

Our Lady of Lourdes Catholic School

Parent – Student Handbook



2011 - 2012

Please note that the on-line version of this Handbook is the only copy parents receive. You may print your own copy or a copy can be printed on request by contacting the School Office. Parents must read and agree to comply with its contents before their children begin the school year.

Table of Contents:

Welcome	2
School Philosophy	2
Mission Statement	3
History/Accreditation	3
Admissions	
Non-Discrimination	3
Order of Enrollment	3
Probationary	
Enrollment	4
A.I.D.S.	4
Preschool	4
Kindergarten	4
Student Transfer Policy	5
Re-Admittance Policy	5
Exit Policy	5
Financial Information	
Tuition	5
Fees	6
Delinquent Payment	6
2009-2010 Figures	6
Daily Schedule	
Arrival	7
Tardiness	8
School Schedule	8
Lunch Program	
	9
Daily Dismissal	9-10
Emergency Dismissal/	
Evacuation	12

Academic Policies and Procedures

Attendance	12
Vacations	12-13
Absences and Homework	12-13
Classroom	
Visitation	13
Curriculum	13
Field Trips	14
Grading/	
Recordkeeping	14
Graduation	15
Homework	16
Honors & Awards	17
Learning Disability & Special Education	18
P.E. Requirements	19
Prayers	19
Religious Opportunities	20
Report Cards	20
Retention/	
Promotion	20
School Supplies	21
Student Records	21
Technology	
Use Policy	21
Testing	22

Communication

Parent/Student/Teacher Conference	22
Grievance Procedure	23

Student Affairs & Discipline

Abstinence	
Education	24
Child Abuse	24
Protecting God's Children	24
Student Conduct	25
Criminal	
Prosecution	26
Discipline	26
Pre-K – Grade 5	26
Grades 6 – 8	26
Infractions	27
Detentions	27
Written Referral	27

In-School	
Suspension	28
Out of School	
Suspension	28
Expulsion	28
Definitions	
Threats and	
Violence	28
Fighting	29
Serious	
Misconduct	29
Harassment	29
Bullying	29
Steps to	
Respect	
Program	29
Corporal	
Punishment	31
Drugs &	
Weapons	31
Threat	
Assessment	32
Vandalism	32
Divorce & Child	
Custody	32
Electronic	
Devices	32-33
Funerals	33
Student Health	
General	33
Accident	
Insurance	33
Physicals/	
Dental/Vision	33
Immunization	33
Objections	34
Communicable	
Diseases	34
Head Lice	34
Medicine	34
Identification	
Badges	35
Legal Matters	35
Off-Campus	
Behavior	35
Parties & Gifts	36
Recess	36
Search and Seizure	37
Sexual Harassment	37
Student Assistance	38
Uniform Policy	38
Pre-K	38
Grades K-8	
Girls	38
Grades 1-8	

Boys	39
Prohibitions	39
Non-Uniform	
Days	41
Enforcement	41
Videotaping/Photos	41
Weapons Reporting	41
Wellness Policy	42

School Building

Asbestos	
Management	42
Building Use Rules	42
Crisis Plan	43
Locked Doors	43
Security	43
Sign In & Sign Out	43
Telephone use	43
Visitors & Parents	44

Co-Curricular Activities

Holy Childhood	
Association	44
Library/ RIF	44
M.A.G.I.C. Match	45
Student	
Organizations	45

Extra Curricular Activities

Athletics & Eligibility	46
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Addenda

Parent Agreement	47
Parents as Partners	48
Parents' Role in Education	48
Parent Advisory Boards	48
Right to Amend	49
Pastor's Ratification	50
Agreement Form	51-52

School Philosophy and Mission Statement

Dear Parents and Students,

This Handbook/School Calendar has been prepared in order to provide all pertinent school information for the 2011-2012 school year in one convenient location. The faculty and staff, school administration, school board, and pastor have collaborated on its contents and affirm it. In addition, all policies contained in the handbook are in compliance with policies of the Diocese of Springfield and have been updated to reflect any changes required by the Diocese.

The goals of Our Lady of Lourdes School have always been to provide a firm foundation in the doctrine of the Catholic Church, to promote spiritual growth and a sense of community in our students, to encourage academic excellence grounded in a well-rounded curriculum, and to provide a safe, structured, and secure environment in which to learn. Adherence to the policies stated herein will result in achievement of these goals. We thank you for your cooperation and hope that your school year is a happy and productive one.

God Bless You,

Fr. Rick Weltin

Fr. Richard Weltin

Pastor

Maryrose Hagenbach

Maryrose Hagenbach

Principal

Becky Dunscomb

Becky Dunscomb

School Board President

Philosophy

Our Lady of Lourdes School was established to serve the People of God of Our Lady of Lourdes Parish. Its chief function is to work with the priests and parents in fostering the development of children as whole persons. This implies providing the best possible academic program suited to the age and ability of each child, but it also encompasses incorporating opportunities for spiritual, social, emotional, and physical growth.

We believe that students learn best when they are involved in their work; when they, as individuals, are accepted, encouraged, and supported by teachers who have a positive attitude toward their profession, and when the atmosphere is one of faith, love and concern. In this atmosphere, each person seeks to attain a self-discipline which reflects a genuine respect for self and others.

We believe that in an effort to build a community of faith and love among priests, parents, faculty and students, everyone at Our Lady of Lourdes strives to express a God-like concern for each person, appreciating differences, encouraging worthwhile activities, constantly improving self, and witnessing to Christian values. Two-way communication between home and school is seen as primary in creating an environment of understanding and cooperation.

We believe that the faith community of Our Lady of Lourdes School recognizes its special place within the local Church, which is the parish, and within the broader Church community and the world. It lives out this vision by praying for and pursuing justice and peace and by engaging in mission activities and a variety of other community projects designed to minister the compassion of Jesus to others. In this way, they hope to respond to His call to proclaim the Gospel to the whole world.

- revised April, 1994

Mission Statement

The mission of Our Lady of Lourdes Catholic School is to develop strong values in our students and educate them spiritually, intellectually, culturally, and physically.

Revised January 2009

History

Since its beginning in 1958, OLOL has collaborated with the other Catholic Church communities in Decatur. The first parishioners attended Mass offered at St. Teresa High School gym. In 1959, St. Thomas School accommodated the first class of OLOL 1st graders and their own 1st graders by offering half-day classes to each group of students. The following September, OLOL school opened its doors for grades 1 through 6 with 204 students. Grades 7 and 8 followed closely with kindergarten and preschool being established as determined by the needs of the parish.

Three Dominican sisters, two lay teachers, and parent volunteers were the only staff operating the school. Charter members of the parish felt a deep commitment to providing a Catholic education for their children as evidenced by the school being built before the church. These original parishioners shared a common goal and developed a strong sense of commitment to each other as well as to the church and school.

In 1992, the Dominican sisters withdrew as administrators of Our Lady of Lourdes School and the first lay principal was employed and the current method of school support (tuition + parish support + fundraising) was instituted. Our Lady of Lourdes School currently has 17 certified teaching staff and 9 support staff. Our Lady of Lourdes Catholic School continues to build on its firm foundation of faith community and service combined with academic excellence, embracing the challenges of Catholic Education in the 21st century.

Accreditation

Our Lady of Lourdes Catholic School is accredited through the Illinois State Board of Education and the educational review of the Office for Catechesis of the Diocese of Springfield in Illinois. A valid Illinois State Teaching Certificate is required for all teaching staff. The School Principal holds type 75 Administrative Certification in addition to teaching certification. Several teachers hold Master's Degrees and many carry multiple endorsements or highly qualified designation on their teaching certificates.

Admissions

Non-Discrimination

Our Lady of Lourdes School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and school administered programs. Faculty recruitment has been, and will continue to be, processed without regard to race, sex, disability, or ethnic background.

Order of Enrollment

Catholic education has as its primary goal the provision of a well-rounded spiritual and academic foundation for Catholic children. Therefore, it is and shall continue to be the practice of Our Lady of Lourdes School to serve Catholic elementary school children. When openings are available, children of other faiths will be accepted for admission provided their families are willing to accept the faith environment, Mass attendance, and religion curriculum which are the foundation of our school's mission. It is our practice to accept students in the following order:

- currently enrolled students in good standing
- children of Our Lady of Lourdes parishioners
- siblings of currently enrolled students who are not parishioners
- Catholic students from other parishes
- non-Catholic students

Probationary Enrollment

Under no circumstances will Our Lady of Lourdes School become a haven for those of any faith wishing to escape any problems in the public schools. The student seeking admission in circumstances or at times when these motives might seem to be present will be denied admission. Therefore, a probationary enrollment period of nine (9) weeks will occur for any student transferring to Our Lady of Lourdes School from any other local school, when a move in primary residence is not involved or when reasons for enrollment are questionable in any way.

Similarly, a probationary enrollment period will occur in cases where special consideration in regard to grade level placement, such as early admission or skipping a grade is requested by parents. In any of these cases, specific criteria designated by the school administration must be met prior to the probationary enrollment.

During the probationary enrollment, the principal, parent(s), student, and possibly teacher and pastor will meet at two week intervals. During the probationary period, either the school or the family may discontinue the enrollment at any time. At the end of the nine week period, a final decision on permanent enrollment will be made by the principal and pastor in consultation with the parent(s).

A.I.D.S.

4715 from the HANDBOOK OF CATHOLIC EDUCATION POLICIES for the Diocese of Springfield in Illinois:

"Students with A.I.D.S. who are enrolled or who are seeking enrollment shall be permitted to attend School and/or parish Religious Education Programs. Students who are known to have A.I.D.S. should be individually evaluated by the pastor, appropriate administrator(s), physicians(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk of spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education of the students."

Preschool

When a child enters Our Lady of Lourdes Preschool, a cumulative folder with birth, baptismal, and academic records is begun. A separate file containing health records is also created. However, kindergarten placement at Our Lady of Lourdes School is not automatic. Students wishing to attend our kindergarten must go through normal screening procedures in February and, if qualified, are accepted on a first come/first served basis along with other children who attend kindergarten screening.

Four Year Old Class:

Students must be four years old by September 1 and are expected to be toilet trained and self-sufficient in the bathroom. Enrollment is limited, with classes being held on Monday, Tuesday, and Wednesday mornings from 8:15 - 11:00 a.m. Please refer to the Arrival and Dismissal section of this handbook for a diagram of drop-off and pick-up procedures for preschoolers.

Three Year Old Class:

Students must be three years old by September 1 and are expected to be toilet trained and self-sufficient in the bathroom. Enrollment is limited, with classes being held on Thursday and Friday mornings from 8:15 - 11:00 a.m. Please refer to the Arrival and Dismissal section of this handbook for a diagram of drop-off and pick-up procedures for preschoolers.

Kindergarten

Kindergarten students must be 5 years old by September 1, although early admission will be considered on a probationary basis. Immunization record, birth, and baptismal certificates must be submitted when one comes for kindergarten screening in February of each year.

The kindergarten program is all day with a half-day, morning option. Students attending all day will meet from 8:15 - 3:00 p.m., while students attending half-day will meet from 8:15 - 11:25 a.m. If a change should be made from all day to half-day or from half-day to all day attendance, the School Office must be notified in writing at least one week in advance. This type of change is a one time opportunity. Kindergarten students will join the student body on special occasions at the 8:30 Mass and at prayer services, but will not regularly attend the Friday Mass. Uniforms are required for Grades K - 8.

Student Transfers from Another School

A variety of reasons including moving residence or dissatisfaction with a previous school may motivate a student transfer. Therefore, the following procedures will be followed:

1. Retention of a student in his/her present grade level for the next school year will be upheld and all student records will be requested from the previous school. Examination of these records will impact decisions on student admission and placement at Our Lady of Lourdes School.
2. Principals from the prospective and current schools, if those schools are in the Decatur area, will discuss the circumstances surrounding the transfer prior to the change being made. Such discussion may also occur with school administration at any or all prior schools.
3. A probationary period of 9 weeks will be required of families transferring into Our Lady of Lourdes School from another local school. During the probationary period, a conference will be held every 2 weeks to evaluate progress.
4. At the end of the probationary period, a decision will be made whether to accept the student permanently into Our Lady of Lourdes School.
5. Our Lady of Lourdes School will prorate tuition and fees for students who withdraw or enter during a school year.

Re-admittance Policy

It is the policy of Our Lady of Lourdes School to decline re-admittance of a student who has withdrawn from our school until the beginning of the subsequent school year. However, extenuating circumstances, beyond the control of the parents/guardians, will be considered in the case of a request to readmit during the same school year in which the withdrawal occurred. This request must be in written form identifying the circumstances for re-admittance. The final decision on re-admittance will be made by the Pastor and Principal.

Exit Policy

Families of students leaving Our Lady of Lourdes School for any reason, including graduation, will be contacted and asked for feedback by the Principal, School Board President, and/or Pastor either in writing or in person. The purpose of this policy is to gain information from students who leave Our Lady of Lourdes School and their families about their reasons for separating from the school, ways to improve the school, and strengths of the school.

Financial Information

Tuition

- ❖ Since tuition changes from year to year, information regarding tuition is sent home with registration materials in May of each year after the school budget is determined, and is also listed below.
- ❖ The actual cost to educate each child is **approximately \$5,000**.
- ❖ According to Diocesan guidelines, **40%** of the total operating budget of the school should come from **tuition**, **40%** should come from **parish support**, and **20% should come from fundraising**.
- ❖ The tuition schedule listed below reflects this guideline.
- ❖ Many opportunities to participate in fundraising are available through our Parent-School Association (PSA) including Scrip purchases, and contributions to the Annual Giving Campaign.
- ❖ Tuition is the same for all students enrolled regardless of parish or religious affiliation.
- ❖ Tuition payment(s) may be made annually (due on or before July 15 for early 5% discounted payment), quarterly deductions through the FACTS Tuition Management System of automated checking withdrawals, or ten-twelve monthly payments through the FACTS system beginning in August.
- ❖ Parents of students who transfer from Our Lady of Lourdes School will receive a refund on prepaid tuition. Please notify the Parish Office (877-4404) as soon as possible to begin this process.

No child of an Our Lady of Lourdes parishioner, *who has been enrolled in the parish for at least one year*, will be denied entrance to the school for financial hardship reasons. Parents who are unable to meet the financial guidelines should contact the Pastor prior to registration. Applications for financial aid are reviewed by an impartial consulting firm and recommendations for aid are made to the Pastor.

Fees

A book and materials fee, technology fee, graduation fee for 8th graders, instrumental music fee for those students in grades 3-8 who choose to participate, and extended care fees for those who choose to participate are required each school year in Grades Preschool - 8. These fees change from year to year and are included in registration information which is sent home in May. **Hot Lunch and milk fees** are listed below. Parents send money to cover lunch and milk fees for all children in their family. Students' ID badges are scanned when purchasing lunch and notices are sent to families when funds run low.

Our Lady of Lourdes School supports the missionary and evangelistic call to service of the Catholic Church through a variety of worthwhile activities. One of these activities is membership in the diocesan youth mission organization, the **Holy Childhood Association**. There is an initial membership fee and fundraising activities throughout the school year. We strongly suggest that money donated to the Holy Childhood Association be from the child as an exercise in sacrificial giving.

Delinquency in payment

Every effort will be made to work with school families in order to accommodate financial difficulties. Please contact the Pastor and Parish Business Manager as soon as possible to facilitate financial aid.

In order to graduate, all fees and tuition for an 8th grade student must be paid in full prior to graduation ceremonies. Students will not be allowed to graduate if payment is outstanding. **In addition**, St. Teresa High School requests financial information on incoming freshmen from their Catholic grade schools. Non-payment to the grade school can affect enrollment at the high school.

Official school records, excluding health records, will be withheld and transfer of same to another school will be denied in cases where school fees and tuition are not paid in full at the time of the student's transfer. When records are requested from the school office, a letter will be sent to the requesting parent or school records official explaining that payment is delinquent, citing the amount of the delinquency, and stating that records will be forwarded when payment is received.

2011 - 2012 Tuition and Fees

Tuition:		Other Yearly Fees:
1 Child: Grades K – 8	\$2,300	Non-Refundable Book Fee: \$195/child
2 Children: Grades K – 8	\$4,100	Non-Refundable Preschool
3 + Children: Grades K – 8	\$4,700	Materials Fee: \$100/child
½ Day Kindergarten:	\$1,600	Technology Fee: \$50/child
4 Year Old Preschool:	\$960	Instrumental Music: \$350/child
3 Year Old Preschool:	\$730	8 th Grade Graduation Fee: \$60/child

2011 - 2012 Hot Lunch and Milk Fees

Hot Lunch:	\$2.20 per meal which includes one carton of milk
Extras are for Grades 3-8 only.	\$0.85
Milk with cold lunch or extra milk	\$0.35 each

Please Note: REMINDERS for MORNING DROP OFF

- **The arrival line is a One-Way, SINGLE LANE of traffic with NO PASSING permitted.**
- **There is NO PARKING near the GARAGE.**
- **All parents who park to walk children into the building must park in the designated “Preschool Parking Zone” facing south. In this way, no one should be crossing in front of moving cars in order to enter the building.**
- **Students who walk to school must also enter via the east gym doors and should walk around the north side of the school building (not cutting through the blacktop area). Drivers: BE ALERT FOR CHILDREN AT ALL TIMES!**

Tardiness

Tardiness is an unfair distraction to the teacher and other students who are in the classroom. Time on task is most important and interruptions of any kind disrupt the learning process.

