



Student and Family Handbook 2026-2027

Father Christopher Trummer

Pastor

Mrs. Jennifer Brummer

Principal

"We Are the Light of the World"

Student and Family Handbook 2026-2027

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Dear Parents and Students,

This Parent-Student Handbook has been prepared to provide all pertinent school information for the **2026-2027** 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 following 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 Catholic 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 the 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. Christopher Trummer
Pastor

Mrs. Jennifer Brummer
Principal

MISSION & EDUCATIONAL PHILOSOPHY

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.

Philosophy, Objectives, and Purpose of Program

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 self-discipline, which reflects a genuine respect for self and others.

We believe that 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 primary in creating an environment of understanding and cooperation.

We believe that the faith community of Our Lady of Lourdes Catholic 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.

History

Since its beginning in 1958, Our Lady of Lourdes 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 Our Lady of Lourdes 1st graders and their own 1st graders by offering half-day classes to each group of students. The following September, Our Lady of Lourdes 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 Dominicans 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 20 certified teaching staff and 5 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. 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.

ADMISSION & ATTENDANCE POLICIES

Non-discrimination Policy

Our Lady of Lourdes Catholic School admits students of any race, color, sex, or 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 based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

Admissions

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 Catholic 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 student

Preschool

When a child enters Our Lady of Lourdes Preschool, a cumulative folder with birth, baptismal, and academic records is begun. **Current physical, immunization records, birth certificates, and baptismal certificates are required for preschool.** 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 and, if qualified, are accepted on a first come/first serve basis along with other children who attend kindergarten screening.

Potty Training

- Children enrolled in PK3 and PK4 **must be toilet trained before attending preschool.** Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered toilet trained. Please note that wearing pullups is not considered being toilet trained. Students that are not toilet trained will be unable to remain in our preschool classes. We realize that toilet trained students may infrequently have an accident. In these instances, staff will help the child to change clothes while encouraging as much independence as possible.

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 through Friday from 8:00 – 3:00 p.m. Uniforms are not required for preschool.

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 Monday through Friday from 8:00-3:00 p.m. Uniforms are not required for preschool.
- Half-Day program is available as space allows.

Kindergarten-Eighth Grade

A child entering kindergarten must be five years of age on or before September 1 of that school year and complete a readiness test. **Current physical, immunization record, current eye exam, birth, and baptismal certificates must be submitted at registration.** The kindergarten program is all day. Students attending kindergarten will meet from 8:00 – 3:00 p.m. Uniforms are required for kindergarten.

Students entering first grade must be six years old on or before September 1 of the school year. Catholic students, unless baptized at Our Lady of Lourdes Catholic School, must present a Certificate of Baptism. **A**

certified copy of each student's birth certificate must be submitted to the school office within 30 days of student enrollment. Illinois state law requires a physical examination for each student upon entering kindergarten and sixth grade or into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to Our Lady of Lourdes Catholic School should have their academic and health records forwarded from their previous schools.

Students with Disabilities

Our Lady of Lourdes Catholic School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, for students who are enrolled in non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

Transfer Students

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:

- 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 Catholic School.
- 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.
- **A probationary period of 9 weeks will be required of families transferring into Our Lady of Lourdes Catholic School from another local school.**
- At the end of the probationary period, a decision will be made whether to accept the student permanently into Our Lady of Lourdes Catholic School.
- Our Lady of Lourdes Catholic School will prorate tuition for students who withdraw or enter during a school year.

Probationary Enrollment

Under no circumstances will Our Lady of Lourdes Catholic School become a haven for those of any faith wishing to escape any problems in a prior school. 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 Catholic 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 regarding 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 probationary enrollment.

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).

Re-admittance Policy

It is the policy of Our Lady of Lourdes Catholic 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.

Gender Identity

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

Attendance

Students are required to be in attendance during the school year. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

Since even an occasional absence impacts the student's progress, parents/families are asked to cooperate in keeping absences at a minimum. There are two types of absences: excused and unexcused. **Excused absences include:** illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at **217-877-4408** before **10:00 a.m.** to explain the reason for the absence. If a call has not been made to the school by **10:00a.m.** on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. **Failure to do so shall result in an unexcused absence.** Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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 parent must sign the child out on the building log before going home.** In case of appointments, parents please notify the school office and the student's teacher in advance.

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 will 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 notice of vacation plans to teachers as possible, the minimum notice being the number of days they are gone. For example, if a student is going to miss 5 school days, the parent should give teachers at least 5 school days in advance notice.

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 are expected to be in their classroom and in assigned seats at 8:00a.m. each day.**

- Students who come to school after the 8:00 a.m. 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 on the building log at the school office before proceeding to class.
- Any child entering the building after 8:00 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 report, whether at the beginning of the school day or during the day.
- Students who have entered the building before the 8:00 a.m. bell must go immediately to their classroom without stopping at the restroom or anywhere else. Students who chronically delay getting to their classroom will be reported to the school office where a tardy designation will be determined by the principal.
- Three unexcused tardies will result in a student detention to be determined by the principal.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Absentee homework request procedures:

- If homework pick-up is needed, please notify the school office before 10:00 a.m. so the teacher can have it ready when school is dismissed. All homework is to be picked up in the school office after 3 p.m.
- When your child is absent, the teacher may send homework with a sibling or neighbor upon request from you.
- No one is to go to the classroom to pick up homework
- 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total **10% or more of school days** of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ACADEMICS & RECORDS

Books

Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. It is required that textbooks be covered to prevent damage.

