

OUR LADY OF LOURDES CATHOLIC SCHOOL

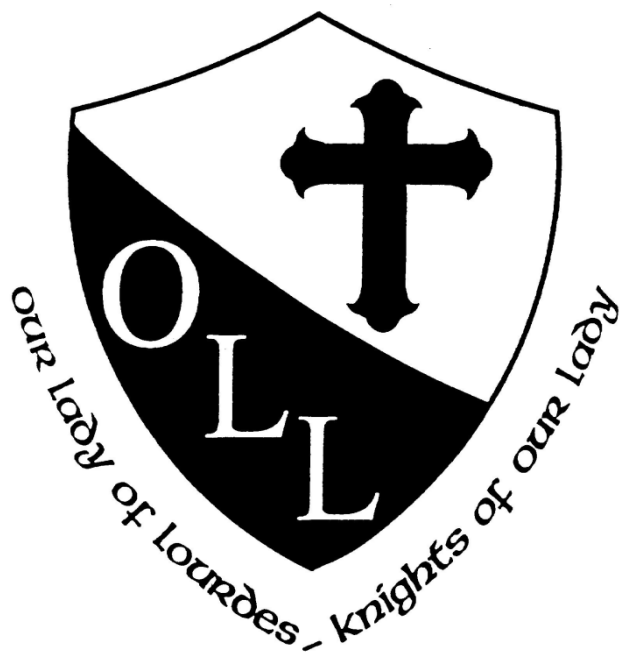
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PARENT / STUDENT HANDBOOK **2016-2017**



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Reverend Wayne Paysse
Pastor

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Welcome to Our Lady of Lourdes

This handbook has been compiled to help each student achieve success as part of our school family. The handbook contains information about our school's policies. Adhering to these policies will help all of us work together throughout the year when in doubt about procedures and regulations.

Our Lady of Lourdes School Motto

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

Our Lady of Lourdes Mission Statement

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

School Philosophy

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

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

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

I. Introduction to Our Lady of Lourdes School

A. OLL School Objectives

- To develop in each child a positive self-image and to inspire participation in and appreciation of creative, cultural, and apostolic activities.
- To recognize each student's God-given potential, and to use all resources available to assist each student in fully using individual gifts.
- To create a Catholic environment in which the teachings of Jesus Christ are lived and witnessed.
- To develop Christian morals and attitudes in each child, by setting high standards of education in which responsibility, self-discipline, respect for human dignity, decision-making skills, and knowledge of oneself are taught throughout all subjects.
- To develop a family atmosphere in which we share God's joy, love, and gentleness.

B. OLL School Parent Organizations

- Our Lady of Lourdes Parent / teacher Co-Op (PTC): The PTC is an Our Lady of Lourdes Parish organization composed of parents and parishioners interested in working for the benefit of Our Lady of Lourdes School and its children. The PTC is governed by an elected board, holds several yearly meetings, and sponsors family and school activities. Annual dues are payable per family, per school year.
- Our Lady of Lourdes Men's Club: An Our Lady of Lourdes Parish organization, the Men's Club is composed of male parents and grandparents of Our Lady of Lourdes School students and parishioners eighteen years or older interested in working for benefit of the school and its children. The Club is governed by an elected board and holds meetings each month.

II. SCHOOL ADMINISTRATIVE POLICIES AND REGULATIONS

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

A. ADMISSIONS

Our Lady of Lourdes admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. OLL does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in OLL school shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

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

B. Communications

All-important communications between the school and home are included in teacher notes or on Edline, web page, OLL School Face Book page, emails and monthly school calendar. Parents or groups wishing to send home notes or letters with students must have the prior approval of the Principal.

C. Health Record Requirements

Our Lady of Lourdes requires that all children attending school in the State of Louisiana have the following immunizations. This requirement includes students in Pre-K3 through grade 7. Included are students who are coming from another parish, state, public or nonpublic school.

- DPT (Diphtheria, Tetanus, and Pertussis or Whooping Cough) A minimum of four doses is required. The last DTP or a booster is to be given after the fourth birthday.
- Polio – A minimum of three doses is required. The last Polio or a booster is to be given after the fourth birthday.
- MMR (Measles, Mumps, and Rubella) One dose is required at twelve to fifteen months of age. A second MMR is required before entry to school.

- Hepatitis B Three doses are required for first time enrollees into Louisiana public schools.
- HIB Four doses or proof of at least one dose after fifteen months of age are required for Pre-kindergarten and non categorical students to enter school.
- VARICELLA (Chickenpox) Two doses or a history of disease is required to enter Pre-kindergarten and Kindergarten.
- MCV4 (Meningococcal Conjugate) Required for all students entering grade 6 or eleven years old in any other grade. These students must also have proof of booster doses of Tdap, MMR, and Chickenpox.

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

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

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

D. Child Custody

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

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

E. School Office

School office hours are 7:30am to 4pm. The school phone number is 985-643-3230. School hours are 8:05 A.M. to 3:05 P.M. The tardy bell rings at 8:07 A.M. Dismissal for all students is at 3:05 P.M. Students will be supervised from 7:35A.M. to 3:30 P.M. by assigned duty persons and/or classroom teachers.

F. Collections

No collections of any money for school purposes may be made without the prior permission of the Principal.

G. Emergency School Closing/ Catastrophic Events such as a Hurricane

Announcements for the closing of all Archdiocesan schools, including Our Lady of Lourdes, will be made only over WWL 870 AM. If you have reason to believe that the school may be closed due to an emergency, simply tune in to WWL and check the OLL School website www.ollonline.com for updated information. Our Lady of Lourdes School will follow the St. Tammany Parish Public Schools in any and all evacuations and closures. Parents should receive a call from school through Admin Plus Notify which is an instant parent contact program used for information purposes. In case of a major emergency that might find us displaced for an extended period of time, please check the school website (www.ollonline.com) or the OLL Face Book Page (Our Lady of Lourdes Catholic School Slidell) regarding the re-opening of school.

H. Parental Involvement / Assistance

One of the most rewarding benefits of being an Our Lady of Lourdes School parent is the wonderful opportunity to become an integral part of your child's education. Your personal commitment is critical to your child's advancement educationally, socially, and spiritually. Our Lady of Lourdes School parents and school staff maintain a high level of cooperation and mutual respect for each other, thereby creating the best of all possible learning environments. In those rare cases where the Principal and Pastor judge that a parent is not endeavoring to cooperate with or display respect for school staff the school reserves the right to request that the parent either return to a suitable level of cooperation and respect or withdraw their child from the school. In the event that such a request is not complied with, the Principal may, at his or her own discretion, expel the child from school.