- **Students who come to school after the 8:15 bell rings will find the east gym doors locked and must ring the doorbell at the main lobby doors for entrance.**
- **They must SIGN-IN in the school office and receive an admit slip before proceeding to class.**
- **Any child entering the building after 8:15 a.m. will be marked tardy unless they are late due to an excused tardiness such as a medical appointment.** Such excused absences will be noted on the classroom attendance form, whether at the beginning of the school day or during the day.
- **Students who have entered the building before the 8:15 bell must go *immediately* to their classroom without stopping at the restroom or anywhere else. Students who chronically delay will be reported to the Office where a tardy designation will be determined by the principal.**
- **Three unexcused tardies will result in a half-day absence being recorded on the student’s attendance file.**
- **In persistent cases of absence or tardiness, the services of the truant officer assigned to the public schools may be enlisted.**

General School Schedule

Morning:

- 6:45** Extended Care begins in the Gym for students enrolled in the program. Please enter through the **east gym doors**.
- 7:30** Music Groups: Students participating will receive a schedule at the beginning of the school year.
- 8:00** Bell rings to enter building through **east gym doors** and report to classrooms. Teacher supervision of students begins.
- 8:15** Tardy bell rings. Students in the building proceed **immediately to classrooms**; latecomers report to office through main Lobby Doors for tardy slip. Classes begin.
- 8:30** Exchange of classes begins in junior high classes. Holy Mass is celebrated in Church on Fridays and Holy Days of Obligation.
- 11:00** 3 or 4 year preschoolers are dismissed via the outside door to the playground on their assigned attendance days.
- 11:25** Half-Day Option Kindergarteners are dismissed via south school doors when full day students are dismissed to lunch.

Lunch/Recess:

- **Each student has a 30 minute lunch period on a staggered schedule by class and grade level beginning with younger students.**
- **Exact starting and ending times vary from year to year.**
- **Grades K – 5 have a 15 minute recess scheduled at another time during the day. Students must be completely finished eating and chewing in order to be dismissed to recess. No food or drink of any kind may be taken out to or consumed on the playground during recess.**
- **Jr. High students in Grades 6 - 8 may opt to socialize in the gym or go outside for recess when they finish eating. Their lunch period totals 30 minutes, but they may**

be dismissed individually when finished eating in order to move to another activity. Students must be completely finished eating and chewing in order to be dismissed to recess. No food or drink of any kind may be taken out to or consumed on the playground during recess.

Lunch Program

- Children are expected to eat lunch at school.
- Students who live near the school grounds may go home for lunch as long as they are supervised by a parent/guardian, sign-out in the school office upon dismissal, sign-in at the school office upon return, and return within the time frame assigned for their lunch hour.
- **If your child is going home for lunch on a regular basis, please send a note to that effect to the homeroom teacher immediately.**
- **If a child has parental permission to eat lunch at another child's home or to leave the school grounds with another child's parent at lunch time, both parents must send a note to the teacher(s) of the students indicating that they approve the lunch arrangements. Telephone permission will not be accepted. A separate note must be sent by each parent each time lunch is spent this way.**
- Hot lunch and milk (white and chocolate) are available for purchase every day.
- One carton of milk is included in the price of each hot lunch. Additional milk can also be purchased.
- Students will use their bar-coded ID cards to pay for their lunches by debiting the pre-paid family lunch account.
- Students will be asked on the morning of each hot lunch day if they wish to purchase that day's meal by the classroom/homeroom teacher.
- **Due to concern about food waste, "extras" are only available to Grades 3-8. Parents may send an additional sack to supplement the child's hot lunch.**
- **Since hot lunch calendars are sent home monthly with each day's menu, please help your child plan which lunches he or she will eat.**
- **DUE TO DAILY PORTION PREPARATION DEPENDING ON THE ORDERS MADE EACH MORNING, STUDENTS WHO DO NOT ORDER LUNCH CANNOT BE SERVED.**
- **Students MAY NOT routinely call home to have a lunch delivered.**
- **Parents, grandparents, and caregivers can bring a lunch to school for their own child (ren) ONLY. The practice of bringing lunch as a treat for a group of students excludes other students in the class and causes hurt feelings.**
- **Regular consumption of fast food lunches is strongly discouraged.**
- **Similarly, parents or grandparents can join their child (ren) for lunch on special occasions. Please use this privilege sparingly and send a note to notify school personnel.**

Method of Payment:

Money to replenish the family lunch account should be sent to homeroom in an envelope with "hot lunch", the family name, and students' names listed. Any amount may be put into the family account. Notices will be sent home when it is time to replenish the account for the family. No one is permitted to purchase lunch or milk with someone else's ID, however, no one will be denied lunch or milk due to financial need. Please contact Fr. Rick for assistance.

All outstanding lunch money must be paid in order for students to remain in good standing and continue to use the Hot Lunch Program. Penalties for dollar amounts in arrears will be sent home at the beginning of the school year.

Afternoon:

11:55 Afternoon classes begin for students eating/recessing first.

12:50 Exchange of classes begins in Junior High.

2:50 Students prepare for dismissal, with **Car Line dismissal** being called at approximately 2:57,

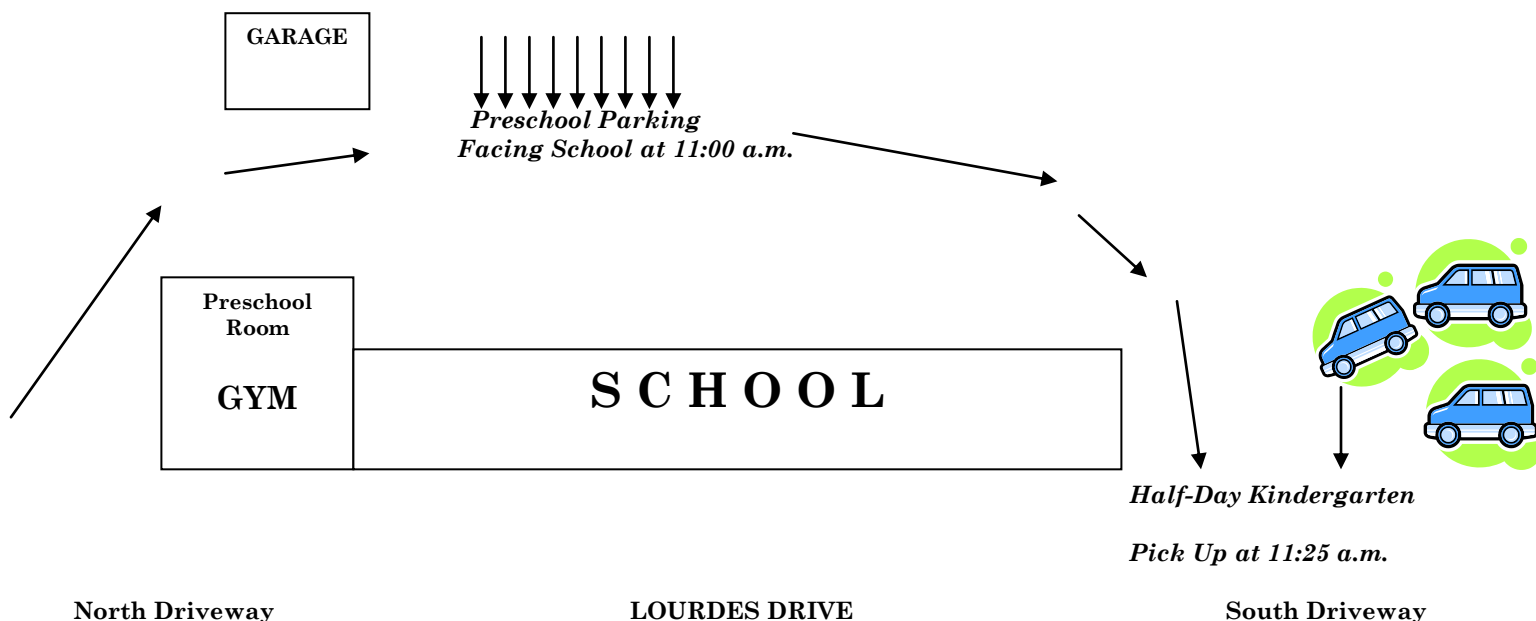
followed by Bike Line, and ending with Windsor and Mound Walking Lines.

Dismissal

- Students, who have to leave school during the day for any reason, including illness, must be **SIGNED-OUT** at the school office by the adult responsible for the student. If the reason for leaving was known ahead of time, a note from the parent/guardian must accompany the student to school in the morning.
- **Students in Preschool are dismissed at 11:00 a.m. from the outside door of the preschool classroom.**
- **Half-day option Kindergarten students are dismissed at 11:15 a.m. from the south doors of the school building.**

Proper Dismissal Procedures for Preschool and Half-Day Option Kindergartners:

- **For 11:00 Dismissal: *Preschool cars*** should park, heading west, to the north of the garage and may come to the sidewalk to pick up students. Preschool cars should exit by driving across the Church parking lot and exiting via the south driveway. **(Please note: On outdoor P.E. days, drivers should be especially cautious of P.E. students using the blacktop and the field. The P.E. teacher will place cones across the north drive on these days, and cars should line up in the drive instead of at the garage on days when cones are present. The cones will be removed at 10:45 to allow cars to leave as usual.)**
- **For 11:25 Dismissal: *Kindergarten cars*** are to line up as indicated in the diagram on the west side of the Church parking lot. Students will be brought out to their cars by the teacher, and cars may then exit by turning left onto Lourdes Drive.

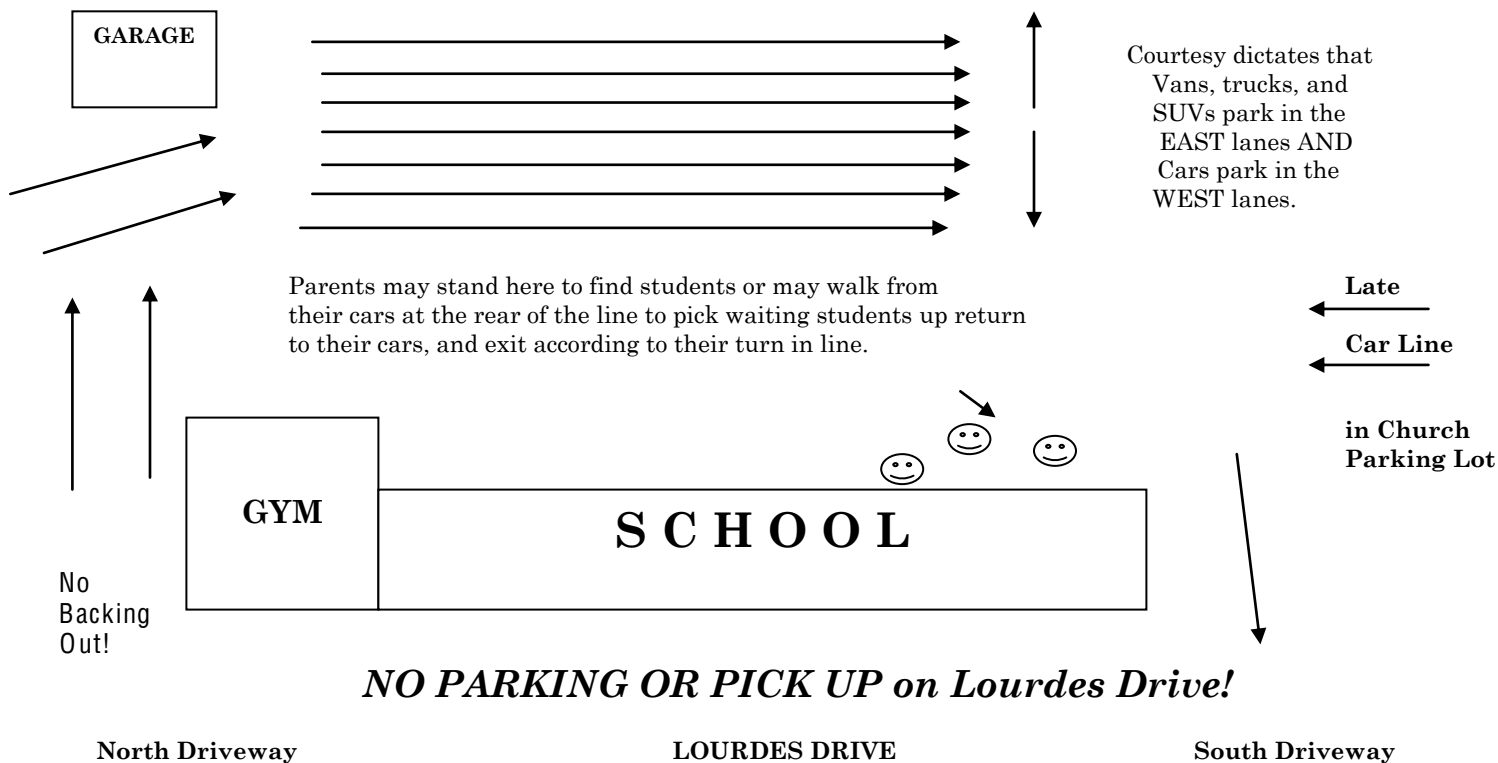


- **ALL Full Day STUDENTS in Grades K-8 ARE DISMISSED AT 2:57 P.M. in lines designating their destination. Line order is as follows**
 - **CAR LINE**
 - **BIKE LINE**
 - **WINDSOR AND MOUND WALKING LINES**
- Parents who pick up their children in cars after school should park directly east of the school on the blacktop, following the directions of the patrols. For the safety of all involved, **NO CHILD WILL BE ALLOWED TO ENTER A CAR PARKED ON LOURDES DRIVE, RATCHFORD, GREENRIDGE, BUCKINGHAM, NEWCASTLE, MOUND ROAD, OR ANY OTHER STREET WALKED BY A DISMISSAL LINE!!!**

Car Line Up Procedure:

- Large vans, SUV's and trucks should be in the outer lanes (closest to the fence)
- Cars should be in the inside lanes (closest to the school), so that all of the children coming out of school can see the vehicles properly.
- **For the safety of all involved, passengers in cars MAY NOT play basketball or any other games outside of the vehicle while parked in the car line.**

FURTHER, NO CHILDREN MAY RUN THROUGH THE PARKED CARS OR COME NEAR THE SCHOOL BUILDING WHILE WAITING.



IMPORTANT CAR LINE DIRECTIONS BELOW:

- If a driver arrives late, and the car line has already started to move, or if all of the children in a car pool are not present when the car line begins to move, **DRIVERS MUST PROCEED TO THE EAST CHURCH PARKING LOT TO WAIT UNTIL THE CAR LINE HAS PASSED.** Drivers should proceed with the car line and circle back into the Church parking lot using the south entrance, line up facing the school building, and wait until the teacher on car line duty signals the children waiting for late cars to cross.
- **NO CHILD WILL BE PERMITTED TO EXIT THE CAR LINE TO GO TO A CAR PARKED IN THE CHURCH LOT BEFORE THE CAR LINE IS FINISHED.** Please do not put your child in the uncomfortable position of having to choose whether to obey you or a teacher on this issue.
- Similarly, **NO ONE IS ALLOWED TO BACK OUT OF THE CAR LINE** in order to avoid moving completely around the building.
- **NO ONE IS ALLOWED TO PICK STUDENTS UP IN CARS OUTSIDE OF THE CAR LINE AND THE LATE CAR LINE.**
- **JR. HIGH STUDENTS WHO ARE SCHEDULED, AS SCHOOL SAFETY PATROLS SHOULD DIRECT THEIR RIDES TO PARK IN THE LATE CAR LINE TO WAIT FOR THEM.**
- **No children will be dropped off or picked up in front of the school building, for safety reasons, at normal arrival or dismissal times.**

- Only children who live on Ratchford, Benton Drive north of Mound Road or on the west side of Lourdes Drive will be permitted to cross from the Mound Line at Ratchford Lane.
- **Parents or designated drivers who arrive after the car line is gone should pick up their children in the gym using the east doors.** These students will be sent to the EXTENDED CARE PROGRAM and PARENTS WILL BE BILLED FOR BABYSITTING SERVICE. Parents must park and come into the building to pick the children up.

Emergency Dismissal and/or Evacuation

If it becomes necessary to close school due to inclement weather or any other emergency, notice will be given on local radio and television stations and a message will be placed on the school voice mail. Further, notice will be give to parents via both the ***Fast Direct and School Reach*** systems.

PLEASE LISTEN TO THESE MEDIA, AND DO NOT CALL The Rectory, or Your Child's Teacher FOR THIS INFORMATION.

Announcements will be given as early as possible on the day of the emergency. **School is rarely, if ever, canceled a day ahead of time. After** the students have arrived at school, any emergency dismissal will be announced through the above media. However, **children will rarely be sent home once they have arrived and will never be released until there has been adequate time to inform parents.**

Our Lady of Lourdes School *generally* follows the dismissal guidelines of Decatur School District #61 for emergency closings and dismissal. However, parents should still listen to the media and expect School Reach and Fast Direct notification of closing because OLOL will at times differ from the public schools and other private schools.

It is always the discretion of the parent/guardian to keep a child at home if conditions in their area warrant it. It should be presumed that all school sponsored events and extracurricular activities will be canceled for the day in the event of a snow day or weather related closing.

Our Lady of Lourdes School has a Crisis Plan in place and will follow the procedures outlined therein in case of a crisis situation during the school day. Following such an event, reunification for students and staff will be of prime importance.

In case of a fire contained in the school building, students will be evacuated from the building and will then be relocated to the Church by school personnel. Reunification will proceed at the Church with parents or their designees being permitted to pick students up. Students will be signed out at the time of pick up by the adult to whom they are released. Picture ID will be required of adults not familiar to school staff.