Catholic Instruction

Our Lady of Lourdes Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Our Lady of Lourdes Catholic School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

Curriculum

Our Lady of Lourdes Catholic 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.

Curricular Areas and Overall Schedule:	Part of the weekly pattern of instruction:
• English/Grammar • Mathematics • Reading/Literature • Religion, including attendance at Mass • Science • STREAM (Grades 6-8) • Social Studies • Spelling/Vocabulary • Writing	• Art • Choir (Grades 4-8 Elective) • General Music • Instrumental Music (Grades 5-8 Elective) • Library • Physical Education • Technology/Computer Concepts

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

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips, including the 8th grade graduation trip, are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. **2026-2027 permission slips will be included in the orientation packet.** Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and **all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. Drivers must fill out the driver information sheet and waiver included in the orientation packet before driving on a field trip. A copy of the driver's license must also be on file with the office. Please do not wait until the last minute to get this completed.** An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

State law requires all children under age 8 to be secured in a child car seat, provided by their parents. When these students are attending a field trip using cars for transportation, students may not participate unless parents provide an approved car seat for their child.

Grading, Promotion, and Retention

Grading Scale

100%	= A+
99-92%	= A
91-90%	= A-
89%	= B+
88-82%	= B
81-80%	= B-
79%	= C+
78-72%	= C
71-70%	= C-
69%	= D+
68-62%	= D
61-60%	= D-
59%	= F

Report Cards

- Letter grades are not given in Preschool, Kindergarten, or during the first two quarters of First Grade.
- Report cards are posted on-line via the School Speak Communications System quarterly.
- Parent-Teacher Conferences are 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 to balance the number of assignments and the weighting of those assignments to ensure that students frequently have the opportunity to improve their grade point averages. (See the Assessment/Homework section for information regarding weighting of grades at various grade levels.)
- 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.
- Our Lady of Lourdes Catholic School uses School Speak Communications School Information System which permits 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:
- Grades will be updated on a weekly basis by teachers in Grades 2-8 to keep parents informed of their child(ren)'s progress.
- 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.
- Parents should digitally sign their student's report card on School Speak within a week of the "Report Card" release date.
- Parents may request hard copies of report cards from the School Office; however, it is presumed that parents will use the School Speak system unless a written request is made to the contrary.

Retention/Promotion of Students

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance.

Retention is to be considered in these situations:

- A child who has not yet reached the academic maturity level needed to do the schoolwork required for a given grade level may be recommended for retention.
- A student 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.
 - Parents will be notified by the principal when there is danger of failure in two subjects.
 - If a student fails two major subjects despite the warning and recommendations for remediation, the student will be retained in the same grade for the following year.
 - He or she may or may not be accepted back at Our Lady of Lourdes Catholic School, at the discretion of the pastor and principal.
- 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.

Graduation Requirements

Eighth graders who are eligible for graduation must have:

- Passing grades in all but one major subject.
 - Failure in two major subjects for the school year will result in retention

- **Our Lady of Lourdes Catholic School does not recognize summer schoolwork as a condition for passing**
- Passed both the Illinois and U.S. Constitution.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy).

Points can be deducted from a student's grade for failure to follow directions, misspellings, grammatical or punctuation errors, 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, resulting in improved assessment scores, by showing an interest in what is being learned and providing a quiet time and place for children to work.

Preschool - Grade 2: Teachers handle homework assignments appropriate to grade level and the child's developmental readiness. Individual expectations from each teacher in the primary department will be communicated to students and parents at the beginning of the school year.

Preschool:

- Assessment is on-going and informal. Work is sent home with students to inform parents of their child's activities and progress.
- 3-year-olds do not receive a written assessment, but parents are welcome to confer with the teacher at any time.
- 4-year-olds will receive a written assessment during the 4th quarter of the year to focus on kindergarten readiness. Parents are welcome to confer with the teacher at any time.

Kindergarten:

- Assessments are made from information gained through one-on-one interviews and observations of students during work time.
- Most written work is graded with the child present to discuss his/her work with the student.
- Quarterly report cards are part narrative and partially graded as satisfactory or noting areas needing improvement.

Grades 1 and 2:

- To arrive at a student's grade (achievement code) for areas on his or her report card, a combination of assessment of the student's writing portfolio, teacher observation of student class participation and work habits, and an average of the student's grades on assignments and tests is used.
- All assignments and tests are weighted equally in Pre-K through Grade 2.

Grades 3 - 8:

- Report Card and Final Grades
 - Assessment will be based on an average of student work, reflected in the School Speak on-line grade book:
 - Tests
 - Quizzes
 - Classwork

- Homework
- Projects
- Late Work
 - Late work does not align with the educational philosophy of Our Lady of Lourdes Catholic School. Late work submitted 1 day late will automatically have the score reduced by 20%, 2 days late will result in an automatic 30% reduction.
 - If the late assignment is not turned in within 3 school days, a grade of “0” (zero) will be entered in the Grade Book.
- Incomplete Work
 - Incomplete portions of assigned work will be counted wrong or treated as late work per the teacher’s discretion.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1.The right to inspect and copy the student’s education records within 10 business days of the day the school receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges **[\$.35]** per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2.The right to request the amendment of the student’s education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3.The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4.The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5.The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6.The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Flagging Records of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Non-Custodial Parents

The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

Transfer of Records

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Standardized Testing

Students and parents or guardians should be aware that the school requires students to take certain standardized tests, including the following:

- Students at Our Lady of Lourdes Catholic School will follow the testing program outlined by the Office for Catechesis. The tests are diagnostic and intended to assist in planning instruction.
- This testing program requires both achievement and ability testing of students in Grades 2-8.
- The current program of testing used by the Diocese of Springfield is Measure of Academic Progress (MAP) Testing.
- MAP testing is administered multiple times a year [Fall and Winter (optional), Spring (required)].
- Students in Grades 5 and 8 also participate in the ACRE religion standardized tests mandated by the Springfield Diocese.
- Additional Progress Monitoring testing may be administered throughout the school year at all grade levels, in addition to normal subject area assessments routinely administered by teachers.

