

**OUR LADY OF LOURDES  
CATHOLIC SCHOOL  
HANDBOOK  
2019-2020**

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## INTRODUCTION

While every effort has been made in this Handbook to accurately communicate and reflect OLLS School policies and procedures currently in place and in effect, the school reserves the right to alter, amend, eliminate, or add to these policies, should such an alteration, amendment, elimination, or addition appear to better serve Our Lady of Lourdes school.

Any such changes will be communicated via email, on the school website, and in the Wednesday Mailer, and reflected in the next edition of the Parent/ Student Handbook.

While this Handbook is intended to be comprehensive, it is not exhaustive. It is meant to provide guidelines and to be a reference to all in our OLLS community, including new and returning families as well as faculty and staff.

As such, this Handbook combines rules, regulations, and expectations in regards to policies and procedures of the school. It is designed to be a source of reference for our families.

Please review this carefully, sharing and discussing the school's expectations in an age-appropriate way with your child. Parents and students are asked to review the document and sign the form indicating that you have read and understand the handbook. The signature page is available on the Parent Portal. Thank you in advance for your support.

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**CHRIST INITIATIVE**

**2019-2020**

August & September- **Compassion**

October- **Honesty**

November - **Reverence**

December – **Love of Neighbor**

January- **Integrity**

February – **Faith**

March- **Service**

April – **Hope**

May- **Thankfulness**



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## **MISSION AND VISION**

### **PARISH MISSION STATEMENT**

It is the mission of Our Lady of Lourdes Parish to become an increasingly supportive Catholic Faith Community in the Raleigh area, by worshipping God and celebrating the Good News of Jesus Christ through Christian service and witness, rooted in ever deepening love for God and His people. This mission is fulfilled through education, worship, prayer, social action, missionary activity, civic involvement, hospitality, and service to one another. The operation of Our Lady of Lourdes Catholic School is essential to the Parish Mission.

### **SCHOOL MISSION STATEMENT**

Our Lady of Lourdes School is a Catholic Community providing a Christ-Centered, rigorous, academic foundation for all students to grow as life-long learners.

### **SCHOOL VISION STATEMENT**

Our Lady of Lourdes Catholic School is an elementary school within the Diocese of Raleigh serving boys and girls in grades K-8. Parents have the first and ultimate responsibility for the education of their children. Therefore, the faculty and staff of Our Lady of Lourdes Catholic School accept with great pride, but also a great sense of accountability and humility, the parents' decision to entrust the education of their children at an early age to Our Lady of Lourdes Catholic School.

At Our Lady of Lourdes Catholic School, we believe that there is no greater duty than that of ensuring that each child of God receives the best possible education. The goals of Our Lady of Lourdes Catholic School, a contemporary Catholic school, must be education, worship, and the building and living of a faith community.

At Our Lady of Lourdes School, we strive to achieve the following:

We believe that our commitment to a Catholic education calls us to instill in our students a love of God, knowledge of His work, and a desire to live according to Catholic/Christian ideals and principles.

We believe that education, while providing for individual differences, will equip each student with the basic cognitive skills requisite to a productive and personally satisfying life in our society.

We believe that our faculty and parents working together in mutual respect and reverence provide an important witness for our students as they grow and develop.

We believe that in cooperation with the parents, the primary educators of their children, the school seeks to move toward perfecting the spiritual, moral, and intellectual values already implanted by the parents in the home.

We believe that education should enhance the social development in each student by teaching a sense of responsibility and service to community, and encouraging a love for democratic ideals, Christian values, and a spirit of freedom which respects the rights of others while recognizing the value of self-discipline and individual initiative.

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We believe that we need to hire faculty and staff of the highest quality and engage in continued training and development in both academic subjects and religious education.

Our Lady of Lourdes Catholic School will strive to create and maintain a model Catholic/Christian community where we can live and learn together in a manner that encourages each of us—child, parent, teacher, and administrator—to grow toward fulfillment as a total person and a child of God.

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## ACADEMIC POLICIES AND PROCEDURES

*The Diocese of Raleigh Curriculum Guide* is intended for use in all Catholic elementary schools in the Diocese of Raleigh. It is the framework for instruction that assists teachers in identifying and implementing the appropriate instructional methodology in Grades K through 8. The curriculum outlines in detail the level of competency that is expected of students at different stages. The curriculum is aligned with competencies identified in the *North Carolina Standard Course of Study*, national standards, and diocesan objectives and values. Copies of the curricular scope and sequence from Kindergarten through Grade 8 may be found online at the website of the Diocese of Raleigh [www.raldioc.org](http://www.raldioc.org).

The curriculum includes all of the guided learning experiences of the student under the direction of the Diocese of Raleigh, Our Lady of Lourdes, and the classroom teacher. It includes the content of the course of studies.

## IMPLEMENTATION OF THE STANDARD COURSE OF STUDY

Teachers are responsible for curriculum-driven instruction, knowledge of grade-level curriculum, and awareness of the total Diocesan curriculum. The Principal and Assistant Principal are responsible for overseeing curriculum implementation.

## TECHNOLOGY EDUCATION

Technology education is an integral part of every subject area in grades K-8 at OLLS. Each classroom has a Promethean Board that allows curriculum to come alive. Teachers integrate technology through the use of chromebooks and ipads.

## METHODS OF INSTRUCTION

The methods of instruction used at Our Lady of Lourdes are in keeping with the needs of the individual students and the basic philosophy of Catholic education. These methods include, but are not limited to, small and large group instruction, cooperative learning, differentiated instruction, and hands-on activities.

## RELIGIOUS INSTRUCTION

All students receive religious instruction as part of the total curriculum of the school. The religious education curriculum at OLLS is consistent with the philosophy and goals established by the Diocese. Program content follows a continuous progression from year to year. A variety of experiences and opportunities for total spiritual development are at the center of school life. Instruction is given in Catholic doctrine, scripture, sacramental preparation, liturgy and observance of the liturgical seasons. Instruction is developmentally appropriate.

## SUPPORT SERVICES

### **Counseling Services**

The school has a licensed counselor contracted through Catholic Charities. Counseling is available for students and families at school. The counselor is available Wednesday and Thursday.

### **Resource Teachers**

Our Lady of Lourdes employs two Learning Support Teachers (one for Grades K-4 and one for Grades 5-8) to serve the needs of the students with identified learning differences as determined by a psycho-educational assessment or other diagnostic assessments. The specialists also work with classroom teachers to employ best practices to assist the students with learning differences.

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## **Speech Therapist**

The school employs the services of a licensed speech therapists for students who may need this service. Arrangements for this service is made after consultation between parents, the child's teacher and speech therapist. There is a fee for speech services which is billed monthly.

## **STUDENT WORK**

### **Classwork**

Active participation in each class is critical to student and group success. Such participation requires attentiveness, a willingness to participate and engage, and regular preparation outside of class, when homework is required. Both in-class and out-of-class assignments are to be neat, complete, and executed on time with care. The individual instructor, makes other requirements for written assignments clear.