If reunification at the Church is not possible, **please listen to the media for information about when and where to pick up students.** The sign out and identification procedures listed above will also apply.

Academic Policies and Procedures

Attendance

Parents should **call the school office before 10:00 a.m.** when a child is absent due to illness. If parents do not call to report a student's absence, the school will call the parent at home or at work. If a child will be out for an extended illness, the parent should so indicate or else repeat the call each day the child is absent. In case of illness, appointments, or any other reason for leaving the school grounds, a child must have **permission from the principal or assistant principal** before going home.

Tardiness and Going Home for Lunch:

Please refer to p. 9-10 for information.

Vacations:

In general, vacation trips during school time are discouraged since they are disruptive to the learning process. If a vacation trip is necessary during school time, the parents should write to the teacher and principal informing them of the trip dates and their willingness to see that all missing work will be completed. The student and/or parent assume responsibility for lessons taught or work missed.

- If requested, teachers are encouraged to make their best effort to assign work in advance for such trips.
- It is further expected that the student should make their best effort to complete and hand in these assignments upon their return to school in recognition of the time taken by the teacher to prepare the work in advance.
- Parents should give as much advance notice of vacation plans to teachers as possible, the minimum notice being the number of days they are gone. Example, if a student is going to miss 5 school days, the parent should give teachers at least 5 school days notice.
- Any child who is absent for more than thirty (30) days in one school year is liable for RETENTION in the same grade another year.

Unexcused and Excused Absences and Tardiness:

Absence due to unauthorized excuses cannot be approved by the School and will be reflected in the student's attendance record. The following reasons are considered to be **excused absences** from school:

1. Absence because of student illness.
2. Absence due to doctor or dentist's appointment.
3. Absence due to car trouble preventing the student from arriving on time.
4. Absence because of death, serious illness, or family emergency.
5. Absence for personal reasons arranged in advance with the school office.

If a student returns to school without a phone call from a parent or guardian, the absence will be considered unexcused and the parent(s) will be contacted. Excessive absence can result in retention at grade level. Please see Retention/Promotion section of this Handbook.

Absentee Homework Request Procedures:

- **Call the school if your child is absent.** If you need to pick your child up before the end of the school day, please send a note to the classroom or homeroom teacher stating the time and reason.
- When your child is absent, the teacher may send homework with a sibling or neighbor upon request from you. If you wish to pick up your child's homework or have it picked up, please notify the school before 11:00 a.m. so the teacher can have it ready for you when school is dismissed. **All homework is to be picked up in the school office. NO ONE IS TO GO TO THE CLASSROOM IN ORDER TO PICK UP HOMEWORK.**

Classroom Visitation

Special days during the year are designated for **classroom visitation**. Please take advantage of these opportunities to visit during the school day. If a parent is unavailable on the designated day(s), or has a special reason for wanting to visit, please contact the teacher for scheduling. Drop-in visitation is disruptive to the normal flow of the learning process and is distracting to students.

All persons entering the school building must report to the school office, sign-in, and will be directed to their destination. Please see the inside back cover for Visitor/Volunteer procedures.

Curriculum

Our Lady of Lourdes School strives to fulfill its philosophy and mission statement by providing the best possible experience in Catholic education. The first priority of the school is to teach and uphold the basic tenets, doctrine, and beliefs of the Roman Catholic faith. The next priority is to provide a well-rounded academic curriculum aimed at meeting the needs of students at many points on the continuum of academic ability. While stressing challenge and academic excellence, we strive to provide assistance to those students who struggle with their work. Copies of curriculum standards are available for review in the School Office.

Curricular Areas and Overall Schedule:

The following areas are part of the *daily pattern of instruction*:

Religion, including attendance at Mass
Spelling/vocabulary
Social Studies

Reading/literature
Science
Mathematics

Writing
English/grammar

The following are part of the *weekly pattern of instruction*:

General Music
Instrumental Music (elective for grades 3-8)
Physical Education

Library
Art
Computer Education and Keyboarding

The Diocesan Technology Plan for integrating computer education into the prescribed curriculum is available in the School Office. Internet access is available for limited student use at the discretion of each teacher provided parents and Students have signed the Acceptable Use Policy Agreement.

Field Trips

Field trips are an experience in educational enrichment and therefore are a privilege, not a right as part of the school curriculum. Hence, any student's participation in all field trips, including the 8th grade graduation trip, may be withheld if the student's behavior prior to the fieldtrip does not conform to the teacher's standards of conduct for students. Further, unacceptable behavior on a field trip may result in suspension of participation in future field trips.

If bus transportation is used, children will be required to pay for the cost of their bus, and admission fee, if one is required. Due to state law requiring all children under age 8 to be secured in a child car seat, provided by their parents, most field trips for students under the age of 8 will use bus transportation.

Individual permission slips will be required for each trip. Students may not accompany their class unless a signed permission slip has been received from the parent or guardian. **Telephone permission will not be accepted.**

Adults who chaperone or drive for field trips must have completed the Protecting God's Children program and will be provided with a check list outlining the ways in which they can assist the teacher in providing a successful field trip experience. Included with this packet of information will be assigned seating for the students. **You may always expect to drive your own child, however, please trust the judgment of the teacher in assigning other children to cars and/or activity groups. DO NOT CHANGE PRE-ASSIGNED GROUPS. This undermines the authority of the school and may cause problems the driver does not anticipate.**

As stated previously, the following diocesan policy regarding supervision of students applies to chaperoning:

"All persons who are active in the educational mission and youth ministry programs of the diocese are to respect the dignity of the persons entrusted to their care...Such persons shall never employ

corporal punishment nor inflict physical abuse with respect to those entrusted to their care.”

Grading/Recordkeeping

The following Diocesan grading scale will be used throughout the school:

A = 93-100 B = 85-92 C = 76-84 D = 70-75 F = 69 or below

Letter grades are not given in Preschool, Kindergarten, or during the first two quarters of First Grade. Report cards are issued four times during the school year with Parent-Teacher Conferences scheduled after students receive their first report card. Parents wishing to meet more frequently with teachers regarding the progress of their child/children should contact the teacher to request an appointment.

Teachers will make every effort to use a variety of assessments when evaluating student performance and also to balance the number of assignments and the weighting of those assignments in order to ensure that students frequently have the opportunity to improve their grade point averages. Honesty and self-reliance are values we want to instill in our students. **A student does not help a fellow student by letting him/her avoid hard work and individual achievement.** Therefore:

- **Forgery**, the signing of another person’s name, or **plagiarism**, the claiming of another person’s work as one’s own, will result in an automatic detention. In addition, plagiarism will result in a grade of **zero** on the assignment, project, quiz, or test.
- **CHEATING will result in a grade of "0" for both the "borrower" and the "lender". Cheating is defined as, but not limited to, the following behaviors:**
 - Talking during a test or quiz
 - Looking at the paper of another student during a test or quiz
 - Having answers/test materials out or available during a test or quiz
 - Sharing or receiving information about a specific test or quiz prior to administration of the test or quiz and/or sharing or receiving such information via electronic means (calculators, text messaging, picture messaging, instant messaging, etc.)before or during the test or quiz
 - Copying homework or allowing another to copy homework
 - Working together on an assignment that has been assigned as individual work
 - Use of “cheat sheets” in any form at any time
 - Providing answers or questions to a student who has not yet taken the test or quiz
 - Copying another’s work and altering selected words so that it is not verbatim on tests, quizzes, or assignments
 - Any type of plagiarism including downloading material from the internet and submitting it as one’s own work
 - Adding a name to a group project of an individual who has not made a significant contribution to the development of the project
 - Taking course material from a teacher’s desk, computer files, etc. (This behavior will result in additional disciplinary measures.)
 - Tampering with a teacher’s computer system to steal material, alter grades, or for any other purpose (This behavior will result in additional disciplinary measures.)
 - Assisting another student to cheat in any way

Our Lady of Lourdes School uses **Fast Direct** Communications School Information System which permits Grade 2-8 parents to have on-line access to their child’s grades in all subjects. Passwords are distributed to parents and students at the beginning of the school year. Due to our use of this system:

- Parents can have direct e-mail contact with teachers.
- Teachers in K and 1 will be able to have progress reports and report cards on line even though they do not use the letter grading system above. Further, parents of preschoolers can access messages and calendar information about their child’s class.
- Teacher may elect to enter information about classroom events and assignments into their on-line calendars.
- Financial information regarding payment of tuition and fees will also be available to parents.
- **REPORT CARDS will be available on-line and will not be distributed in classrooms any more with the exception of the final report card of the year. Parents should print a copy of their child’s report card at home, sign it, and return it to school within a week of the “Report Card” date posted on the school calendar.**

- **Parents may request hard copies of report cards from the School Office, however, it is presumed that parents will use the *Fast Direct* system unless a written request is made to the contrary.**

Graduation Activities and Requirements

The first activity of the school year will be the adoption of the new 1st grade class by the 8th graders. This activity forms a year-long bond between our youngest full time students and our oldest. During the course of the school year, they will share many events including holiday celebrations, journaling, and May Crowning. Next, there are some graduation activities which are required by the school and some which are optional and parent sponsored. The required components are:

- A school-sponsored class trip which is educational in nature. Fundraising is done by the class and parents and parent chaperones are invited on the trip.
- In Christian outreach, 8th graders traditionally perform Christian service to the school and parish community by participating in a year-long project of visiting local nursing homes and the Good Samaritan Inn.
- Eighth graders do not have school pictures taken in the fall. Graduation pictures are scheduled in January. All students must have their pictures taken for the composite and yearbook but are under no obligation to purchase any additional pictures.
- The 8th grade class makes a Graduation Retreat which will be provided by the school and parish.
- We have a long-standing tradition of caps and gowns at graduation because they lend to the formality and religious tone of the graduation liturgy.
- Finally, the 8th grade graduation always takes place during a special Mass on a Friday evening.

Optional activities which are parent planned and sponsored have, in the past, included:

- an 8th Grade Graduation Party at the school for 8th graders and their parents
- an 8th grade dance
- a class T-shirt, memory book and/or video
- a flower to be presented to each set of parents at graduation
- a class gift to the school

Several types of fundraising have been used over the years and an 8th grade parent meeting is held in the fall to discuss funding of 8th grade activities. New ideas are welcome in both activities and fundraising. However, the fast food lunches which classes have used as a fundraiser in the past are no longer possible due to the adverse financial effect they have on the Hot Lunch program.

Eighth graders who are eligible for graduation must have all tuition and fees paid in full prior to graduation (See Financial Information p. 6) and must have passing grades in all but one major subject. Failure in two major subjects, for the school year, will result in retention of students in Grades 6 - 8. **Our Lady of Lourdes School does not recognize summer school work as a condition for passing in Grades 6 - 8.**

Homework

Homework is a valuable learning tool which reinforces classroom instruction. Homework at all grade levels is expected to be completed according to the teacher's directions and on time. One way of calculating time which should be devoted to homework on a daily basis is to multiply the grade level by 10 minutes. Therefore, on an average day, a second grader could expect 20 minutes of homework and an eighth grader 80 minutes. There will always be exceptions to this estimate. However, if your child routinely exceeds this amount of time on homework or never seems to have homework at all, please contact the teacher.

Points can be deducted from a student's grade for failure to follow directions, misspellings, or lack of proper identification on assignments. Further, students may, on occasion, lose privileges for missing or incomplete work. Parents can encourage their children in successful homework habits by showing an interest in what is being learned and providing a quiet time and place for children to work.

Preschool - Grade 1:

Teachers in Preschool - Grade 1 handle homework assignments appropriate to grade level and will communicate individual expectations to students and their parents.

Beginning in Grade 2, the Parent-School Association provides student planners to aid in developing organizational skills. Students are expected to use their planners daily.

Grades 2 - 5:

Late Work

- Grade 2: 1st semester – 10 points deducted from grade with the expectation of completion the following day.
2nd semester – 15 points deducted with same expectation.
- Grades 3 - 5: 25 points deducted from grade with the expectation of completion the following day.

Incomplete Work

- Grades 2 – 3: When work turned in is incomplete, the portion of the work not completed will be marked wrong.
- Grades 4 – 5: When work turned in is incomplete, points will be deducted for double the value of the portion of work not completed.

Grades 6 - 8:

Late Work

Homework is due on the assigned day. **Late work results in a grade of "0"** and parents will be notified in writing with a return signature required. When the assignment is turned in the following day, the student will be eligible for up to 50% of the credit earned on the assignment by completing the work.

Incomplete Work

When work turned in is incomplete, points will be deducted for double the value of the portion of work not completed.

All Grades

- Late work will be designated in the teacher's Fast Direct grade book with an "L", "M", or another designation which the teacher communicates to parents.
- **Students may turn in the completed assignment on the next school day and receive 50% credit for the work. Work not returned the following school day will receive a zero (0) and will be completed during school time in order to practice the skill involved.**
- After three (3) late assignments in a given subject, parents will be notified by letter of the situation. Parents may arrange a conference at that time.

Absentee Homework Request Procedures:

- **Call the school if your child is absent.** If you need to pick your child up before the end of the school day, please send a note to the classroom/homeroom teacher stating the time and reason.
- When your child is absent, the teacher may send homework with a sibling or neighbor upon request from you. If you wish to pick up your child's homework or have it picked up, please notify the school before 11:00 a.m. so the teacher can have it ready for you when school is dismissed. **All homework is to be picked up in the school office. No one is to go to the classroom in order to pick up homework.**

There is never any penalty for work which is late due to Excused Absence, providing that the work is completed within the prescribed time limit of 1 day's grace period for each day of absence or according to prearranged criteria agreed upon with the teacher.

If a problem arises that prevents the student from completing their work, a parent may write a note to the teacher explaining the situation and/or requesting assistance. The note must be presented to the teacher prior to collection or checking of the assignment.

Honors/Awards

Every child has been gifted by God with unique talents and abilities which they will discover and put to use at different points in their lives. As a religious and academic institution, OLOL School will recognize students who excel in the religious, curricular, and extracurricular areas which are part of our Catholic school in the following ways:

Individual Classroom

Teachers use praise and other forms of individual and group encouragement to focus on the positive in their classes throughout the year. They may also use awards within their own classrooms to recognize achievement and effort.

Junior High Honor Roll

Students in Grades 6 – 8 will be publicly applauded for academic achievement by inclusion on the Honor Roll each quarter.

High Honors: Students earning high honors must have a 93%-100% quarterly grade point average (without rounding up) as calculated on the *Fast Direct School Information System*. All academic subjects will be weighted equally, including religion, mathematics, science, social studies, grammar, and literature. General music and physical education will be averaged into the GPA, but will have less weight than the academic subjects will. Co-curricular activities such as instrumental music and art DO NOT impact honor roll.

Honors: Students earning honors must have an 85-92% quarterly grade point average (without rounding up) as calculated on the *Fast Direct School Information System*. All academic subjects will be weighted equally, including religion, mathematics, science, social studies, grammar, and literature. General music and physical education will be averaged into the GPA, but will have less weight than the academic subjects will. Co-curricular activities such as instrumental music and art DO NOT impact honor roll.

While students will still receive letter grades on their report cards, honor roll will be calculated using the Diocesan Grading Scale percentages for A s and B s.

Awards Days

- Athletic Awards will be presented to participating students by the OLOL Athletic Association.
- The Christian Leadership Awards given to one student from each classroom who is voted by their classmates to have the qualities that answer the question, “What would Jesus do?”
- In May, an Awards Day assembly is held to recognize students for their academic achievement and for their participation in various school organizations. Among the awards given then are:
 - Vocal and instrumental music awards
 - Physical fitness awards
 - Student Council, School Safety Patrol, Spelling Bee, Speech Contest, and Scholastic Bowl awards
 - Honor Roll Achievement Awards for Students in Grades 3-8
 - Midwest Talent Search Certificates for students who qualified based on their grade point averages and scoring in the 95%tile on Terra Nova tests.
 - Presidential Excellence and Presidential Achievement Awards given to graduating 8th graders who have maintained either a B+ or a B average in their 7th and 8th grade years AND who score in the 85%tile in math, reading, or overall composite score in their 8th grade Terra Nova Tests.
 - The Principal’s Award which is the highest award given to a graduating 8th grader who has shown outstanding effort, cooperation, courtesy, and academic focus throughout their grade school career. One award per 8th grade homeroom is given.

Learning Disabilities Program/Special Education

The part-time Learning Disabilities (LD) Program will serve students who have been tested and diagnosed with a specific learning disability and have an Individual Education Plan (IEP). Testing to determine learning disabilities will still be conducted by the staff of Macon-Piatt Special Education District.

Students with an IEP will be given first priority in the daily schedule of the learning disabilities teacher. In addition, other students who exhibit specific deficits will be given assistance as the daily schedule permits, based on need as determined by classroom performance, teacher recommendation, and parent referral.

Parents are strongly encouraged to take advantage of all services provided by Macon-Piatt Special Education District in addition to our services. This is your child's right under federal legislation. Macon-Piatt Co. Special Education District provides academic, speech, and psychological testing to our students. Students who qualify for special education assistance are able to attend special classes conducted by special education teachers employed by Macon-Piatt Special Education on an after school basis while attending Our Lady of Lourdes.

Parents are advised to maintain their students' eligibility with the public school program through use of their services in addition to those provided during our school day. OLOL can only serve the needs of Learning Disabled students. All other categories of Special Education needs must be referred to Macon- Piatt Special Education.