Parents or guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Students With Disabilities

A resource teacher will serve students who have been tested and diagnosed with a specific learning disability and have an Individual Education Plan (IEP). The staff of Macon-Piatt Special Education District will conduct testing to determine learning disabilities.

Students with an IEP will be given first priority in the schedule of the resource teacher. In addition, other students who exhibit specific deficits will be given assistance as the 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 Special Education District provides academic, speech, and psychological testing to our students. Students who qualify for special education assistance can attend special classes conducted by special education teachers employed by Macon-Piatt Special Education while attending Our Lady of Lourdes Catholic School.

All other categories of Special Education needs must be referred to Macon- Piatt Special Education. **Despite 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.**

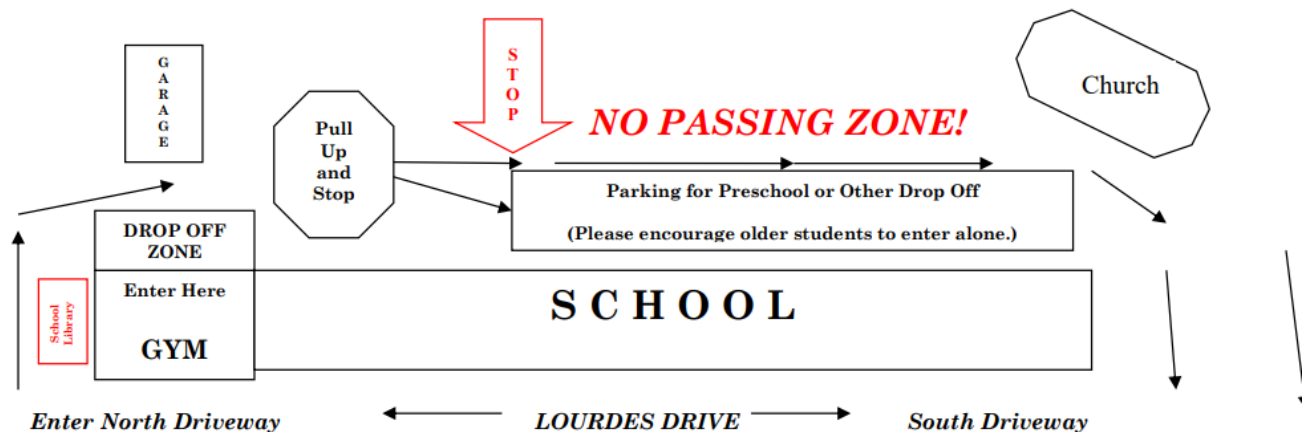
BUILDING OPERATIONS

Arrival Procedures, Dismissal, and Parking Instructions

Arrival

- Classroom doors will be open at 7:50 a.m. each morning. All students are to enter the school through the east gym doors. All other doors will be locked. Students must report to their assigned homeroom or classroom; the tardy bell will ring at 8:00 a.m. Students who are tardy or who arrive following an appointment must enter through the main lobby doors and sign-in on the building log.
- East entry door will close at 7:58 a.m. after which students must enter through the main school door entrance.
- An Extended Care Program is available beginning at 6:45 a.m. and ending at 5:30 p.m. This program will be staffed by paid personnel and will be on a fee basis. All other students should arrive no earlier than 7:40 a.m. (Details found on previous pages.)
- **No one should congregate outside of the school building in the morning or in the afternoon.** This rule derives from a safety concern for your children and from a school liability standpoint.

Proper Morning Drop Off Arrival Procedures for Students



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 "Parking Zone" facing south. In this way, no one should be crossing in front of moving cars 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 ALWAYS!

Morning

- 6:45 Extended Care begins in the gym for students enrolled in the program. Please enter through the East gym doors.

