

**Student/Parent Handbook
2009-2010**

The pastor, principal, assistant principal, teachers and staff at Our Lady of Lourdes Catholic School strive to promote and maintain a cooperative partnership with parents in the spiritual, academic, physical, and social development of their children. We realize that parents are the primary educators of their children. The administration, teachers and staff support you in your role as parents in our teaching, our policies, and our witness as we carry out our mission.

Please read the information contained in the Handbook with your children. It is important that parents understand the guidelines and policies of our school. We are asking that parents sign this cover sheet indicating that they have understood and will comply with the policies contained in the Handbook. Please return this cover sheet to the office by August 28th. This sheet will be kept on file as documentation indicating that our policies were presented and understood by families

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

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

Signature of Father _____

Signature of Mother _____

Family Name (printed) _____

Student Names and Grades (Printed)

_____	_____
_____	_____
_____	_____

Date _____

After reading the handbook, please sign this page and return it to the School Office by Friday August 28th.

Our Lady of Lourdes Catholic School



Student/Parent Handbook
2009- 2010

PREFACE

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

Our Lady of Lourdes welcomes you and hopes that you will be conscious of our traditions and requirements. It is our prayer that working together we can make the “Kingdom of God” a reality at Our Lady of Lourdes School.

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

MISSION STATEMENT

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

We believe...

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

SCHOOL ACCREDITATION

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

ACADEMIC INFORMATION

Academic Probation

Students who are not achieving academically in a manner that will help them successfully complete their current grade, or students who have shown a tendency to perform poorly, may be placed on academic probation. They and their parents will have to sign a contract that outlines the responsibilities necessary in order for them to remain at OLL.

Awards

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

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

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

An end-of-the-year awards ceremony for grades 4-7 will be held. The eighth grade students have an awards ceremony before graduation

Communication of Progress

Progress for students in Gr. 3 through 8 can be reviewed online through PowerSchool on a daily basis. Parents are encouraged to access the grades of their children by using their private password. Grades will be posted online as soon as possible after tests and evaluations.

The teachers will make comments regarding progress routinely through PowerSchool. Progress reports will be sent home to all students at mid-quarter in grades 6-8. The teachers in EC4 – 5th grade will notify the parents regarding the distribution of progress reports in their classrooms. It is the student's responsibility to bring the progress report home, have it signed by the parent, and return it on the next school day. Parents are encouraged to contact the teachers immediately and directly with concerns about low grades.

Curriculum

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

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

The following areas of study comprise the curriculum:

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

The following co curricular programs are offered:

- Handbells in grades 6-8
- Tone chimes in grades 4-5
- Choir for grades 2-8
- Art, physical education, library skills and Spanish
- Band for grades 4-8
- Advanced math and science classes in Middle School
- Television production for grades 6-8
- Varied electives offered to students in grades 6-8

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

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

Early Childhood Program

Education at Our Lady of Lourdes School may begin as early as 4 years of age. A hands-on developmental curriculum for 4-5 year old children forms the basis for the elementary school academic experience. The program for these young children includes pre-reading activities and math, the arts, dramatic play, play involving gross and fine motor skills, music, computer, physical education, Spanish, and field trips to interesting places near our school. The child must be four years of age on or before September 1st of the calendar year when they are enrolling. **Our Lady of Lourdes is also a licensed VPK provider. We adhere to and comply with the educational standards and regulatory requirements of this government sponsored program.**

Faculty and Staff Qualifications

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

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

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

Grading

Teachers are asked to pay special attention to the individual needs and abilities of each child. The use of innovative but sound grading methods is encouraged. In Grades 3 through 8, the students receive a letter and a numerical grade on the report card for all academic subjects.

The following grade scale is used at OLL:

Grades 1 and 2

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

S	Satisfactory
I	Needs improvement
	Satisfies requirements
N	Needs strengthening

Grades 3 - 8

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

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

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

Absences On Test Days - Students will be permitted at least 48 hours to make up tests when they return after an absence of more than one day. More time will be allotted for lengthier illnesses. If a student is present for the review and is absent only on the day of a scheduled test, the student is expected to take the test on the day he/she returns.

