectations	**Student consistently meets all behavior expectations**	**Student may participate in all after school sports and activities**
2 Nearing Expectations	**Student mostly meets expectations but needs frequent reminders. Parent communication has taken place and a plan for behavior improvement has been established.**	**Students may participate in all sports and activities but will be on probation. Student must receive a 3 or higher on next report card to remain eligible**

		for sprots and after school activities.
1 Rarely Meeting Expectation	**Student rarely follows behavior expectations set out by teachers or administration. Students has received 1 or more overnight assignment from administration. Parent communication has taken place and a plan for behavior improvement has been established.**	**Student may not participate in any after school sports or activities until they receive a 3 or higher.**

Other Matters on Assessment and Grades

Honor Roll: Honor Roll is awarded to students who encompass merit and integrity that result in academic and behavioral success.

Honor Roll eligibility is determined by:

- Grades in all subject areas
- Approaches to Learning (ATL) in all classes
- Conduct in all classes

Students can earn Principal's Honors or Honors. Eligibility requirements follow:

Principal's Honors

- No grade lower than an A
- 3 or 4 in ATL
- 3 or 4 in Conduct

Honors

- All grades are a B or higher
- 3 or 4 in ATL
- 3 or 4 in Conduct

Retakes

The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.*

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

Criteria for Retakes

Grades K-5

1. The retake process is initiated by the teacher. The teacher will communicate with the parent/guardian when a retake is necessary.
2. A student may retake a summative once.

3. Students may be required to participate in additional practice and/or tutoring sessions in order to qualify for a retake.

Grades 6-8

1. The retake process must be initiated by the student, and only if the student has no missing assignments in that unit of study for the subject area.
2. A student may retake a summative once.
3. The Application for a Retake should be completed by the student (with parent/guardian, if needed), signed by student and parent/guardian, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
4. On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap. It is the student's responsibility to complete all tasks within the given timeframe in order to retake a summative assessment.
5. Students may be required to participate in additional practice and/or tutoring sessions in order to qualify for a retake.

Limitations and Deadlines

1. Only one retake will be allowed per summative.
2. All graded formative assessments must be completed prior to the original summative.
3. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
4. Trimester summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
5. The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.

Teacher Facilitations

1. Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
2. The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
3. Teachers have discretion and may require that a student complete missing ungraded assignments correlated to the deficiencies before the retake is administered.
4. Teachers have discretion over the format of the retake assessment.

**Note: Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.*

Promotion/Retention/Summer School

Our Lady of Lourdes Catholic School strives to ensure that each child has a valid formation in the basic skill areas that will render him/her capable of living in society as a responsible citizen. Therefore, in order for a student in the primary grades (K, 1, and 2) to be promoted to the next grade, he/she must demonstrate an overall mastery in the areas of English Language Arts (Reading, Grammar, Composition, Spelling) and

Mathematics skills, as indicated on their respective report cards.

The core subjects for students in grades three through eight in the Catholic Schools of the Diocese of St. Petersburg include: **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 school principal. Failure of three or more core subjects will result in retention.

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

1. Remediation must take place in one of the following ways:
    a. By a teacher certified in the subject area contracted by the parent/guardian and approved by the school principal;
    b. In a remediation program which has been approved by the school principal.
    c. *Note: Neither the student's current teacher, nor any teacher who presumably will be the subject area teacher in the future, may tutor or provide remediation for a student.

2. Prior to the beginning of the next school year, the school principal must receive:
    a. Validation of attendance;
    b. Proof of proficiency in the subject area(s), including work samples and test scores.
    c. *Note: Failure to meet remediation guidelines will result in retention.

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

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

Our Lady of Lourdes Catholic School reserves the right to withhold a student's report card and FACTS SIS Parent Portal privileges if tuition and/or additional fees are not current, Home and School Meetings not attended, or Student-Led Conferences not attended.

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.

Religion

Religious training is of the utmost importance and forms an integral part of school life. Students attend daily Religion classes that provide the foundation for a clear understanding of Catholic faith and living.

The student body has the opportunity for Reconciliation, Mass, and Eucharist on a regular basis. Para-liturgical celebrations are also scheduled for special feasts. Every effort is made to lead the student to live his/her Christian commitment daily in all he/she does. Parents/Guardians are asked to cooperate in the faith formation of their children, especially through the example of their own Christian living in the circumstances of each day and in their faithful observance of the Sunday obligation.

Student Records

The student permanent record card contains the following information: student's full name and any known

changes thereto due to adoption; authenticated birth date, place of birth, race, and sex; last known address of student; names of student's parent(s) or guardian(s); name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; courses taken and a record of achievement; date of graduation; standardized test results; health data, sacramental information, divorce decree, and custodial information, if applicable.

If parents, guardians, or an eligible student (18 years or older and self-supporting) wishes to view this record, this request must be made in writing and submitted to the school with no less than twenty-four hours notice. The inspection and review of the record will be held in the presence of the school principal or assistant principal.