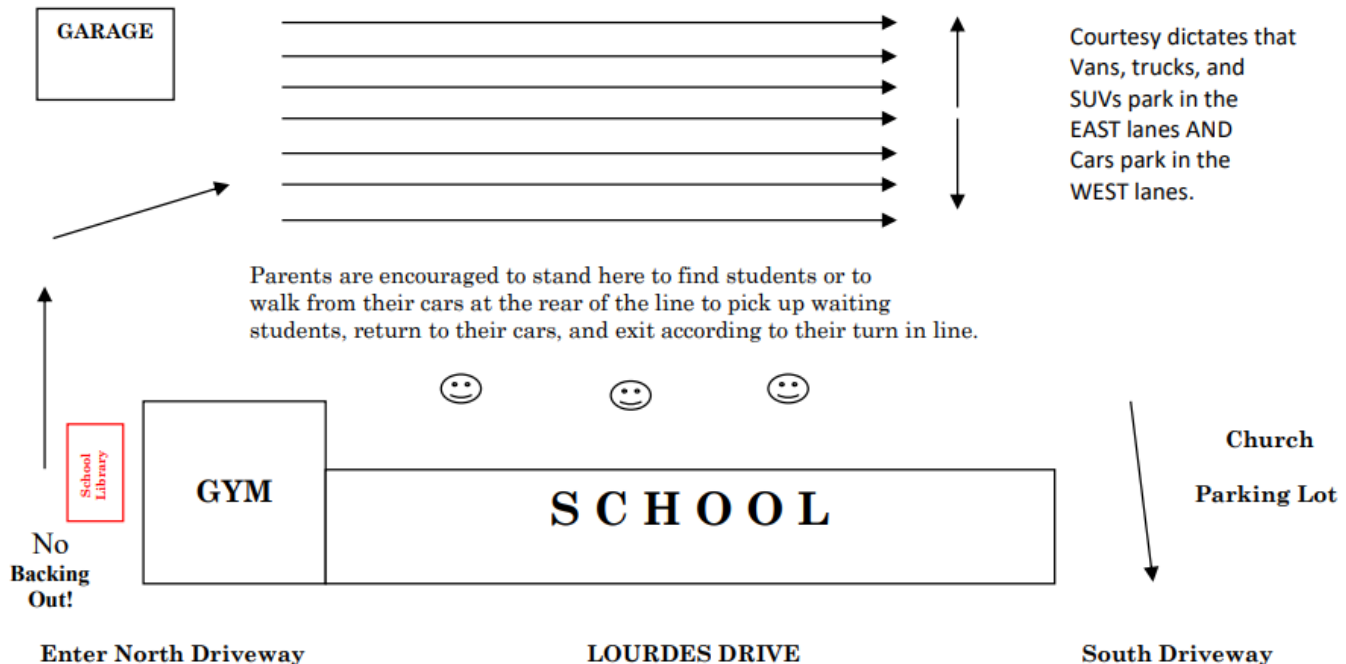
- 7:50 Bell rings to enter the building through East gym doors and report to classrooms. Teacher supervision of students begins. Junior high students are dismissed to homerooms at 7:45.
- 8:00 Tardy bell rings. Students need to be in the classroom ready for instruction to begin. Latecomers report to the school office through the main lobby doors.

Afternoon Dismissal

- 2:55 Pre – K classes and teachers will prepare to walk children to the **Car Line** for parent pick-up on the East side of the building.
- 2:57 Students prepare for dismissal, with Car Line dismissal being called at 3:00, followed by Windsor Road and Mound Road walking lines and Extended Care students.

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 (those 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:

- **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.
- **No one may park in the church parking lot, or on Lourdes Drive to avoid car line.**
- Similarly, **no one can back out of the car line to avoid moving completely around the building.**
- **No one can pick students up in cars outside of the car line and the late car line.**
- Only parents of safety patrol students and the "First Out of Car Line" family (Dinner Auction Item) should be picking up their student from the front of the school building or in their designated parking spot.

- No children should be dropped off or picked up in front of the school building, for safety reasons, at normal arrival or dismissal times.
- 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 may be billed for babysitting service. Parents must park and come into the building to pick the children up.

THANK YOU FOR MAKING THE SAFETY OF OUR CHILDREN YOUR TOP PRIORITY!

Asbestos Abatement Plan

Our Lady of Lourdes Catholic School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

Building and Grounds Access Policy

Purpose of the Policy

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Our Lady of Lourdes Catholic School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 55800 *Diocesan, Parish, School, and Agency Facilities Use*.

Access to and Security of the School Building

On all school days provided by the academic calendar, the Our Lady of Lourdes Catholic School building shall be available for authorized access by parents and authorized visitors from 7:45 a.m. until thirty (30) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Entry to the school building shall be through the front door of the school.

Access to and Security of the School Grounds

On all school days provided by the academic calendar, Our Lady of Lourdes Catholic School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:45 a.m. until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from 7:45 a.m. until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the playground area at the rear of the school. Those faculty members assigned shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one faculty member.

Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

Parishioners on School Grounds during School Hours

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the rectory and church are available during these periods for access to those facilities. Parking for both the rectory and Church is available at the south parking lot between the church and school.

Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Emergency School Closings

- 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, as well as our school Facebook page. Further, notice will be given to parents via the School Speak Messenger system.
- Please listen to these media outlets, 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 outlets. 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.
- It is always at the discretion of the parent/guardian to keep a child at home if conditions in their area warrant it. 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 Catholic School has an Emergency Operations/Crisis Plan in place. Practices for a Lock Down situation is completed yearly. Procedures will be followed in case of a crisis 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 outlets for information about when and where to pick up students, as this decision would be made by law enforcement. The sign out and identification procedures listed above will also apply

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Class Parties, Treats, and Snacks

A variety of events are sponsored during the school year for students. These events could be school parties such as Fall Celebration, Christmas, celebration of Catholic Schools Week. If any additional parties are requested, the principal or assistant principal should approve them in advance.

Students may bring treats for their classmates to celebrate their birthday. 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.

Unauthorized Items

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

DISCIPLINE & CONDUCT

Respect for Dignity of All

Parents, students, faculty, and staff make up the school community and are always representatives of Our Lady of Lourdes Catholic School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at Our Lady of Lourdes Catholic School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

Building Conduct

The following actions and attitudes should characterize everyone studying at Our Lady of Lourdes Catholic School, and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.

- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.
- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

Prohibited Student Conduct

Enrollment at Our Lady of Lourdes Catholic School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for **gross disobedience or misconduct**, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

Our Lady of Lourdes Catholic School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Our Lady of Lourdes Catholic School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension from bus riding privileges for field trips.
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

Suspension

A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

Expulsion

The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word “misconduct” are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

Expulsion is permanent. No re-admittance to Our Lady of Lourdes Catholic School is permitted.