Conduct Grade

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

Homework Assignments

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

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

Each student in grades 3-8 should purchase a DAILY PLANNER to record assignments and other information. Parents are encouraged to check the homework assignments completed against the list in the planner to verify that the work has been completed. Teachers in Gr 3-8 will post their assignments on the school website at www.myoll.com. Parents may check to see if student's planner contains the correct information.

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

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

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

Promotion/Retention/Remediation

The decision to promote or retain a student is made by the principal in consultation with the student's teacher/s.

The goal at Our Lady of Lourdes is to promote success and confidence as students master academic skills. In the primary grades the students must master the necessary language arts and math skills in order to be promoted.

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

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

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

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

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

* Failure to meet remediation guidelines will result in retention.
3. The following documentation guidelines will be followed after meeting remediation guidelines:
 - The original failing grade is recorded on the permanent record and may not be altered.
 - Proof of proficiency in the subject area must be recorded separately on the permanent record card.
4. Transfer Rule: Any student who fails one or more core subject/s must meet the remediation guidelines of the originating school.

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

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

Report Cards

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

Standardized Testing

Schools in the Diocese of St. Petersburg participate in the Iowa Test of Basic Skills (ITBS) which is administered in the fall. The testing program is designed to provide a systematic means of assessing capacity and acquired knowledge as well as assessing the academic program of the school. Testing will be administered to grades 3 through 8 in the fall. Second graders will participate in testing in the spring. The ITBS measures mastery of skills in reading, language arts, mathematics, science, and social studies. Results of these tests are sent to parents after the scoring is completed. The information helps the teacher identify strengths for student placement.

ACRE standardized religion survey tests are given to students in grades 5 and 8 in the spring of each year.

Technology Program/Acceptable Use Policy

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

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

Parents will find an Acceptable Use Policy for students in the Appendix of this Handbook or located on the school website at www.myoll.com under the resource tab. It is the parents' responsibility to explain the policy to their children and to make sure they understand it. Once it has been explained, Parents and students must sign off on the Acceptable Use section on the cover sheet of this Handbook. Please submit a copy of the signed cover page to the Office.

ADMISSION/ENROLLMENT

Admission Policies

The open admission policy of the Catholic Schools of the Diocese of St. Petersburg clearly states that no person can be discriminated against on the grounds of race, color, national or ethnic origin when seeking admission to a Catholic school or in determining eligibility for scholarship or loan programs, or in participating in athletic and other school administered activities. Students are admitted to Our Lady of Lourdes School in accordance with the established School Board policy. All admissions are conditional upon receipt of records from previous school(s).

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

Admission Guidelines/Enrollment Requirements

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

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

Enrollment priorities for EC4 and Kindergarten

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

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

EC4/VPK

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

****Full day students will be given priority until June 1st. We will make every effort to accommodate as many students as allowed by capacity.**

Kindergarten

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

Enrollment Priorities for Grades 1-8

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

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

Enrollment Policy

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

Documents required when parents apply:

- Copy of Birth Certificate to ensure the child meets the age requirements established by Florida law.
- Florida Immunization Form (Blue) and a copy of the physical examination
- Copy of Baptismal Certificate-Catholics only.
- Copy of current report card for Grades 1-8.
- Copy of current standardized testing results for Grades 3-8.
- If the child has ever been evaluated for any special needs, please provide us with a copy of the evaluation (IEP's or 504 plans etc.).
- Parish verification information from Our Lady of Lourdes or your home parish

- We require a non-refundable \$150.00 registration fee upon acceptance.

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

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

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

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

Special consideration may be given to:

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

Registration and Fees

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

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

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

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

- 1) Payment in full due on July 10th.
- 2) F.A.C.T.S. - an automatic withdrawal plan. Monies for tuition are withdrawn monthly for 10 or 12 months to fulfill a family tuition obligation.