In spite of our best efforts, some students may be better served in a public school setting. This determination should be made through testing and consultation among parents, teachers, student, and administration, with the final decision being made by the Pastor and Principal.

Physical Education Classes

Dress requirements for Physical Education class:

It is strongly recommended that P.E. clothes be left at school for the week and laundered on the weekend to avoid the penalty for not dressing. Students in Grades 4-8 are encouraged to bring unscented clear stick antiperspirant for use after P.E. class

Kindergarten through Grade 4

School Uniform for Boys and Girls; Long Gym shorts/slacks for girls if wearing jumpers. Gym shoes*

Grades 5-8

Long Gym shorts/slacks for both boys and girls. Waistband cannot be rolled and must cover the students' waist.

Change of shirt for both boys and girls. Shirt must be long enough to reach well below the waist and not ride up during physical activity.

Gym shoes*

NO short, tight fitting, sleeveless, revealing clothing, or clothing with objectionable words or graphics is allowed for P.E. or at any other time. Students who do not bring the required P.E. clothes listed above WILL NOT be allowed to participate in P.E. and that lack of participation will be reflected in their grade. *P.E. shoes must be tie shoes due to slipping off during games. If shoe will not stay on foot during activity, the student will have to sit out for safety reasons.

If a student is not able to participate in P.E. due to illness or injury, a Doctor's Excuse is required. If the student cannot participate in P.E., he or she will not be allowed to participate in activities during noon hour recess.

Prayers by Grade Level

Teachers will distribute copies of prayers at the beginning of the school year, but a reference list is below:

Preschool - Grade 1: The Sign of the Cross, The Hail Mary, The Lord's Prayer, The Glory Be to the Father, The Blessing Before Meals.

Grade 2: The Act of Contrition, We Celebrate Reconciliation, and the simple Morning Offering.

Grade 3: Grace After Meals, How to Say the Rosary, The Gloria.

Grade 4: The Holy Days of Obligation, The Morning Offering, The Angelus, The Ten Commandments.

Grade 5: The Nicene Creed, The Seven Sacraments, The Hail Holy Queen, How to Baptize in case of Emergency, The Order of the Mass.

Grade 6: The Spiritual and Corporal Works of Mercy, The Mysteries of the Rosary, The Memorare.

Grade 7 and 8: Acts of Faith, Hope, and Love, The Precepts of the Church.

Religious Responsibilities and Opportunities

Religion is of paramount importance in our curriculum and as such, all students, regardless of religious affiliation, are expected to participate in religious education classes. Religion is taught at Our Lady of Lourdes School not only as doctrine to be learned, but also as faith to be lived. Therefore, all Catholic children enrolled in the school and all Catholic parents are expected to participate in the celebration of the Eucharist each weekend as their minimum commitment to their Catholic faith. In addition, parents are strongly urged to take a vital part in the religious education of their children by attending parent meetings, and sharing with their children through family prayer and discussion of the School's religious education program.

Every Friday, an all-school liturgy is celebrated at 8:30 a.m. On special feasts and during special liturgical seasons, students have the opportunity of planning and participating in class and all-school prayer services. All students are expected to participate in daily religion classes, and to attend the Friday 8:30 Mass with their class regardless of the student's faith and church affiliation. For non-Catholic students, daily religion class should be considered an academic subject which will be graded as any other subject in the curriculum. Similarly, non-Catholic students are expected to respectfully attend Masses and other liturgical services and to participate to the extent that they and their families are comfortable. Non-Catholic students are invited to come forward for a blessing at the Communion of the Mass, but we cannot extend reception of the Holy Eucharist to those who have not received the sacrament of First Eucharist.

The school and parish sponsor retreats for each 8th grade graduating class as well as Confirmation Retreats and First Holy Communion Community Days for the students involved in reception of those sacraments.

Boys and girls in Grades 4 - 8 are offered the privilege of becoming altar servers. Children should consider their commitment as a serious responsibility and assume it only if they are willing and able to make the sacrifices necessary to be faithful. This role is a service to the school and parish communities and not an extracurricular activity. Therefore, serving is not covered by the school's eligibility policy.

Parents should note that students' participation in the Annual Christmas Program is required and is a significant part of their second quarter general music grade. The date for the Christmas Program is posted on the school calendar at the beginning of the school year. Failure to participate may result in a failing grade for the quarter.

Report Cards

Report Cards are available on-line through the *Fast Direct School Information System* four times per year. Dates for report card viewing are printed on the School Calendar. The first report card of the school year should be printed at home, signed, and may be returned at Parent-Teacher Conferences in the fall. All other report cards should be printed at home, signed, and sent to the homeroom teacher within a week of the on-line availability date. Hard copies of the report card can be sent home upon written request from parents; however, it is presumed that parents will use the *Fast Direct system*.

Retention/Promotion of Students

Retention is to be considered in three (3) situations:

1. Any student who has been absent for more than 30 days in one school year is liable for retention in the same grade the following year.
2. A child who has not yet reached the maturity level needed to do the schoolwork required for a given grade level may be recommended for retention. Parents have the option of placing their child in the next grade if they disagree with the recommendation. However, the child will be transferred, not "promoted" and may struggle in the following grade.

When a student in Grades K-5 is transferred over the advice of the professional staff, parents must sign a

statement acknowledging that the transfer occurred against the advice of the professional staff. If a child is recommended for retention for a second time, in a different grade, after the parents have insisted on a higher placement, the decision will rest with the principal.

3. A student in Grades 6 - 8 who has received an "F" average in two major subjects within a given school year will be retained at the same grade level for the following year. There is no option of transferring to the next grade for students in Grades 6-8. Parents will be notified by the principal when there is danger of failure in two subjects so that the problem can be corrected through a better effort on the part of the student. If a student fails two major subjects in spite of the warning and recommendations for remediation, **the student will be retained in the same grade for the following year.** While summer school may be recommended if a student fails one (1) subject, **it will not be accepted as a condition of passing to the next grade for a student who has failed two (2) major subjects.**

An eighth grade student who fails two (2) major subjects in his or her eighth grade year will not graduate, and may or may not be accepted back at Our Lady of Lourdes School, at the discretion of the Pastor and principal.

School Supplies

School supply lists are distributed in the spring of each school year as well as in the Orientation Packets distributed in early August. Additional copies are available in the School and Parish Offices.

Please do not bring more than the required supplies to school. Desk space is limited, and students will be asked to take extraneous supplies home.

- Although not required, a ream of 20lb. white copy paper from each family or student would be a tremendous help to teachers!
- No sharp items, including scissors, should be brought to school. Classroom sets of scissors are available when needed.
- Potentially **hazardous** office supplies, such as **laser pointers** and **white out**, are not permitted, and will be confiscated and not returned if found in a student's possession.
- All non-consumable books must be covered at all times. Extra Large stretchy book covers, paper grocery sacks, or any covering **WITHOUT ADHESIVE**, is acceptable for covering books.

Student Records

Names and addresses of students and their parents or guardians and other information in school records are confidential data in the sense that they will not be released to unauthorized person, e.g., business firms, insurance companies, fund raising organizations, etc.

Our Lady of Lourdes Catholic School abides by the **Buckley Amendment** with respect to the rights of non-custodial parents. **In the absence of a court order to the contrary**, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding their child. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

The parent(s) or guardians (s) have/has the right of access to the student's school records. Any parent wanting to view their child's school records must **make a written request 24 hours in advance** to the school office. There shall not be release of personally identifiable school records without the prior written consent of the parent(s) or guardian, except in the following cases:

- to other school officials, including teachers and counselors within the school or school system who have a legitimate interest.
- to officials of other schools in which the student intends to enroll, provided that the parent(s) or guardian are notified of the release of the records, are provided a copy of the record (if they desire it), and are given, if necessary, an opportunity to challenge the record.
- to federal auditors who are auditing a performance of federally funded programs.
- a court order.

Records can be released to the FBI, government officials, juvenile officers, lawyers, and police with the written

permission of the parent(s) or guardian **or a court order**. Information, sufficient to insure adequate placement of a student, including health records, will be released within ten (10) days of receipt of a records request from the school of transfer. **However, official school records will not be released until all financial obligations to the school are satisfied.**

Technology Acceptable Use Policy

The internet can be a valuable educational tool, but it can also harbor dangerous environments for children. Internet use in the classroom will be available at the sole discretion of the classroom teacher. No student or staff member will be allowed internet access unless they have signed Our Lady of Lourdes School's Technology Acceptable Use Policy which includes use of the internet, school phone system, *Fast Direct*, *School Reach*, text messaging, camera phones, iPods and MP3 players, blogs, discussion boards, hardware and software system securing (hacking), etc. In the case of students, parents must also sign the policy. Parents may elect to restrict their child (ren) from using the internet at school.

Testing

The following policy on standardized testing applies to students:

1. Students at Our Lady of Lourdes School will follow the testing program outlined by the Office for Catholic Education. The tests are diagnostic and intended to assist in planning instruction.
2. This testing program requires both achievement and ability testing of students in Grades 3, 5, and 7.
3. Our Lady of Lourdes School tests optionally at grades 2, 4, 6, and 8. The current program of testing used by the Diocese of Springfield is the Terra Nova test.
4. Students in Grade 5 and 8 also participate in the ACRE religion standardized tests mandated by the Springfield Diocese.
5. Terra Nova tests are administered in September. ACRE tests are administered in February.

COMMUNICATION

Communication: Parent/Teacher/Child

Teachers make every effort to keep parents informed of their child's progress both in written reports and in verbal contact. Teachers or school personnel may need to telephone parents either at home or at work. Every effort will be made to avoid unnecessary intrusions into parent's work and family time, but it is sometimes unavoidable. If there are optimal times when **non-emergency calls** should be made to you, please note this on your child's Student Emergency Sheet.

Parent-Teacher Conferences and Appointments

Scheduled Parent-Teacher conferences are arranged for all students in Grades K- 8 following the first report card, usually in early November. Students will bring home a time preference sheet to be filled out by parents and returned to school. Conferences will be scheduled on a first returned/first served basis with preference being given to arranging conferences for families with several children in school. These conferences are typically 10 minutes in length and are an opportunity to discuss report cards, Terra Nova tests, and general student progress. Older students are strongly encouraged to attend the conference with their parents/guardians.

Other conferences may be scheduled at any time during the school year by either the parent or the teacher.

- **If parents wish to discuss school related matters with a teacher, either please send an e-mail, through the Fast Direct system or to the teacher's school e-mail address, call the school office at 877-4408 and leave a message in the teacher's voicemail box, or write a note. The teacher will make arrangements to meet as soon as possible. (Please see the inside back cover for a list of teacher e-mails and phone extensions.)**
- Questions and concerns should always be directed to an individual teacher before contacting the principal.
- No one should call a teacher at home unless the teacher has indicated that he or she wishes to receive

home phone calls.

- E-mail is the preferred method of initial contact. Teachers will respond promptly to e-mails.
- Drop-in impromptu conferences interfere with the teacher's responsibility of supervising students.
- No visitors may go directly to a classroom; they must go to the school office, sign in, and be directed from there.

Please feel free to call the School Office to contact the principal if you have any questions or concerns regarding the school. If your question is directed to a specific teacher or staff member, please contact that person first. (Refer to "Grievance Procedure below.)

Grievance Procedure

A grievance is a difference of opinion or dispute raised by students and/or parents concerning the policies and procedures of the school. The primary purpose of a grievance procedure is to secure, at the lowest possible administrative level and in the most informal manner possible, equitable solutions to problems which may arise affecting student learning. Problems relating to general school policies and procedures should be addressed to the principal. Problems relating to student-teacher relations should be addressed as follows:

- Step 1: The student should make an appointment to talk directly with the teacher in order to determine the cause of any academic or behavior problems and work toward a joint solution.
- Step 2: Parent(s) or guardian(s) should contact the teacher by phoning the school or sending a private note or e-mail expressing their concerns and indicating interest in discussing the problem and working on a solution.
- Step 3: The parent(s)/guardian(s), teacher, and student should arrange a conference to discuss progress and formulate a plan, in writing if necessary, for dealing with the problem and following up on the effectiveness of the plan.

In the majority of cases, grievances can be equitably resolved at some point in Steps 1-3. Involving the principal, pastor, other teachers, or other parents is counterproductive to this process as is inappropriate conversation about policies, procedures, and people.

- Step 4: Situations which have passed through Steps 1, 2, and 3 will have been brought to the principal's attention by the teacher involved. If any party feels that the situation is still unresolved, that party should contact the principal.
- The principal will first of all ascertain whether Steps 1-3 have occurred.
 - Next, the principal will arrange a conference among all concerned parties and will attempt to mediate an acceptable solution which is fair and remains faithful to the school's academic and disciplinary policies.
 - The agreement may be verbal or in writing, and a schedule of follow up conferences to check progress will be formulated by the principal with attendance by all parties expected.

If all parties follow through on the agreement, improvement should be obvious by the end of the follow up period. Again, respect for privacy and the reputations of all parties should preclude any public discussion of this process.

- Step 5: If closure is not accomplished after Steps 1 - 4 have occurred, the Pastor can be consulted by any of the parties involved. However, it is assumed that the principal will have notified the Pastor when Step 4 was reached. As with all issues concerning the parish or the school, the

decision of the Pastor concerning resolution of the situation will be final.

Step 6: The final contact, upon resolution of the issue at any step, will be made by the teacher. This will ensure that the parent has been informed and closure has been reached.

STUDENT AFFAIRS / DISCIPLINE

Abstinence Education

The virtue of chastity is the focus of three programs of instruction:

- Catholic Visions of Love: A Christian sexuality Program for students in grades 5 – 8.
- New Life Pregnancy Center Abstinence Education: A four day program for 7th graders. Information is sent home to parents prior to beginning these programs and parents may request that their children be excluded if they prefer to provide this information at home.
- Personal Safety Training for Children: The Protecting God's Children Touching Safety Program will be taught to all students on a yearly basis in order to empower and educate students about their right to protect themselves from abuse.

Pregnancy/Parenting Policy

Our Lady of Lourdes Catholic School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life and equally asserts the values of forgiveness and compassion.

Believing that the truly Christian response to a student facing adult situations and decisions is focused on the person, the administration will deal with each student involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, parents, principal, and pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being. Married students will not be permitted to attend Our Lady of Lourdes Catholic School.

Child Abuse Mandatory Reporting

All suspected abuse must be reported by any school personnel having knowledge of the alleged abuse. Schools must adhere to the "Child Abuse and Sexual Abuse" policy stated in THE HANDBOOK OF CATHOLIC EDUCATION POLICIES #4214 available in the school office.

In addition, #3191 "Child Abuse and Sexual Abuse" in THE HANDBOOK OF CATHOLIC EDUCATION POLICIES states: "All teachers, catechists, and others who come in contact with students in programs and activities sponsored by the school/parish, whether these persons are salaried or volunteers, are to:

1. Complete the diocesan-mandated *Protecting God's Children* program which educates adults regarding the warning signs of victims of abuse and their predators.
2. Submit to a Criminal Background Check
3. Employees must also be fingerprinted.
4. Sign a Statement of Certification and Authorization relative to child and sexual abuse.
5. Sign a statement acknowledging awareness of the policies and insurance ramifications relative to child abuse."

ABUSE HOTLINE: 1-800-25-ABUSE (1-800-252-2873)

Protecting God's Children Training

The Springfield Diocese has mandated training for all adults, who have regular and significant contact with children, in recognizing and preventing child sexual abuse. The *Protecting God's Children* program and

background checks are required of all adults, both employees and volunteers, and training is provided on an ongoing diocesan wide basis. The program is summarized as follows:

“Child sexual abuse is a worldwide public health issue. Child abuse, particularly child sexual abuse, is reprehensible—especially when the wrongdoer is affiliated with the Church. The VIRTUS® programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. We seek to achieve this lofty goal through our child sexual abuse prevention program: PROTECTING GOD'S CHILDREN™.”

Conduct of Students

Students at Our Lady of Lourdes School are expected to display Christian principles of behavior and conduct at all times. Christian conduct demands respect for people and property at all times as well as courteous behavior to everyone. Most principles of behavior are encapsulated in the principle of "loving our neighbors as we love ourselves". However, some general guidelines are listed here for clarification. Our Lady of Lourdes students will:

School Grounds:

- Obey all building use guidelines listed in this handbook and posted in the building.
- Walk in single file lines in the hallways respecting the rights of others to use the same space without crowding.
- Use restrooms for their intended purpose only and leave them in clean and orderly condition.
- Refrain from running in the building.
- Refrain from throwing things in the building.
- Refrain from loud talking in the hallways.
- **Refrain from GUM CHEWING anywhere on school/parish grounds.**
- Refrain from the sale or purchase of goods or services which have not been approved by the school administration.

School Day:

- Obey all classroom rules as defined by their teachers. For example:
 - raise hands and wait to be called on before speaking
 - ask permission to leave seats
 - ask permission to leave room
- Obey all playground rules as defined by their teachers and supervisors.
- Come to class prepared to work, and having all needed school supplies.
- Take responsibility for getting information about and completing all assignments when class is missed for any reason.
- Classes are not dismissed by the clock or bell chimes. **Classes are dismissed by the teacher when he or she has finished the day's lesson.**
- Refrain from the sale or purchase of goods or services which have not been approved by the school administration.