### **Homework**

Assignments flow from class work and serve to reinforce or enrich learning and/or provide opportunity to use research skills. A reasonable amount of homework will be given daily. Homework is the responsibility of each student. We ask that parents check homework for completion and provide assistance while allowing the child to accept responsibility for the task. Homework is posted on ParentsWeb, on the teacher's personal website, or on a homework sheet.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are important tools for communication. Report cards are issued quarterly for Grades 1 through 8, and in January and June for Kindergarten. All report card envelopes are to be signed by a parent and returned to the homeroom teacher within a week of being distributed.

Progress reports are issued midway through each quarter for students in Grades 1-8 who are experiencing difficulty in academics or with discipline concerns prior to the time of issuing the report. This will give the students the chance to make the necessary improvement before report cards are issued. It is highly recommended that parents check weekly papers and folders that are sent home.

### **GRADING SCALE FOR REPORT CARDS**

Kindergarten: S (Satisfactory) P (Shows Progress) N (Needs Improvement)

Grades 1-3: S+ (Outstanding) S (Satisfactory) N (Needs Improvement) U (Unsatisfactory)

Grades 4 – 8: Letter grades are used for academic subjects in Grades 4 and 5.

Grades 6-8: Number grades are used for academic subjects in Grades 6, 7, and 8.

Tests, class participation, and assignments are all considered when assigning grades.

Special Subjects: O (Outstanding) G (Good) S (Satisfactory) U (Unsatisfactory) GPA

Values: A=4.0                      B=3.0                      C=2.0                      D=1.0                      F=0.

A+	97-100	B+	87-89	C+	77-79	D	65-69
A	93-96	B	83-86	C	73-76	F	64 or Below
A-	90-92	B-	80-82	C-	70-72		

### **CONDUCT AND EFFORT GRADES**

Conduct will be marked as: 1 (Satisfactory) 2 (Minimally Acceptable) 3 (Unsatisfactory)

### **ACADEMIC HONORS FOR MIDDLE SCHOOL**

Each quarter the middle school students will be recognized for their academic achievements after Mass. The criteria for being recognized include making all A's or A's and B's for the quarter, having an O or G in any specials subjects, and a conduct grade of 1 or 2.

Honor Roll A: Students who earn "A" in all courses, O or G in specials and a 1 or 2 in conduct.

Honor Roll A/B: Students who earn all "A's" and "B's" in all courses, O or G in specials and a 1 or 2 in conduct.

#### **Fifth Grade Math Enrichment Program**

Students are selected to participate in this program based upon the following:

Math Total on Fourth Grade Iowa is 94% or above and the fourth quarter math grade is an A.

There are no exceptions to the above criteria.

### **STANDARDIZED TESTING**

OLLS conducts an annual standardized testing program approved by the Catholic Schools Office for Grades 2 through 8.

The present Diocesan testing program includes the Iowa Test of Basic Skills administered in Grades 3 through 8, and the Cognitive Abilities Test (CogAT) administered in Grades 2 and 5.

OLLS designates a testing coordinator responsible for working collaboratively with the Catholic Schools Office to facilitate the required Diocesan testing.

### **ACCOMMODATIONS FOR STUDENTS WITH LEARNING STYLE DIFFERENCES**

Our Lady of Lourdes Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel)

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accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in general course of studies will not be made.

If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond Our Lady of Lourdes Catholic School.

The faculty and staff of Our Lady of Lourdes is committed to ensuring that all students succeed. In the event that a learning difference is identified through a psycho-educational evaluation within the last three years by a licensed psychologist, OLLS will make reasonable accommodations for the student when possible.

### **PROMOTION, TRANSFER, AND RETENTION**

If the developmental stage and academic progress of a child are inconsistent with his/her chronological age and success at the next grade level seems improbable, a parent-teacher conference will be called, to discuss the decision-making process of retention by the third quarter report card of the school year if the concerns have been identified by then.

By the beginning of May the parent, teacher and principal/ assistant principal will conference, to discuss the student's progress and make a final decision to have the child retained in the present grade, placed in the next grade or recommended for a different educational setting. The school may require summer tutoring or remedial work for the benefit of the student should s/he be placed or promoted, should such additional work hold out the promise of success in the next grade. The Administration will require documentation of either retention or promotion with extra curriculum support.

### **STUDENT RECORDS/FILES**

A file is maintained for each student that includes:

- Copies of forms required for admission to OLLS
- Cumulative school grades
- Cumulative school attendance
- Records of standardized and other testing
- Other educational documents
- Medical information including record in immunization, allergies, and physical assessment (kept in nurse's office)
- Psycho-educational testing if provided (is held in a confidential file)
- Copy of custody agreement (is held in a confidential file)

It is the responsibility of the parents to notify the principal of a legal separation or divorce. This information allows the school to support the child during what is often a challenging time. If there is a change in custody and/or financial responsibility, it is the obligation of the parents to notify the principal.

A custodial parent is responsible for providing school-related information to the non-custodial parent. Upon request, OLLS will provide all information to a non-custodial parent that is in accord with the decree of divorce or separation, which is on file in the OLLS office. Information will only be provided once OLLS receives such decree.

In cases of separation or divorce in which both parents retain custody, OLLS will provide the same information to both parents. This will include school notices, report cards, interim reports, and other communications. In addition, it is expected that faculty and staff will keep both custodial parents informed of the academic, social, and emotional progress of each child.

### **FAMILY/ CUSTODIAL SITUATIONS**

A copy of the first page of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the page bearing the judge's signature are to be submitted to the principal. These are kept in a confidential file.

### **TRANSFER OF RECORDS**

At the time of withdrawal, copies of academic and health records are transferred to the requesting school. Psycho-educational records are sent with a parent release. The records to be transferred when a student enrolls in another school include the following:

- Cumulative school grades
- Cumulative school attendance
- Educational and/or related testing record
- Health record
- Information to Non-Custodial Parent

### **CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY**

Students must be honest and responsible in the completion of their academic work. While parents are encouraged to assist and guide their children, they must allow their children to do their own work. Students must refrain from:

- Copying another student's work or homework
- Cheating
- Plagiarism (submitting another's work as one's own and copy /paste from internet sources)

Teachers who suspect that a student may have been academically dishonest will report their concern to the Administration. Consequences may range from receiving a zero (no credit) on the assignment, detention, suspension and/or withdrawal from school.

### **EXTRA-CURRICULAR ACTIVITIES AND CLUBS REQUIRMENTS**

Please refer to student tab on olls.org website for descriptions of extra-curricular clubs and activities

Students must maintain their grades and conduct themselves according to the Code of Christian Conduct contained in this handbook. Academic Requirements:

- Student must have a 70 or above in major subjects, O or G in specials and 1 or 2 in conduct
- All students in grades 6-8 are eligible for all Varsity Sports.
- Junior Varsity teams are comprised of students in grades 6-7 only.
- A student may participate in only one sport per season
- No student is allowed to tryout, practice, or participate in athletics, extra-curricular activities and clubs if they do not attend school that day or leave school due to illness.
- Students may not try out for a sport if he or she failed the quarter prior to try outs
- Students need to be in school no later than 11:30 AM on full days and 9:00 AM on half days to participate in after school activities.
- Students must complete and return the Athletic Participation Form, Current Physical Examination Form, and a Student Concussion Statement before they can participate in tryouts for any sport.
- Parents are responsible for any after school fee prior to the start of that activity.
- The Sports Weather Hotline number is 919-861-4637.