Bullying, Intimidation, and Harassment

Because Our Lady of Lourdes Catholic School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal

access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying. This includes creating or sharing a "digital replica" (AI-generated, fake likeness) of a student without permission.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff

members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Conflict Resolution

The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms and Other Weapons Prohibition

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System

Our Lady of Lourdes Catholic School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS).

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Grievance Procedure

Complaints from students, parents, and other legitimate sources about the operation of the school, including complaints of discrimination and harassment, will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Lunch and Cafeteria Rules

Our Lady of Lourdes Catholic School provides a hot lunch every day on which we have a full day of school. The lunch includes a hot entrée, vegetable, fruit, and/or dessert, and one milk (white or chocolate). Grades 3 through 8 can purchase extra portions of the entrée. Orders for hot lunch will be taken in homeroom each morning upon arrival at school. Students who do not wish to purchase a hot lunch should bring a sack lunch but can purchase milk.

Hot Lunch including 1 milk	\$4.00
Extra Entrée (Grades 3-8 only)	\$2.00
Extra Milk (each)	\$0.65

- Children are expected to eat a hot lunch or bring a sack lunch to school. No outside food is allowed to be brought in (except on a student's birthday).
- Students will be asked in the morning of each hot lunch day if they wish to purchase that day's meal by the classroom/homeroom teacher. Note: If a student orders extra food and later cancels that order due to leaving early, ill, or otherwise, they may be subjected to pay for the additional order, if the cooks have already prepared the meal for them.
- Due to concern about food waste, "extras" are only available to Grades 3-8. Parents may send an additional snack to supplement the child's hot lunch.
- Since hot lunch calendars are sent home monthly with each day's menu listed, please help your child plan which lunches he or she will eat.

Method of Payment:

- Money to refill the family lunch account should be sent to homeroom in an envelope with “hot lunch”, the family name, and students’ names listed.
- Any amount you choose may be put into the family account.
- Notices will be sent home when it is time to refill the account for the family. Hot lunch balances are also available on your family School Speak home page.
- Our Lady of Lourdes Catholic School participates in the Federal Free and Reduced Lunch Program. Applications are in all Registrations Packets at the beginning of the school year and are available in the school office during the year. Financial assistance is available for those who qualify financially according to federal guidelines. Note: This assistance covers the hot lunch only. Parents must pay for any “extras” or extra milks, which their children purchase.
- Parents can track these purchases on School Speak Communication Program.

Non-Payment Consequences

- Any unpaid balances carried over from one school year to the next will prevent students from ordering hot lunch or milk until the balance is paid in full and start-up money is put into the school lunch account.
- Further, during the school year if a lunch account shows a deficit, students will not be allowed to order extras or extra milk

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Appearance

The dress code for Our Lady of Lourdes Catholic School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Our Lady of Lourdes Catholic School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Uniform Dress Code

St. Teresa High School hosts a Luers Uniforms Company sale in July of each year and uniforms can be ordered online as well at www.luersgroup.com. Our Lady of Lourdes Catholic School has a limited supply of used uniforms on hand and available for those in need and will make them available at orientation.

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

Grades 6 – 8 – sandstone khaki or navy blue

Girls: The following garments make up our school uniform dress code:

- Dunbar plaid jumper, plaid skirt, plaid skort (Grades K-5), with a hem length of no more than 2 inches above the knee, purchased only from Luers Uniform Company or through our Used Uniform Sale.
- Navy blue (Grades K-8) or dark khaki skort (Grades 6-8)
- 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 capris
- 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. **Shorts Season: from the first day of school through October 31st; and from April 1st through 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 Luers Uniform Company.
- White, navy blue or gray school logo polo shirt, long or short sleeved, available from Luers Uniform Company.
- Navy blue sweater: cardigan, pullover, or vest with either v-neck or crew neck. Sweaters may have school logo from Luers Uniform Company, or plain with no other type of ornamentation. No collars, hoods, or belts of any kind on sweaters.
- Navy blue, or gray fleece items will be available from Luers Uniform Company, including vests, zip up jackets, and pullovers with logo.
- Navy blue or gray logo crewneck sweatshirt, available from Luers Uniform Company.
- Hoodies cannot be worn during the school day.
- Plain white or navy tights may be worn in cold weather.
- Belts must be worn with the uniform shirt (Grades 6-8)
- Shirts should be neatly tucked inside slacks/shorts for all students

Boys: The following garments make up our school uniform dress code:

- 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. **Shorts Season: from the first day of school through October 31st; and from April 1st through 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 Luers Uniforms.
- White, navy-blue or gray school logo polo shirt, long or short sleeved, available from Luers Uniforms.
- Navy blue sweater: cardigan, pullover, or vest with either v-neck or crew neck. Sweaters may have school logo from Luers Uniforms or plain with no other type of ornamentation. No collars, hoods, or belts of any kind on sweaters.
- Navy blue or gray fleece items will be available from Luers Uniforms, including vests, zip up jackets, and pullovers with logo.
- Navy blue or gray logo crewneck sweatshirt, available from Luers Uniforms.
- Hoodies cannot be worn during the school day.
- Belt must be worn with the uniform shirt (Grades 6-8)
- Shirts should be neatly tucked inside slacks/shorts for all students.