Standardized Testing
TERRANOVA 3: The TerraNova 3 is a standardized achievement and abilities testing program. Our Lady of Lourdes students are required take the TerraNova 3 in grades 2-8 each Spring. Individual student test results are available to parents/guardians.

NCEA ACRE (Assessment of Catechesis/Religious Education): is designed to assist in the evaluation of catechetical/religious education programs in Catholic schools and parishes. As an integrated assessment tool, NCEA ACRE provides faith knowledge questions (cognitive domain) and questions related to religious beliefs, attitudes, practices, and perceptions (affective domain). Our Lady of Lourdes students are required to take the ACRE tests in grades five and eight. Individual student test results are available to parents/guardian

Expectations for Student Behavior

Expectations for Parents and Guardians:

Early intervention and positive working relationships are the key to helping students succeed. Teachers have support from the school administration when it comes to managing student behavior. For this reason, the school administration gets involved early in the process of working with children who need to improve their behavior.

The school administration reserves the right to speak with students during school hours without parent permission or notification. Parents are notified of student interactions with administration which are considered serious in nature. Many conversations between students and the administration are not serious and are not followed-up by a parent phone call.

Parents are expected to be respectful of the school rules and disciplinary actions. The school reserves the right to dismiss a student based on a parent's lack of support for disciplinary actions, policies, or lack of respect for teachers, staff, or administration, whether it's in person, in writing, or on social media The school also reserves the right to restrict a parent's involvement in the school or interactions with the staff due to what the administration deems to be unsupportive or disrespectful behavior.

We believe all students have the right to learn, pray, and play in a safe and healthy environment. Behavior that negatively impacts the environment for students or staff members will not be permitted. The following is a list of

behavior infractions that have a negative impact on the school environment and will not be tolerated at Our Lady of Lourdes Catholic School.

Any of the following behaviors may result in disciplinary action.

The following expectations must be observed at all times; in all classrooms, field trips, cafeteria, gymnasium, playground, sporting events, general assemblies and after-care.

Students will be respectful to other students. The following behavior is unacceptable:

- Verbal or physical harassment of other students; Name calling, verbal intimidation, threats, continual teasing, etc. through personal interaction, media, or the use of an electronic device. (Students may be disciplined for harassment of other students outside of the school day, if there is reason to believe that the harassment has created an impaired learning opportunity for any student.)
- Physical aggression or physical harm, fighting and/or physical violence
- Bullying or harassment as defined in the Diocese of St. Petersburg Harassment Policy
- Vulgar language or gestures, physically or through the use of media or an electronic device.
- Property damage or vandalizing students' possessions
- Stealing, or using property without permission
- Inappropriate touching
- Inappropriate communicating, such as yelling in another students face or writing hurtful messages

Students will be respectful to teachers. The following behavior is unacceptable:

- Interrupting classroom instruction – examples below
  - Yelling out
  - Responding to the teacher with sarcasm or an unacceptable tone of voice
  - Interrupting when the teacher is in Direct Instruction
- Not following the classroom rules for direct instruction, collaboration, or independent work time
- Not following the class rules in the cafeteria, at recess, assemblies, or field trips.
- Not responding appropriately to redirected behavior from a teacher, such as arguing, disregarding, or disrespectful gestures/attitude.
- Displaying a poor attitude, including disrespectful gestures, eye rolling, mumbling, etc
- Arriving late for class, especially if this is a pattern of behavior
- Cheating - copying - plagiarism - forgery
- Possession and/or use of cigarettes, matches, lighters, vaping, alcohol, illegal drugs, over the counter medications, or prescription drugs, knives, pocket-knives, weapons (real or facsimile), laser pointers, belong in the home and could be used as a weapon, such as a hammer or aerosol sprays.
- Possession of inappropriate pictures/media
- Disregard for uniform policy or dress code.
- Leaving any activity or learning environment, inside or outside, without permission
- Violation of the Internet Use Agreement
- Violation of the Technology Use Agreement

- Damage or vandalism to school property.
- Running, yelling, throwing objects/food, or any such disruptive or potentially harmful behavior
- Public display of affection
- Chewing gum
- Eating or drinking in the classroom, other than bottled water, without teacher permission.
- Repeated violations of any expectations for student behavior

It is impossible to foresee all situations that may arise. Therefore, the principal reserves the right, as deemed necessary, to take action for any behavior which violates the spirit and philosophy of our school, *even though not specified in this handbook.*

Discipline Policy

One of our primary roles as a Catholic school is to partner with parents to teach children the importance of making good choices and treating others with respect. We understand that childhood is a time of learning and development, and during this time, children are going to make mistakes. When this happens, our job is to help children learn from their mistakes and make positive changes to their behavior. Therefore, in most situations, the first step is to work in partnership with parents to help children change their behavior.