Treatment of Others:

- **Keep hands, feet, and all other body parts to him or her self in order to ensure the safety of all.**
- Refrain from inappropriate public display of affection in the school setting and at school events. Appropriateness will be determined by the teacher, supervisor, and/or principal.
- Respond with **respect, courtesy, and honesty** in all conversations with teachers, supervisors, or volunteers.
- Respect the property of others. **NO BORROWING without the owner's permission OR TAKING FOR ANY REASON.**
- Respect your fellow classmates. Laughing at another's mistakes is the highest form of disrespect and embarrassment.
- Be inclusive to all. Refrain from forming cliques which make others feel unwelcome.

Church Behavior:

- Maintain a reverent and respectful silence when in Church for Mass, prayer services, or practice.

- Genuflect properly when entering and leaving a pew in Church.
- Make the Sign of the Cross reverently and properly.
- Participate in the Liturgy.

Criminal Prosecution

Students who are charged with the commission of a crime will be presumed innocent until proven otherwise. When the continued physical presence of a student or students in the school environment poses a risk to the safety of other persons or property, or has the potential to adversely affect the school's reputation, the Administration may, acting within its sole discretion, place **the student or students on a home study program pending the outcome of adjudication or investigation.**

Discipline

The goal of any discipline policy is self-discipline. The best means of developing self-discipline in our students is to model a consistent and strong collaborative spirit among all who share in their education: teachers, parents, administrators, and all other school personnel.

A further incentive toward self-discipline is the emphasis placed on recognizing positive achievements of students. Many such activities are provided which have as their primary goal the affirmation of students' positive choices regarding behavior, study habits, and cooperation. Since attainment of self-discipline is a learning process, there will be times when student choices need to be corrected. This must be done in an atmosphere of mutual respect between adult and child. In this atmosphere of mutual respect, students are instructed about rules and consequences and typically receive a warning before consequences are invoked. However, when disciplinary consequences are necessary:

- **Disciplinary penalties are administered at the sole discretion of the principal, pastor, or teaching staff involved in the supervision and determination of the situation.**
- **The School will consider information regarding the disposition of any disciplinary situation to be confidential information, not to be shared with or justified to anyone other than the parents of the student involved and school officials, on a need to know basis.**

Classroom Discipline Practice for Grades Preschool - 5

Step 1: Teachers will inform both students and parents about classroom rules, rewards, and consequences. When discipline becomes a problem in grades Preschool-5; the teacher will address the problem with the student involved and will endeavor to bring the student's behavior into compliance with established classroom rules and consequences. It may be necessary to suspend privileges or to arrange a detention in order to ensure proper conduct.

Step 2: If necessary, the teacher will involve the parents of the student to help resolve the situation.

Step 3: The principal's involvement might be requested by the teacher to determine appropriate action.

Step 4: **In extreme cases, when prior attempts at remediation of behavior have been unsuccessful, the discipline steps established for Grades 6-8 may be applied to students in Grades Pre-5. Such application will be at the discretion of the principal, assistant principal, or pastor.**

Junior High Discipline Procedures including Infraction, Detention, Written Referral, Suspension, and Expulsion:

- **Disciplinary penalties are administered at the sole discretion of the principal, pastor, or teaching staff involved in the supervision and determination of the situation.**
- **The School will consider information regarding the disposition of any disciplinary situation to be confidential information, not to be shared with or justified to anyone other than the parents of the student involved and school officials on a need to know basis.**

Briefly, in any 9 week grading period:

- **3 infractions in a given week = 1st conduct detention**
- **1 conduct detention + 3 infractions in a week = 2nd conduct detention + written referral**
- **2 conduct detentions + 3 infractions in a week = 3rd detention situation = In-school suspension**
- **3 written referrals = In-school suspension**
- **Violations listed below as "More Serious Misconduct" = Possible In-school Suspension**

Briefly, during the entire year:

- 1 In-school suspension + 3 infractions in a given week = 1 conduct detention
- 1 In-school suspension + 1 conduct detention + 3 infractions in a week = 2nd conduct detention plus 2nd written referral
- 1 In-school suspension + 2 conduct detentions + 3 infractions in a week = Out of school suspension
- 1 In-school suspension + violation of Step 2 on p. 15 = Possible Out of School Suspension
- 1 Out of school suspension + 3 infractions in a given week = 1 conduct detention
- 1 Out of school suspension + 1 conduct detention + 3 infractions in a week = 2nd conduct detention + 3rd written referral
- 1 Out of school suspension + 2nd conduct detention + 3 infractions in a week = REFERRAL TO THE PASTOR FOR STEP "A" IN EXPULSION PROCEDURE. PARENTS WILL BE CALLED TO PICK THE STUDENT UP IMMEDIATELY!

Any serious violation which necessitates the removal of a student from the school environment for the safety and well being of the school community = OUT OF SCHOOL SUSPENSION. *Parents will be called to pick the student up immediately!*

Detailed Explanation:

- **INFRACTIONS or violations of general school rules, building use rules, individual classroom or playground rules will be earned by students after the student has been unresponsive to a request to cease the offending action. The goal of issuing an infraction is to restore an optimal, cooperative environment for all involved.**
 - Infractions will be recorded by teachers, administrators, or supervisors in writing in both the School Office and the individual classroom. For parents' information, infractions will be recorded in each teacher's grade book on Fast Direct along with a note explaining the reason for the infraction. This posting will occur on the day an infraction is earned by the student so that parents can be informed in time to redirect their child's behavior, thus avoiding a detention or suspension. Please help your child to count infractions and remediate behavior in order to avoid further penalties listed below. Please communicate with the teacher in order to ensure a positive resolution of any behavioral issues.
 - Any three such infractions in a given week result in an ineligibility and a detention for the following week.
 - Any student who earns six infractions in a given week will receive an additional detention; nine infractions in a given week will result in a third detention situation.
- **DETENTIONS** will be held on Tuesday morning (7:15 - 8:00) and Thursday afternoon (3:15 - 4:00). A written notice will be sent home for a parent's signature. Failure to return such a notice will result in an additional detention for the student.
 - Detentions are not study halls; no homework will be allowed.
 - Students will be given an activity to complete by the Detention Moderator. **This activity may be written or in the form of service to the school or parish community, especially if the offense involved defacing or destruction of property.**
 - Upon receiving a second conduct detention in one quarter (9 week grading period), a student will receive a written referral.
 - Upon arriving at a third conduct detention situation in one quarter, the student will be considered chronic in his/her misbehavior. **Instead of serving a third detention, the student will serve an in-school suspension.**
 - Failure to return weekly ineligibility slips will also result in detentions, although they are not considered conduct detentions.
- **WRITTEN REFERRAL** to the principal will result in a contact parents to inform them that their child's misbehavior is becoming chronic and to enlist parent assistance in remediating the problem. Teachers may also elect to refer a student to the principal's office instead of issuing an infraction or detention. Any three (3) such written referrals in one quarter will result in an in-school suspension because parent and student will have had two opportunities to remediate the conduct and have not done so.
- **IN SCHOOL SUSPENSION** occurs when a student is separated from his or her classmates in order to remediate inappropriate behavior. During an in-school suspension:

- Students will be required to do work assigned during their in-school suspension, however, no credit will be given for daily work or homework.
 - The suspension will not be considered served until required work is completed.
 - Tests may be made up during detention or at the discretion of the teacher.
 - In keeping with section # 4514 of the Diocesan Handbook, the date(s) of the in-school suspension and a summary of the parent conference shall be kept on file at the school. This information, however, shall not be made part of the student's permanent record.
- **OUT OF SCHOOL SUSPENSIONS** may be given at the discretion of the principal and/or pastor when less extreme measures have proved ineffective or when immediate removal from the school setting is necessary in the best interests of the school.
- Out of school suspensions will be of a length determined solely at the discretion of the principal/assistant principal or pastor.
 - Students will be required to do work assigned during their out of school suspension, however, no credit will be given for daily work or homework.
 - The suspension will not be considered served until required work is completed.
 - Tests may be made up during detention or at the discretion of the teacher.
 - In keeping with section # 4514 of the Diocesan Handbook, the date(s) of the in-school suspension and a summary of the parent conference shall be kept on file at the school. This information, however, shall not be made part of the student's permanent record.

Students who have received written referrals, detentions, or suspensions may be denied participation in school activities, assemblies, field trips, etc. at the discretion of the supervising teacher, principal, assistant principal, or pastor.

- **EXPULSION** is a very serious punishment which will be undertaken only as a last resort when other attempts at resolving behavior problems have been exhausted. Nevertheless, Section #4613 of the Diocesan Handbook states the following situations which demand removal of a student from the school:
- a. Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils.
 - b. Chronic and incorrigible misbehavior which undermines classroom discipline and impedes academic progress of the entire class.
 - c. **Any student who has received an out of school suspension will automatically be subject to Step 1 of the Expulsion Procedure upon earning three (3) additional detentions.**

Expulsion Procedures:

1. The parent(s) or guardian(s) of the student are to be given an opportunity to meet with the pastor in the hope of finding a solution to the student's behavioral problem other than expulsion.
2. The pastor, not the principal, must make the final decision regarding expulsion and communicate that decision to the parent(s) or guardian(s).
3. If the student is expelled, the pastor should offer his assistance in attempting to find another Catholic school that will accept the student on a probationary basis.
4. If the student is expelled, the permanent records of the school will simply state that the student has been "withdrawn" and the date of the withdrawal.

Definitions/Clarifications

- 1) **THREATS OF VIOLENCE OR VIOLENCE** will be defined as any type of intimidation or harmful bodily contact directed at anyone, child or adult, whether joking or in earnest.
 - a. Our Lady of Lourdes School will not tolerate situations in which threats and violence are involved.
 - b. The excuse of joking or "just fooling around" will not be accepted.
 - c. Students who violate this policy will be subject to the full range of the school discipline policy.
 - d. **THIS CONSEQUENCE IS OVER AND ABOVE ANY LEGAL PENALTIES WHICH MAY RESULT FROM POLICE INVOLVEMENT.**

- 2) **FIGHTING** will be defined as any verbal aggression or harmful physical contact. This includes jostling,

horseplay, and “just fooling around”.

- Bystanders should not enter into arguments involving other students, but should notify a teacher or supervisor.
- All parties involved in this behavior will be held equally responsible unless the adult in authority can establish that only one party made physical contact with the other party.
- Students may protect themselves, but may not escalate the fight.

3) **MORE SERIOUS MISCONDUCT**, such as, but not limited to:

- chronic misbehavior as mentioned earlier
- disrespect
- insubordination/defiance of authority
- unacceptable, vulgar language
- unacceptable or vulgar actions
- dishonesty such as cheating, stealing, plagiarism, forgery, etc
- misbehavior for a substitute teacher
- physical contact, inappropriate public display of affection, fighting
- threats of violence or violence

will result in a written referral, conduct detention, and/or in-school/out of school suspension of a length determined by the principal or assistant principal.

- 4) **HARASSMENT** is defined as repeated unkind, derogatory, demeaning, violent, or inappropriate remarks or conduct directed toward a student, including but not limited to the intentional blocking of normal movements, or the intentional interference with work, study, or play.
- 5) Our Lady of Lourdes Catholic School is committed to providing a safe and secure environment in which each student can learn and grow. Because we are committed to preserving the individual dignity of each student, **BULLYING** of one individual by another individual or group of individuals will not be tolerated.

Based on research into the motivation and consequences of bullying, our school has adopted the **Steps to Respect Program** which systematically teaches Friendship Skills while addressing the issue of bullying. To that end, the following policy has been adopted and will be enacted by school staff.

Steps to Respect Policy

Our Lady of Lourdes School is committed to providing a safe, secure, Christian environment in which each student can learn and grow. Because we are committed to preserving the individual dignity of each student, harassment of any individual by another individual or group of individuals will not be tolerated. In our continuing effort to create a safe and positive learning environment, the staff at our school is implementing a bullying prevention curriculum called the Steps to Respect Program. This program is designed to prevent bullying and promote responsible, respectful and Christian, student behavior.

Bullying is defined as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Research indicates that bullying may lead to academic problems, social problems and emotional problems for children who are bullied or witness bullying.

The Steps to Respect program teaches children to identify bullying. The classroom lessons and instructional practices are designed to target motivational factors in bullying and social-emotional skills needed to impede bullying and promote healthy, friendly relationships. Student lessons teach friendship skills and ways to cope with bullying. Children are also taught to become responsible bystanders to bullying by refusing to join in or by reporting the bullying to an adult. The adult training component of the Steps to Respect program trains school staff to:

- ❖ Closely supervise student in all areas of the school and playground.
- ❖ Watch for signs of bullying and stop it when it happens.
- ❖ Teach the Steps to Respect program to students.
- ❖ Respond quickly and sensitively to bullying reports using the Steps to Respect response process and coaching models.
- ❖ Take seriously families' concerns about bullying.
- ❖ Look into all reported bullying incidents.
- ❖ Assign consequences for bullying based on the school discipline code.
- ❖ Provide immediate consequences for retaliation against students who report Bullying.

Active adult involvement is necessary to right the power imbalance inherent to bullying and bring about the changes needed to reduce bullying. The students will learn to:

- ❖ Treat each other respectfully.
- ❖ Refuse to bully others.
- ❖ Refuse to let others to be bullied.
- ❖ Refuse to watch, laugh, or join in when someone is being bullied.
- ❖ Try to include everyone in play who wishes to participate, especially those who are often left out.
- ❖ Report bullying to an adult.

Research indicates that teaching coping strategies to children to use when faced with bullying has an effect on the outcome. The Steps to Respect program teaches children assertiveness, emotion management, friendship and other social skills.

Consequences for infractions of the policy are based on the level of the infraction. Students will be informed of the next disciplinary step for repeated infractions.

Level 1 Behaviors

Pushing/hitting/kicking
 Spitting
 Gossiping/spreading rumors
 Embarrassing or making someone look foolish
 Mocking or mimicking
 Name calling
 Dirty looks
 Taunting
 Teasing about clothes/possessions
 Threatening to reveal person information
 Graffiti
 Publicly challenging to do something
 Defacing property or clothing
 Playing a dirty trick

Level 2 Behaviors

Defacing property
 Stealing

Level 1 Consequences

Any of the following:
 Making amends
 Class meeting on the topic
 Loss of privileges
 Parent notified
 In-school suspension (Student assigned for part or all of day to another classroom or to the office with work to do.)

Pattern of Level 1 offenses may result in consequences for Level 2 offense

Demeaning physical acts that are not physically harmful
 Locking in a closed or confined space
 Ethnic slurs
 Social rejection

Teasing about appearance
Taking possessions (lunch, clothing, school supplies)
Extortion
Sexual or racial taunting

Level 2 Consequences

Parent contacted and any of the following consequences:
Loss of privileges (progressively more severe than Level 1)

Level 3 Behaviors

Physical violence/inflicting serious bodily harm
Threatening with a weapon
Maliciously excluding
Manipulation of social order to achieve rejection
Malicious rumor mongering
Threatening with total isolation by peer group
Verbal threats of aggression against property or possessions
Verbal threats of violence or of infliction of serious bodily harm
Threats of using coercion against family or friends
Coercion

Making amends
Repairing, cleaning, or replacing items
Writing a report on the topic (theft, racism, vandalism, etc.)
School or community service or monetary reparation
In-school suspension
Referral to one-on-one or small group intervention sessions
Short term suspension (in or out of school)
Pattern of Level 2 offenses may result in consequences for Level 3 offenses.

Level 3 Consequences

Required parent conference with teacher and principal and any of the following consequences:

Student behavior plan (contract or functional behavioral analysis)
Referral to one-on-one or small group intervention sessions
Suspension for one to five days
Expulsion from school (see Procedures outlined in Handbook)
Criminal behavior will be referred to law enforcement for further action)

Corporal Punishment

In accordance with # 4214 in THE HANDBOOK OF CATHOLIC EDUCATION POLICIES, Our Lady of Lourdes School does not employ any type of corporal punishment as stated:

“All persons who are active in the educational mission and youth ministry programs of the diocese are to respect the dignity of the persons entrusted to their care...Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.”

Drugs and Weapons

SB 765 – Juvenile Court Act – includes regulations regarding any guns on school property and states that the POLICE MUST BE CALLED if a gun is brought onto school property.

ANY STUDENT FOUND SMOKING, IN POSSESSION OF OR PARTICIPATING IN ANY WAY WITH DRUGS OR ALCOHOL, OR IN POSSESSION OF A WEAPON WHILE AT SCHOOL OR A SCHOOL RELATED OR SPONSORED ACTIVITY, WILL BE SUSPENDED OR EXPELLED FROM SCHOOL AFTER A HEARING WITH THE PARENT(S)/GUARDIAN(S), PRINCIPAL, AND PASTOR. THIS CONSEQUENCE IS OVER AND ABOVE ANY LEGAL PENALTIES WHICH MAY RESULT FROM POLICE INVOLVEMENT.

Threat Assessment Procedure

Threats made by students will be taken seriously and investigated on an individual basis with the age and

reasonable ability of the student to carry out the threat being determining factors in deciding disciplinary action. At the discretion of the pastor and/or school administration, any or all of the following people can be notified and consulted in the disciplinary process: parents of the student(s) involved, teachers/school staff who have direct contact with and/or supervisory responsibility for the student(s) involved, the school's certified Student Assistance Program counselor, Macon County Mental Health Association staff, any medical or counseling personnel working with the student(s), and local law enforcement personnel.

In most cases, the routine disciplinary procedures stated in this handbook will determine the consequences of the threat. However, in cases where bodily harm has occurred or where one or more of the aforementioned people consulted assess the threat to be a serious impediment to safety and/or learning environment, removal of the student(s) from school can be required until such time as a thorough evaluation by a school approved psychiatrist or licensed clinical psychologist, at the parents' expense, has been made and the results have been released to the pastor and school administration. Based on the results of the psychological evaluation, the pastor and school administration will determine when and if the student(s) may return to school and, if allowed to return, under what conditions the student may return. These written conditions must be signed by student(s), parents, pastor, and school administration before the student is permitted to return to school. The procedures outlined in this handbook for expulsion will be followed in the event that a student is not allowed to return to school.