I. Registration

The school administration announces registration for the following school year in the school newsletter, usually during January of each year, to allow parents of Our Lady of Lourdes School students to register their children. Each year a registration packet is sent home and is available in the office. Formal registration requires the payment of a registration fee. A registration fee is a fee which, when accepted by Our Lady of Lourdes, guarantees a student a place in a given class for the next year, provided the student meets academic and disciplinary requirements established by Our Lady of Lourdes. The fee is non-refundable or non-transferable. However, the payment of a registration fee does not constitute a guarantee of enrollment if academic and disciplinary requirements are not met and/or if required fees and/or tuition are not paid. Fees and tuition for the coming school year will be announced simultaneously with the registration notice. The announcement will include information on which fees or payments are non-refundable.

III. ATTENDANCE POLICIES AND FIRE DRILLS

A. Attendance

Students in grades Kindergarten through 7th must be present a minimum of 160 full school days in order to be eligible to receive credit for courses taken. Students who are absent more than 17 days (excused or unexcused), will receive a mandatory summer school notice from the principal.

1. **Notification:** On the day of an absence, a parent must telephone the school office by 9:30AM to give the reason for the absence, and, most importantly, to assure the school that the child is safe at home.
2. **Excused Absences.** Absences are excused only in the case of physician-verified illness (doctor's note) or death in the immediate family. Doctor's note must be turned in the day the student returns to school especially if the student is absent for 5 or more days
3. **Absence Note:** All absences must be explained by a dated note, signed by a parent or guardian, listing the dates missed and the reason for the absence(s.) Your child should deliver the note to his/her homeroom teacher on the day that he/she returns to school after the absence. Students who are miss more than 3.5 hours of a school day will be considered absent regardless of when they check in or check out of school.

4. **Consecutive Absences:** A student absent for more than five consecutive days, or due to a communicable disease, must present a doctor's certificate to the homeroom teacher upon returning to school.
5. **Missed school work** due to an absence: Students and/or parents must contact the teacher(s) for class work assignments upon return from an absence, and students should also check www.ollonline.com / Edline for all assignments. Students should consult with the teachers for deadlines for missed assignments. Parents may coordinate through the school office to request textbooks and materials before 9:30am on the day that the textbooks and materials will be picked up. If you request homework and textbooks to be brought to the office, please make sure it gets picked up at the end of the day. Students will have two school days upon return from absence to complete missed assignments. If the missed assignments are not completed within two days, the teacher has the discretion to issue a grade of zero (0) for missed work.
6. **Tardy to School:** A student is considered tardy when he/she is not in the classroom when the tardy bell rings at 8:07 A.M. Any student not present in homeroom when roll is called will be marked as "tardy" as of 8:07 A.M. All tardy students arriving on campus will report to the school office (North Hall) to receive a tardy slip. Any student arriving without a note will be considered / marked "unexcused" and will lose points as per the Personal Conduct Record System (see Discipline Section). A note is required for the tardy to be excused.
 - Excessive and habitual tardiness to school deprives the student of educational opportunities, is disruptive to students and teachers, and in general, interferes with the overall operation of the classroom and school. Therefore, an accumulation of 5 tardies (excused or unexcused) within any quarter will constitute an automatic detention.
7. **Absences of Convenience:** Absences of convenience are for such events as family trips; days before or after a holiday, birthday, or pursuit of special interests that fall on regularly scheduled school days. For absences of convenience, tests and work may be made up only at the discretion of the Principal and the teachers. Notification of the need for an absence of convenience must be submitted in writing to the Principal five (5) days prior to the day of the planned absence. Parents are asked **not** to schedule family vacations or trips on school days.
8. **Illness at School:** If a student becomes ill during school hours, he or she should ask for the teacher's permission to come to the school office to call a parent. **The school office phone is the only phone students may use to check out. No personal cell phones of students or teachers or any other phones in the school may be used to call a parent.** Children will be released only to custodial parents or legal guardians, or trusted adults as listed by the parent/guardian on the school emergency card. In cases in which a parent has been denied custody or contact by the courts, it is the responsibility of the custodial parent or guardian to provide the teachers, school office, and administration with true copies of all custody papers. We must follow the custody guidelines determined by the courts.
9. **Arrivals and Dismissals:** For the safety of the children we ask that you adhere strictly to the arrival and dismissal policies. Please do not "drop off" or "pick up" your child anywhere but in the designated areas and the designated times. Any student in an undesignated area will receive a referral.

PLEASE: No parents in / around classrooms.

Arrivals: Teachers are on duty from 7:50AM until 3:20PM. Outside of these times, supervision exists only for children officially enrolled in before or after School Care. The school is not responsible for students dropped off early or retrieved late or dropped off on campus on days on which there is no school held. Students in all grades who are dropped off before morning supervision by the teachers will be taken to Before School Care in the cafeteria. Parents will be responsible for paying the regular Before School Care fee if the student is dropped off before 7:30am. Students remaining on campus after the end of will be brought to After School Care, and parents will be responsible for paying the regular After School Care fee (\$6.00). Parents who are late picking up their children from After School Care will be assessed penalties. Until penalty fees have been paid in full, the child may not return to Before or After School Care. Before and After School Care charges must be paid weekly. If an account is more than ten days delinquent, the child will not be allowed to attend Before and After Care until the balance is current. If a parent persists in sending the child to before/after care without payment, the student will not be allowed to return to school until all fees are current.

Siblings of students attending extra-curricular activities or sporting events after school need to be picked up in carline or sent to aftercare. They are not allowed to stay with a sibling. Students in extended care may not be in the gym watching a game without parental or faculty supervision. Parents must sign out students who are in after care. Please do not wave to the aftercare teacher from your car and allow the student to sign them self out. (This is to prevent parents from disputing whether or not their child went to after care on that particular day.)

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

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

Rainy day dismissal locations may vary during the year but will primarily be located near the covered walkway locations in the gym / cafeteria parking lot in front of the east steps to the cafeteria. When weather dictates, students will be inside the cafeteria and be called out when their ride approaches.

Parents may not park in the church parking lot and wait for their child to come to them. This is not a supervised student pick up area. Parents may park in the new church lot and walk to the "student pick up" location near the gym steps (main entrance).

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

Bus riders are to report to the *bus loading zone* (at the front of school by the flag pole in

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

Neither students nor parents will be permitted to reenter classrooms or return to their lockers after 3:20 p.m.