#### Conduct Requirements:

- Students must conduct themselves according to the Code of Conduct contained in this handbook
- Students must maintain acceptable conduct from the time of arrival at school until they are picked up after school, as well as at events that are connected with Our Lady of Lourdes Catholic School.

No exceptions for participation in an extracurricular activity will be made for students who fail to conduct themselves according to the Christian Code of Conduct.

#### **FAILURE TO MEET REQUIREMENTS FOR PARTICIPATION**

The student will be removed from the extracurricular activity:

- If the Grade in a major subject falls below a 70 and/or unsatisfactory behavior.

Any financial loss experienced because of removal from an extracurricular activity is the responsibility of the parent and student.

#### **SCHOOL SPONSORED TRIPS**

Field trips offer opportunities for enrichment, and flow from the material covered in the classroom. Only students who conduct themselves appropriately in the school setting, will be permitted to participate in field trips off the school grounds. Parents must sign a school permission slip granting their child permission to participate in the field trip. Verbal permission cannot be accepted. A telephone call will not be accepted in lieu of the proper field trip permission slip. Cost of the field trip is the responsibility of the parents. If there is a

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problem with paying for a field trip, this will be referred to the principal. If a child cannot participate in the field trip, the child will be placed in another classroom while the class is on the field trip. Ordinarily, there will be one chaperone for every eight to ten students. Additional chaperones may be used depending on the age of the children and the type of trip planned. Parents who are not chaperoning field trips, are asked not to participate on these field trips unless prior approval from the teacher has been granted. Siblings are not permitted to participate in field trips. Two field trips per grade per year is permitted. Chaperones must have a current Safe Environment Training completed, Diocesan Background Verification, and on file. Students may not take cell phones on field trips.

## **TRANSPORTATION FOR FIELD TRIPS**

All students and chaperones must ride on the bus.

## **COMMENCEMENT**

The Commencement of each OLLS eighth grade class suggests that their faith journey and their lifelong journey of learning have only just begun. The OLLS Commencement is a sending-out of eighth graders who have met all OLLS graduation requirements. Generally in late May, simple and dignified Commencement activities mark a rite of passage for the eighth grade class.

## **CONDUCT**

### **CODE OF CONDUCT**

The code of conduct is a guide for Christian behavior. Its purpose is to create an atmosphere where respect for self, for others, and for the environment is achieved. Each person has the right to learn in a caring and safe environment that is conducive to his/her growth and fulfillment academically, emotionally, socially, and spiritually. Each person has the responsibility to contribute to creating this Christ-centered environment, where learning is possible and individual growth is achieved. Our discipline policy encourages personal growth by making the child take responsibility for his or her actions through consistent consequences, in accordance with the established code of conduct.

Rules and regulations are established to help all in the OLL community develop CHRIST like behavior. The administration recognizes that minor and major rules are necessary to create an environment conducive to learning on campus.

## **MINOR RULE INFRACTIONS**

### **Infractions of minor rules may include:**

- Disruptive classroom behavior
- Unwanted pushing and shoving another student
- Running or shouting in the building
- Improper use of electronic devices
- Violation of safety rules

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- Public display of affection
  - Chewing gum

Lunch detention will be scheduled by the teacher. Lunch detention requires the student to have lunch in a middle school classroom under the supervision of a teacher.

**After-School Detentions are served from 3:05-4:05PM on a date designated by the teacher or administration. The parent will be notified via e-mail or conference that a student has received a Student Detention Notice. The parent must pick the child up after the detention from the designated room. The child will not be permitted to partake in any afterschool activities on the assigned date.**

**\* Discipline Notices and detentions will impact conduct grade on the student's report card and may disqualify a student from receiving honors.**

### MAJOR RULE INFRACTIONS

#### **Infractions of major rules may include:**

- Disrespect to a student, teacher or staff member, including vulgar, degrading or disrespectful language
- Chronic disruptive behavior
- Chronic Minor Rule infractions
- Academic dishonesty
- Inappropriate internet usage
- Possession of weapons or weapons-like instruments\*
- Vandalism\*
- Bullying or harassment of any kind, including physical, verbal, written, or via the internet (including violation of the Technology Acceptable Use Policy)\*
- Violence or the threat of violence\*
- Possession or use of alcohol or other drugs\*

#### Middle School:

Infraction #1 - White slip goes home for parent signature, infraction is recorded in Renweb and emailed to parents

Infraction #2 - White slip goes home for parent signature, infraction is recorded in Renweb and emailed to parents

Infraction #3 - White slip goes home for parent signature, infraction is recorded in Renweb and emailed to parents

- Student serves a recess detention

- If on a sports team, student also misses the next game or practice or the extra-curricular activity.

Infraction #4 - White slip goes home for parent signature, infraction is recorded in Renweb and emailed to parents

- Parent/Teacher conference is scheduled
- Student serves an after school detention
- If on a sports team, student misses a second game or practice or extra-curricular activity.

Infraction #5 - White slip goes home for parent signature, infraction is recorded in Renweb and emailed to parents

- Student is referred to administration for further discipline (possibly including suspension)
- If on a sports team, student is taken off the team (extra-curricular activity) for the remainder of the season.

Infractions begin anew at each quarter

Conduct Grade on Report Card

- 1 - Satisfactory - no infractions
- 2 - Minimally satisfactory - 1-3 infractions
- 3 - Unsatisfactory - 4 or more infractions (and loses honor roll eligibility for that quarter)

For all students in Grades K-8, infractions of major rules with an asterisk may call a student's place in school into question. Suspension will be assigned by the Administration. Students who are suspended should complete all missed assignments and tests as determined by the teacher(s) and will not receive a grade penalty for the suspension.

## **SCHOOL SAFETY/HARRASSMENT OR BULLYING**

Our Lady of Lourdes Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person or online) face disciplinary action by the administration.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face disciplinary action by the administration.

Engagement in online activity such as but not limited to witter, Instagram, Snapchat, Kick, Facebook, Friendster, etc. may result in disciplinary actions especially if the content of the student's online presence includes defamatory comments regarding the school, faculty, other students, or the parish.

## **USE OF ELECTRONIC DEVICES**

Electronic devices such as iWatches, iPods, or any device to play games or use the internet will not be permitted on school grounds. Fidgets, cubes, or any fad object may not be brought to school. If they are brought to school they will be taken and not returned.

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Students may make phone calls only with the permission of a teacher and/or the authorization of the office. Only emergency phone calls will be permitted. Students must come to the office to make a call.

Cell Phones will be collected each morning by the homeroom teacher and returned at the end of the day.

If a student does not have a cell phone then a note would be placed in that student's slot. If a student does not turn in their phone and are seen with it, the phone will be sent to the office and a parent will need to collect it from the office. If it happens a second time a suspension will be given.

Inappropriate use of a cell phone on school property can be reason for suspension and/or expulsion.

Cell phones may be used at the end of the day to call about a ride only with the permission of a teacher or staff member. Cell phones are to be kept in the backpack until student is in their car.

Cell phones are collected at the dances and returned at the end of the evening. Cell phones are not permitted on trips.