Vandalism or Abuse of School Physical Plant or Property

ANY STUDENT OF OUR LADY OF LOURDES SCHOOL WHO IS FOUND TO HAVE COMMITTED ACTS OF VANDALISM TO THE SCHOOL OR PARISH WILL BE SUBJECT TO THE FULL EXTENT OF THIS DISCIPLINE POLICY WHETHER THE OFFENSE OCCURRED DURING SCHOOL HOURS OR OUTSIDE OF SCHOOL HOURS. THIS CONSEQUENCE IS OVER AND ABOVE ANY LEGAL PENALTIES WHICH MAY RESULT FROM POLICE INVOLVEMENT.

Divorce and Child Custody:

As stated in the Student Records section of this handbook, Our Lady of Lourdes School abides by the Buckley Amendment with respect to the rights of non-custodial parents to view school records. However, it is generally the responsibility of the custodial parent to provide copies of report cards, school correspondence, school calendars, etc. to the non-custodial parent.

IF BOTH PARENTS ARE TO RECEIVE COPIES OF THE AFOREMENTIONED, THE CUSTODIAL PARENT MUST NOTIFY BOTH THE SCHOOL OFFICE AND THE TEACHER(S) OF ALL STUDENTS INVOLVED. In the absence of such notification, materials will be sent to the custodial parent only. **Important: If your child is not to be taken from the school by a non-custodial parent or other relatives according to stipulations in a divorce decree, the school must have a copy of the portion of the divorce decree stating this.** Custodial parents should also take time at the beginning of the school year to inform teachers of this circumstance.

Electronic Devices

Students are not permitted to have personal electronic devices such as, but not limited to, cell phones, pagers, or palm-type personal computers during the school day or while at the school's extended care program. Further, iPods and mp3 players, personal CD, tape recorder/players, cameras (film, video, or digital), televisions, radios, e-book readers or any other device with internet connectivity are not permitted unless a teacher requests their use for a specific purpose in class. Finally, any electronic device which could cause injury such as, but not limited to, laser pointers and stun guns will be considered weapons and dealt with according to the previous section of this Handbook entitled "Drugs and Weapons".

Such devices will be confiscated immediately and returned to the student's parent(s) with the understanding that they not be brought back to school. **If parents feel that there is a necessity for a student to bring a cell phone to school because of after school activities, said cell phone can be "parked "in the Principal's Office for the day and returned when the student leaves the building for the day, that is, when the student is leaving the school grounds for the day. Leaving school grounds for the day does not only mean 3:00 dismissal but Extended Care which does not end until 5:30. Furthermore, cell phones may not be used by students while waiting for or walking to their cars in the car line. "Parking" a device in this way will not be considered a violation of policy. Repeated confiscation of electronic devices will result in the administration retaining the device until the end of the school year.**

Please note: Permission may be given by a classroom teacher for students to use electronic devices such as the Franklin Spelling Ace if such a device is recommended in a student's IEP. Determination of acceptable electronic devices is at the sole discretion of the pastor and the school administration.

Funerals

During the course of the school year, students may attend a funeral of a classmate's relative, parishioner, or of a special friend of our school as a class. The Mass of the Resurrection celebrates the life of the deceased and is an occasion for rejoicing. It is often a wonderful show of support when classes attend a funeral which is held at our parish Church. It would be rare for the whole school to attend; rather the class or classes who had direct contact with the deceased or their family would attend, and the teacher would take time to prepare the students for the experience.

We realize that attendance at a funeral is a personal decision for a family. Therefore, **if you do not wish to have your child attend a funeral under any circumstances, please notify the School Office at the beginning of the school year.** This policy applies only to funerals which are celebrated at Our Lady of Lourdes Church; therefore, permission slips will not be sent home for funerals.

Student Health

If a child becomes ill or is injured at school, he or she should be sent or brought to the office. No child is to be sent home without the principal/assistant principal's permission. Even if an injury is not serious enough to warrant sending a child home, the principal/assistant principal should be informed so that, if necessary, the parent may be called and alerted.

General Guidelines:

- ❖ Students who have registered a normal temperature for 24 hours and/or have been free of diarrhea for 24 hours may return to school.
- ❖ Students who have taken a 48 hour course of antibiotics are no longer considered contagious and may return to school if they feel well.
- ❖ Students who have or are suspected to have a contagious rash, eye infection, or other contagious condition must consult their family doctor before returning to school.

Accident Insurance:

All parents must fill out a Certification of Medical Insurance and Indemnity Agreement stating that they have health insurance for their children or that they will purchase accident insurance through the Diocesan insurance provider. This is a condition of enrollment.

Health Policies:

Our Lady of Lourdes School complies with the state of Illinois and the Department of Public Health in requiring all students first entering our school to have a physical examination performed by a physician licensed to practice medicine in all branches recorded on the Illinois Certificate of Child Health Examination form completed prior to entrance and proof of immunization. All students entering kindergarten, sixth, and ninth grade or upon first entrance into school, must also fulfill the above health requirements. Students entering Kindergarten, 2nd, and 6th grade are required to have a dental examination performed by a licensed dentist on file.

Immunization requirements are as follows:

- ❖ As required by the State of Illinois and the Macon County Health Department (MCHD), 1221 E. Condit, (217) 423-6988
- ❖ Includes protection against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, HIB, hepatitis B, and varicella (chicken pox)
- ❖ Contact the MCHD or your school nurse for immunization schedules

Additionally vision examinations are required for students in kindergarten or those enrolling in a new school. Tuberculosis examinations are required by the Department of Health when a child resides in an area which has a high incidence of tuberculosis. In addition, **proof of physical examination by a medical doctor must be provided before participating in any school sponsored athletics. If a child does not present proof of health examination and immunization by October 15 of a year in which such proof is required, the child will be**

suspended from school pending compliance.

Students whose parent(s) or guardian object(s) to health examinations or to immunizations on religious grounds shall not be required to submit their child to them. The parent(s) or guardian shall, however, present to the principal of the school a signed statement of their objection, detailing the grounds for such objection. If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician shall endorse such fact on the health examination form **Parents who file such an objection to immunization accept all responsibility and liability for their child (ren)'s health and agree to hold the school and parish blameless in case the child contracts a vaccine-preventable disease. They further agree to remove their child (ren) from school for a period of not less than 21 days upon notification that such an illness has been detected in the school population. Re-entry to school is dependent upon the decision of the Macon County Health Department.**

Communicable diseases:

The principal shall notify the Department of Health when a student is sent home because of a suspected communicable disease. In case of an absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

On the same day a report of the following vaccine preventable communicable diseases, school personnel shall contact the Macon County Health Department to initiate an investigation of the reported outbreak: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and varicella. The school nurse will assist in determining additional cases of the illness in the school and community. Notice will be sent home with each student who has not presented proof of immunity to the disease, explaining that the student is to be excluded until acceptable proof of immunity is received by the school or until a date established by the Macon County Health Department. The exclusion shall consist of no less than 21 days unless a release is issued by the MCHD.

If a child has a confirmed case of HEAD LICE, the parent(s) or guardian shall contact the school immediately and keep the child at home until nits and eggs are no longer present. The school nurse will inspect heads of all students in the child's class or in the class (es) of any siblings. The anonymity of the child or children will be protected to the greatest extent possible.

Medicine:

- Only medication which has a doctor's authorization and specified dosage should be sent to school.
- State law permits students to carry **prescription asthma inhalers** on their person at school with doctor's or parents' authorization. The option of keeping inhalers in the Office is available to parents too.
- **Forms covering medicine kept at school are available at the school office and must be filled out by the student's doctor.**
- **Aspirin, Tylenol, and other occasional over-the-counter medication will not** be administered by school personnel even with a note from a parent. Students **may not** carry such medication on their person or keep it in the classroom. Parents may come to school to administer over-the-counter medications if they wish.
- **Cough drops** which are sent to school must be accompanied by a note from the parent or guardian giving permission for their use and indicating times for use. Cough drops will always be placed on the teacher's desk until such time as they are needed.
- **Chapstick or Carmex brand unscented** medicated lip balm may be used by students experiencing chapped lips. However, if lip balm becomes distracting to the teacher during class, is shared, or is a scented cosmetic type of lip gloss, it will be taken away from the student.

Any of the above found in a students' possession contrary to the guidelines stated above will be considered a disciplinary violation under the "Drugs and Weapons" section of this handbook.

Identification Badges

Each student has a bar coded Identification Badge which will be worn during the school day and collected by the teacher at the end of the day for use the next day. Badges are expected to be clipped to the child's collar with the clip provided and worn with the picture side facing up at all times in the building. The barcode is used to purchase lunch and

milk as well as to check out library books. The replacement fee for a student who loses the badge is \$2.50. Badges **will not be worn on field trips or outings** due to the danger of strangers learning a child's identity.

Legal Matters Involving Students

At any time that any student at Our Lady of Lourdes School becomes involved in, or concerned with, or the subject of, any aspect of any legal proceeding of any type or nature whatsoever (including, but specifically not limited to, any criminal, family, marital, civil and any and all other types of legal proceedings as well as the questioning of the student and the service of legal process or papers upon him or her) while attending school or on school, church, or parish premises (and, thus, both during and outside of regular school attendance days and hours) the following procedures and guidelines immediately will be implemented, invoked, adhered to and followed:

1. The person then and there having direct and immediate supervision and control over that student (i.e., teacher, playground supervisor, coach, parent volunteer) immediately will, to the best of his or her ability, alert the Principal, or in her absence, the Assistant Principal, of the situation without leaving the student's presence, if possible.
2. The Principal (or, in her absence, the Assistant Principal) immediately upon notification of the situation will, to the best of her ability, cause notification of the situation to be given, delivered or made to:
 - a) The Pastor (or, in his absence, the Parochial Vicar); and
 - b) At least one of the student's parents or guardians.
3. The Principal (or, in her absence, the Assistant Principal), to the best of her ability, then will:
 - a) Proceed to the student's location and counsel the student, if necessary; and
 - b) Request that any and all further legal activity (i.e., questioning, identifications, the service of process or the student's arrest and/or removal from the premises) be suspended, halted, and delayed until the presence of the Pastor (or, in his absence, the Parochial Vicar) and of at least one of the student's parents or guardians can be arranged and obtained; and
 - c) Advise and instruct the student to remain silent, and answer no questions and sign no papers or documents at all, until at least one of his parents or guardians can be present and also otherwise attempt to see that the student's legal rights and personal safety are honored and protected; and
 - d) Remain with the student at all times until the situation is resolved or until at least one of the student's parents or guardians arrives; and
 - e) Attempt to isolate the student in the Principal's Office (or another safe and appropriate location) until the situation is resolved or at least one of the student's parents or guardians arrives; and
 - f) Advise and instruct all parties involved and concerned (and especially the student and his or her parents or guardians) that it is this School's policy to encourage its students to be good citizens but also to protect their, and their parents' or guardians' legal rights and to let the parents or guardians handle such matters;
 - g) Keep all other students out of the immediate area involved until the situation is completely resolved; and
 - h) At all times honor the student's rights to privacy and confidentiality.

Off-Campus Behavior

Our Lady of Lourdes School retains all rights to the use of The Parish Name and School Logo. Off campus behavior and internet use in the form of blogs, IM, pages on social sites, etc. that detrimentally affects the school may be subject to disciplinary action. This may include but not be limited to: detrimental remarks directed to or about teachers, school staff, and fellow students, which include threats, both verbal and written, or gestures.

It is ultimately the parents' responsibility to monitor and discipline their child's behavior off-campus.

Parties

In School:

The Parent School Association sponsors a variety of events during the school year for students. These events

could be school parties such as at Christmas, celebration of Catholic Schools Week, and Fall Celebration. If any additional parties are requested, they should be approved by the principal or assistant principal in advance.

Students in Preschool, Kindergarten, First, and Second Grade may bring treats for their classmates to celebrate their birthday. Other classes are not encouraged to do so. The final decision rests with the teacher. Valentines are also reserved for younger children at their teachers' discretion. Exchange of Valentine's cards does not occur at the junior high level.

If treats are brought to school, please check with the teacher, when asking permission to bring the treat, concerning any special dietary needs of students in the class.

Out of School:

Invitations to private parties **may not** be distributed at school or on school grounds unless all students or all students of the same gender, in the class are invited. If this is not the case, please mail the invitations and refrain from discussing party plans at school. It is unnecessarily hurtful and can affect a child for years to come if they are excluded and thereby made to feel inferior.

Gifts:

Any gifts, such as balloons, delivered to school for a child's birthday must be delivered to the School Office. The gift will be delivered by calling the child to the office at 2:50 p.m. to pick it up. Only adult relatives may send such gifts. Student to student gifts are prohibited due to the exclusion and hurt feelings which may occur to those who do not receive such recognition. An exception to the above rule would be an approved fundraiser by a school organization. Details of delivery, etc. must be cleared with the principal prior to launching the fundraiser.

Recess, Outdoor Play, and Playground

Students in Grades K – 5 have a 30 minute lunch period. Accommodations will be made within this time frame for students who finish eating early. Fifteen minutes of recess time is scheduled, by the classroom teacher at some other time during the school day. In case of inclement weather, the teacher will provide time in the classroom for recess. Supervision of students will be by certified staff with possible assistance from volunteers.

Students in Grades 6-8 will also have a 30 minute lunch period. When finished eating, they may opt to go outdoors for recess for the balance of their time or to move from their designated lunch seats into another area of the gym to socialize. Supervision of students will be by school staff with possible assistance from volunteers.

Volunteers and staff alike must have completed Protecting God's Children class as well as the background check in order to work with students. Students are expected to follow the rules and procedures implemented by the supervisors as they would in classroom situations. Disciplinary measures will be taken by teachers and/or the principal for disobedience and/or disrespect to playground supervisors. Similarly, recess privileges may be suspended for disciplinary or academic reasons.

When a child is unable to go outside for recess, due to health concerns, a note which states the reason should be sent by the parent/guardian, to the teacher. Since P.E. and outdoor play at noon hour are part of our planned program of health and physical activity, students will not be exempted from them for more than three days without a doctor's notice. If a child is to remain inside for more than three (3) days, a note from the child's doctor will be required. Similarly, if a student has a doctor's exemption from P.E., he or she will not be allowed to participate in activities during noon hour recess.

Please trust us to make wise determinations on behalf of the student's physical well-being in the case of inclement weather. Otherwise, weather permitting; we do plan to have students get at least a few minutes of fresh air every day. **Parents can help by checking to see that their children come to school with warm coats, hats or scarves, gloves, and when necessary, boots. Children who wear boots to school should bring shoes to change into in the building.** The following rules regarding dress for outdoor play are in effect:

- Students in Grades K through 2 must wear coats and jackets on the playground if parents send them to school.
- Students in Grades 3 - 8 have the choice of wearing their coat or jacket on the playground. There are three conditions:
 - If the temperature is below 60 degrees, the teacher may require coats, jackets, or sweatshirts for any

student.

- If a student takes his or her coat, etc. outside and finds it too hot, it must be tied around the waist or put in their classroom's equipment basket, and not left on the ground.
- If the student does not take the coat, etc. outside, he or she may not return to the classroom to get it.

All problems which occur on the playground will be reported to the supervising adult who will handle the matter initially and, if necessary, the homeroom teacher will be informed. Students are expected to respond respectfully to rules and corrections given by the supervising adult. Very serious problems, as well as **all injuries**, will be reported to the principal/assistant principal.

No child may leave the playground to re-enter the school without the permission of the supervising adult. No child may leave the playground/school grounds without the permission of the principal/assistant principal. If a teacher wishes to work with a child during the noon hour, the supervising adult will be notified by the respective teacher.

Searches and Seizure

In the interest of safety and in keeping with the standards expected of students in Our Lady of Lourdes School, the school reserves the right to regulate the type of materials which students bring to school or have in their possession while in the school building. Desks, coat closets, and storage cubicles are, and at all times shall remain, the property of the parish school. The school reserves the right to search them at any time without notice and without cause. Any material which, in the sole discretion of the principal, assistant principal, or pastor, is inappropriate to be in the possession of a student, or which poses a threat or risk to the safety and well being of other persons or their property, including the school facility, will be seized. The return of any material seized will be within the sole discretion of the school's administration.

The principal, assistant principal, or pastor may, at any time, ask a student to empty the contents of book bags purses, coats, pockets, or other personal accessories, either worn or carried, if within their sole discretion, they reasonably believe that the students is in possession of inappropriate material. In addition, student computer files including, but not limited to cell phone history, text messages, and photographs can be searched at the sole discretion of the principal, pastor, or teacher.

The search of a student's person shall occur only where the principal, assistant principal, or pastor deem it necessary for the safety of the student, or other persons and their property. In that event, a parent or legal guardian will be called to the school to conduct the search. If a parent or legal guardian is unavailable, the student will be separated from other students at school until such time that a parent or legal guardian can be reached. In the event that it becomes necessary to separate the student from other students, the pastor and the diocesan Office for Catholic Education will be notified.

Sexual Harassment

Our Lady of Lourdes School is committed to providing a safe, positive learning environment for everyone in our school. For this reason, and in keeping with the objectives of maintaining the dignity of the human person, sexual harassment is expressly prohibited anywhere within the school environment.