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

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

Tuition Assistance

All families of Our Lady of Lourdes 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 should contact the **Parish** Accountant. Any financial information and requests will be held in the strictest confidence. At the time of completing next year's enrollment contract, school families may also apply for financial assistance from the Diocese of St. Petersburg. All tuition assistance is for only one year and the family must reapply, if necessary, in year two. A family who does not remain current with their tuition payments risks the loss of their tuition assistance. **Families who receive assistance are encouraged to provide help to the parish above their regular volunteer requirements. They can assist with parish projects, help in the school cafeteria or work extra shifts during Fall Festival.**

ATTENDANCE

Parents are responsible for the attendance of their children.

Definition of Absence/Tardy

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

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

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

Procedures for Absences and Tardies

Parents should call the school office on or before 9:00 a.m. on the day of the absence to report that the student will be out. **The office staff will call your home if we do not hear from you.** For an absence of more than one day, a homework request may be made before noon. Please do not call the office to arrange for homework for a one day absence in the lower grades. Please do not send your child to school if they are sick. Illness spreads rapidly among students. **Students returning to school after an absence must have a note signed by the parent to document the reason for the absence.**

If a student is tardy, the parent is asked to escort the child into the school and report to the front desk for a tardy slip to admit the student into the classroom. Children will not be allowed to make up work that they miss due to an unexcused tardy.

Early Sign Out for Appointments

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

Withdrawal

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

COOPERATIVE DISCIPLINE

A code of conduct and behavior, reflecting Catholic Christian values is in place and enforced by school authorities.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

1. To learn without interference.
2. To have your work respected.
3. To be listened to when speaking.
4. To receive help in your work.
5. To have your property respected.
6. To work and play in a safe environment.
7. To have your opinion respected.
8. To be touched by another only if it is appropriate.

RESPONSIBILITIES

1. To accept ownership for your learning.
2. To respect the work of others.
3. To speak clearly and to actively listen.
4. To wait patiently for help.
5. To respect the property of others.
6. To be aware of your own safety and the safety of others
7. To express your opinions politely.
8. To respect a person's right not to be touched.

Rationale for Discipline

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

Discipline Policy

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

The Discipline Policy at OLL has very definite objectives:

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

Infractions of Discipline Code

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

Causing Immediate Suspension and/or Expulsion

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

Causing Immediate Detentions

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

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

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

Structure of the Discipline Code

The Teacher’s Discipline Plan

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

Parental Support of the Discipline Code

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

Conduct Referral Slips

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

Detentions

Detentions are issued immediately when serious offenses occur. A detention is also given automatically when a student receives his/her third conduct referral. Detentions are held on a specified day of the week from 2:45 p.m. – 3:45 p.m.. Students are not allowed to participate in sports or sport practices on the day they are serving their detention.

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

Suspensions / Expulsions

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

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

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

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

Appeals Process for Serious Disciplinary Matters

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

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

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

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

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

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

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

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

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

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

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

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

10. The decision of the Superintendent in the appeal process is final.

Harrassment Policy

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

Explanation of Harassment:

Harassment can result from a single incident or from a pattern of behavior involving verbal, written or physical conduct or communication.

Harassment encompasses a broad range of behaviors, which could include, but are not limited to:

1. Physical, mental or verbal abuse
2. Insults, jokes, or derogatory slurs based on one or more of an individual's protected statute(s)
3. Unwelcome sexual advances or touching
4. Implicit or explicit requests for sexual favors
5. Unwanted sexual comments (serious or humorous)
6. Unwanted sexually suggestive telephone calls, letters, e-mail, etc.
7. Comments or jokes based on issues of modesty and developing social awareness
8. Unwanted forced involvement in activities (e.g., physical, religious, etc.)
9. Coercion of religious styles or personal beliefs upon a participant
10. Intimidation in front of a group or forced personal sharing in groups
11. Inappropriate media or music use which would violate this policy

Reporting Procedures:

-When an individual believes (s)he is being harassed or feels uncomfortable with the actions or comments of another, or observes harassment of another person, the individual must report his/her concerns in writing to the principal. A form covering all of the necessary information is available.

-The principal or pastor determines the credibility of the allegation in light of the policy definitions.

-Once a report of offensive comments or actions is determined to be credible, it will be promptly and carefully investigated.

-The cooperation by all individuals involved in a complaint is necessary to properly and equitably conduct the investigation.