### **OFF-CAMPUS CONDUCT**

The administration of Our Lady of Lourdes Catholic School reserves the right to discipline its students for off-campus behavior (field trips, sporting events, club activities) that is not in line with the behavior expectations of students during the course of the school day.

### **SUSPENSION**

Serious violations for which the principal/ assistant principal may suspend a student include, but are not limited to the following:

- Use of vulgar or obscene language or gestures
- Threatening another person
- Stealing, vandalizing, or destroying property
- Inflicting injury on another
- Endangering the safety of anyone in school or at school events
- Harassment, racial or ethnic slurs
- Violent behavior
- Defying a person in authority
- Fighting
- Blatant rudeness and disrespect

### **SERVING OF A SUSPENSION**

- Suspensions will be served either at home or at school at the discretion of the principal or assistant principal. The amount of time served is determined by the principal or assistant principal.

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- Work missed while serving a suspension must be made up.
  - Student will not participate in extra-curricular activities during in-school or out-of-school suspension.

## **EXPULSION**

Expulsion of a student is a serious matter and is used as a last resort. The principal notifies the parents concerning the possibility of expulsion. The principal also advises the pastor and informs the superintendent of the impending expulsion. The principal holds a conference with the parents before the final decision is made. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. The decision, in such cases, is the right and the responsibility of the principal and/or pastor.

## **CAUSES FOR IMMEDIATE EXPULSION**

Causes for immediate expulsion include but are not limited to:

- Use or sale of drugs on school grounds
- Bringing a weapon to school
- Possession of drugs, alcohol, tobacco, weapons or pornography in or on school grounds
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If drugs or weapons are brought on school property the police will be called.

## **ELASTIC CLAUSE CONCERNING CONDUCT**

Because it is impossible to foresee all problems that can arise, this clause empowers the administration and staff to take disciplinary action for any behavior that violates the spirit and philosophy of Our Lady of Lourdes Catholic School, even if not specified in this Code of Conduct. At the same time, the administrators reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

## **YEARLY REVIEW OF DISCIPLINE AND ACADEMICS**

The school administration reserves the right to review the academic and disciplinary record of the student at the end of each year to determine if the student should be invited to return to Our Lady of Lourdes Catholic School for the following year.

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## DRESS CODE

### **Kindergarten Boys and Girls**

- Navy blue OLL logo shorts
- Navy blue or white OLL logo T-shirt
- Tennis Shoes
- Navy blue OLL logo sweatpants
- Navy blue Lourdes Sweatshirt (Available through Booster Club)

### **Grades 1 through 5**

Girls: Plaid Jumper

Short or long sleeve white Peter Pan collar white shirt  
or white or red short or long sleeve OLL logo polo shirt  
Navy, white or black ankle socks, leggings, tights or OLL logo socks  
Tennis shoes or school type brown, black, or navy shoes (No boots)  
Navy blue OLL logo cardigan or red fleece OLL logo pullover,  
or Navy blue Lourdes sweatshirt (Purchase through Booster Club)

Boys: Navy blue short or long pants

Solid black or navy belt  
White or red short/long sleeve OLL logo polo shirt  
Navy, white or black ankle or crew socks or OLL logo socks  
Tennis shoes or school type brown, black or navy blue shoes (No boots)

### **Boys and Girls PE Uniform Grades 1-5**

Navy blue OLL logo shorts  
Navy blue OLL logo sweatpants  
Navy blue or white OLL logo T-shirt  
Navy blue Lourdes sweatshirt (Available through Booster Club)  
Navy blue, black, white or OLL logo ankle or crew socks  
Tennis shoes

### **Grades 6 through 8**

Girls: Navy blue skort – decent length (no more than 3 inches above knee)  
Navy shorts with solid black or blue belt  
White or grey short/long sleeve OLL logo polo shirt

Navy, white, black or OLL logo socks, navy or black tights  
Tennis shoes or school type brown, black or navy blue shoes  
Navy blue half-zip or full zip fleece OLL logo pullover or Navy blue Lourdes sweatshirt

Boys: Navy blue shorts or long pants  
**Solid** black, brown or blue belt  
White or grey short or long sleeve OLL Logo polo shirt  
Navy, white, black or OLL logo socks, ankle or crew  
Tennis shoes or school type brown or black shoe  
Grey fleece half-zip or full zip OLL Logo pullover or Navy blue Lourdes sweatshirt

### **PE Uniforms for Girls and Boys 6-8**

Navy blue OLL Logo shorts  
Navy blue OLL Logo sweatpants  
Navy blue or white OLL Logo T-shirt  
Navy blue Lourdes sweatshirt (Available through Booster Club)  
Blue, black, white or OLL Logo socks  
Tennis shoes

### **ADDITIONAL UNIFORM GUIDELINES**

- Make-up and nail polish may not be worn
- No visible tattoos of any nature are allowed
- Students may not wear feathers in their hair.
- Only one earring may be worn per earlobe. (No dangling or hoop earrings)
- Boys are not permitted to wear earrings.
- Boys' hair must be worn above the collar.
- Fad haircuts and hair colors are not permitted.
- Blouses, shirts, etc. must be tucked into the skirt or pants
- Belts must be worn with pants or shorts
- Skirts, skorts and shorts may not be rolled and must be of modest length.
- Skirts, skorts and shorts must be no shorter than 3 inches above the top of the kneecap.
- Only plain white undergarments should be visible under the uniform shirt or blouse
- Outer garments such as coats, jackets, or button up shirts are not worn in the classroom or cafeteria.  
The school sweatshirt or sweater is worn for warmth in the classrooms.
- Jewelry (i.e. necklaces, bracelets, wrist bands) may not be worn.
- A religious medal may be worn.
- A plain watch may be worn.

### **FAILURE TO FOLLOW DRESS CODE**

Parents must be the first enforcers of the OLLS dress code. Please take a moment to review your child's uniform before you leave for school each day. At all times, we expect that uniforms fit properly, are the proper length, and do not appear so worn out that logos are worn away or hems are tattered. Skirts and skorts for girls should be no more than 3 inches above the knee. Please do not hesitate to speak with us with any questions you may have about

the dress code. **Failure to follow these guidelines will result in a call to parents to bring appropriate clothing to school before the student can attend class and students** who repeatedly violate the uniform policy will lose the privilege of free dress at Our Lady Lourdes Catholic School. If parents cannot be reached, students will be given a uniform to wear for the day. Students in grades 3-8 who violate the dress code will be given a uniform infraction. Three uniform infractions (within a month period) will lead a loss of dress down privileges for the month. Five uniform infractions (within a month period) will lead to an afterschool detention.

### **DRESS DOWN REWARD DAYS**

Occasionally during the school year the students are permitted to “dress down” as part of a Dress Down Reward Day. Students in grades K-2 are given Dress Down Days. Students in grades 3-8 who do not have any uniform violations earn these days. On these days suitable play clothes may be worn. Clothes must be clean and in good repair. Jeans and non- uniform tennis shoes are permitted. Students may not wear tight or baggy clothing. Girls need to wear tops that cover their mid-section. They are not allowed to wear spaghetti straps or have bare shoulders. In addition, middle school girls are asked to wear Bermuda shorts, capris, OLLS gym shorts, or jeans. No short–shorts or short-skirts. **All clothing for these reward days must be appropriate for a Catholic school.**

## **GENERAL SCHOOL POLICIES AND PROCEDURES**

### **ADMISSION POLICY**

Our Lady of Lourdes Catholic School does not in any way discriminate on the basis of race, color, creed, sex, or national or ethnic origin.