- We start in the classroom with very clear expectations: The three most common behavior expectations posted are for the following teaching and learning times:
    - Direct Instruction
    - Collaboration
    - Individual Work or Quiet Time

When students do not follow the expectations for behavior, students receive the following interventions:

- STEP ONE: Verbal warning/encouragement from teacher
- STEP TWO: Visual warning (Name on board, or clip down – depends on the classroom)
- STEP THREE: Checkmark next to name (Or something similar – depends on the classroom)
- STEP FOUR: Student is sent to the office (An office visit is the result of not responding to steps 1, 2, & 3 and the student have a direct impact on the loss of teaching and learning time in the classroom.)

The steps above often take place in the sequence shown, but not always. Each situation is addressed individually. More serious student behaviors can begin on STEP FOUR.

As part of STEP THREE, the teacher may also administer disciplinary action such as, but not limited to;

Reflection Assignments

The administration creates a developmentally appropriate assignment that will allow the student time to reflect on his/her behavior and understand the importance of making changes. Students are often required to read a short story that teaches a lesson, followed by reflective questions that relate specifically to their situation. All reflection assignments are tied into the values of our Catholic faith and are designed to help students understand how, as

Catholics, we are called to love one another in all that we do.

Students who do not meet all the requirements of a reflection assignment will be prohibited from attending class the following day. Students will complete the assignment in the school office and return to class once it is completed.

When students receive two or more reflection assignments, the following steps may be taken:

- Removal from the National Junior Honor Society and extra-curricular activities, such as sports, performing arts, Student Council, etc.
- Loss of field trip privileges.

• In-School Suspension

o In-school suspensions are given after a student exhibits behavior that results in the loss of the privilege to return to class.

- Typically issued after previously completing an overnight reflection assignment

o Students are assigned an area where they will be supervised by a staff member and work alone to complete their assignments.

• Out-of-School Suspension:

- Students may be given an out-of-school suspension at any time their behavior is unacceptable. Out-of-school suspensions are typically issued for 1, 2, or 3 days, but can also be issued for up t 5-10 days. All out-of-school suspensions are accompanied by a project that must be completed by the child during their time out of school. Students are provided with a project that has been intentionally developed to align to their developmental level and specific needs. The goal of each project is to give students an opportunity to reflect on their choices and understand the importance of making positive changes upon their return to school. Suspension projects are designed to be an opportunity for students to view their behavior from a different perspective and provide the time that is needed outside of school to stop, think, and refocus on positive changes. With parent support, the results can be positive and successful.
- Each project includes a specific list of criteria that must be met. Failure to meet all of the criteria will result in the child not being permitted to return to class until all the criteria has met the satisfaction of the administration. Students are prohibited from taking part in any school activity/function while on suspension.
- Expulsion: Expulsion can occur when the above behavior interventions have not resulted in a positive and continual change in a student's behavior. However, expulsion may also be the first punishment issued, if the serious nature of the behavior, in the sole judgment of the school administration, warrants expulsion.

The above behavior interventions are not steps and not necessarily issued in the order they are listed. Each child and each situation is completely different. We believe, as a Catholic school, we are called to see the uniqueness of each child, each situation, and the details of the circumstances surrounding each event. It is only after all of these important components are given thoughtful consideration that a disciplinary decision is made.

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 may not be specified here.

We believe recognizing and rewarding students for following and exceeding expectations is very

important. Each classroom creates their own reward system. At times, classes come together to create reward systems, such as the Harry Potter Themed "House" reward system in grades 3

Our Lady of Lourdes Chromebook Use Expectations and Agreement

1. Only use my Chromebook when instructed by my teachers.
2. Only use websites on my Chromebook that a teacher has agreed I can use in the lesson.
3. During a school assignment, I will never record or photograph a classmate without their permission.
4. I will not visit websites unrelated to school assignments.
5. I will not play games on my Chromebook, unless approved by the teacher.
6. I will not use the Chromebook for personal use or have any personal photos or videos on my Chromebook.
7. I will not share my Chromebook with classmates, without teacher approval during a lesson.
8. I will not email anyone during school hours such as friends or family members.
9. Bring a fully charged Chromebook to school each day.
10. Keep the Chromebook with me or secured at all times and never leave it unattended.
11. Keep food and beverages away from my Chromebook since they may cause damage to the device.
12. Not disassemble any part of my Chromebook or attempt any repairs.
13. Protect my Chromebook by only carrying it in the school provided protective case.
14. Not place any decorations (such as stickers, markers, etc.) on my Chromebook or case. I will not deface the serial number or Chromebook sticker.
15. Have no expectation of privacy on any information stored on, accessed from, or used with the Chromebook, and that appropriate school officials and technicians may monitor it or access its contents at any time.
16. Submit my Chromebook for inspection at any time without notice.
17. Bring my Chromebook to the Tech department when a repair or replacement is needed. An assessment will be made to determine what repair is needed and a loaner may be issued based upon the expected replacement time.
18. Be responsible for all damage and/or loss of my Chromebook.
19. Have a police report filed in case of theft or vandalism, and report other acts to the school immediately.
20. Return my iPad, case and power cords in good working condition at the end of the school year or on the date I graduate, withdraw, or my enrollment at is terminated for any reason.
21. Review this agreement with my child prior to signing it.
22. Never email or message my child during the school day.
23. Ensure my takes proper care of their Chromebook.
24. Immediately report any loss or theft which happens out of school firstly to the police and then to the school.
25. I understand the Chromebook will be labeled with a school approved label that cannot be removed for any reason.
26. Chromebook is for use during the school year only. No summer use is permitted.
27. Students will be required to return the Chromebook, protective case, charging block and cable at the end of the school year.