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 or rivets
- Slacks with flaps on the rear pockets
- 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, shirts, or blouses
- Laced closures on slacks
- Wide flare legs with slits up the sides

- Hems which drag on the floor
- Sandals (or other open toed type shoes)
- Cowboy boots
- Winter boots during the school day (only to and from school)
- Crocs
- Ugg slippers, or slippers of any kind

Other Uniform Regulations and Prohibitions

All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard or distraction are not permitted.
 - **Hair color must be natural tones.**
 - 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.
 - Students are not permitted to wear excessive jewelry, use personal hair care products, cosmetics, or fragrances at school.
 - Body piercing jewelry, except for studded 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.
 - Tattoos, both temporary and permanent, are not permitted
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Blouses and shirts must be worn under sweaters and sweatshirts.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

Uniform Violations

First offense – student will be asked to remove non-uniform item or call home for correct uniform item

Second offense – student will be sent to the school office

Third offense – 7:30 a.m. detention

Non-Uniform Days

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

- 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.

- Skirts/dresses: must be appropriate for the school environment.
- Jeans/slacks/shorts/capris: loose fitting; no low rise, cargo pants, spandex, or short shorts. Shorts should be the same length as uniform shorts. Leggings or yoga pants are not to be worn.
- Socks must be worn with tennis shoes; no sandals or backless shoes.
- No inappropriate logos, slogans, or advertising.
- No hats, unless it is a designated “Hat Day” for which guidelines will be given in advance.

Video Monitoring Systems

A video monitoring system may be in use in public areas of the school building and on school buses when used for field trips. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct

Athletic Programs

Decatur Catholic Athletics sponsors teams for various girls’ and boys’ sports at various grade levels, as well as scholastic bowl. Please refer to the Decatur Catholic Athletics Handbook. It can be found on School Speak, the school’s website, and Decatur Catholic Athletics’ website.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student’s conduct.

Other Student Involvement Options

- Altar servers (Boys and girls in Grades 4- 8)
- Student Council
- School Safety Patrol (Students in Grades 5 - 8)
- Band (Students in Grades 5-8) Members are subject to eligibility for IESA sponsored contests.
- Choir (Elective -Students in Grades 4 – 8)

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 exception of 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.

FINANCIAL MATTERS

Tuition and Fees

The tuition reflects the new 2-rate-tuition structure per our new Family Agreement. The base rate is not the full cost of education. The 3 criteria for practicing parishioner rate are attending Mass at least 51% in your home parish, children baptized in the Catholic faith, and parish/school engagement. Each year, your family will receive your tuition rate based on the 3 criteria above.

- Since tuition changes from year to year, information regarding tuition is sent home with registration materials in the Spring of each year after the school budget is determined and is also listed below.
- Unfulfilled volunteer hour fees from 2025-2026 are added to 2026-2027 tuition totals
- 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 in this section reflects this guideline.
- Many opportunities to participate in fundraising are available including participating in the Annual Dinner Auction, the St. Teresa Mega Raffle ticket sales, and Parent-Teacher Organization (PTO) sponsored events.
- Tuition payment(s) may be made annually (due on or before July 1 for early 3% 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 (217-877-4404) as soon as possible to begin this process.

2026-2027 TUITION AND FEES

BASE RATE TUITION		PRACTICING PARISHIONER TUITION	
1 Child Grade K-8	\$4,900	1 Child Grade K-8	\$3,400
2 Children Grade K-8	\$7,550	2 Children Grade K-8	\$6,050
3+ Children Grade K-8	\$9,600	3+ Children Grade K-8	\$8,100
Preschool Full Day	\$5,800	OTHER YEARLY FEES	
Preschool Half-Day	\$3,800	Registration/Computer Fee per student	\$400
		Non-Refundable Preschool Deposit	\$150
		8 th Grade Graduation Fee	\$100

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, 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 April. Hot Lunch and milk fees are listed below. Parents send money to cover lunch and milk fees for all children in their family. Lunch account notices are sent to families when funds run low.

Extended Care

2026-2027 Fees:

Fees for Morning Care (6:45 a.m. – 7:50 a.m.)

Time	Rate
6:45 – 7:50 a.m.	\$3.50 per child
7:20 – 7:50 a.m.	\$2.50 per child

Fees for Afternoon Care (3:00 p.m. – 5:30 p.m.) with Snack Included

Time	1 Child	2 Children	3 Children	4+ Children
3:00 – 5:30 pm	\$7.50	\$9.50	\$11.50	\$13.50
3:00 – 4:15 pm	\$4.50	\$6.50	\$8.50	\$11.50

Fees for Afternoon Care (2:00 p.m. – 5:30 p.m.) with Snack Included

Time	1 Child	2 Children	3 Children	4+ Children
2:00 – 5:30 pm	\$8.50	\$10.50	\$12.50	\$14.50
2:00 – 4:15 pm	\$5.50	\$7.50	\$9.50	\$12.50

Extended Care is available for students whose families enroll in the program and pay the attendant fee for the days of use. A.M. Extended Care begins as early as 6:45 in the gym, and P.M. Extended Care runs from the end of the school day at 3 p.m. until 5:30 p.m. Breakfast is not served in the morning, but students may elect to bring breakfast with them. A snack is served in the gym at the beginning of afternoon Extended Care, and students remain in the gym for free play until 4 p.m. At that time, the remaining students move to a classroom for more quiet activities. School staff supervises Extended Care. The following procedures and rules apply.

Morning Extended Care

Arrival:

- Students should enter via the East gym doors
- Students may bring breakfast to eat, if they arrive before 7:15 a.m. Students clean up after they eat.