### **ADMISSION PROCEDURE**

As openings become available the following will be used to prioritize applicants according to date received:

1. Children of school or parish staff members
2. Siblings of currently enrolled students and alumni of OLLS
3. Previously enrolled students of OLLS
4. Registered parishioners of Our Lady of Lourdes Church
5. Parishioners of other Catholic parishes
6. Others

**For further details please refer to admissions tab on school website.**

All new students will be given a probationary period for the first quarter in which to prove himself/herself both in academics and behavior. Catholic families have until August to join the parish or within two weeks if enrolled during the school year.

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## **TUITION & FEES**

### **POLICY FOR PAYMENT OF TUITION – Can all be viewed on the website**

Tuition payments can be made in 3 different ways:

- Yearly (2% discount given for payment received on or before June 1st.)
- Semester (Payments due June 1st and January 1st)
- Payments are automatically drafted from your account through FACTS Management.

If payment for yearly and semester tuition is not received by the end of the calendar month in which it is due, there will be a \$50.00 per month late payment penalty assessed until such payment is received.

If payment for tuition and fees is not received in accordance with stated payment policies, and no communication takes place to explain the reason for non-payment, the parents will receive a letter notifying them of a date on which their child(ren) will be asked to leave Our Lady of Lourdes Catholic School.

All tuition and fees incurred during a given school year must be paid in full by June 30th. Failure to pay all tuition and fees by June 30th will result in the child(ren) forfeiting their place at Our Lady of Lourdes Catholic School for the following school year. Fees include, but are not limited to tuition, damage to school property, late dismissal pick up, LEAP, Speech Therapy, hot lunch participation, athletic participation, late payment penalty, field trip, and registration.

## **TUITION ASSISTANCE PROGRAM**

A limited amount of funds are available each year for tuition assistance:

- Families may apply for assistance through FACTS Grant & Aid. The NEW tuition schedule will be published in early January and FACTS applications will be made available shortly thereafter. Reminders will appear in the Wednesday Mailer.

Please Note:

If a student is asked to withdraw or is expelled from the school, the student's family will receive no refund of unused tuition.

## **LUNCH PROGRAM**

**All information can be found on ParentsWeb account via online**

Milk (2%, chocolate, or skim) is available daily for a fee and ordered in advance.

Glass containers or bottles are not permitted in the cafeteria for the safety of the students.

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## **HOT LUNCH**

Hot lunches are available on Tuesday, Wednesday and Thursday.

Orders for hot lunch are placed throughout the school year. The Finance Director will send out various notifications on when the ordering is to take place and it is incumbent on the parent to use ParentsWeb to order before deadlines. Several payment options are available. No refunds are given for meals missed due to absence or inclement weather days.

## **SCHOOL OFFICE HOURS**

The school office is opened on all school days **from 7:30 AM to 3:15 PM.**

- **Only emergency messages** will be delivered to students during the day
  - Students need permission from school personnel to make a phone call
  - Bring all forgotten items to the office and not to the classroom. The staff will make sure the item is gotten to the classroom.
  - Dismissal plans must be made before the child comes to school each day
  - Visitors, including parents, must wait in the office waiting area until the receptionist announces his/her arrival to the person to be visited.

## **DAILY SCHEDULE**

### Arrival

- 7:30 Student arrival begins at 7:30 AM and go to designated area
- 7:45 Students go to classrooms
- 8:00 Prayer and announcements
- 8:03 **SCHOOL DAY BEGINS**

*Students arriving at the classroom after the 8:05 bell are marked tardy and must obtain a tardy slip from the main office before being admitted to the classroom.*

### Dismissal

- 2:50 **DISMISSAL**
- 11:40 Dismissal on Half Days

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## **DISMISSAL BEFORE THE END OF THE SCHOOL DAY**

Requests for early dismissal should be the exception. Parent or parent designee must come to the office in the elementary building to “sign out”, stating the time and reason for the student’s early dismissal. This must be done each time a student leaves school early. Students who know the time for this “early” dismissal must come to the school office at the designated time. No student may be signed out after 2:30 PM so that the school may run a safe and orderly dismissal, please plan accordingly. Parents must notify the teacher if there is to be an early dismissal.

## **LATE PICK UP AT DISMISSAL TIME**

Parents are given a twenty minute window after dismissal to pick up their child(ren) from school. Children must be picked up by 3:10 PM on a regular dismissal day or 12:05 PM on an early dismissal day. Any student who is not picked up by 3:10 PM (12:05 PM on early dismissal days) will be sent to the LEAP Program and charged a fee.

Late pick up fees will be invoiced in conjunction with the LEAP system. Late pick up fees are required to be paid in full by June 30th in accordance with the handbook section on tuition and fees.

## **LEAP LATE PICK UP**

All students attending LEAP afterschool are expected to be picked up by 6:00. If students are picked up after 6 o’clock a late fee will be charged for the first 2 times. At the 3<sup>rd</sup> late pick up you will be notified that your child may not attend LEAP for the remainder of the year.

## **ATTENDANCE**

- The parent must notify the school office by 9:00 AM if your child will be absent.
- Please call 861- 4617 and leave a message. The student must bring a note to the teacher when returning to school after an absence.
- Any child who leaves the school before 10 AM will be marked absent for the entire day.
- Any child who leaves after 10 AM will be marked for a half day.
- Students, who are absent for a single day, make up work after returning to school.
- If a student is absent for more than a single day, parents may request missed work but must give the teachers a day’s notice to prepare the list of work.
- Students who need to leave school early must submit a note requesting early dismissal, and be signed out in the front office by a parent.

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- Students who leave early may not return for a club or sport that day
  - If a student returns to school after an appointment or is tardy, the parent must sign the student in at the front office.
  - If a child is late for school three times during the year he/she will not be eligible for perfect attendance.
  - Requests for homework must be made before 9:00 to give teachers time to gather materials.

If vacations are taken during the school year, the parents or student will contact the teacher **after** the vacation to get the work missed during this vacation. Work will be completed within one week of the student's return unless other arrangements are specifically made with each teacher.

Out of respect for others, students are not to be sent to school ill. Students who have been ill during the night must be kept at home so as not to expose others to the illness. Student must be fever-free and be without fever-reducing medication (ex: Tylenol, Ibuprofen) for 24 hours before returning to school. A fever has been defined as 100.4.

Excessive absence (30 days) can be a cause for a child to be retained in the current grade.

### **TARDINESS**

Students are required to attend the school day in its entirety. Tardiness disrupts the entire classroom. If a child is late 5 times in a quarter, the parents will be officially notified of the problem. If a child is late 3 times during the year he/she will not be eligible for perfect attendance.

### **TRAFFIC PATTERNS FOR STUDENT TRANSPORTATION**

The OLL School is part of a larger neighborhood community and as a model of CHRIST like behavior for your child follow all traffic laws and carpool routes. The OLL Carpool is designed and carried out in such a way to be efficient for you, the parent, and safe for our students while at the same time maintaining a friendly presentation to our local neighborhood community.