Expectations for Cell Phone Use
Students may bring cell phones to school, with parental permission. Students may not be in possession of their cell phone during the school day. **Cell phones may not be kept in lockers or backpacks.** Each homeroom teacher has a designated safe place for cell phones to be kept during the day. Students are to be placed in the designated place upon arrival to class and pick them up prior to dismissal. Students who attend After Care also are required to place cell phones in a designated safe place until dismissal. In certain situations, students may be permitted to use their cell phone to call parents, but only with permission from the supervising teacher.

Physical Restraint
Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom, or at a school activity or event, to prevent a student from harming him/herself, other students, and/or school/staff property.

Search and Seizure
Lockers, cubbies, desks, and personal belongings are subject to reasonable search at any time by school administration. This is for the protection of students and school employees. Lockers, cubbies, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

Vandalism/Property Damage
Students and their parent/guardian are liable for any and all damage to equipment or school property.

Diocese of St. Petersburg (DOSP) Anti-Bullying Policy
Bullying is defined as intentional, repeated hurtful acts, words, or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another, with an imbalance in real or perceived power existing between the bully and the targeted child. These negative acts are not intentionally provoked by the targeted child. Bullying is not acceptable behavior and will be addressed. Reported bullying situations will be investigated and appropriate disciplinary actions will be taken.

Bullying can take many forms but may be:

Physical: e.g. hitting, kicking, taking, or hiding belongings, tripping, punching.
Verbal: e.g. name calling, teasing, insulting, writing unkind notes.
Emotional: e.g. spreading rumors, tormenting, humiliating, manipulating friendships, blackmailing.
Cyberbullying: e.g. use of technology for threatening and/or cruel e-mails, instant messages, and text messages, creating websites that ridicule others, taking and sending embarrassing photos with cell phone cameras, Facebook, Instagram, Snapchat posts, etc.

Any student and/or parent/guardian who reports alleged bullying at school is required to complete the *Bullying Complaint Report Form*. This form is to report concerns of bullying to the School Counselor/administration. Parents/Guardians and/or students may use this form to report allegations of bullying. Per the policy, bullying is defined as:

- Unwanted aggressive behavior, AND

- Involves a real or perceived imbalance of power, AND
- Is repeated or has the potential to be repeated overtime.

All three parts of this definition must be present in a situation to be considered bullying. Please understand that not all negative peer conflict is actually bullying. Note: this form can be obtained through the Assistant Principal.

If a student experiences any form of bullying at school or at any school sponsored activities, he/she is advised to:

- tell the student who is bullying to stop and walk away from the situation.
- report bullying incidents to school personnel (teacher, school counselor, administration, etc.) immediately.
- not to retaliate with physical or verbal abuse.

If any form of bullying happens outside of school and is reported to school personnel, parents/guardians will be notified. If any form of bullying happens outside of school and is not reported to school personnel, action is at the discretion of the parent/guardian and will not be handled at school.

Note: 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.

Diocese of St. Petersburg (DOSP) Harassment Policy

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

Students should be aware that name-calling, teasing, bullying, and verbal or physical threats, whether made in person or through electronic communication, are forms of harassment, and are unacceptable in our Catholic/Christian environment. Under federal and state laws, as well as Diocesan policies, sexual harassment is illegal and is prohibited in school settings. Harassment of any kind that interferes with a student's right to learn, study, work, achieve, and participate in school activities in a comfortable and supportive atmosphere is unacceptable. Our Lady of Lourdes Catholic School provides a working and educational environment free from discrimination, insult, and ridicule, and takes action to eliminate such practices and remedy their effects.

In keeping with the Christian regard for the dignity of each person, no form of harassment will be tolerated at Our Lady of Lourdes Catholic School and could lead to suspension and/or expulsion.

The school will try its best to keep parents/guardians updated regarding Internet Safety through the school website, newsletter, and/or presentations. Parents/guardians should also make an effort to educate themselves on Internet Safety.

****Because it is impossible to foresee all behavior problems which may arise, the administrator(s)/Pastor reserves the right, when necessary, to take appropriate disciplinary action in response to these problems, even though that action may not be specified in this Student-Parent Handbook. This action may include but**

is not limited to: immediate placement of the student in a higher Phase, in/out of school suspension, or removal of the student from the school after administration's consultation with the Pastor and Superintendent. Such disciplinary actions will include documentation of the infraction and of the actions taken in response. A copy of the documentation will be given to the parent(s)/guardian(s), to the student's homeroom teacher, and a copy will be placed in the student's personal folder. If a difference of opinion occurs between the administrator(s), Pastor, and the student or his/her parent(s)/guardian(s), and no other approaches to resolution of this difference of opinion are appropriate or successful, the administrator(s) and Pastor will offer the family the appeals process established by the Diocese of St. Petersburg's Office of Schools and Centers.