-If a complainant does not wish to file a complaint of harassment with the principal the complainant may inform the pastor and /or the Diocesan Superintendent to determine whether or not the complaint will be sent to the school principal for investigation.

-Individuals who engage in behavior which violates this policy are subject to disciplinary action up to and including expulsion and any legal consequences.

-Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may subject such individuals to disciplinary action up to and including expulsion

PARENT INFORMATION

Basic Family Requirements

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

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

Guidelines for Volunteering

The Diocese of St. Petersburg requires that volunteers who will be working with and around children complete certain requirements. Our Lady of Lourdes has three categories for people who come to our campus. They are described below.

Visitor: A visitor is defined as an individual attending a school sponsored activity or event. Visitors must be accompanied by an approved Level II volunteer or an OLL staff member.

Level I Volunteers

Level I volunteers are defined as volunteers who will be working on fundraising activities, at-home volunteer activities, and activities that **do not** require the volunteer to assume the care, responsibility, and supervision of children. Examples of this type of volunteering are lunchroom assistance, office help, teacher workroom tasks, and fundraising activities within the school. Level I volunteers are required to complete the Diocesan approved Safe Environment Training that is offered at Our Lady of Lourdes or another parish before he/she can participate in school sponsored events or activities. See parish bulletin for updated times and locations. They must also complete a volunteer application.

Level II Volunteers

Level II volunteers are those individuals who are entrusted with the care, responsibility, or supervision of the school children. These parent volunteers must complete the Diocese of St. Petersburg Background check and take the Diocesan approved Safe Environment Training before he/she can participate in a supervisory capacity. The cost of the Background check (\$50.00) must be paid by the volunteer. They must also complete a volunteer application. Volunteer opportunities that are included at this level are coaching, field trip chaperones, room parents and any other activity that may require the volunteer to be entrusted with the care, responsibility or supervision of a child.

Background check:

According to the application process for the Diocese's Covered Volunteer (Level II Volunteers at OLL), Level II criminal history background checks are based on an electronic fingerprint search that is processed through the Florida Department of Law Enforcement (FDLE)/ FBI Volunteer Employee Criminal History System (VECHS) fingerprint database. The Diocese of St. Petersburg does not accept background screening reports from any federal agency, state agency or private information vendor regardless of the screening organization and regardless of the position that an individual currently holds or may have held in the past **NO EXCEPTIONS**. Please contact the Safe Environment Office of the Diocese of St. Petersburg at www.dioceseofstpete.org . The application for Covered Volunteer must be updated every 5 years.

All information is kept strictly confidential between Our Lady of Lourdes (OLL) and the St Petersburg Diocese. Please note that the application for Covered Volunteer screening takes a minimum of 45 days to be complete. It is important that this requirement be fulfilled no later than July of the current calendar year to ensure that the results can be forwarded to OLL in a timely manner before involvement with the children.

Safe Environment Training

Safe Environment Workshops teach caring adults: (1) to watch for signs of predatory behavior in adults, (2) to watch for signs of abuse in a child, and (3) to report it to the police (911) or to the Florida Department of Children and Family's Abuse Hotline (800-96ABUSE). These training sessions are presented free of charge at OLL and throughout the diocese in various locations and can be found on the diocesan website (www.dioceseofstpete.org). Persons attending a SEP training session/workshop will be issued a SEP Training Attendance Certificate Safe Environment Program Training which is good for three years. Individuals who wish to keep their certification active must be re-certified by attending another training session. . Please note that the training needs to be completed prior to working as a Level I or II Volunteer at Our Lady of Lourdes (OLL).

ALL VISITORS AND VOLUNTEERS MUST SIGN IN AND OUT AT THE FRONT OFFICE!! NO EXCEPTIONS WILL BE MADE.

Home-School Relationships/Responsibilities

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

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

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

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

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

Parent Involvement/Volunteer Requirements

Volunteer Hours

Our Lady of Lourdes Catholic School is built on a tradition of active involvement by our parent community through their commitment to the Parent Involvement Program. The Parent Involvement Program is essential to the life of the school. The various fundraising and work projects the parent groups support provide operational revenue to the advancement of our mission as well as improvements to enhance our school environment.