Since OLL is part of a residential neighborhood, we remind all families to be model citizens and good neighbors by obeying the traffic laws. We call special attention to maintaining the safe 15 mile per hour school zone speed limit and fully stopping at all STOP signs. Please read the detailed information and instructions below and understand that the SAFEST, FASTEST, and FRIENDLIEST manner to transport our students is for everyone to understand and follow this plan. Thank you in advance for your cooperation and patience.

### **MORNING DROP OFF**

Cars enter Overbrook from Oxford Road and Anderson Drive.

Overbrook Drive is a one-way street for drop off from 7:30 am until 8:03 am. (Be aware that occasionally neighborhood traffic and church traffic travel two-ways. Students should exit their cars from the passenger side only. No student may enter the building or leave their car before 7:30 am. Cars pull up in front of the

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Middle School/Cafeteria area. School staff will be on hand to help your child exit your vehicle and assist them in getting to their designated places.

Do not leave your car parked on Overbrook Drive opposite the school to enter the building. The side opposite school is a no parking zone. Signs will be posted by the Department of Transportation.

Do not pull into the parking lot to drop off students unless you have an appointment in the school. The limited parking spaces in the parking lot are needed for school personnel and those parishioners attending the 8:30 liturgy.

No parking or drop off is allowed in the Staff parking lot off Anderson Drive. A sign is posted for Staff only.

No drop off in the parish parking lot.

Please teach your child to get out of the seat belt or car seat independently and disembark on the sidewalk side of the car. If you are brand new to our school, trust that this process will work best if you let us escort your youngster from your car. There is no need for you to park and come in!

## **AFTERNOON CARPOOL**

### **PICK UP FOR FRONT CARPOOL**

Loads in front of the Middle School Building  
Do not arrive before 2:30 PM  
Cars with students from more than one family  
**(Multi-Family and single families A-J)**  
Anderson to (Left) White Oak  
White Oak to (left) Oxford  
Oxford to (left) Overbrook Drive  
Overbrook to Anderson when leaving School grounds.

### **BACK CARPOOL**

Loads outside of the back end of the Middle School  
All cars with only members of one family **(Single families K-Z)**  
Enter the driveway between the Fallon Center and St. Bernadette Center  
Anderson to (left) Oxford  
Oxford to (right ) Fallon Center Drive  
Depart via a right onto Overbrook

AS ALWAYS, in order to be considerate of our neighbors on Oxford Drive, we remind parents to arrive in carpool NO EARLIER THAN 2:30 PM. Please do not exit your car to stand in the roadway for socializing and

mingling, as it greatly inconveniences our neighbors, and lends to the appearance of lack of consideration for others.

Parents should not leave their cars to search for their child.

DO NOT PARK and walk to pick up your child. All parents/carpool drivers MUST use the carpool line for pick-up. Sports teams will receive specific information for special pick-up procedures as they apply to each team/season.

If your child is riding home with someone other than his/her usual carpool, PLEASE be sure to send the homeroom teacher a note. We are not legally allowed to send a child home with someone else without written parental consent. The school requires this for your child's safety (and it helps to avoid tears and confusion).

Be sure to clearly display your Carpool Placard from your rearview mirror so that we can call your number quickly and speed up the efficiency of your dismissal time. The number will be yours for the entirety of your time at Lourdes. Should you need a replacement please contact the Finance Director.

**A Dismissal Form is required of each school family.**

### **BICYCLES/WALKING HOME**

If a parent allows a student to walk or ride a bicycle to or from school, a written letter of permission needs to be on file at the school office.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBERS**

Parents should immediately notify the school of any change of address, telephone number, or other emergency information. Contact the Receptionist with these changes and make changes in ParentWeb.

### **TRANSFER OF SCHOOLS**

When students transfer to another school:

- The student will return all books to the homeroom teacher.
- The student will receive his/her report card either in person or through the mail.
- Our Lady of Lourdes will send official records to the new school upon receipt of request for records from the school the student will be attending.

\*Please note that if a family decides to transfer a student to another school, there is no guarantee that spot will be available if the family wants to return to Our Lady of Lourdes Catholic School.

### **BIRTHDAY OR PARTY INVITATIONS**

Please remember that birthday or party invitations cannot be distributed at school unless all the boys in the class, all the girls in the class, or all the students in the class have been invited. Also, thank you notes and birthday gifts

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should never be distributed at school. We ask parents to follow the policy so that we do not have hurt feelings among the students and their families.

### **BIRTHDAY DRESS FOR GRADES K-8**

Students have the option of either “dressing up” or “dressing down” for their birthdays or half birthdays. If students dress down, they need to follow the “dress down” reward day expectations. All clothing must be appropriate for a Catholic school.

### **PARENTAL INVOLVEMENT AND EXPECTATIONS**

As a Catholic school, we are called to teach, to form community, and to give service. As families who have chosen Our Lady of Lourdes Catholic School, we expect you and all families, to support these three goals of OLLS to the fullest of your abilities. When you register your child, we expect you to teach your child the truths of our faith through your daily example. We know that actions speak more forcefully than words. We expect you to participate in OLL Parish or the prayer community where you worship. For all Catholic families, we expect you to be a part of the worshipping community by bringing your children to Mass weekly. When you register your child at OLLS, we expect you to be an active part of our school community and encourage you to work with other families. We expect you to support our school by giving of your time, your talents, and your resources.

- **Your time:** We ask all families at OLLS to contribute **twenty hours** of service each year, or **ten hours** if you are a single parent.
- **Your talents:** We ask all families to let us know the talents you have, so that we can use these talents to support all children attending OLLS.
- **Your resources:** We ask that all families contribute to the financial support of OLLS.
- **Payment of tuition and fees** according to the agreed payment plan. To receive the Our Lady of Lourdes tuition rate, a family must be registered at Our Lady of Lourdes and actively participate in the liturgical life of the parish. This includes regular Sunday worship at Lady of Lourdes, support the parish through time, talent, and treasure, in particular, through gifts made to the weekly offertory collection.
- **Support of our school fund-raisers:** Support of the Annual Auction, Cash Raffle, and other fundraisers/events sponsored by the Home & School Association.
- **Payments on your pledge** to our Dreams campaign.

### **PARENT VOLUNTEER PROGRAM**

Volunteer workers are essential to the smooth operation of the school. We encourage mothers, fathers, grandparents, and senior citizens to offer their many and varied talents to help our children and enrich

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our educational programs. Before a volunteer may work in the school, a screening and criminal background check must be completed, as well as, taking part in the Diocesan Safe Environment Program.

### **PARENT COMMITMENT HOURS**

As stated on the Family Agreement Form and signed by all families, all families agree to provide 20 hours of service to the school and/or parish for a two parent family or 10 hours of service for a single parent family. Each year the school names a recorder of these hours. Parent commitment hour calendars are emailed home to families. Families are asked to submit their hours and calendars on ParentsWeb. Please make sure names are placed in these calendars. Many of our families do more than the required service hours.