EARLY DISMISSAL

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

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

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

11. Fire Drills and Emergency Evacuation

If at any time the fire alarm or auxiliary emergency alarm is sounded, or an order to evacuate is given, students should follow the following procedures:

1. Exit the classroom and building quickly, safely, and in silence. Do not take possessions, or wait for friends.
2. Line up in assigned evacuation locations.
3. Listen for further information given by faculty, staff, or other authorities.
4. Refrain from talking, pushing, running, or other horseplay.

IV. Dress and Grooming Code

A. General Guidelines

The Our Lady of Lourdes School uniform is a source of pride for both students and teachers. The Principal shall be the final interpreter of the dress code and grooming policy. It is important that each child strictly adhere to the following code. **The uniform guidelines will be enforced.** If a student is in violation of these guidelines, he/she will be sent to the office and points will be deducted from his/her conduct record.

- Solid 100% black tennis shoes for boys are to be worn as the official school shoe. **The tennis shoes must be one hundred percent black. This includes the soles of the tennis shoes as well as the logos.** Only medical excuses by a doctor will supersede this guideline. Girls – 100% black tennis shoes, black Mary Janes or navy blue and white Keds saddle oxfords. Soles and logos must also be black.
- **Plain white socks** are the only socks allowed, and the socks must be crew socks or knee length (girls only.)
- **Only plain white t-shirts or plain white turtlenecks are to be worn under the uniform shirts**(No writing or printing on t-shirts)
- Uniforms should be clean, neat, and fit properly.
- Girls may wear one pair of small, button-type earrings in the center of the lobe (one earring per ear.) Loop earrings are not allowed. Ear cuffs, or earrings worn above the lobe, are not permitted, nor are dangling earrings. Boys may not wear earrings to school, nor may they bring them to school.

- Make up, including nail polish and sculpted nails, is not permitted.
- Jewelry items other than simple, inexpensive watches should be left at home.
- A small chain with a Catholic medal or cross may be worn with the uniform.
- Necklaces and bracelets are not allowed. (This includes any type of Live Strong bracelets, wristbands, rubber bands, string bracelets, silly bands, etc.)
- Hairstyles should be in good taste and well groomed. Hair should not touch the collar or touch the eyebrows. All decisions concerning hair styles are made by the Principal.
- No facial hair; Sideburns should not reach below the earlobe. Only natural hair color is allowed, **no high-lights allowed in student's hair.**
- The only outerwear approved on the school campus is official Our Lady of Lourdes School clothing.
- On extremely cold days, **heavy** coats are allowed outside. These coats must be removed upon entering the classroom. (**Hooded sweatshirts are not considered a heavy coat**).
- All items must be in good condition.

B. Items for BOYS

Boys' Uniform – Note: To prevent lost items, please include child's name on all clothing (written or embroidered).

- ◆ Maroon polo only, (no white polos) must be tucked in and must have school logo
- ◆ Plain, 100% white t-shirt may be worn under school shirt (**NO designs or wording**)
- ◆ Plain, white turtlenecks may be worn under school uniform shirt during cold weather
- ◆ Gray uniform pants or shorts
- ◆ Black belt
- ◆ Plain, 100% white crew sock (**NO ankle socks**)
- ◆ Solid, 100% black tennis shoe (includes soles, stripes, designs, logos – **ALL BLACK**)
 - **NOTE: High tops, slip-ons (e.g. Toms, Bobs, Converse, etc.) are not acceptable.**
- ◆ Sweaters, sweatshirts, and jackets must have Our Lady of Lourdes logo.
- ◆ Sweatshirts, drawstring bags, or other items with another school's logo are not permitted on school campus.
- ◆ Heavy jackets allowed only on extremely cold days (**May not be worn inside**)
 - **NOTE: Hooded sweatshirts are NOT considered a heavy coat.**



Boys' Hair

Acceptable	Unacceptable
<ul style="list-style-type: none">◆ Well groomed◆ Length above collar & above ear◆ Natural hair color only◆ Sideburns on or above earlobe◆ Evenly blended shaves	<ul style="list-style-type: none">◆ Facial Hair◆ Dreads◆ Twists◆ Mohawks◆ Designs shaved in head◆ Bandanas◆ Under shaves

The above uniform guidelines are the guidelines that are usually misinterpreted. Since it is impossible to make a list of all violations, students must be aware that some items not listed may be in violation of the uniform regulations and might warrant disciplinary action. We appreciate your cooperation with our uniform policy.

C. Items for GIRLS

Girls' Uniforms - Note: To prevent lost items, please include child's name on all clothing (written or embroidered).

- ◆ Prek 3 – Prek 4 – Smocked dress with bloomers
- ◆ Kindergarten – 2nd – Plaid uniform jumper (skorts are no longer part of our uniform)
- ◆ 3rd – 7th – Plaid uniform **skirts only**, shorts must be worn underneath.
- ◆ Shirts /Blouses –white blouse only w/ pointed collar, or w/ Peter Pan collar (no polos), shirt must be tucked in.
- ◆ Shoes – Solid, 100% black tennis shoes or Mary Janes (**ALL BLACK**) including soles, stripes, designs, and/or logos. Blue & white Keds saddle oxfords are acceptable.
 - **NOTE: The following shoes are not acceptable: High tops, boots, slip-ons (e.g. Toms, Bobs, Sperry's, Converse, etc.)**
- ◆ Plain, 100% white crew or knee length socks (**NO ankle socks**)
- ◆ Full length leggings, tights, or stockings may be worn in cold weather only (**acceptable colors – white, gray, or black**)
- ◆ Sweaters, sweatshirts, and jackets must have official school logo
- ◆ Make up is not permitted. Only clear, non-glitter nail polish is allowed, no fake nails
- ◆ Sweatshirts, drawstring bags, or other items with another school's logo are not permitted on school campus
- ◆ Heavy jackets allowed only on extremely cold days (**May not be worn inside**)
 - **NOTE: Hooded sweatshirts are NOT considered a heavy coat**



Girls' Hair

Acceptable	Unacceptable
<ul style="list-style-type: none">◆ Well groomed◆ Natural hair color◆ Simple headbands (maroon, white, gray, black)◆ Simple hair bows (maroon, white, gray, black)◆ Braids (<i>student's natural hair color only</i>)	<ul style="list-style-type: none">◆ Highlights◆ Hair coloring◆ Scarves◆ Bandanas◆ Hair feathers◆ Elaborate or large hair decorations or accessories

The above uniform guidelines are the guidelines that are usually misinterpreted. Since it is impossible to make a list of all violations, students must be aware that some items not listed may be in violation of the uniform regulations and might warrant disciplinary action. We appreciate your cooperation with our uniform policy.