SECTION 9: USE OF TECHNOLOGY POLICY

Technology Program/Acceptable Use Policy

Our Lady of Lourdes Catholic School ("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/guardians) who are issued specific equipment for school use will be expected to complete paperwork regarding the use of the equipment.

Parents/Guardians will receive an Acceptable Use Policy for students at the beginning of each year. It is the parent's/guardian's responsibility to explain the policy to their children and to make sure they understand it. Once it has been explained, the parent/guardian 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/guardians 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 have 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: 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. You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system. 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. You are not allowed to harass or bully another person on the School Internet system. You are not allowed to post false or defamatory information about a person or organization on the School Internet system. 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: 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. 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. Inappropriate activities subject to discipline under this policy include but are not limited to: The transmission of material, information, or software in violation of school policy, or local, state, and federal law, Changing of Windows/Mac platform settings (desktop, screensavers, etc.), Downloading software or plug-ins into the School Internet system, The use of web-based email accounts, Online chatting or any instant messaging, Making purchases via the internet, 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, violating copyright or other laws, accessing personal files belonging to others, Accessing areas of the network which are not designated for your use.
h. Limited Privacy: 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. 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.

System Security and Resource Limits

System security:

1. 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.
2. 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.

3. You are required to avoid the inadvertent spread of computer viruses by following the school virus protection procedures.

Resource limits:

1. You are required to use the School Internet system only for educational, professional or career development activities and limited, high-quality personal research.
2. 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.
3. You are not allowed to use Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

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/or the Diocese.

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 a child 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. Parents/Guardians can be held financially responsible for any harm resulting from their child's use or misuse of the School Internet system. A student may use the School Internet system only if his/her parents/guardians have signed a disclaimer of claims for damages against the School and Diocese.

SECTION 10: CODE OF CONDUCT (Adult)

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.

Parent/Guardian Partnership and Responsibilities

Enrollment at a parochial school such as Our Lady of Lourdes Catholic School is a privilege, not a right. Under

normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents/guardians. However, a situation may arise in which the uncooperative or destructive attitude, actions, or words of parents/guardians so diminishes the effectiveness of the school that the family may be required to withdraw from the school. **Parental support of a child's defiance of the school rules is completely unacceptable and will not be tolerated.** Therefore, the following Code of Conduct has been promulgated by the Office of Catholic Schools and Centers for use in diocesan Catholic schools within the Diocese of St. Petersburg.

"In Unity We are One in the Lord"

CODE OF CONDUCT FOR PARENTS, GUARDIANS, CAREGIVERS, VOLUNTEERS, AND VISITORS

A Code of Conduct for
Parents, Guardians, Caregivers, Volunteers, and Visitors
of Catholic Schools in the Diocese of St. Petersburg

"Search Me, O God, and Know My Heart"
-Psalm 139

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.

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/guardian, 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/guardians, 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

- **Refrain from engaging in gossip and hearsay, in person and on social media.**
- **Refrain from making openly hostile written or verbal comments about school personnel or engaging in aggressive public defiance/challenge of Catholic truths or morality.**
- **Respect the decisions made by the administration, even if you disagree with them.**
- **Cooperate where your child’s behavior has overstepped accepted school standards, as outlined inthe Student Code of Conduct, and follow specified protocol for communication with faculty/staff members**
- 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/guardians 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
- Support the school in its efforts to maintain a positive teaching and learning environment
- Sustain a positive and co-operative attitude and interact positively with other parents/guardians and members of the school community
- Encourage community building with other parents/guardians 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
- Model flexibility – encourage healthy problem solving

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

- To be treated with respect and courtesy by staff, students, and other parents/guardians
- 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/guardians
- 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/guardians must follow the instructions and directions of the teacher. A parent/guardian 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 memberwill only be heard of 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.

Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.

SECTION 11: COMMUNICATION

Flocknote – Weekly Newsletter to Parents

A weekly newsletter is emailed to every parent/guardian on Friday mornings at 5:00 a.m. This is an essential tool for parent/guardian communication, as it includes dates, documents, and important notices about our school.It is your responsibility as a parent/guardian to stay informed and report to the school if you are not receiving this message.

School Website (www.myoll.com)

This site includes links to the FACTS SIS Parent Portal, Facebook, and Twitter.

FACTS SIS – Parent Notification System

FACTS SIS – Parent Notification System is an instant alert notification system used to notify parents/guardians

of school closings, emergencies, and important meetings via text and/or e-mail. This service is intended to serve as a safety feature, as well as to keep parents/guardians informed. Parents/Guardians must notify the office with any changes of email addresses or phone numbers to ensure the effectiveness of this system.