### **ADULT CODE OF CONDUCT**

Adult members of Our Lady of Lourdes Catholic School community are expected to be role models whose actions consistently reflect the Christian values of our school. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. Our Lady of Lourdes Catholic School adults will:

- Be committed to the education and spiritual development of all members of our faith community.
- Be cooperative and committed to school goals.
- Be respectful and self-disciplined.
- Attempt to separate personal desires from what is in the best interest of the common good of our school community.
- Treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- Seek peaceful resolution of disputes when any conflict arises.

### **PROCEDURE FOR ADDRESSING CONCERNS**

If a concern arises regarding your child please follow this procedure:

1. Contact the **teacher or staff member** to discuss the concerns. If the problem is not resolved...
2. Contact the **principal and assistant principal** to discuss the concerns. If the problem is not resolved...
3. Contact the **pastor** to discuss the concern.

If this procedure is not followed, the problem will be referred back to the teacher or staff member for discussion before any further efforts at resolution will be made.

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## **PARENT-TEACHER COMMUNICATION**

Formal conferences are arranged once during the school year. If a parent or teacher wishes to have a conference at another time, this conference will be arranged at a mutually convenient time upon the request of the parent or teacher. Parents may arrange conferences by contacting your child's teacher using his or her email preferably. The teacher will respond to this message as soon as possible and in a timely manner.

## **PARENT RESPONSIBILITIES**

Parents are responsible for reimbursing the school for any property destroyed or lost by your child (accidentally or intentionally). Payment for damage to school property should be made within 30 days of notification. Payment for damage to school property is required to be paid in full by June 30 in accordance with the handbook section on tuition and fees.

## **PARENT OBLIGATION**

Parents/guardians carry the obligation of being the fundamental educators of their children. By choosing Our Lady of Lourdes School for your children, you have asked us to share that responsibility with you. To make OLLS a better place for our children, parental awareness and support of programs and activities aimed at improving the spiritual, academic, social, and physical growth of our children are vital. Parental cooperation is also essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the administration may require parents to withdraw their child(ren) and sever the relationship with the school. It is the responsibility of the parents to provide a Christian environment at home, and make a commitment to the Christian community of their choice.

## **HEALTH**

### **HEALTH SCREENINGS**

Health screenings provided through OLLS include:

- Vision screening (1st-8th Grades): This takes place in the Fall
- Speech screening available through school speech therapist.

### **MEDICATION POLICY**

Personnel at Our Lady of Lourdes Catholic School will administer medication to students who have:

- A properly completed medication release form signed by the doctor on file. These forms are required for prescription and non-prescription medication and must be completed for each school year. Forms are available in the office and on Parentweb.
- Prescription and/or over the counter medication must be supplied by parents in an appropriately labeled container. These meds will be kept in a locked cabinet throughout the school year.
- In fairness to those who administer medication and to protect the safety of your child, there will be no exceptions to this policy.
- Please note it is the parent's responsibility to provide any medication his/her child may need during after school activities (i.e., sports, drama, dances, and choir).

Students may not carry any medication, including over the counter medication, in their book bags or in their pockets.

## IMMUNIZATIONS

Each child is required to present a copy of his/ her immunization record signed by a physician or health care designee. This document will become a part of the student's permanent health record and must be submitted to the school office no later than 30 days after school begins (Sept 20, 2018). Failure to comply with this regulation will make it necessary to exclude the child from class until the record has been received. The school nurse will notify you if there are an additional requirements.

### School Entry Requirements:

Before a child enters school for the first time, they are required to receive the following shots:

DTaP (diphtheria, tetanus and pertussis) .....	5 doses
* Polio .....	4 doses
* Hib (haemophilus influenza type B).....	3-4 doses
Measles .....	2 doses
Mumps .....	2 doses
Rubella .....	1 dose
Hepatitis B .....	3 doses
Varicella (chickenpox).....	2 doses**

\* The last dose of DTaP and Polio must be given on or after the 4th birthday

\*\* Vaccination is required unless documentation of disease history is provided by a health care provider.

If you have specific questions, please contact your health care provider or your local health department. 7th Grade Entry Vaccine Requirements:

In addition, all children entering 7th grade or who have reached 12 years of age are required to have the following:

Tdap – tetanus, diphtheria and pertussis (whooping cough).....	1 dose
MCV (meningococcal conjugate vaccine).....	1 dose

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Failure to comply with this 7th grade regulation and provide documentation to the school by Sept 20, 2018 will make it necessary to exclude the child from class until the record is received.

If your child has a need for a medical or religious exemption from the above immunizations, please contact the principal on an individual basis. Exemption is given by the Superintendent of Schools.

### **MEDICAL EMERGENCY**

In case of an accident or illness suffered by a child during the school day, every attempt is made to notify the parents/guardians

Parents are also requested to inform the school office/teacher of any special health needs their child(ren) may have, including concussion or a major surgery.

OLLS will always err on the side of caution in contacting emergency medical personnel (911) promptly and in urgently transporting a student or adult to a health care facility. The Nurse and/or the Principal or designee will accompany the student to the health care facility and remain with that student until the family or family-designee can be reached and arrives at the facility.

### **FIRST AID**

The school nurse, who is a Registered Nurse and certified by the state of North Carolina, will normally treat minor injuries, such as cuts and scrapes, by washing with water to clean the wound and then placing a bandage when necessary. No other medication will be administered without the written authorization of the parent/guardian. The Medication Authorization Form is available on the website and is necessary for this purpose.

### **ILLNESS & SCHOOL ATTENDANCE**

A child who is ill at school shall be sent to the Nurse. Before contacting the parent, the Nurse will decide if the student should be sent home.

In addition to the standard childhood illnesses, diseases, and symptoms of illness and/or disease, including fever, students should not attend school with, and will be sent home for: uncontrollable coughing; yellow or green drainage from nose or eyes; red itching eyes, including but not limited to pink eye, and; sleeping in class (an indication of severe sleep loss or illness).

Students should not return to school until they have been free of fever, vomiting, and/or diarrhea for at least 24 hours. North Carolina state law requires that students diagnosed with strep throat need to be on antibiotics for 24 hours before returning to school.

Additionally, students who have been absent during the class day due to illness may not return to school at the end of the school day to participate in athletic practices/games or any other school- related activities on the same day or evening.

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## **SAFETY**

### **SUPERVISION OF STUDENTS**

The safety and security of our students is a fundamental priority at OLLS. Students will be supervised on school grounds during school hours by employees of the school or duly authorized agents of the OLLS. OLLS makes known to the parents the specific time frames before and after the school day during which OLLS is responsible for the students. Students may not be on campus at any time, during or after school hours, without adult supervision.

### **VISITORS AND VOLUNTEERS**

Parents and all visitors must check in at the reception area before proceeding anywhere else on campus. Badges will be given and must be worn. If a parent is picking a child up for an early dismissal, he/she should go directly to the Receptionist's Desk to sign the student out. Additionally, no child can be dismissed to someone other than his/her parent or guardian without written consent.

### **SAFE ENVIRONMENT TRAINING, CERTIFICATION, AND BACKGROUND CHECKS**

Safe Child training and certification in "Recognizing and Reporting Child Abuse and Neglect" is required for all Faculty, Staff, and OLLS volunteers. These two-hour sessions are offered throughout the year and are in addition to requisite background checks and screening for all faculty, staff and volunteers.