Sexual harassment includes, but is not limited to, the following behaviors:

- The use of sexually explicit language, including but not limited to sexually oriented epithets, sexually derogatory jokes, comments, or slurs.
- The open display of any sexually explicit or inappropriate posters, photographs, cartoons, drawings or physical gestures.
- The unwanted and inappropriate touching or threatening of another person in a suggestive or aggressive manner.

Any act of retaliation against any person for reporting sexual harassment, assisting in making a sexual harassment complaint, or cooperation in a sexual harassment investigation is prohibited.

All alleged incidents of sexual harassment should immediately be reported to a teacher, the assistant principal, principal, or Pastor. All such reports shall be taken seriously and investigated promptly. The parents or legal guardians of both the alleged victim(s) and the person(s) accused of committing sexual harassment shall be notified of the allegations made and the results of the investigation. The allegations and the results of the investigation thereof shall remain strictly confidential. **If allegations are substantiated**, disciplinary actions will be taken consistent with the school's disciplinary policy, depending upon the nature, frequency, severity of the conduct and the ages of the offender and victim. Possible disciplinary actions may include, but not be limited to any or all of the following:

- verbal warning/reprimand and apology to victim;
- a parent/student/ principal conference;
- detention and/or removal from school sponsored activities;
- in-school or out of school suspension;
- expulsion

In all instances where disciplinary actions are taken, the nature and extent of any such actions shall be within the sole discretion of the principal, assistant principal, or pastor.

Student Assistance Program (S.A.P.)

Counseling services are available to students at Our Lady of Lourdes School through the S.A.P. program. Both long and short term counseling is available to help children deal with a crisis situation, behavioral problems, social problems, or academic problems. While confidentiality is assured to the student in the counseling process, parents are welcome to meet with the counselor in addition to their child's sessions. This assistance is provided to our students free of charge due to a grant from the Macon county Mental Health Board and matching funds from our school.

Uniforms

Catalogs from Dennis Uniform Company, Luers Kidz Kloz, and Land's End will be sent home with students at the end of the school year for the convenience of parents in ordering uniforms. St. Teresa High School hosts a Dennis Uniform Company/Luers Kidz Kloz sale in July of each year and uniforms can be ordered on-line, through the catalog, or during our uniform sales, both new and used.

SCRIP may be used to purchase both from Dennis and from Land s' End. The school receives a rebate for this sale and the parent gets 50% of PSA's profit back in the form of tuition and fees rebates.

Uniform pieces not designated otherwise can be purchased from local merchants as long as the criteria listed below are met by the garment:

Preschool

Preschoolers do not wear uniforms but should wear comfortable play clothes to school. It is recommended that preschoolers bring a complete change of clothes to leave at school. Please place the clothes in a bag with the child's name on it and label all clothes. Any clothing should be appropriate to the weather and should encourage independent function, particularly in regard to use of the restroom.

Grades K – 8: (In all cases, navy blue means navy blue, not black, charcoal, gray, or any other color variation.)

Girls: The following pieces make up our School Uniform:

- Dunbar plaid **jumper** (Grades K-4), Dunbar plaid **skirt** (Grades 5-8), and Dunbar plaid **skort** (Grades K-8), **with a hem length of no more than 2 inches above the knee**, purchased only from Dennis Uniform Company, Luers or through our Used Uniform Sale.
- Navy blue (Grades K-8) or dark khaki **skort** (Grades 6-8) purchased only from Dennis Uniform Company, Luers, or Lands' End.
- Navy blue (Grades K-8) or dark khaki (Grades 6-8) twill **dress slacks** with a modest cut and fit. The only lycra pants allowable are the ones from Lands' End.
- Navy blue (Grades K-8) or dark khaki (Grades 6-8) twill **capris**. These can only be ordered through Dennis Uniform Company, Luers, or Lands' End.
- **Navy blue** (Grades K-8) or dark khaki (Grades 6-8) twill **walking shorts** with **hems no more than two inches above the knee** may be worn from the first day of school until the end of daylight savings time and again from the beginning of daylight savings time until the end of the school year.
- White oxford cloth **blouse**, long, 3/4 length, or short sleeved, with a pointed collar. This shirt may be embroidered with our school logo upon request from Dennis Uniform Company, Luers, or Lands' End.
- White or navy blue school logo **polo shirt**, long or short sleeved, available from Dennis Uniform

Company, Luers, or Lands' End.

- Navy blue **sweater**: cardigan, pullover, or vest with either v-neck or crew neck. Sweaters may be school logo from Dennis, Luers, or Lands' End or plain with no other type of ornamentation. **No collars, hoods, or belts of any kind on sweaters.**
- **Navy blue fleece items will be available from Lands' End, Luers, and Dennis including vests, zip up jackets, and pullovers with logo. These new items are available at school through our Student Council. These pieces will NOT be available on-line and must be ordered through the school.**
- Navy blue monogram **sweatshirt**, available only by ordering at school through our Student Council.
- Students are required to wear navy or white **socks** at all times. Plain white or navy **tights** may be worn in cold weather.

Boys: The following pieces make up our School Uniform:

- Navy blue (Grades K-8) or dark khaki (Grades 6-8) twill **dress slacks** with a modest cut and fit.
- **Navy blue** (Grades K-8) or dark khaki (Grades 6-8) twill **walking shorts** may be worn from the first day of school until the end of daylight savings time and again from the beginning of daylight savings time until the end of the school year.
- Light blue oxford cloth **shirt**, long, 3/4 length, or short sleeved, with a pointed collar. This shirt may be embroidered with our school logo upon request from Dennis Uniform Company, Luers, or Lands' End.
- White or navy blue school logo **polo shirt**, long or short sleeved, available from Dennis Uniform Company, Luers, or Lands' End.
- Navy blue **sweater**: cardigan, pullover, or vest with either v-neck or crew neck. Sweaters may be school logo from Dennis, Luers, or Lands' End or plain with no other type of ornamentation. **No collars, hoods, or belts of any kind on sweaters.**
- **Navy blue fleece items will be available from Lands' End including vests, zip up jackets, and pullovers with logo. These new items are available at school through our Student Council. These pieces will NOT be available on-line and must be ordered through the school.**
- Navy blue monogram **sweatshirt**, available only by ordering at school through our Student Council.
- Students are required to wear navy or white **socks** at all times.

The following are NOT PERMITTED for either boys or girls:

- Denim or corduroy slacks
- "Cargo" pants with exterior pockets
- Knit pants, leggings, or "stirrup" pants
- Slacks with topstitching
- Slacks with flaps on the rear pockets
- Buttons other than navy blue in color
- Low rise slacks, determined by whether or not the shirt remains tucked into the slacks at all times without underwear or skin showing when sitting or bending.
- Tight or revealing fit slacks
- Tight or revealing fit shirts or blouses
- Laced closures on slacks
- Wide flare legs with slits up the sides
- Hems which drag on the floor

Other Uniform Regulations and Prohibitions

- Students are not permitted to wear excessive jewelry*, use personal hair care products, cosmetics, or fragrances at school.
- Jewelry should be limited to one item of each type. For example one necklace, one bracelet, one watch, one pin, etc.
- Girls only may wear two pairs of non-dangling pierced earrings if their ears are double pierced.

- HOOP EARRINGS ARE NOT RECOMMENDED DUE TO THE DANGER OF TEARING THE EAR LOBE DURING P.E., RECESS, OR ATHLETICS.
- Girls may also wear one stud-type earring in a piercing at the top of one ear. This is the limit on numbers and type of earrings. Boys may not wear earrings.
- Sandals are not appropriate for school and should not be worn. Students need to wear sturdy comfortable shoes, with **socks** to school. In addition, **for safety reasons, SHOES MUST COVER THE ENTIRE FOOT. NO STRAPS CAN TAKE THE PLACE OF ANY SIDE OF THE SHOE.** For example, most pairs of “Crocs” would be considered sandals.
- **“Wheelies” or any other type of roller skate, roller blade, or roller shoe are not permitted in the school building at any time.**
- **Shoelaces** must remain tied at all times due to safety concerns and neatness.
- **Blouses and shirts must remain tucked** into waistbands at all times.
- Blouses and shirts **must be worn under sweaters and sweatshirts.**
- If **belts** are worn, they must be **plain** navy, black, or dark brown with no large or ornamental buckles, and no dangling cords. Students’ slacks must remain at the natural waist without a belt or a belt must be worn to keep the slacks up.
- Waistbands of skirts, slacks, and shorts may NOT be rolled up.
- **Body Piercing jewelry**, with the exception of the aforementioned pairs of girls’ pierced earrings, is a violation of the uniform code and is not to be worn at school. Students will be required to remove additional body piercing jewelry and take it home permanently.
- **Boys are not permitted to grow mustaches, beards, goatees, or excessive sideburns** and are expected to shave as often as necessary to remain clean shaven.
- **Tattoos**, both temporary and permanent are a violation of the uniform code and are not permitted. Parents will be required to see to the immediate removal of tattoos.
- Any garment, including T-Shirts, which are worn under shirts or blouses must be **plain white with no printing and cannot be visible at the sleeves of the uniform shirt. P. E. shirts cannot be worn under uniform shirts.** Students must change into P. E. shirts immediately before P.E. class.

Non-Uniform Days:

For special events, uniforms will not have to be worn and sufficient notice will be sent to the parents.

Regulations for non-uniform days:

1. Shirts must have sleeves and be long enough to be tucked in and remain tucked. No midriff tops which show skin or underwear when sitting or bending.
2. Skirts/dresses: no shorter than 2 inches above the knee.
3. Jeans/slacks/shorts/capris: loose fitting; no low rise, cargo pants, spandex, or short shorts. Shorts should be the same length as uniform shorts.
4. Socks must be worn with shoes; **no sandals or backless shoes.**

5. **NO** inappropriate logos, slogans, or advertising.
6. **No hats**, unless it is a designated “Hat Day” for which guidelines will be given in advance.

Students are expected to represent Our Lady of Lourdes School in a positive manner in both behavior and attire. Therefore, any type of attire, accessories, grooming habits, or behavior which causes undue and/ or unfavorable attention to a student is prohibited. This includes, but is not limited to: hairstyle, jewelry, outerwear, hats, and footwear. *Final authority concerning appropriate attire and behavior rests with the principal, assistant principal, and pastor.* Penalties will range from a warning through a suspension depending upon the severity of the offense and the judgment of the administration.

Enforcement: The following procedure will be followed in dealing with non-compliance:

- **First offense:** A uniform violation slip will be sent home for parents to sign as a means of securing their support in correcting the problem.
- **Second offense:** An infraction will be issued for this and each succeeding violation. The school discipline policy including detentions and suspensions may then apply. (Refer to “Discipline” previously in this Handbook.)

Videotaping/Photography

During the course of the school year children will be both videotaped and photographed in a variety of school-related activities for publicity, public relations, and yearbook purposes. Group photos of students may also be posted on the school web page, without identification of any individuals.

If you do not wish to have your child videotaped, photographed, or included in any postings on the school web page, you must notify the School Office, in writing, of your objection. In the absence of such a written objection, any child may be videotaped and/or photographed and the resulting image(s) displayed publicly.

Weapons, Mandated Reporting of

In accordance with SB 765 – The Juvenile Court Act – all school authorities are mandated to report any guns on school property to the police. In addition to any weapon which might be brought to school by an intruder, student, or staff, this includes **weapons in vehicles on school property (concealed or unconcealed) such as hunting weapons in a rack mounted on a vehicle.** **THE POLICE WILL BE CALLED if any weapon is brought onto school or parish property by anyone other than a law enforcement officer on duty.**

Wellness Policy

In accordance with Public Act 094-0199 amending the Illinois School Code, all school districts in Illinois must have a wellness policy. Our Lady of Lourdes School and the Springfield Diocese is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. To this end, we will provide nutrition education, wellness education, and opportunities for physical activity. A copy of the Wellness Policy is available in the School Office and available for inspection during normal business hours.

Students will not be routinely denied recess or physical education time for disciplinary reasons. However, when a student’s behavior poses a problem for themselves or others in either of these settings, when recess time is the only available time for making up missing or misunderstood work, or when a teacher volunteers recess time for tutoring, students will be pulled from recess and/or physical education. Care will be taken to ensure that no individual student is regularly excluded unless the aforementioned behavior of the student dictates this as a safety issue.

SCHOOL BUILDING AND PHYSICAL PLANT

Asbestos Management

Our Lady of Lourdes School has an Asbestos Management Plan which is on file in the School Office and is available during normal business hours in accord with federal regulations.

Building Use Rules for Students, Parents, Faculty/Staff, and the General Public

ANYONE WHO CANNOT COMPLY WILL BE REQUIRED TO LEAVE THE SCHOOL AND GROUNDS.

We are very proud of our school facility and request the respect and cooperation of everyone who uses it. Therefore, the following rules are in effect **AT ALL TIMES** for everyone who uses this building.

1. **No running** in the building, except in the Gym during specialized events.
2. **No gum** is permitted at any time.
3. **No climbing** on furniture, bleachers, counters, or stair railings.
4. **No skates**, skateboards, or bikes allowed in the building.
5. **No loitering** in lobby and/or restrooms.
6. No children in the lobby, on the stage, in the gym, or in the kitchen without adult supervision.
7. **No littering**...please throw wrappers, etc. in wastebaskets provided and clean up any messes you make.
8. No slamming of doors.
9. The **pop machine** located in the Faculty Room is **off limits to students at all times**.
10. **No damaging or removal** of school property.
11. **NO DISRESPECT** to adults who ask for compliance with these rules.

OUR LADY OF LOURDES SCHOOL IS A SMOKE FREE ENVIRONMENT.

Adult supervision of events includes the enforcement of these rules. In addition, the following requirements are made of adults who supervise activities:

1. When moving school furniture, please note the original set-up of the room and return everything to its original place.
2. Items on top of or inside of teachers' or students' desks are **off limits** to visitors. Please do not use or remove these items.
3. **Security** is a serious concern. Please be **certain** that **all doors and windows** are closed and locked before leaving the building.
4. Never leave children or teenagers in the building without adult supervision. Coaches and adult supervisors of events must be present when children enter the building and must wait until all children are picked up before leaving.
5. **Never lend a school key** to another person or let **an unauthorized person or group** into the school building.
6. See to it that all rooms are cleaned up and returned to their original condition after being used. This includes picking up trash and cleaning up spills.
7. Check restrooms for cleanliness and security of all fixtures before leaving the building.

THANK YOU! Your cooperation will ensure the continued enjoyment of all groups who share this facility.

Crisis Plan

Our Lady of Lourdes School has developed a Crisis Management Plan which is updated on a yearly basis in cooperation with the Mental Health Association of Macon County. All staff members are in-serviced yearly and are familiar with procedures to be implemented in the event of an emergency at school. Please refer to p. 12 for further information on Emergency Dismissal and/or evacuation.

Locked Door Policy

In order to provide an atmosphere conducive to learning, the safety, security and well-being of students and staff must be a priority. To accomplish this goal, Our Lady of Lourdes School has instituted a 24 hour locked door policy. The following procedures will facilitate operation of the system:

1. Upon arrival before 8:15 a.m., all students must enter the building through the **east gym doors** which are monitored by Extended Care personnel.
2. During the remainder of the day, the main lobby entrance facing Lourdes Drive will be the only method of entry to the building. Entry will be gained through an identification and buzzed entry system monitored by the school secretary.
3. No doors will be unlocked or left ajar at any time.
4. All persons entering the school, except for school staff, must report first to the School Office, sign in, designate their purpose in the school building, and return to sign out in the Office when they leave.

Security

Safety of students and staff is of utmost importance at Our Lady of Lourdes School. For this reason, we join the other parochial schools in Decatur in having a locked door policy with an identification and buzzed entry system. All visitors and volunteers must identify themselves, sign in, and wear an id badge, before gaining entry at the main lobby doors of the building. Entry will not be permitted through any other doors in the building. This step was taken after much reflection and does not in any way indicate a lack of hospitality or welcoming on the part of the school.

Please use only the Lobby Doors, and do not place any classroom teacher or other staff member in the uncomfortable position of denying you entry or making an exception to the policy.

Sign In and Sign Out

To insure the safety of our children according to state and public school guidelines, and to assure that unauthorized persons are not in the building, as well as minimizing classroom interruptions, all parents, and/or designated persons must come to the School Office to sign students out of school if they are to leave during the school day for any reason. Students will be called to the office through the P.A. system. Students returning to school will sign in at the office where they will be issued a classroom admission pass. Parents will be asked to designate who is permitted to pick their children up from school routinely or in case of emergency. Students will not be released to anyone who does not appear on your list.

Telephone

The School Office telephone as well as classroom telephones must be reserved for in-coming calls and other official school business; therefore it will not be available to students **except in case of emergency**. Students who need to go home because of illness will get permission from the principal/assistant principal, and the school secretary will then contact parents.

Non-emergency telephone calls by students are discouraged; when a teacher deems it necessary, he or she may give permission for a student to use the telephone. **Students who do not have a permission slip will not be allowed to use the telephone.** Students should make necessary arrangements for their activities before they come to school. **No cellular phones are permitted for students (See "Electronic Devices").**

Visitors and Parents

All visitors to the school building **must report to the school office upon entering**. For further information on visiting, please refer to the Student Protection, Communication, and Security Sections of this Handbook. Visitors and volunteers must wear an identification badge during their stay in the building.