E-Mails

Parent emails to teachers should be brief and limited to necessary questions. This guideline is put into place to protect teacher planning and instructional time. Teachers are expected to teach during instructional time and use planning time to develop quality instructional activities for students, grade papers, set up activities, etc. Because of this expectation, teachers cannot always respond to emails during the school day, when they are either teaching or planning. Parents are asked to keep in mind that teachers in grades 3-8 are responding to not only emails, but also student planner and SeeSaw communications, for 3 different classes each day. The rule of thumb is to keep written communication brief. For serious issues request a phone call or conference in the student planner.

Emergency Contact Information

For the safety of all students, it is important that the school administration be able to contact parents/guardians 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/guardian 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/guardian 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 electronically distributed at the end of each trimester in Kindergarten-Grade 8. Tuition must be current before students receive report cards. EC3 and EC4 receive an assessment report in January and

annual report card at the end of the school year. Parents/Guardians should examine and discuss the report card with their children.

Conferences

Conferences are held to promote healthy dialogue that helps families better understand and assist student learning. Effective during the 2021-2022 school year, there will be two conference days for families to choose from (Please see annual calendar – applicable months are: September and January). These conferences are designed to be "Student-Led Conferences," and therefore, students are required to attend with their parent(s)/guardian(s). This is an opportunity for students to take ownership of their schoolwork and behavior, celebrate successes, and develop an action plan to correct any issues and/or areas of growth.

Other conference days are optional. Teachers will often request conferences with parents/guardians should a child be in academic jeopardy or if they have concerns. Conference schedules are prepared and issued by the classroom teachers well in advance of the scheduled date. Parents/Guardians requiring additional conferences during the school year may make arrangements with individual teachers. Appointments may be scheduled by writing or emailing the teacher, or in urgent matters, through a telephone call to the School Office.

Please refrain from calling teachers at their homes, on their cell phones, or showing up to school without a planned conference. Teachers have been instructed NOT to engage in conferences of this type. **All teachers should be given the professional courtesy of preparing for a conference before it is held. Therefore, the teacher(s) should be provided the courtesy of being made aware of your specific concern prior to the conference.** Impromptu discussions in homeroom/hallway/carline and/or unannounced visits for a conference are never appropriate. Our Lady of Lourdes Catholic School reserves the right to ask that students NOT attend a parent-teacher conference; however, teachers may request for students to be present.

A. Guidelines for Conferencing

Because Our Lady of Lourdes Catholic School strives to be a faith community, parental cooperation and good parental relations are essential. Our first instinct should be to assume that each of us – teachers, administrators, parents/guardians, and other care givers – have the child's best interest at heart. While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents/Guardians are asked to show similar respect. This way, positive resolutions can be reached.

While conferencing:

- Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is never helpful. If you disagree with a teacher, please request a conference in private (without the child).
- Try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontation with the teacher and unwise decisions.
- **Discuss difficulties in the classroom with the teacher *before* bringing your concerns to the attention of the Assistant Principal, Principal, and/or Pastor.** This includes problems such as routine procedures, (homework, class assignments), classroom or playground behavior, or student-to-student problems. Teachers can be contacted for appointments by email or with a phone call to the School Office.Teachers are available for conferences before and after school and in rare cases at other scheduledtimes.
- If the difficulty cannot be solved between the classroom teacher and the parent/guardian, the

parent/guardian may request a conference with Administration:

- Due to school responsibilities, the Assistant Principal, Principal, and/or Pastor may not be available immediately. Patience in setting appointments or in expecting return phone calls are appreciated and expected. Please allow 24 hours for email and phone call responses during the school week. **An appointment is necessary to conference with the Assistant Principal, Principal, and/or Pastor.** There is no exception to this policy. Please call the School Office to arrange an appointment time.
- **Administration/Pastor should also be given the professional courtesy of preparing for a conference before it is held. Therefore, school administration and/or the pastor should be provided the courtesy of being made aware of your specific concern prior to the conference.**
- The administration/pastor will NOT entertain notes that are not signed or callers that do not identify themselves.

All faculty/staff members of Our Lady of Lourdes Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy, respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. Communication is the most effective method of understanding and problem solving. Communication and cooperation between student, parent/guardian, teacher, administration, and pastor is essential. If at any time a parent/guardian has a concern pertaining to their child in a school situation, we ask that the child's teacher be contacted as soon as possible.

B. Conference Request Sequence

Sequence Guidelines Regarding Conduct/Discipline Concerns

1. Teacher or Staff Member
2. Assistant Principal
3. Assistant Principal & Principal
4. Principal and Pastor

Sequence Guidelines Regarding Academic/Classroom Concerns

1. Teacher or Staff Member
2. Assistant Principal
3. Assistant Principal and Principal
4. Principal and Pastor

Parents/Guardians should discuss with the classroom teacher or staff member before going to the next step. This includes problems such as routine procedures (homework, class assignments), classroom or playground behavior, or student-to-student problems. Parents/Guardian stating that they do not have a good relationship with a teacher or that they have already held a conference with the teacher with regards to another problem ARE NOT deemed as sufficient reasons to skip steps. Teachers should be afforded the professional courtesy of a conference before parents/guardians speak with the Assistant Principal, Principal, and/or Pastor.