During A.M. Extended Care:

- Students are expected to follow all school rules and the behavioral guidelines outlined below, in more detail, for P.M. Extended Care.
- Due to fewer students being present most of the time, more quiet activities and some free play will occur in the morning.
- In preparation for the school day, free play will end, and students will begin to collect their belongings and line up at approximately 7:35 a.m.
- Elementary students are dismissed to their classrooms when the 7:50 a.m. bell rings. Junior High Students are dismissed to their lockers and classrooms at 7:45 a.m.

Afternoon Extended Care Dismissal to Extended Care:

- Students will be dismissed to Extended Care following the dismissal of all other lines.
- Students must stay in their classrooms until Extended Care is dismissed and then should proceed in an orderly fashion, walking to the gym, unless another meeting place was designated by the caller on the P.A.

Timeline for Extended Care:

- Extended Care will occupy the gym from dismissal until 4 p.m. on most days.
- Students will be taken to the restroom in groups following being checked in on the supervisor's list and before snack.

- Students may bring a change of clothes (no sleeveless shirts) for athletic practices and will be allowed to go to the restroom, two at a time, to change clothes.
- Following snack and its clean-up, which students may be asked to assist the supervisor with, free play in the gym will take place until 4 p.m.
- At 4:00 p.m. clean-up of equipment in the gym will take place with assistance from the remaining Extended Care students.
- From 4 -5:30 p.m., Extended Care will be in Room 4 or, weather permitting, outdoors.
- When in Room 4, students should devote 20-30 minutes to homework or quiet time activities.

General Rules During Extended Care:

- During Extended Care, whether in the gym, classroom, or outdoors, the rules and expectations for student conduct will be the same as those for the school day.
- Upon arrival in the gym, students should sit down in front of the bleachers, keeping their personal belongings with them.
- Students should not sit in front of any doors.
- Students who do not sit in front of the bleachers should sit in front of the stage.
- Students must always stay in the sight of the Extended Care supervisor and may not leave the gym or be out of the supervision of the adult(s) in charge for any reason.
- Students may have cell phones; however, the school is not responsible for any damage sustained to the phone during extended care. Students must ask permission from the Supervisor for personal cell phone usage at Extended Care.
- Students must get permission from a supervisor before using the restroom individually (groups of students are not dismissed to the restrooms) or leaving the gym for any other reason.
- For safety sake, there is to be no kicking of balls in the gym unless a kickball game is in progress.
- No balls are to be bumped, thrown, or kicked up at the scoreboard on the north end of the gym because the scoreboard has been damaged in this way.
- No one may play in the East or North hallways and no balls may be taken into either of these areas.
- Students may also opt to do homework once the tables are cleaned up from snack.

Consequences of not following the rules:

- Time-out/separation from the group
- Conference with parents
- In more serious or chronic cases, use of the school discipline policy may be implemented.
- As a last resort, the student(s) being dismissed from the Extended Care program.

Picking Students Up from Extended Care:

- From 3 – 4 p.m., parents should pick students up via the East gym doors making sure that they come in and let the supervisor know that their child is leaving. Billing is based on sign-in and sign-out times on the supervisor's chart.
- From 4 – 5:30 p.m. students should be picked up at the outside classroom door of Room 4, facing the playground/parking lot. Drivers should approach this area with care if students are playing outdoors.

Delinquency in Payment

It is the expectation that all families will keep their school financial accounts current. Every effort will be made to work with school families to accommodate financial difficulties. Please contact the Pastor and Parish Director of Operations as soon as possible to facilitate financial aid.

HEALTH & SAFETY

Anaphylaxis Prevention

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Our Lady of Lourdes Catholic School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling and Guidance

The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's counselors are available to those students who require additional assistance. The Decatur Catholic Schools are currently working with Catholic Charities to get this service reinstated.

Diabetes Care for Students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Illness and Injury

If a child becomes ill or is injured at school, he or she should be sent or brought to the office. Even if an injury is not serious enough to warrant sending a child home, the office 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/vomiting for 24 hours may return to school.
- Students who have taken a 24-hour course of antibiotics are no longer considered contagious and may return to school if they feel well.
- Students who have or are suspected of having a contagious rash, eye infection, or other contagious condition must consult their family doctor before returning to school.
- Students who suffer any type of head injury, even seemingly minor ones, will be sent to the office and parents will be informed so that they can decide regarding treatment.

Immunization and Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten;
2. Entering the sixth; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by **October 15** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

Insurance

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any

prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

- A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.
- Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**
- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.
- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

Non-Prescription Medication [optional; you may add your policy here]

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 needed. 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.

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Pregnancy

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.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Toxic Art Supplies and Required Eye Protection

Toxic art supplies are not used in grades PK-6. Art supplies containing toxic substances are not used in grades 7 through 8 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

Wellness Policy

Our Lady of Lourdes Catholic School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program. A copy of the policy may be requested from the school office.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

Acceptable Use of the School's Electronic Networks

All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

Privileges - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;

- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

Use of Email - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times.

The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Student Photographs and Names

Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

Student Use of Cell Phones and Other Electronic Devices [recommended; adapt the following as needed]

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

2. Second Offense – The device will be confiscated. A detention will be assigned. The student’s parent or guardian will be notified and required to pick up the device in the school office.
3. Third Offense – The device will be confiscated. A detention will be assigned. The student’s parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and Subsequent Offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent or guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois’ Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student’s information or from engaging in targeted advertising using a student’s information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information

- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

Unauthorized Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

PARENT COMMUNICATIONS & INFORMATION

Change of Address and Communication Records for the School

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

Communications

Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns.