D. P.E. Uniform – 1st – 7th grade

Girls – must wear mid-thigh length shorts with school emblem with regular school uniform and tennis shoes. Leggings or tights are acceptable during cold weather.

Boys – must wear regular school uniform shorts with tennis shoes. Pants are acceptable during cold weather.

E. Dress down Days

Once per week on Tuesday only, students may wear either their school spirit shirt or a current club/organization shirt with their regular school uniform including uniform shoes.

On the first Tuesday of each month, students who present a spirit dress coupon may dress down in their spirit shirts and jeans with their regular uniform shoes. Only school sweatshirts are allowed on dress down days.

Additional dress down days for holidays or special occasions will be announced by the school administration.

F. Penalties for Uniform Violations:

- Penalties for uniform violations are for grades Kindergarten through 7th.
- Conduct points will be deducted.
- Students may be sent home based on the severity of the offense.
- Repeat violations will result in the student being sent home.

The above uniform guidelines are the guidelines that are usually misinterpreted. Since it is impossible to make a list of all violations, students must be aware that some items not listed may be in violation of the uniform regulations and might warrant disciplinary action.

V. Code of Conduct

A. Overview

1. Because parents are the primary religious educators of their children, the role of the school is to assist parents in ascertaining that levels of conduct and discipline are maintained. For this reason, and to assure the orderly operation of the school and the safety of all the children, a code of conduct has been developed.
2. Our Lady of Lourdes seeks to provide an environment that will enhance each child's self-image and to promote the values necessary for participation in a Christ-centered community. Our goal is to foster self-discipline in students by rewarding good behavior and correcting inappropriate behavior. Parents will receive specific guidelines from their child's teachers at the start of the school year. Overall, we seek a positive approach to classroom management, and parental support is crucial to the success of this method.
3. Parents who have questions on matters of discipline should follow the chain of command which is:
 - a) Schedule a conference with the classroom teacher, and if your questions are not answered with this conference then:
 - b) Schedule a conference with the Assistant Principal or Principal.
4. When a law has been violated, especially in matters of possession, sale, or use of drugs, alcohol and weapons the juvenile authorities will be contacted.

B. Basic Discipline Guidelines

1. The key person in maintaining classroom discipline is the classroom teacher who evaluates discipline problems and seeks corrective measures. Through the use of conferences, behavior charts, student referrals, or phone calls; the teacher makes parents aware of a child's significant conduct problems.
2. Our Lady of Lourdes' discipline includes corrective measures for use when appropriate. These are (a) Week day detentions; (b) parent conference; (c) suspension; (d) disciplinary probation; (e) expulsion. In severe cases, the administration reserves the right to use any of these corrective measures in any order.
3. For severe cases, the classroom teacher may refer a student to the principal for further action.
4. Detention:
 - The teacher will notify the parent during the week before the scheduled weekday detention (normally on Thursday afternoons from 3pm-4pm).
 - Students not picked up by 4pm will be sent to After Care and charged accordingly.
 - A parent must arrange for their child's transportation from detention.
 - Parents cannot request that detentions be moved to different dates, except for **previously** scheduled doctor's appointments. A note must be brought back from the doctor in order for this to be excused and rescheduled. Going out of town is not a legitimate excuse.
 - Students will not be excused from detention for any other reason (example: games, practice of any kind, lack of transportation, etc)

- If a student fails to show up for a scheduled detention or is late for the detention, the student will serve an automatic additional detention. The student must make up the detention that was missed on the following week.
 - Additional detentions will count toward a suspension.
5. In-School Suspension: In cases where normal attempts to restore discipline have proven ineffective, or for severe offenses, an in-school suspension may be issued by an administrator and/or the discipline committee, which is comprised of administrators and faculty members. An in-school suspension means that the student may not attend regular classes for the number of days specified depending on the severity of the incident. In-school suspensions are considered mandatory, unexcused absences from school. **Students will receive a maximum of 50% for their grades on days of a suspension.**
 6. Disciplinary Probation: For serious or persistent discipline problems, a student may be placed on disciplinary probation, the terms of which will be disclosed at that time in writing by the school principal and which must be agreed to by the student and his/her parents or guardians as a condition of further enrollment at Our Lady of Lourdes.
 7. Expulsion: If an offense is deemed serious enough by the principal and/or discipline committee, the principal may ask the student's parents to withdraw the child from Our Lady of Lourdes. If the parents refuse to withdraw the child from Our Lady of Lourdes, the principal at his/her sole discretion may expel the student from Our Lady of Lourdes. It is not necessary that the student have been earlier suspended or placed on disciplinary probation to be expelled.
 8. Fighting, defined as two or more students involved in physical aggression, is not tolerated at Our Lady of Lourdes School and will result in severe penalties for each student involved. The only proper response to a physical attack, violence, or threats of violence, is for a student to notify a teacher immediately. Students should not resort to retaliatory blows under any circumstances. The penalty for fighting will result in a minimum of a detention and a maximum of expulsion depending on the circumstances. Physical contact with another student for any reason is not acceptable; even if you were play fighting.

C. General Discipline Rules

1. Classroom Rules: All students must respect the right of the teacher to teach and the rights of their fellow students to learn in the classroom. In order to insure these rights, Our Lady of Lourdes School has instituted the following conduct rules for students in school:
 - Follow rules at all times; follow directions the first time given.
 - Keep hands, feet, and objects to yourself.
 - Raise your hand and wait to be called upon before you speak unless asked to do otherwise.
 - Remain in your seat unless asked to do otherwise.
 - You must be respectful of your teachers and other students at all times. Disrespect will not be tolerated. Bullying or harassing of any kind will not be tolerated.
2. The teachers are responsible for all classroom management policies. They should do so with behavior charts that will list infractions that each student incurs. These infractions will be averaged weekly. The conduct grade for each week will be averaged to determine the student's final conduct grade for the nine-week marking period. When all classroom management procedures have been exhausted, the

teacher should write the student up on a conduct violation slip or a Referral / Detention Form.

3. Student behavior charts are attached to the student's Our Lady of Lourdes planner (Grades 4 through 7). The behavior chart is to be reviewed and signed by a parent or guardian each week. Planners must not be signed in advance. The homeroom teacher who compiles the conduct averages will check for parent signatures on the behavior chart each Monday during the student's homeroom period.
4. Severe Clause: Serious offenses may result in a student going directly to the principal and not following the plan above. Students who repeatedly violate school rules may be issued a separate set of consequences as decided by the school administration or the discipline committee. Parents will be notified if such a decision is made.
5. The Principal may take whatever action deemed necessary under the code of conduct, including but not limited to detentions, in-school suspensions, disciplinary probation, and/or expulsion. The Principal has the right to give out any penalty necessary to fit the seriousness of the act, regardless of where the student is on the conduct progression chart.