Co-Curricular Activities

Holy Childhood Association

Part of the students' Catholic training is to make them aware of their responsibility of caring for those less fortunate than themselves. In light of this, children are encouraged to support the Missions on a voluntary basis. All have the opportunity to become members of the Holy Childhood Association, an international organization for children who support other children in mission fields through their prayers and contributions. Membership dues will be collected in September, but no child will be deprived of membership because of inability to pay.

Information about this and the time to collect will be provided by the school Mission Moderator(s). There will be an all-school Mass during October to initiate the students into the HCA. In addition, sixth graders will attend the Diocesan Mission Mass held at the Cathedral of the Immaculate Conception in Springfield on the first Friday in October.

Library

School Library:

Our Lady of Lourdes School Library is available to students for research and for checking out books. All classes, Grades K - 5, are scheduled for one library period a week, in the afternoon. Students in Grades 6 - 8 may use the library during one morning period each week, if needed. In addition, they may sign out to the library during study halls if it is not too crowded in the library, and it is available to whole classes for research by teacher arrangement with the librarian.

The librarian and volunteers are in the library to assist students in using their bar-coded IDs to check out books. In addition, the librarian and volunteers will assist students who wish to use the computers for research purposes. Discipline in the library is primarily the responsibility of the classroom teacher.

Students are encouraged to do outside reading. Teachers promote individual reading by providing silent sustained reading time during the day. Appropriate reading material is required for these times and is readily available from the school library. The school participates in such programs as Pizza Hut's "Book-It" program; Reading is Fundamental (R.I.F.), and other programs which encourage independent reading for enjoyment.

All books must be returned before the end of the school year or replacement cost met in order for families to be in financial good standing and continue use of the School Library.

Locally Funded R.I.F.

Locally Funded RIF (Reading Is Fundamental) is a federally funded matching grant program which distributes books, free of charge, to our third and fourth grade students. Matching funds for this program are often supplied by our Parent School Association. At least three distributions are made during the school year.

Book Club Orders:

Order blanks may be sent home with students at the teacher's discretion as a further encouragement to independent reading, and a Book Fair is held annually during Parent-Teacher Conferences. The School reserves the right to determine appropriate and inappropriate reading material for in-school reading and for assignments. Similarly, books considered objectionable by the School staff will not be ordered through book clubs or at the School's Book Fair.

M.A.G.I.C. MATCH

M.A.G.I.C. (Making A Generous Incentive Commitment) Match is a program which supports teachers financially as they strive to provide extra materials for their students. Our Lady of Lourdes' goal is \$500 in support for every teacher or organization in our school. Those needing support include all classrooms Pre-K -8, physical education, general music, instrumental music, the school library, the school lunch program, the computer lab, the school office and staff room, and the scholastic bowl team.

Originally begun as a program involving business sponsorship of education, the MAGIC program has branched out and also includes support from individuals and families. A one time or on-going donation in any amount will help support educational enrichment in our school. Sign-ups are included in the Orientation packets and are available in the School Office. Donations in any and all amounts are deeply appreciated. Donors may choose to remain anonymous.

Some of the benefits:

- Added classroom materials to excite the students about learning.
- Added purchasing power for the elementary teacher who often spends this amount from personal income.
- An increased horizon for the student, bringing the larger community to life for him or her.
- Creation of a rewarding synergism by uniting the educational community and the outside world.
- Reduction of the isolation of both community and education worlds in order to improve students' preparation for the workplace and for responsible adulthood.
- MAGIC donations count toward a family's fundraising goal.

Student Involvement Options

In addition to the athletic teams mentioned previously in this handbook, the following organizations and elective classes are open to student participation:

- Altar servers (Boys and girls in Grades 4 - 8)
- Student Council (Students in Grades 6 - 8)
- School Safety Patrol (Students in Grades 6 - 8)
- Girl Scouts and Boy Scouts (Students in Grades K - 8) depending on availability of volunteer leaders.
- Beginning and Concert Band (Elective class for students in Grades 4-8) **Members** are subject to eligibility for IESA sponsored contests.
- Strings (Elective class for students in Grades 3 - 8) **Members** are subject to eligibility for IESA sponsored contests.
- Children's Choir (Students in Grades 2 – 8)
- Chime and Handbell Choirs (Students in Grades 6 -8)
- Scholastic Bowl (Students in Grades 5 - 8) **Members** are subject to eligibility for IESA sponsored contests.
- Other groups may be added during the year if sponsorship is available.

Eligibility: These opportunities for involvement are voluntary and service oriented or enhance the curriculum, and therefore not subject to the school eligibility policy with the following exceptions:

- **Scholastic Bowl which is an IESA Member Activity and therefore subject to its regulations involving eligibility.**
- **IESA Contests for both vocal and instrumental music which are also subject to that organization's regulations involving eligibility.**

Students involved are expected to be cooperative and productive in all activities undertaken by their group. Failure to comply with these expectations will result in reprimand or, in extreme cases, removal from the activity.

Extra-Curricular Activities

Athletics

Our Lady of Lourdes Athletic Association sponsors teams at the following levels:

- All students in Grades 5-8 have the option of participating in basketball and track teams.
- Volleyball is available for girls in Grades 5-8.
- Soccer is available for students in Grades K-8.
- Cross Country is available in the fall for students in Grades 5-8.
- Track is available in the spring for students in Grades 5 – 8.

Diocesan policy requires the following for any student participating in school sponsored athletics:

1. Written permission of the parents.
2. Proof of medical insurance coverage.
3. A physical examination within six months of the beginning of the season.
4. Students participating in athletics or any extracurricular activity must remain eligible to participate under the terms of the **eligibility policy** of the school and any organization (IESA) to which the school belongs on behalf of these activities

School insurance is available and fulfills the insurance requirement. However, this must be purchased at the beginning of the school year, a fact which should be noted by parents of children who plan to play soccer or track in the spring. Group physical examinations are offered by qualified medical personnel at the school in the fall and fulfill the requirement for a physical examination.

Cheerleading:

According to # 5562 in the HANDBOOK OF CATHOLIC EDUCATION POLICIES for the Diocese of Springfield in Illinois:

"Schools are to support girls' athletic teams and not have cheerleaders."

Eligibility Requirements for Students in Grades 5-8:

- Students **MUST BE PASSING ALL SUBJECTS** which include reading/literature, language arts, mathematics, music, physical education, religion, science, social studies, and spelling/vocabulary, **with a weekly cumulative average of 70% or above**. Failure to pass these subjects will result in a period of ineligibility lasting **ONE WEEK**.
- The following will result in a student's being ineligible for **at least** a one week period: an accumulation of **3 infractions** per week involving the teachers' rules of classroom conduct, and/or **incidents of Serious Misconduct** as defined in the Discipline section of this Handbook.
- The period of ineligibility will last one week. Determinations will be made by the teachers, and coaches will be notified on **Mondays** or the first school day of the week in the event of a Monday holiday. **Students are considered ineligible from Monday morning to the following Monday morning**.
- **Ineligibility slips that are not returned, signed by a parent, by Wednesday of the week received will result in a detention.**
- Averages for determining eligibility are cumulative over the course of the nine week grading period. Eligibility will be based on a student's average as of Monday morning of each week. Teachers refigure averages on a weekly basis to include new work completed and graded. Students may participate if they satisfactorily complete and pass all assignments.
- **Probationary Period:** Students with a grade of **60-69.99%** in any subject would be placed on the probation list. Probation status will last for one week. Coaches, parents, and the student will be notified of the probation. It is the student's responsibility to make arrangements with teachers, if needed, for extra help in the subject he or she is failing. After the week, if the grade is **70% or above**, the student will be eligible again. If the grade is not **70% or above** after the probation week, the student will be ineligible to participate in extra-curricular activities. During the week of probation, the student may continue to participate in all extra-curricular activities.
 - If a student has a grade **<60%** in any subject, he or she will be ineligible for the week.
 - If a student has **<60%** grade one week, but raises the grade between **60 and 69.99%**, the student will then be on probation for that week.
- At the beginning of each quarter there will be a 2-week "grace period" where students are not evaluated for academic ineligibility. The purpose of this is for the students to acquire enough grades to help with the overall grade in a subject. A minimum of **5 grades per subject** will be required before evaluating. This includes all grades from homework, tests, quizzes, etc.

- A rating of "ineligible" pertains to **all extracurricular activities including all sports**. Students who are ineligible **may practice but MAY NOT play**. In addition ineligible students may not dress in athletic uniforms and/or sit on the bench or with the organization during the ineligibility.
- Services to the school and parish are not affected by eligibility, i.e. altar servers, student council, etc.
- Students who are absent from school on weekdays are ineligible to participate in activities that evening. Exceptions to this rule can be found on p. 9, "**excused absences**" #2,3, and 4 only. Coaches will be notified.

Guidelines for Coaches: (Diocesan policy states that ALL coaches and any employee or volunteer who works with children must have completed The *Protecting God's Children Program and agreed to a background check.*)

- A list of ineligible students participating on current athletic teams will be given to the appropriate coach/athletic director by the administration on the Monday beginning their ineligible week.
- Every student who qualifies under the above rules and who cooperates with the coach through effort and practice **WILL BE ALLOWED TO PLAY IN EVERY GAME** in which he or she is eligible.
- Coaches will have the authority to make decisions affecting players. For example, a player who is not present 10 minutes before a game, or a player who has not attended a sufficient number of practices prior to the game will not be allowed to play.
- **Players must notify the coach if they are unable to attend a game or practice.**
- Coaches **MUST BE IN THE GYM** before students is allowed in the gym. A coach **MUST STAY WITH THE PLAYERS** until all have left the school area.
- Coaches are responsible for turning lights on and off and locking the gym. **Unless the stage is being used for a dressing room, NO ONE should be on or behind the stage. Further, students should not be on the stage without adult supervision at any time. NO FOOD OR DRINK IS ALLOWED ON THE STAGE AT ANY TIME.**
- Swearing, name calling, or any other derogatory remarks directed towards players, coaches, officials or spectators **WILL NOT BE TOLERATED** from students, coaches, or others representing Our Lady of Lourdes School whether at home or away. Those who persist in this behavior will be ejected from the game or, in extreme cases, removed from the team or from the privilege of watching the event.

Parent Agreement as a Condition of Enrollment

In accordance with the recommendation of the Diocese of Springfield in Illinois, Our Lady of Lourdes School required both parents, including non-custodial parents who take an active role in their child's school life, to agree to abide by, sign, and provide the following including, but not limited to:

- Parent-Student Handbook Agreement affirming ALL policies and procedures therein
- Statement of Certification and Authorization re: Child Abuse
- Income Eligibility Guidelines for Federal Programs
- Certification of Medical Insurance and Indemnity Agreement
- Emergency Information Sheet
- Prescription Medicine Doctor's Form (for medication taken at school)
- Volunteer Hours Commitment of 20 hours per parent per School Board policy
- Fundraising Goal per School Board policy
- OLOL School Acceptable Use Policy for internet use (if parents choose to permit internet use at school for their child)

Refusal to agree, sign, or provide can result in denial of admission to or

withdrawal of admission from Our Lady of Lourdes Catholic School.

Parents As Partners

As partners in the educational process at Our Lady of Lourdes Catholic School, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school uniform policy;
 - Completes assignments on time; and
 - Has money in the family lunch account or a nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences and Volunteer opportunities
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school office when the student has been absent or tardy;
- To notify the school office of any changes of street address e-mail address, or important phone numbers;
- To meet all financial obligations to the school;
- To **inform the school of any special situation regarding the student's well-being, safety, and health;**
- To complete and return to school any requested information promptly;
- **To read school notes and newsletters and to show interest in the student's total education;**
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school and the school staff who enforce it;
- To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at Our Lady of Lourdes Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of Lourdes Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Our Lady of Lourdes Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught

between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.

If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive.

However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin each school year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parent Advisory Boards

Our Lady of Lourdes School Board 2011 - 2012

Becky Dunscomb – President	872-1026	Jonathan Pokrzywinski	872-1080
Laura Etchason – Vice-President	875-1760	Tricia Shumaker	876-7296
Laura Monk – Secretary	330-7590	PSA Representative - TBA	
Dave Rayhill – Finance Council Liaison	876-0212		
Rhonda Glidewell	855-5698		
Jim Hammann		Ex Officio:	
Doug Hein	876-7954	Fr. Rick Weltin – Pastor	877-4404
Heather Kimmons	876-7920	Joe Snow – Parish Business Admin.	877-4404
		Maryrose Hagenbach – Principal	877-4408

The School Board is an advisory body in matters pertaining to educational programs and facilities of Our Lady of Lourdes School. Its purpose is to advise the pastor and the principal in the establishment of policy and goals for our school. The Board consists of members of the Parish-at-Large, members who are parents of Our Lady of Lourdes School children and a member of the PSA Board. The School Board currently meets on the first Tuesday of the month, from September through May, at 5:30 p.m. in the Enrichment Center.

Our Lady of Lourdes Parent School Association (PSA) 2011 - 2012

Robin Bridges – Treasurer	877-5162	Hilary Morelock	872-5394
Symantha Aydt	425-0831	Kim Stogner	429-5173

The primary purpose of the PSA is to support the faith and academic life of Catholic Education. PSA also assists with fundraising, hospitality, and school community building activities.

Our Lady of Lourdes Athletic Association Board 2011 – 2012

Rachael Holthaus – Athletic Director	877-4408	Rhonda Glidewell	855-5698
Kathy Tschosik – Treasurer	872-1356	Joe Handley	875-1427
Anne Cooper	876-0967	Jenny Brummer – Faculty Rep.	877-4408
Rhonda Ganley	876-7024	Maryrose Hagenbach – Principal	877-4408

The Athletic Board meets quarterly to oversee the efficient operation of the athletic programs at Our Lady of Lourdes. The director serves a renewable term. The remainder of the board is composed of a representative from each sport played, at-large members, a faculty representative, the pastor, the principal, and the parish business manager. The Board meets quarterly in August, November, February, and May.

Fine Arts Committee 2011 - 2012

Tricia Shumaker 876-7296 Please call Tricia to volunteer to be a part of the new Arts Program!

The Fine Arts Committee promotes and encourages the appreciation of visual arts, music, and dance in our students. Bulletin board displays, scanning of art prints in classrooms, and a Fine Arts Festival are among the projects undertaken by this group. Volunteers are welcome to contact the chair for information on ways to become involved in this group's projects.

Right of Amendment

The School Administration retains the right to amend all School Handbooks for just cause, and parents will be given prompt notification of changes made.

Pastor's Ratification

This Parent Handbook for Our Lady of Lourdes School has been drafted and revised by the administration with input from the school staff. It also contains items of policy recommended to the pastor by Our Lady of Lourdes School Board and ratified by the pastor. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield and from School Handbooks: Some Legal Considerations by Mary Angela Shaughnessy, SCN, Ph.D. (NCEA, 1989).

I hereby ratify its contents.

Rev. Richard Weltin July 1, 2011

Reverend Richard Weltin, Pastor
Our Lady of Lourdes
3850 Lourdes Drive
Decatur, Illinois 62526-33

Date

Our Lady of Lourdes Catholic School Parent-Student Handbook Agreement

The Our Lady of Lourdes Parent-Student Handbook and School Calendar are available on-line at www.ololschool.com only beginning July 1. Parents and students are expected to read the handbook on-line, print a copy if they wish, and return this signed agreement at Orientation on August 16. Parents who do not have on-line access may request a hard copy of the Handbook and/or School Calendar from the School Office (877-4408), and one will be printed in the computer lab. *Monthly Update Calendars will still be sent home in the Weekly Family Folders.* Thank you for your understanding and cooperation in our effort to more effectively use technology and save money!

All who participate in the mission of our Catholic School are required to agree and adhere to its policies and procedures.

We acknowledge that we have read and agree to abide by all policies and procedures contained in the 2011 - 2012 Our Lady of Lourdes Catholic School Parent-Student Handbook. In reading the Handbook, we have noted all policy and procedure changes from previous Handbooks and agree to abide by the updates.

We further understand that our choice of Our Lady of Lourdes Catholic School for our children, gives us certain rights and expectations as well as certain responsibilities.

Parents' Rights:

1. **To have your children's safety be a priority.**
2. To have your children receive an authentic Catholic religious education in a faith-filled environment.
3. **To have your child's learning needs met if the program can reasonably accommodate them.**
4. To have your children taught by competent catechists who respect and care for them.
5. To talk with school staff and have requests for meetings answered in a timely manner.
6. To expect your children to have an equal opportunity to participate in all school activities and teams within eligibility policy guidelines.
7. **To review your child's graded work and school records and dialogue with school staff about them.**
8. **To fully participate in the school's community and programs.**

Parents' Responsibilities:

1. To be a partner with the school and parish in the education and formation of your children.
2. To understand and support **the religious nature of the school's mission.**
3. To read all communication from the school and to request clarification when necessary.
4. **To know your children's teachers and to observe parent-teacher conference requests.**
5. To discuss concerns and problems with the person(s) most directly involved before contacting other authorities.
6. To be actively involved in the life of the school and to volunteer assistance whenever possible.
7. To promote our school and its programs and to speak well of them to others.
8. To read **and support the school's rules.**
9. To appreciate that Catholic education is an opportunity that many do not have.

All adults who participate in the school life of their children must sign this document.
Agreement is a condition of your child's enrollment.

(Parent's/Guardian's signature and date)

(Student's signature and date)

(Parent's/Guardian's signature and date)

(Student's signature and date)

(Parent's/Guardian's signature and date)

(Student's signature and date)

(Parent's/Guardian's signature and date)

(Student's signature and date)

(School Staff member's signature and date)

Do you have a new idea or a question that **you've wondered about?** Please use the space below to share.