It is expected that two-parent families volunteer **22 hours** of service. Two-parent families are defined as households with two parents or with a parent and a step-parent. Single-parent families are expected to volunteer **11 hours** of service. Please note these are the minimum number of hours needed for parents to volunteer. We welcome and encourage families to participate in all of the fundraising and celebration events of the school. The allocation of service hours should be applied as follows for the school's scheduled 2009-2010 fundraisers:

12 (twelve) (6 (six) for single parent families) required hours for Fall Festival October 15th, 16th, 17th & 18th - a way of life at OLL- 4 days of fun and fellowship! Good times, great rides, lots of memories with the kids and some tasty food! Event Chairperson reserves the right to assess up to \$100.00 per hour payment for any unfulfilled hours. Hours will be strictly tracked by event chairperson.

10 (ten) (5 (five) for single parent families) for General Hours - so many choices, from the Saints and Sinners Auction to Catholic Schools Week to extra time worked at the fall festival. You choose. Contact any Home & School Association (HSA) Board Member for information.

If unforeseen circumstances prevent the volunteer from fulfilling his/her general hours commitment, it is his/her responsibility to either find a replacement or be billed at the rate of **\$50.00 per hour**. Emergency situations will be given careful consideration with Christian compassion. The Parent Involvement Program requires that parents who volunteer sign in and out at the front office (when work is being done on campus) and the hours will kept by computer. Time sheets may be used for activities which take place after hours or off property. Parents should not rely on anyone else to submit their Time Sheet to the H S A files or the School Office.

If you have questions concerning how many hours you have or where you can complete your hours please contact any Home & School Association Board Member.

SCHOOL ORGANIZATION

The day-to-day operations of the school are the responsibility of the principal who is charged with the supervision of staff and students.

Cell Phone and Pager Usage Guidelines for Students

In order to insure a safe and optimal learning environment, it is necessary to follow guidelines for cell phone usage by students. Cell phone use is not permitted during the school day. If a student brings a cell phone to school for after school use, it must be turned off and kept in the student's backpack.

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

1. Cell phones must be kept in the **OFF** position from **arrival on campus** until 3:00 pm.
2. No cell phones may be used for picture taking.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, internet or e-mail access, text messaging, gambling or making purchases of any kind
5. Pagers may not be brought to school.
6. Cell phones may not be taken on school field trips. The teacher in charge of the trip will have access to a cell phone at all times on the trip.
7. Those who violate any of the rules regarding cell phones will have the phone confiscated until a parent can claim it. Students will forfeit the privilege of bringing a cell phone to school if there is a second violation. Repeated violations will be handled within the school's disciplinary code.
8. Where appropriate, infractions will be handled within the published code of conduct.

Clinic Procedures

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

Written consent of the parent/guardian (consent form) is required for the dispensing of non-prescription medications. Administering of non-prescription medications is acceptable for a period of no more than three consecutive days with parent/guardian consent (without a doctor's authorization). After three days, a doctor's authorization is required.

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

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

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

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

Custodial Parent Responsibility

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

Emergency Drills/ Crisis Plan

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

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

Home and School Association (HSA)

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

Instant Alert

The school uses an Instant Alert System to notify parents of school closings, emergencies, and important meetings. This service is used as a safety feature to keep parents informed. **Parents need to sign up for this service online. Parents provide telephone numbers, cell phone numbers and e-mail addresses indicating the manner in which they prefer to be notified. School personnel are available, if needed, to help parents sign up for this service. It is the parent's responsibility to update Instant Alert when telephone/cell phone numbers change. Also parents need to notify the office with any changes of address, e-mail, or phone numbers.**

Liturgical Services and Sacramental Programs

Catholic prayer and liturgy are available for students on a regular basis. The entire school participates in liturgies or paraliturgies once a week. Students are required to wear OLL's full dress uniform for Mass. (See Uniform Guidelines.)

The Pastor or a parish priest conducts the weekly liturgies. Classes take turns preparing the Masses. Parents/guardians are invited and encouraged to attend our school Masses.