D. Conduct Violation Process

There are two different "write-ups" that can occur: (1.) A referral and a (2.) detention.

(1.) A referral is of a serious nature that explains the seriousness of the offense and includes a detention.

(2.) A detention is usually issued as a consequence of accumulated points off for the week.

A write up will warrant a weekday detention from 3pm-4pm.

These conduct penalties will accumulate throughout the school year.

Obviously all offenses cannot be listed. Any offense deemed serious enough by any school personnel will be brought to the administration. Parental consent does not supersede a school rule. Ignorance of the rules is no excuse for breaking the rules.

E. PERSONAL CONDUCT RECORD SYSTEM

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

Discipline/Conduct deduction chart

<u>Points Deducted</u>	<u>Infraction</u>
3	A1 - Books not covered
3	A2- Tardy for Class
3	A3- Lack of class materials/not prepared for class
3	A4- Inattentiveness
3	Unsigned papers (due next class)
<hr/>	
6	B1- Not following directions
6	B2- Annoying others
6	B3- Lack of cooperation/disobedience/ignoring teacher request
6	B4- interfering with instruction
6	B5- Personal appearance (Hair, nails, uniform, etc.)
<hr/>	
ALL "C" AND "D" INFRACTIONS WILL RESULT IN A REFERRAL.	
ALL "C" THROUGH "G" INFRACTIONS WILL ALSO RESULT IN A DETENTION	
<hr/>	
15	C1- Improper behavior or disrespect
15	C2- Possession of forbidden articles
15	C3- Repeat infractions (same group A,B, or C within a week)
15	C4- Planner/conduct folder not at school
15	C5- Defacing/damaging school property
15	C6- Harassment/bullying/name calling
<hr/>	
20	D1- Asked to leave class
20	D2- Sent to Principal/Asst. Principal or to the office
20	D3- Dishonesty (stealing, cheating, forgery, lying, copying assignments)
20	D4- Fighting
20	D5- Improper use of computer/internet
<hr/>	
15	E1- Loss of planner/conduct folder on record day (no referral or detention)
<hr/>	
40	F1- Suspension for a specific incident
<hr/>	
30 or more	G1- As assigned by Principal/Asst. Principal
<hr/>	
20	H1- Suspended during quarter (to be deducted from final quarterly conduct average)

Pre-K3, Pre-K4, and Kindergarten classes will establish separate daily procedures that will be self-explanatory as to daily conduct concerns. However, conduct issues will be communicated daily and school policies regarding referrals and suspensions will be applied as necessary.

DETENTION OFFENSES INCLUDE:

- Receiving an 80% or less on a weekly conduct record
- Receiving a "C" through "G" infraction

DISCIPLINARY ACTION

Parents are expected to sign and return the referral/detention form to school **WITHIN ONE DAY** or the student will lose points on his/her Personal Conduct Record.

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

DISCIPLINARY ACTION FOR ACCUMULATED REFERRAL OFFENSES **

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

ACTION FOR ACCUMULATED DETENTION OFFENSES **

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

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

**** If a suspension is an "in school" suspension, the student will be allowed to make up missed work, tests/quizzes and will receive a 50% on those graded items. If a suspension is "out of school", the student will NOT be allowed to make up missed work and will receive a "U" on any graded tests/quizzes missed.**

F. SUSPENSIONS

Occasionally it may become necessary to require that a student remain out of school for a given number of days which will be determined by the seriousness of the incident which led to the suspension. The number of days will be assigned by the school administration. Upon assignment of a suspension, the student may be given a packet of work that must be completed before returning to school. Parents will be required to attend a suspension conference with their child prior to the suspension. Students should be accompanied by a parent when being readmitted following a suspension. Students placed on a daily monitor as a result of a suspension will be assigned a detention for any two or more missing signatures within a week.

G. DISCIPLINARY PROBATION

All new students are on a "general probation" status for the entire school year.

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

New students:

--If, after one suspension, (and the student is allowed to return to OLL), he/she will be on

Disciplinary Probation for the current and next school year.

--If the new student is in grade 3 through 7, the student will remain in an "out-of-school" suspension status until a disciplinary review panel meets and decides the future enrollment status of the student.

Returning students:

--After his/her 1st suspension, he/she will be on *Disciplinary Probation* for the remainder of that school year.

--After a 2nd suspension, a disciplinary review panel will meet and if the student is allowed to return to OLL the next school year, that student will be on *Disciplinary Probation* for the entire year.

--If the returning student who is on *Disciplinary Probation* at the beginning of a school year is suspended within the 1st semester of that year, he/she will be asked to be withdrawn from school or be expelled.

--Any serious discipline problem within the last 9 weeks of the previous school year may carry over to the new school year causing the affected student to be on *Disciplinary Probation* for the first semester.

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

H. EXPULSIONS

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

VI. PARENT TEACHER CONFERENCES

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

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

Three points that should be remembered:

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

2. In order to contact a teacher, call the school office (643-3230), and the secretary will have the teacher return your call. At no time may a parent go directly to classroom to see a teacher. **PLEASE** respect the personal life of the teacher and **DO NOT** call the teacher's home. Likewise, please do not text or call to a teacher's cell phone. All written communication between teachers & parents should be through school email.

3. Because of their obligation to all students, **TEACHERS MAY NOT BE DISTURBED DURING CLASS TIME** to discuss an individual child's progress. A parent may be asked to leave if this incident occurs. We encourage use of E-mail as an appropriate method of communicating with your child's teacher. You may go to the school website at (www.ollonline.com). This site has a link to all staff and faculty E-mail addresses.

VII. CURRICULUM POLICY STATEMENT

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

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

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

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

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

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

VIII. 7TH GRADE PROMOTIONAL ACTIVITIES POLICY

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

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

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

- all financial / parent fundraising obligations have been satisfied
- completion of all academic requirements (Administration makes determination as regards to participation at end of year luncheon, field day, etc. activities).

Dress for promotion is SIMPLE AND PROPER. Graduation robes will be worn for the ceremony by each graduate.