- If parents wish to discuss school related matters with a teacher, please send an e-mail, or call the school office at 217-877- 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.

- 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.
- No one should expect a teacher response after 4:00 p.m. or on the weekends.
- E-mail is the preferred method of initial contact.
- 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.

After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor. The school will strive to obtain information from all perspectives of disciplinary situations before determinations are made. In instances where conflicting versions of information arise, the adult's version will be taken as normative.

The administration will also keep parents informed of school news through a frequent newsletter (The Lancer LINK). The newsletter and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home upon request. Additionally, the school newsletter is available on SchoolSpeak and Facebook.

Parent-Teacher Organization

The primary purpose of the Parent-Teacher Organization is to support the faith and academic life of Catholic Education. The Parent-Teacher Organization also assists with fundraising, hospitality, and school community building activities. See the school calendar for meeting dates.

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. M.A.G.I.C. donations will count toward the volunteer hour requirement (Every \$20 = 1 hour).

Parent Service Requirement

Each family is required to give at least 20 hours of volunteering time to the school which will be tracked. Families unable or unwilling to fulfill the requirement will be asked to financially compensate, offsetting the costs of labor and supplies required to maintain the health, safety, and prosperity of the school environment for our students, totaling \$400 (equivalent to \$20 per volunteer hour).

Parent and Teacher Conferences

Scheduled Parent-Teacher conferences are arranged for all students in Grades PK- 8 following the first report card, usually in late October or early November. Conferences will be scheduled on a first returned/first serve basis. These conferences are typically 10 minutes in length and are an opportunity to discuss report cards, MAP testing, and general student progress.

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

Policy Making

This Parent-Student Handbook for Our Lady of Lourdes Catholic 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 Advisory Board and ratified by the pastor. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield.

Responsibilities of School, Parents, and Students

Our Lady of Lourdes Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities

When enrolling your child in Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote Our Lady of Lourdes Catholic School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

School Advisory Board

The School Advisory Board is an advisory body in matters pertaining to educational programs and facilities of Our Lady of Lourdes Catholic School. Its purpose is to advise the pastor and the principal in the establishment of policy and goals for our school. The Advisory Board consists of members of the Parish-at-Large, members who are parents of Our Lady of Lourdes Catholic School children and a member of the PTO Board. The School Advisory Board currently meets on the second Tuesday of the month, from August through June, at 6:00 p.m., in the Parish Enrichment Center.

School Visitation Rights

The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student

- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification

Employee Conduct Standards

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Our Lady of Lourdes Catholic School, located in the Diocese of Springfield in Illinois, will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices,

always consistent with their duty of loyalty to Our Lady of Lourdes Catholic School and to the Diocese of Springfield in Illinois.

Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of Our Lady of Lourdes Catholic School will not knowingly misrepresent Our Lady of Lourdes Catholic School and will not speak on behalf of Our Lady of Lourdes Catholic School unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about Our Lady of Lourdes Catholic School or operations, or that of Our Lady of Lourdes Catholic School or members of Our Lady of Lourdes Catholic School, is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois §Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org)

Sexual Misconduct

Our Lady of Lourdes Catholic School employees must follow the Illinois Code of Ethics for Illinois Educators. This provides a foundation for the responsibilities and commitments of educators within the State of Illinois. The following are the five core principles:

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities
- Responsibility to the Illinois State Board of Education

The success of students in school relies on safe learning environments and healthy relationships with school personnel. It is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety. As bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need to understand the definition of “sexual misconduct.”

Sexual misconduct means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the Catholic school with direct contact with a

student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

“Grooming” as now defined in Section 11-25 of the Criminal Code is “when [a person] knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice a child, a child’s guardian, or another person believed to be the person to be a child or a child’s guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, ‘child’ means a person under 17 years of age.”

All employees at Our Lady of Lourdes Catholic School must maintain professional relationships with students at all times and follow the expectations for staff-student boundaries. Employees must also follow the guidelines below [adapt to your school, but must include these 3 topics]:

- Employees are representatives of the Catholic school at all times and will maintain professional relationships with students at all times, recognizing the age and developmental level of the students served. This includes meeting with a student or contacting a student outside of the employee’s professional role.
- While the Catholic school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation for students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.
- In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents or guardians should first give permission for photos and videos to be taken by employees of the Catholic school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

All employees will receive required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. Mandated reporters must notify DCFS immediately when a mandated reporter has reasonable cause to believe a child is an abused or neglected child under the Abused and Neglected Child Reporting Act (325 ILCS 5/3), including reasonable cause to believe that a child was a victim of grooming as defined by 720 ILCS 5/11-25.

The Catholic school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee

to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2§100 Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 Reporting Requirements of the above-mentioned policy.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender and Violent Offender Community Notification Laws

State law requires schools to notify parents or guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) department website. The ISP website contains the following:

1. Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
2. Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
3. Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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 of the Parent-Student Handbook

This Parent-Student Handbook for Our Lady of Lourdes Catholic 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 Advisory Board and ratified by the pastor. This document includes input from the Handbook of Catholic Education Policies of the Diocese of Springfield.

We hereby ratify its contents on August 7, 2026

Fr. Christopher Trummer, Pastor
Mrs. Jennifer Brummer, Principal

Our Lady of Lourdes Catholic School
3950 Lourdes Drive
Decatur, Illinois 62526

Student and Family Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Student Signature

Date

Parent or Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

Parent or Guardian Signature

Date