### **CHILD ABUSE AND REPORTING**

School personnel who have cause to suspect child abuse or neglect have a legal responsibility and moral obligation to report such a case(s), as directed by North Carolina General Statute 110- 118. The staff member or Principal will make a report to the Child Protection Services of the Department of Social Services in the county where the student resides or is found.

If the staff member makes the report, they must also inform the Principal. The Principal must inform the Superintendent of Catholic Schools and the Pastor, that the Department of Social Services has been notified regarding a suspected child abuse/neglect situation. If consultation or treatment is required, Catholic Social Ministries' regional office can be contacted.

The Superintendent is to call the Office of Child and Youth Protection for Diocese of Raleigh if the alleged perpetrator is a priest, deacon, religious, staff member or volunteer.

### **EMERGENCY DRILLS AND PROCEDURES**

All emergency drills require that every teacher checks the attendance roll to verify that all students have assembled at appropriate checkpoints and report to a central designee that all are present. The designated person is responsible for accounting for all students and other persons in the building at the time of the drill. The OLLS daily sign-in book and attendance record are to be used for reference.

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## **FIRE DRILLS**

A fire drill is held within the first 10 days of the start of the school year. Thereafter, fire drills are held monthly. A report of each monthly fire drill is maintained in the school office. The local fire department is requested to conduct an annual fire drill. Fire extinguishers are inspected annually. Faculty and all responsible persons in the building must know the location of each fire extinguisher and how to operate it.

## **SEVERE WEATHER DRILLS**

Severe weather drills are conducted within the year. Severe weather drills are signaled by a method different from a fire emergency alert.

## **LOCK DOWN DRILLS**

Drills are conducted twice a year.

## **INCLEMENT WEATHER PROCEDURES**

- A phone message will be sent to each family through Renweb, concerning school closings, delays, or early dismissals.
- Television and radio announcements of school closings or delays will also be made on Channels 5 (WRAL) and 11 (WTVD). Our Lady of Lourdes Catholic School will be listed specifically. School closing information can also be found on our home page link to [www.olls.org](http://www.olls.org) or on our Facebook page.
- Also check [www.wral.com](http://www.wral.com) and [www.olls.org](http://www.olls.org) for school closings list.
- Please DO NOT CALL THE SCHOOL TO INQUIRE ABOUT CLOSING EARLY. Our Renweb system will be activated to inform families of an early dismissal due to inclement weather. Excessive incoming calls may hamper emergency outgoing calls from the school office.

## **UNEXPECTED EMERGENCY DISMISSAL**

In the event of a national or regional state of emergency, the following procedure will ensure a quick, safe dismissal of all students and staff from OLLS.

- Families will be notified through our Renweb System.
- The administration will initiate the normal television and radio station notification system. Our Lady of Lourdes Catholic School will be listed as CLOSED on both WRAL (Channel 5) and WTVD (Channel 11). The closing will also be listed on [www.olls.org](http://www.olls.org)

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Pick up procedure will be the same as rainy day dismissal- meaning no change in the way parents pick up their child.

### **CANCELLATION OF EVENTS**

On days when school is cancelled (for the remainder of the day) or closed, all school events, including those in the afternoon and evening of the day of closure, are also cancelled. This includes games and practices and all student and parent after-school activities (choir, Home and School Association meetings, club meetings, etc.). This policy eliminates the confusion and risk of individuals such as coaches and program supervisors making case-by-case decisions that might conflict directly with a school-wide closure decision made to assure OLLS student and adult safety on the day of closure.

### **PHOTO/VIDEO RELEASE**

All parents are given an opportunity to decline permission for their child to be photographed or videotaped at OLLS. Please find the form under our parents tab on the school website.

### **USE OF SCHOOL GROUNDS**

School grounds are private property and should not be used at any time by parents and students after school hours without permission. In particular, sports fields and gym are for the exclusive use of the OLLS sports program. Any use by parents or others for non-OLLS use (such as CASL, private club teams, etc.) is strictly forbidden without express written permission from the Our Lady of Lourdes principal.

The primary reason for this requirement is the strict parish-wide observance of Safe Child guidelines and, secondarily, due to the cost of field maintenance, the toll of overuse on the fields, and liability, trespassing, and property damage / vandalism issues for OLLS school and parish.

### **PETS**

Pets should not be brought on campus unless in a cage or on a leash for Show and Tell.. Service animals are an exception to this.

### **COMMUNICATION**

#### **WEDNESDAY MAILER**

*The Wednesday Mailer* is the school newsletter. It is published the first and third Wednesday of the month throughout the school year to share information regarding OLLS . The newsletter is distributed via Renweb to the email parents place in the system. For families unable to access the newsletter or do not receive it, please contact the school office to troubleshoot the problem.

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## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are held at the end of the first quarter. Parents have the opportunity to meet with teachers and discuss the progress of their child. Other parent-teacher conferences should be scheduled, as necessary, at a mutually convenient time for the teacher and the parent(s) via email directly with the teacher.

## **INTERNET COMMUNICATIONS**

Families should consult the OLLS website and ParentsWeb on a regular basis as it is updated with important school information. Parents must activate their accounts in order to access the parent portal which houses class pages, hot lunch ordering, and other parent/student information not available to the general public. The school also maintains a Facebook Page (Our Lady of Lourdes) and Twitter account.

## **EMAIL**

Email is effective for the communication of routine information including notification of events, schedule changes, and classroom needs. We ask that parents and teachers communicate in person or by phone for more serious concerns.

Please give the administration, faculty and staff at least twenty-four hours to answer an email.

## **HOME AND SCHOOL ASSOCIATION**

**The Home and School Association (HASA) is a formal organization for the faculty and parents of Our Lady of Lourdes Catholic School.**

### **OBJECTIVES OF HASA**

- The objective of the Association shall be to coordinate spiritual and educational interactions of the Home and Our Lady of Lourdes School.
- To offer well-planned programs, information of particular interest to parents and faculty.
- To work toward the creation of an appreciation of Catholic education.
- To be the Major Fundraising Organization

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## **GENERAL MEETING AGENDA ITEMS**

The agenda for the meetings is prepared by the President and the Home and School Board in collaboration with the principal. To have a discussion topic included on the agenda for a Home and School Meeting contact a Board Member with the agenda prior to the Meeting of the Board for setting the general meeting agenda.

The HASA Board in consort with administration will determine if the agenda is within the jurisdiction of the Home and School Association. If it is not within the jurisdiction of the Home and School Association, the person will be directed to the proper person or persons for discussion of the concern.

## **SCHOOL ADVISORY BOARD**

In accordance with the provisions of Canon Law and the policies of the Diocese of Raleigh, the Our Lady of Lourdes School Advisory Board is established to assist, advise, and provide support to the principal who in turn is accountable to the pastor in the operation of the school.

**Our Lady of Lourdes School  
Policy Agreement Form For Handbook 2019-2020**

I have read the Our Lady of Lourdes Parent-Student Handbook and discussed the contents with my child(ren). We understand the contents of this handbook and agree to abide by the policies of Our Lady of Lourdes School.

**PRINT FAMILY NAME** \_\_\_\_\_

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Parent Signature

Students in grades 3-8 please sign below

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE NO LATER THAN  
SEPTEMBER 13<sup>TH</sup>.

Thank You!