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

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

IX. FIELD TRIPS

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

NEVER SEND CASH FOR FIELD TRIPS

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

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

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

FOR THE SAFETY OF OUR STUDENTS, parents who attend field trips are required to leave younger siblings at home or make other arrangements. Minor Siblings are NOT ALLOWED to attend field trips. Their presence interferes with the ability to monitor the students effectively. Adult siblings, who have attended safe environment training and signed up to be a chaperone prior to the field trip, may attend. Furthermore, parents that attend field trips are expected to conduct themselves appropriately as chaperones with associated responsibilities. (Parent chaperones should not consume alcoholic beverages while on a field trip). All chaperones MUST be Safe Environment trained and documented before being allowed to chaperone students.

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

X. GRADING SYSTEM/PROMOTIONAL POLICY

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

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

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

ACADEMIC GRADING CODE:

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

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

CONDUCT GRADING CODE:

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

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

POSTING OF GRADES ON "EDLINE":

All teachers (in grades 1 through 7) use electronic grade books. Grades are constantly being sent to a secure website, "Edline". Accounts for all students will be provided so that parents and students may access and observe student grades as the teacher posts them in his/her grade book. Individual teacher grades, mid quarter, and Report Cards will be posted at announced times. All parents are encouraged to avail themselves of this timely manner of monitoring their child's grades / progress throughout the year.

REPORT CARDS

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

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

All student grades may be viewed and should be reviewed by accessing "Edline".

SPORTS ELIGIBILITY:

NOTE: The following criteria will be used in determining **non-eligibility** of a student to participate/practice in any of the above listed sports or activities/clubs/organizations (including Spirit Squad). A student can be placed on probation from a team/extra-curricular due to report card grades. A student can be reinstated at mid-quarter if grades improve.

- "D" or "U" academic average
- "U" in any one or more academic subjects (Math, Language, Science, Social Studies, Religion, Reading)
- "U" in any class including enrichment classes (Art, Music, PE, Spanish)
- "85" or below conduct grade
- A suspension

PROMOTIONAL POLICIES

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

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

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

B. Religious Studies, Social Studies, Science: Failure of any **two** of these subjects will result in automatic **failure for the year**. Failure of **one** subject will result in conditional promotion provided the subject is remediated in an approved summer school or tutorial program approved by Our Lady of Lourdes School.

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

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

NOTE: Spelling is considered a separate graded subject for grades 1-5.....in grades 6-7 as a part of the language grade.

PROMOTION AND RETENTION:

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

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

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

Note: Failure of any subject in both the 3rd and 4th nine weeks will constitute failure of that subject for the entire year (for grades 1-7).

XI. AWARDS

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

QUARTERLY AWARDS

Students in grades 1 - 7 may receive the following quarterly awards: Christian Behavior **and Honor Roll**.

Christian Behavior Awards (Grades 1-7): This award is received by students who have earned "94" or above conduct grade. Recipients of this award will have exemplified extraordinary Christian attitude and behavior both in and out of the classroom. **NOTE: Receipt of one Referral or one Detention (or a suspension during the quarter) will prevent a student from receiving this quarterly award.**

HONOR ROLL

Principal's Honor Roll: Criteria for grade levels using number grades (3-7):

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

Alpha Honor Roll: Criteria for grade levels using number grades (3-7):

1. Grade average (including Spelling) between 94 to 100 ("A")
2. No academic grade (including activity classes) lower than "86/B"
3. An "A" or "B" or "E" or "S" in all activity classes assigned.
4. An "94" or above in conduct (Note: a suspension will exclude a student from receiving this award.)

Beta Honor Roll: Criteria for grade levels using number grades (3-7):

1. Grade average (including Spelling & activity classes) between 86 or above.
2. An "86" or above in conduct (Note: a suspension will exclude a student from receiving this award).

Note for all honor roll awards: Activity class grades will not be included in the calculation of a student's GPA.

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

ANNUAL AWARDS

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

There are several awards that are given at the end of the year: Honor Roll, Christian Behavior, Christian Service (grades 1 - 7) and Award of Excellence.

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

PRINCIPAL'S HONOR ROLL:

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

ALPHA HONOR ROLL

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

BETA HONOR ROLL

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

CRITERIA FOR CHRISTIAN BEHAVIOR AWARD

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

CRITERIA FOR THE CHRISTIAN SERVICE AWARD (grades 1 - 7)

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

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

Note: All requirements for service hours must be turned in to RELIGION teachers by the Friday

of the first full week in May.

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

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

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

CRITERIA FOR THE AWARD OF EXCELLENCE

The student must receive the following yearly awards to be eligible for this award (grades 3 - 7): **Principal's Honor Roll, Christian Behavior, AR Goal, and Christian Service.**

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

ACCELERATED READER ANNUAL AWARDS

ACCELERATED READER ANNUAL AWARDS Points needed for each award					
grade	Achievement	Above & Beyond	T-Shirt	Trophy	Lunch W/ Principal
3rd	meet goal all 4 Q's	60 points	90 points	120 points	135 points
4th	meet goal all 4 Q's	90 points	120 points	150 points	180 points
5th	meet goal all 4 Q's	150 points	175 points	225 points	300 points
6th	meet goal all 4 Q's	150 points	200 points	300 points	400 points
7th	meet goal all 4 Q's	150 points	200 points	300 points	400 points

2nd graders who meet their goal in the 4th quarter may receive the AR Achievement award.

NOTE: AR points are due 3 school days before the end of each quarter with the exception of 4th quarter, (due by the first Friday in May).

Accelerated Reader Guidelines:

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

3rd – 5th grade students must have their book with them on the day of their AR test to ensure that the correct test is being taken.

Audio books develop listening skills. The goal of the AR program is to improve reading comprehension. Therefore, AR books must be read by the students. Listening to audio books is not allowed for AR testing.

XII. MEDICATION

STUDENTS MAY NOT HAVE MEDICINE WITH THEM DURING THE SCHOOL DAY. All medicine must be kept in the school office. Medicine will be administered to the student in the presence of a staff member or teacher with written and signed instructions from the doctor/parent.

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

1. All medication must be in proper pharmaceutical containers and be clearly identified with student's name and the name of the medication.
2. A medical release form (obtained from the school office) must be signed and returned before any prescription medication is administered. **PRESCRIPTION MEDICATION WILL NOT BE ADMINISTERED WITHOUT FULFILLMENT OF THIS REQUIREMENT.**
3. Medication will be administered by office personnel.

DISPENSING MEDICINE:

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

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

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

XIII. HEALTH AND SAFETY

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

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

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

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

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

HEAD LICE- Any student found to have or suspected of having head lice, or knits, will be sent home. The student should be treated before returning to school.