SECTION 12: 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, which will be run through our Raptor System. All visitors are required to wear a visitor badge. There are no exceptions to this rule. *Note: Please see additional guidelines in Section 14: Covid-19 Policies and Procedures.*

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

- Complete an electronic Level II Background Check with the DOSP.
- Complete the Diocesan Safe Environment Training through a local Parish/school (using CMG Connect).
- 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/Guardian 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 three major fundraisers – the Fall Festival, the Annual Fund, and the Saints & Sinners Ball. Parents/Guardians are expected to participate in each of these fundraisers with time, talent, and/or treasure. These fundraisers feed directly into our tuition assistance fund benefiting every one of our students.

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

1. Fall Festival
    a. 4 Hours of Pre OR Post Activities (Flea Market prep, set-up/tear down, etc.)
    b. 12 Hours during Fall Festival (games, food tent, grounds, 50/50, etc.)
2. Saints & Sinners Ball (providing auction items, set-up/ take-down, committee involvement, event assistance, etc.)
    a. **5 Hours**
3. Sunday Mass Ambassadors (assisting on designated Sundays with school event ticket sales and School Annual Fund)
    a. 2 hours
4. General (Breakfast with Santa, Thanksgiving, Coaching, Parish Picnic, Catholic Schools Week, Open House, Multicultural Day, etc.)
    a. 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 & 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, and guardians 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 Our Lady of Lourdes (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. 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 nearly 60-year tradition of academic excellence offered by Our Lady of Lourdes Catholic School.

In its home at The Conmy Center, the Saints & Sinners Ball 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, and The Greatest Show. 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. Failure to fulfill required volunteer hours for the Saints & 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 Sunday Mass Ambassador hours will result in a $50.00/hour fine.

General Hours

Our school has a unique vibrancy, thanks to the dedicated parents/guardians 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/Guardians

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 at the Parish Office. 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:
Our Lady of Lourdes Catholic School or the Home and School Association 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 OLLor the HSA. 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.

SECTION 13: 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/guardians so that classmates can be checked that evening. No student will be permitted back in school until they are completely lice/nit free. The school office will conduct a head check reentry to school and before the child may return to his/her class.

After an illness, students may return to school if their symptoms have not been present for at least 24 hours. Parents/Guardians 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/guardians must understand a pattern of irregular absences may negatively impact their child's grades. Your child's absence must be reported each day to the front office. If students get sick or injured at school, parents/guardians 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.

Medication
When possible, parents/guardians 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/guardian, as well. Cough drops must be kept in the office and dispensed by office personnel. Please ensure that medication is reliably and safely delivered directly to the school office and the Administration of Medication Form is completed.

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.”

Mandated Safe Environment Training
The US Council of Catholic Bishops 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, guardians, 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/guardians. 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, but is not limited to, protocols related to: First Aid, CPR, Eye injuries, Bleeding/Blood Borne Pathogens, EpiPens, Head Injuries, Heat Exhaustion, Choking, etc.

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 school and provide us with a safer environment for our students and staff.

Upon entering the school 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 school 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/Guardians 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.

Asbestos

The Our Lady of Lourdes Facilities/Maintenance Department maintains the school's Asbestos Management Plan for review upon request.

Drills and Procedures

Emergency Drills

Our Lady of Lourdes Catholic School conducts two emergency drills each month (Fire drill and one additional drill). 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 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 follow the Diocese of St. Petersburg Catholic Schools' policy in regard to school closings in preparation for a hurricane.

Post-Hurricane Procedures

Our Lady of Lourdes Catholic School will follow the diocesan directives and communicate with parents/guardians accordingly regarding schools being open or closed. Parents/Guardians should check the school website, diocesan website (www.DOSP.org), their answering machine or voicemail, text messages, and/or email for a message from our FACTS SIS – 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/guardians) 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/Guardians 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.

Extended Day Guidelines

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.

Procedure for releasing student:

- Children are released to parent/guardian when they arrive.
- They are required to sign out in the FACTS SIS 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/Guardians notify school or Extended Day Director when an adult who does not 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/guardian is late, they are called to verify the situation.
- If parents/guardians do not answer after a reasonable period of time, administration is called to assist with the situation.
- Late charges are in effect and may be applied to FACTS payments.

Allergies:

- Student allergies are listed on the Extended Day emergency contact list.

Accidents/Incidents:

- Minor injuries will be treated on site with portable first aid kit.
- Parents/Guardians, 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.