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

All Catholic children in grades 2-8 have an opportunity to participate in the Sacrament of Reconciliation **during Advent and Lent.**

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

Lost and Found

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

Office Telephone Use

Students may use the office phone for emergency contact with parents. The office staff will place the call. Please remember that missing work, P.E. clothes, or making afternoon plans are not considered emergencies. Important messages will also be relayed to students. If an athletic practice or game is cancelled parents will be notified via Instant Alert.

Party Invitations

It is our recommendation that students wishing to send invitations for birthdays or other types of parties, mail the invitation(s). Only invitations which will be distributed to everyone in the class or all boys/girls will be allowed to be distributed. We are not responsible for the invitations arriving safely at the recipients' homes.

School Advisory Council (SAC)

Shared governance is a hallmark of Our Lady of Lourdes School. As an advisory group, SAC has the responsibility to give counsel to the Pastor and Principal regarding vital areas of school life. The Council serves the three-fold purpose of advising the Pastor and Principal in regard to school policy, long term planning, and fostering good public relations. Members are appointed by the Pastor and Principal and serve at their discretion.

School Calendar

A complete school calendar is located on the school website at www.myoll.com. It is updated on a consistent basis so please check it regularly.

School Hours

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

School Visitors

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

Textbooks

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

Unauthorized Articles

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

Weekly Bulletin/Newsletter/Website Information.

A school newsletter will be sent out via e-mail bi-weekly and then posted to the school website (www.myoll.com). Additional updates and information will be distributed each Friday. If a parent or school organization has information for the newsletter or weekly updates, it must be submitted by Thursday at noon.

STUDENT SERVICES/ACTIVITIES

After School Sports Program

A variety of after-school activities including sports is available to students in order to enrich their school experience. An After School Sports Program is offered for grades 5-8. Junior varsity and varsity teams are chosen for girls and boys in five different sports. The sports offered for girls are volleyball, basketball, soccer, track and softball. The sports offered for boys are baseball, soccer, basketball, track and volleyball.

All students who participate in the After-School Sports Program at Our Lady of Lourdes School are required to submit a Physical Evaluation Form to the school. This form must be filled out by parents and by the student's physician. **It must be dated after July 1st.** In addition, an Athletic Participation Form must be filled out by the student's parents, notarized, and returned to the school's Athletic Director.

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

Assemblies

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

Class/School Socials/Parties

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

Extended Day Service

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

Field Trips

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

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

Guidance Program

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

Hot Lunch Program

A wholesome, nutritionally balanced, hot meal is served every day in the school cafeteria. An alternate sandwich plate or luncheon salads are also offered. Purchase of any lunch includes a beverage choice of 2% white or chocolate milk, 100% fruit juice box or bottled water. An assortment of frozen treats will also be available for purchase. **All school lunches must be ordered through the school website, www.myoll.com. Ordering is fast and simple and can be done day by day or for the whole month.**

Students are also permitted to bring their own lunches from home. **No soda is allowed below sixth grade since the nutritional value is questionable.** Carbonated drinks may also cause stomach upsets when children run and play at recess. No items are allowed that have pull-tops as they are dangerous and cause serious cuts. Students are not permitted in the kitchen. **Outside fast-food lunches may NOT be brought to students except on their birthday.**

Families are invited to join their students for lunch on the last Thursday of the month.

National Junior Honor Society

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

Resource Center/Enrichment

Our Lady of Lourdes School provides a part time Resource Program to aid all children who need academic assistance in order to reach their potential. This program is headed by a Special Education Coordinator in cooperation with all the teachers of the school. Students are recommended by their teacher(s) for testing through

ADAPT, which is the Federally authorized testing agent for public schools. Those who qualify for specific learning disabilities services have the option of dual enrolling with the public schools, or remaining at OLL. It should be understood that OLL offers a limited resource program.

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

Safety Patrol

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

School Pictures

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

Student Council

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

Tutoring

The Florida Teachers' Code of Ethics does not allow teachers to tutor students they teach during the regular school day for money. After school help is available by student or parent request.

TRAFFIC REGULATIONS

The transportation of students by parents is characterized by measures to insure the safety of children.