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

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

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

IMPORTANT HEALTH ADVISORY: NO PEANUT PRODUCTS ALLOWED

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

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

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

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

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

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

Sports Notes:

Any sports played by students at OLL will require a **sports physical** to be filed in the school office prior to playing in these activities. (Only one physical per child per year is required).

XIV. HOMEWORK

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

HOMEWORK POLICY

All assignments are to be completed and turned in on time. Work must be neatly done. *Students are responsible for making up homework due to absences.* If a student will be absent, parents or student may call the office in the morning and request that homework assignments be collected for the student. **Please call before 9 a.m. so that assignments may be ready by the end of the school day.**

ACADEMIC HONESTY

PART I: Common forms of academic dishonesty

A. Plagiarism

Plagiarism is using another person's ideas, expressions, or writing as if they were one's own.

- i. **Copying verbatim** – Copying words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) *without giving proper credit to the source.*
- ii. **Paraphrasing** – Borrowing written ideas from a source and rewriting them in one's own words, *without giving proper credit to the author.*
- iii. **Use of an idea** – Adapting an idea from another source *without giving proper credit to the author or creators.* For example, borrowing an idea from a movie, TV program, article or classmate and using it in a short story *without acknowledging the original source.*

NOTE: One *can* use other people's ideas. Just give credit where it is due; acknowledge your source.

B. Cheating On Tests and Quizzes

- bringing answers into the test room
- copying from another student
- sharing answers with another student
- using unauthorized notes or technology
- giving answers to a student

C. Asking/Telling Other Students What Is On A Test Or Quiz

D. Copying/Sharing Homework

E. Taking Credit For Work That You Did Not Do

(e.g. not acknowledging the assistance of a parent, friend, or tutor)

PART II: Consequences of academic dishonesty

The teachers and administrators of Our Lady of Lourdes expect all students to do their own work and to not submit as their own copied or borrowed ideas. This expectation applies to ALL assignments (homework, in-class assignments, essays, tests, projects, presentations, etc.). All cases of academic dishonesty will be reported to the administration (team leader, assistant principal, and/or principal) and properly documented in the student's file.

- **Definite Consequences:** parents are informed of the incident; student loses credit for the assignment or test and can receive no higher than a grade of 50%.
- **Possible Consequences:** Other consequences may be determined based on the severity of the offense.

XV. LUNCH POLICY

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

Our Lady of Lourdes Cafeteria Staff provides nutritious, well-balanced meals daily. A menu will be posted monthly on www.ollonline.com.

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

The Cafeteria is on a Computer System and each child is issued a three digit account number. His/her account number will stay the same as long as the student attends OLL. Lunches must be paid for in advance, unless paying by the day. Parents are encouraged to pay one month in advance each month.

If your child runs out of lunch money, you will be notified via your email to make payment arrangements.

On-line payments (24/7) can be arranged through the link regarding lunch accounts on our website, www.ollonline.com

PLEASE NOTE:

The first payment of lunch money must be paid by the 1st full day of school. After that, send money at any time so that the account has money in it at all times. If you wish to pay by the day, your child's money will be collected at the time lunch is served. No student will be able to purchase lunch if he/she does not have cash money or money in their account.

Therefore, it is very important you keep up with your child's account. You may call the cafeteria any day (985-641-2040) between the hours of 7 a.m. and 10 a.m.

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

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

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

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

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

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

Free or Reduced Lunch applications are available in the Cafeteria upon request ALL YEAR. You may apply for Free or Reduced Lunches by going to the website, www.applyforlunch.com.

During regular lunch periods, parents, students, and teachers are not to bring into the

cafeteria any “fast food” in their original containers/ wrappings. If fast food must be brought into the cafeteria, please rewrap in plain wrapper. This includes soft drinks, shakes, etc. Archdiocese Food Services office has instructed that anyone not following these instructions will be asked to leave. Energy drinks are NOT allowed.

Refunds will be made upon request at the end of the year only. For any questions, contact the cafeteria manager at the school cafeteria.

XVI. GENERAL INFORMATION

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

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

For special announcements the school will use a phone messaging system delivered to the phone number that you designate to us. It should be a cell phone number, since this system will be used during evacuations, emergencies, and as primary informational contact (in addition to school private website, emails, etc.).

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

Bicycles are to be walked while on campus. All bikes must be parked and locked at a school bike rack.

Skateboarding (or hover boarding) on campus is not allowed at any time.

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

PARENTS ARE NOT ALLOWED IN OR NEAR THE CLASSROOMS.

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

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

Digital Reader Exceptions: (grades 3-7 only)

Digital readers such as Nooks, Kindles and IPADs will be allowed to use in VERY CONTROLLED situations and circumstances. Each use must be by teacher permission ONLY. All such devices are not the responsibility of the school and students WILL NOT BE ALLOWED TO ACCESS web, phone, texting, or wireless networks while at school. When not being used, these items must be kept in the student’s locked locker. If used without permission or any improper use, such as games, pictures, etc., these items will be confiscated and a referral

issued for having a forbidden item / and improper use. Any referral issued for this infraction will also include an automatic detention and suspension of use of the device for the remainder of the school year.

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

Students will not be permitted to reenter classrooms or return to their lockers after 3:20 P.M. except when accompanied by a faculty / staff person.

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

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

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

XVII. Communications

Communication with parents and families is of major concern for everyone. Most, if not all, communications from school to home will be electronic (email, texts, voice messages). Our school's public and private website may be reached at: www.ollonline.com and/or www.Edline.net. Either site will have access to each family's private school /teacher information and communication of grades, notices, etc. Each student/parent(s) will be given an activation code for Edline. Clarion Heralds will be sent home weekly with the youngest sibling of a family. Our primary means of communication this year will be through the use of our websites and voice messages or email blast messages-depending on urgency, priority, and timeliness. Parents need to ensure our school database is up to date with contact information for each family...this includes cell phone primary contacts, home phone, emergency contact numbers and primary email contact(s). Parents should regularly check www.ollonline.com and even more importantly to log into www.edline.net for private / school specific information, notices, bulletins, calendars, events and classroom information.

***Required Summer Reading and Math:
Specific Instructions, by grade, will be sent home and posted on the website.***

XVIII. FINANCIAL OBLIGATIONS

**FOR THE SAFETY OF ALL, DO NOT SEND CASH PAYMENTS TO THE SCHOOL -
CHECKS ONLY PLEASE**

Payments to the School:

All payments to the school including, but not limited to, tuition and fees, field trips, extended care payments, yearbooks, spirit shirts, locks, bibles, replacement planners and all fundraisers **MUST** be in the form of a check or money order made **payable to "OLL"**. This requirement applies to payments to the PTC and Men's Club as well.