- Extended Day has emergency contact binder for students that include phone numbers, list of people who can pick up children, and information about parents/guardians.Parents/Guardians must ensure that the school has current and correct information foremergency contact.
- Report of injury is sent home to parent/guardian with details of what has happened.
- All accidents/Incidents are logged for reference.
- Administration 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 Extended Day. These items are to be kept in the Extended Day closet for accidents warranting a change of clothing.

Supervision:

Students are to be supervised at the highest standard by a teacher/staff member 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 Kindergarten 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 injured.
    - Jumping off is not permitted.
- Equipment
    - PE equipment is not to be used unless supervised by the PE 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.

Arrival

School supervision is provided starting at 7:20 a.m. each school day. Parents are asked not to drop off students prior to 7:20 a.m. Students who arrive before 7:20 a.m. will be left unsupervised until 7:20 a.m.

Students arrive each morning between 7:20 – 7:48. The Morning Opening Assembly takes place each Friday morning in the cafeteria at 7:50. Students arriving late to the Morning Opening, after 7:50, are tardy.

Parents are welcome to join us every Friday for the Morning Opening Assembly in the cafeteria. Parents are required to enter through the same cafeteria doors the students enter in the morning and remain in the back of the cafeteria to observe the morning announcements, prayer, and the Pledge of Allegiance.

Dismissal

- OLL will continue to use the VO'SRI Dismissal System (newly implemented last school year). Each school family will be assigned a QR code, which will be scanned in car line. Your child/ren will be notified and assigned a cone at pick-up. Please remain in your cars during dismissal. (Please see *Appendix A – Pick-up Driving Pattern*).
- Students riding home with another family will require written parental permission, and theschool office must be notified **prior to 1:00 p.m. that day.**

Extended Day

- Extended Day will be offered from 3:00 p.m. until 6:00 p.m. most school days (please see the *Academic Calendar*).
- Students in Extended Day will use the cafeteria and outdoor spaces and will be permitted to mix with students of other grade levels.

Covid-19 Warning

- Our Lady of Lourdes Parish and School have taken enhanced health and safety measures – for our students, families, and employees. An inherent risk of exposure to Covid-19 exists in any public place where people are present. Covid-19 is an extremely contagious disease that can lead to severe illness and death. According to the Center for Disease Control and Prevention, senior citizens and anyone with underlying medical conditions are especially vulnerable. By sending your child to Our Lady of Lourdes Catholic School, or by visiting campus, you voluntarily assume all risks related to exposure to Covid-19.

- **Enhanced Cleaning Measures:** Frequent cleaning of the restrooms and all high-contact surfaces will continue to be done bymaintenance throughout the school day, in addition to nightly cleaning and disinfecting.

Monitoring Covid-19

- The Office of Catholic Schools and Centers will continue to monitor Covid-19 activity in the five counties the Diocese serves and stay current with research and guidelines from public health agencies. This information will be regularly communicated to all pastors and school leaders.

Covid-19 Decision Tree

- OLL will continue to adhere to the most current Covid-19 Decision Tree from the DOSP. Parents/Guardians will be notified in writing of any Covid-19 cases in accordance with the DOSP Decision Tree.
- Parents/Guardians need to make sure all emergency contact information is up to date in the FACTS SIS system.
- We recognize that some of our students have chronic conditions, such as asthma or allergies, that will produce a cough. Parents/Guardians of such students need to provide the school with documentation from the child's doctor regarding these conditions.

SECTION 15: SCHOOL'S RIGHT TO AMEND

The School, Pastor, Principal, and/or the Diocese of St. Petersburg retains the right to amend the Student-Parent Handbook for just cause, at any time, and the parents/guardians will be promptly notified of changes through the website or through a special written notice.

FAMILY NAME (please print): _____

Our Lady of Lourdes Catholic School

Student-Parent Handbook Signature Page

Parent/Guardian and Student Acknowledgement Form 2022-2023

I/We, the undersigned, have read with my child(ren), understand, and agree to comply with the philosophy of Our Lady of Lourdes Catholic School and the policies and regulations of this *Student-Parent Handbook*, as well as additional policies that the school administration may communicate in writing during the course of the school year. I/We understand that these policies and regulations are based on the guidelines set forth in the Diocesan Administrative Handbook for the Diocese of St. Petersburg. I/We further understand that the School Pastor, Principal, and Diocesan Office of Catholic Schools and Centers have the right to interpret all policies.

I/We agree to, as well as agree that our child(ren) will, adhere to the rules and policies set forth in this *Student-Parent Handbook*.

Note: **Signatures of both parents/guardians are required. Exceptions are single parents, deceased parents, or cases where one parent has sole legal custody. All students in Grades 5-8 must also sign.**

Parent/Guardian name (please print)	Parent/Guardian signature	Date
Parent/Guardian name (please print)	Parent/Guardian signature	Date
Student name (please print)	Student signature	Date
Student name (please print)	Student signature	Date
Student name (please print)	Student signature	Date

DUE DATE:

Please complete and email or return this page to the school office (frontdesk@myoll.com) on or before Monday, August 29, 2022