Arrival Procedure

Children may be dropped off at 7:20 in the morning. Volunteer parents and the Safety Patrol are on duty at that time. They will help students out of the car and make sure they get safely to the cafeteria where they sit at assigned tables. **Parents and students must use the crosswalk at all times when crossing between the Conmy Center and the school.**

Parking during School Hours

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

Pick Up Procedure at Dismissal Time

- Please keep card with family name displayed in car window
- The speed limit is 5 MPH in the parking lot.
- Come no sooner than 15 minutes prior to dismissal. If you come too early, it interferes with normal traffic at the Dubois Center.
- Stay in your car and pick up children according to designated plan.
- **Students not picked up by 3:00 will be sent to the cafeteria. Parents will need to come into the cafeteria to sign out your child. After three late pick ups, a fee will be charged. Any remaining students will be placed in extended care at 3:15. Students picked up between 3:15 and 3:30 will be charged a minimum fee. After 3:30 the full hourly rate will apply.**

Rainy Day Dismissal

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

Bike Safety

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

Walkers

Students should cross at the crosswalk and use the sidewalk on San Helen Drive to leave the school grounds.

UNIFORM AND DRESS CODE

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

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

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

UNIFORM GUIDELINES

GIRLS

Full Dress (Liturgy) Uniforms

K-4

- Blue plaid jumpers – no leggings or sweatpants worn under jumpers
- White blouses with embroidered OLL emblem
- Skort of appropriate length

5-8

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

Informal Uniform K-5

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

Informal Uniform 6-8

- Khaki walking shorts
- Khaki slacks
- Navy blue polo-style shirt with OLL emblem
- A solid, plain black, brown, khaki, or navy belt

Shoes

- Saddle shoes
- All brown or all black oxfords or buckle shoe
- All black sneakers (**no colored trim or logos**)
- Platform heels may NOT be worn

BOYS

Full Dress (Liturgy) Uniforms (K-5)

- Navy blue long pants
- Light blue knit polo style shirt with OLL emblem
- A solid, plain black, brown, khaki, or navy belt

Full Dress (Liturgy) Uniforms (6-8)

- Khaki long pants
- Navy polo-style shirt with OLL emblem
- A solid, plain black, brown, khaki, or navy belt

Informal Uniform (K-5)

- Navy blue walking shorts
- Light blue or white polo shirt – if an undershirt is worn it must be white

Informal Uniform (6-8)

- Khaki shorts
- Navy blue polo style shirt – if an undershirt is worn it must be white

Shoes

- Brown or black oxfords - fully tied
- All black sneakers (**no colored trim or logos**)

ALL STUDENTS

Socks

- Plain white (no logo) socks that are visible above the shoe line
- Plain white knee socks (GIRLS ONLY)

Cold Weather

- Red or Navy uniform cardigan sweater
- OLL sweat shirt in red or gray
- Blue fleece jacket with OLL emblem
- Non-uniform hoodies will only be allowed to be worn during outside snack and lunch recess
- Blue or white tights for girls K-4

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

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

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

Outer Wear

Coats or jackets may be worn to and from school and to and from the cafeteria for lunch. They may also be worn outside during snack or recess. On ALL other occasions during the cooler weather days the OLL sweatshirts, uniform sweaters or blue fleece jackets may be worn. Non-uniform jackets may **not** be worn in the classrooms or during the change of classes.

Jewelry

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

Makeup

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

Casual Dress and Theme Days

On the few days of the year when uniforms are not required, such as dress out days, the regulations for dress will be clearly explained and students are expected to follow the instructions. The amount of clothing coverage should not be less than what normal coverage is for uniforms. When shorts are allowed, they are required to be of fingertip length, as long as the uniform shorts, or longer.

Hair

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

Uniform Closet

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

Further Points

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

- Good habits of hygiene and grooming are an important part of a child's training.
- Fads, fashions and dress which disturb or distract from the learning atmosphere are unacceptable and are not permitted.
- When a severe problem occurs in the area of school attire, parents will be notified to keep the student home until the problem is corrected.
- Student's are expected to dress appropriately to reflect pride in one's self and school therefore we also expect parents to use good judgment in their attire while volunteering in the building.

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