Payments in May:

Personal checks will not be accepted during the month of May for field trips, extended care, cafeteria, or any other amounts due for the current school year. Personal checks will only be accepted for next year's tuition and fees.

Returned Checks:

All checks issued to Our Lady of Lourdes School, Summer Camp, GALA, or Bayou Bash (including the race) and returned from the bank due to “Non-Sufficient Funds”, “Account Closed”, or any other reason will be assessed a **\$30 return check fee**.

Registration Fees:

Registration fees are not refundable for any reason. All financial obligations must be met prior to registration for the next school year.

Tuition Work Program:

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

Tuition and Fees for the 2016-2017 School Year

If paying in full directly to the school, tuition and fees are due by the last day of May each year.

If financing through a tuition loan, the loan must be completed by the last day of May each year.

Tuition Loans:

In the event that a tuition loan is charged back to the school, a \$100 fee will be assessed and added to the tuition loan balance and no future loans will be allowed unless an exception is granted by the principal. Interest of 9.75% will accrue on the balance **owed** to the school beginning the date of charge back until paid in full. All payments made after **3PM** on tuition loans will be credited on the next business day.

Late Fees:

For tuition and fees paid directly to the school:

A **\$100 late fee** will be added to the total tuition due if not paid in full by May 31 of each year. An additional **\$50 PER MONTH** (after June 30 of each year) will be added to the total tuition due until tuition is paid in full.

For tuition and fees financed with a bank loan:

A **\$100 late fee** will be added to the total tuition due if financed after 3 PM May 31 of each year. An additional **\$50 PER MONTH** (after June 30 of each year) will be added to the total tuition due until financing has been secured at the bank. The late fee will be collected by the bank and will not be added to the tuition loan amount.

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

XIX. INVOLVED PARENT EXPECTATIONS

In order to keep our tuition as low as possible while maintaining a solid academic program, ***VOLUNTEERS ARE NEEDED***. Additionally, the involvement of family in the child's education is invaluable.

Volunteer hours should be fulfilled at Our Lady of Lourdes School.

Volunteer skills, interests, and time commitments vary. We hope you will be able to find something that you will enjoy doing. You can discuss volunteer opportunities with the principal, assistant principal, fair committee member, or Co-Op officer.

School/Fair	Co-Op	School Grounds
Assist at the semi-annual Book Fair	Serve refreshments at various school events	Help maintain grounds around the school building (Weed, prune, rake, trash pick-up, etc.)
Assist at Craft Days	Set-up and clean-up at school events	Repair, clean, etc., areas of the school both inside and outside
After school coaching	Attend Co-Op meetings	Paint areas of the school
Work fair booths at the Fair	Room Parent	
	Help process orders and arrange for the distribution of fundraisers	

Remember, your time and energy is helping to make Our Lady of Lourdes School a great place to learn! Whatever you do, please know how much you are appreciated.

XX. NETWORK AND INTERNET ACCESS AGREEMENT & PUBLIC INFORMATION / COMMUNICATION RELEASE

As OLL is one of the schools leading the way in using technology in education, access to information and the Internet is very powerful, yet important. All students from 2nd grade to 7th will be required to sign that they will abide by the intent of using technology in our catholic school environment. Likewise, every parent from PK3 through 7th will need to understand and sign the Network and Internet Agreement which outlines the responsibilities of all parties. The following Access Agreement summary is published for the entire OLL school community. Every student and adult will sign indicating that they have read and understand this agreement and its intent. This agreement is quoted exactly as the separate letter/permission slip that will be provided for parents and students to sign will read. (Please keep in mind that our access to the World Wide Web is filtered through our New Orleans Archdiocese.)

NETWORK AND INTERNET ACCESS AGREEMENT:

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

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

A. The use of school computers, as well as other electronic devices, is a privilege which may be taken away if the student uses computers, the network, or the Internet improperly--or causes damage to computer hardware or software.

B. The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e., objectionable material). Using a site blocker, the school, in conjunction with the Archdiocese, will limit access to Internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files/programs on school computers.

C. The computers are to be used only for schoolwork as directed by the teacher or staff. Individuals will be held accountable for the information stored, accessed, or transmitted via their account or equipment even if it resulted from someone else who was given access.

D. Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student. Faculty and students using OLL email or internet access are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Any student use of personal readers or Ipads, etc has to be specifically authorized by a teacher on a "per student", "per use", "per day" basis. Improper use of those devices will impact any computer use, or network/ internet use on this campus by the student. Communication on the internet and via email will be monitored by the Archdiocese Internet Services Division. Any use and activities on the OLL network must not damage the school's reputation.

E. The student will only use the Internet under the supervision of a teacher or staff member. Students must not participate in chat rooms, **Facebook, Twitter, Instagram, Snapchat, games, or any other social media sites** or email during school or class time unless this activity is directly related to the class and sanctioned by an OLL employee. Disciplinary actions will occur for violations.

F. The Archdiocese has the right to review (or monitor) all activities, E-mail correspondence, and material created by students on school computers, networks, or school provided website access.

G. Even if the agreement is not signed by the parent or student, improper use of computers, the network, and/or the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the principal.

PUBLIC INFORMATION / COMMUNICATION RELEASE

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

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

Social Media:

1. Our Lady of Lourdes does use media communications for official communications to and from our families. Likewise, our parent clubs (Men's Club, PTC) use special distribution lists for email, and voice communications for their activities. These activities are approved by the school and are part of our official communications.
2. The school has an official Facebook page, "Our Lady of Lourdes Catholic School, Slidell". Some groups, circles, room moms, etc form their own Facebook and Twitter, etc. pages. These are NOT sanctioned by the school. Any that may present themselves as tied to the school, and may even use our logos, pictures, etc., are not sanctioned and we ask everyone to avoid discussions and material, rumors, pictures in these arenas.

No one has permission to use the OLL name or logo without written consent from the Principal or Pastor. The school reserves the right to take legal action when social media is misused.

3. Unfortunately, reports do exist of inappropriate messages, and unchristian conversations regarding teachers, other families, students, and on-line bullying. This needs to be discouraged and concerns about any school operations, teachers and students need to be directed to the school administration.
4. Local, state, and national law enforcement officials continue to emphasize school parents as team members in modeling appropriate social media practices. All need to be good stewards of the technology available to us and our children's education through technology at our Catholic School.

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

