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Our Lady of Lourdes Parish School
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“To maintain a joyful family requires much from both the parents and the children. Each member has to become, in a special way, the servant of the others.”

~ Pope John Paul II ~

Dear Parent/Guardians and Students,

On behalf of Fr. Anthony Dao, our Pastor, Fr. Mark Bertelli, our Parochial Vicar, the faculty, and staff, welcome you to Our Lady of Lourdes Parish School! You have chosen Our Lady of Lourdes as a partner in the education of your children because of your desire and commitment to the values of a Catholic education, evident in the life of our school.

Together we will nurture spiritual growth and encourage academic excellence in each child. Let us strengthen our inner wisdom that brings us closer to God, and allow that gift of Wisdom to be as a trusted friend on our journey with one another throughout the year.

This Parent/Guardian/Student Handbook reflects the policies of Our Lady of Lourdes Parish School for 2011-2012 that makes us one in action. Please read it carefully and sign the attached agreement which states that each of us intend to abide by the policies of Our Lady of Lourdes Parish School as long as we belong to the school community.

Thanks for joining the Our Lady of Lourdes Parish School family.

Sincerely,

Beverly Diaz de Leon
Principal

About Us...

Our Lady of Lourdes School, located on the grounds of Our Lady of Lourdes Church in Montclair, is a Kindergarten through 8th grade Catholic School under the auspices of the Diocese of San Bernardino. Our school is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

We strive to "teach as Jesus did" at Our Lady of Lourdes School. Our curriculum stresses academic achievement within a Catholic Christian community of caring and respect. We follow the Diocesan curriculum guidelines that are based on the State of California standards in secular subject areas and on the National Catholic Education Association guidelines in Religion. Qualified teachers teach our curriculum using innovative and creative approaches to student learning. We make use of a variety of resources and take pride in the strides we have made in using technology tools, such as smart boards, in our attempt to ensure the success of each child.

History

Our Lady of Lourdes School was established in 1959 to provide Catholic education to the children of the Montclair area. Four sisters belonging to the Presentation Congregation came from Ireland to staff the school. On opening day the enrollment was 270 students in grades one through six. Sister Philomena McElligott served as the first principal until 1962.

Other sisters continued to come and by 1963 there were seven sisters ministering in grades one through eight. From the outset, the school experienced strong support from the parent/guardians. This combined with the encouragement and support of the founding pastor, Fr. Joseph Mackey, has provided a solid foundation for the school.

In 1966, the first addition was made to the school with the construction of a library. This served as the library until 1989 when a kindergarten was established, in response to parent/guardian requests, and the space was needed. So the Learning Center was built that year to house the library with additional space for the computer room, faculty room, a resource room, and two restrooms.

By 2001, it became evident that remodeling of the main school building was imperative. The glass panels were removed for the safety and protection of the students. These were replaced with new stucco walls, with windows across the top of each classroom. Ramps and a railing were installed on the south side of the building to ensure accessibility to all. Renovations included an energy-efficient lighting system, bathroom fixtures, new floors, wireless connections, and smart boards in November 2009.

Due to the needs of other schools in other dioceses, and the increase in various ministry opportunities for religious, the number of sisters serving in Our Lady of Lourdes School gradually decreased. By the year 2000, the principal and one teacher were the only two sisters in the school. The principal, Sister Fidelma Lyne, one of the original four, retired in 2010 after 50 years of continuous service. Currently, the principal, faculty, and staff are comprised of lay persons. The sisters still maintain a close relationship with the community.

1.MISSION, PHILOSOPHY, and GOALS

Diocesan Mission Statement

We the church of San Bernardino, are a community of believers in Jesus the Christ, called to impact family, neighborhood and society with the Gospel so that peoples' lives are filled with Hope.

Our Lady of Lourdes Parish Mission Statement

We the members of our Lady of Lourdes Parish of the Diocese of San Bernardino are a caring community of faith. We embrace the mission of Jesus and seek to build up the Body of Christ and to bring all people into full union with Him. We journey together in faith and strive to be a prayerful and Eucharistic family, through worshipping God together, teaching the faith, and serving one another. We are empowered to be a sign of God's love in our families, neighborhood, and society.

Our Lady of Lourdes School Mission Statement

The mission of Our Lady of Lourdes School is to create a Christ-centered environment, nurture faith, promote academic excellence, and empower students to be morally responsible citizens.

Philosophy

Our Lady of Lourdes School is a Catholic community where faith is an integral part of the school's culture and where the entire school community shares the Christian vision. Our students are guided on a path of spiritual, academic, moral, and social development taught in the light of the Gospel.

We believe that the family is first and foremost the primary educator of the child. With the support of family, the responsibility for Catholic education in the school rests with the teachers as facilitators, steeped in the Gospel, who model commitment to community, worship, service, and the teaching authority of the church.

We believe that every child is a unique child of God with an inalienable right to an education. Through a sound academic curriculum, provided in a caring, productive environment, students are motivated to achieve their greatest potential. Students are taught to understand cultural, social and spiritual diversity. With this confidence in their faith, they are prepared to accept their social and moral responsibilities, as they become active participants in the dynamic world community.

Schoolwide Learning Expectations

A student at Our Lady of Lourdes is one who is:

Open to acquiring knowledge through

- Written and verbal communication skills
- Use of technology
- Gathering, analyzing, and interpreting information
- Individual and group (cooperative) work

Living as Jesus taught us through

- Practicing Christian values
- Recognizing God's presence in all creation
- Understanding and participating in our Catholic faith through worship, leadership, and service
- Developing a personal relationship with God

Learning about our local and global communities through

- A positive acceptance of self and others
- Respect for cultural differences
- Responding to community needs
- Demonstrating self-discipline and accountability for personal actions

2. ADMINISTRATION

A. *Permanent Cumulative Records*

Permanent cumulative records are mandatory and must be preserved in perpetuity by all schools. The Principal of the school is responsible for the collection, maintenance, and dissemination of student records and for the education of parents/guardians and staff about student record policies. Care must be taken to preserve both the integrity and the privacy of the required school records.

The official cumulative record forms shall be used in all Catholic schools. Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system:

- Directory Information
 - a) legal name of student
 - b) date of birth
 - c) gender
 - d) place of birth
 - e) name and address of parent/guardian
 - f) permanent health record

- Academic Information
 - a) academic work completed
 - b) grade or level placement
 - c) standardized test results
 - d) enrollment and attendance date

The permanent cumulative record may include other information of clear importance. However, nothing shall be included in the record that is inaccurate, an unsubstantiated personal conclusion or inference, or a conclusion or inference outside the competence area of the observer.

Access to Student Records

- Teachers, because of their "legitimate educational interest," are granted access to student's records.
- Designated clerical staff may have access to student records for purposes of making entries or maintaining records.
- Parent/guardians have a right of access to all student records that the schools are required to keep related to their children. Schools shall fully inform parent/guardians of this right and must make known to parent/guardians the local procedures concerning access to their child's records. If you would like access to your child's records, please notify the school, in writing, at least 24 hours in advance.

Release of Student Records

A transcript of student records ordinarily includes only the scholastic record, directory information, attendance record, and permanent health record. When a student transfers to another school, a copy of the permanent cumulative record shall be transferred upon written request. Records are mailed to the receiving school or delivered by a school official. Records are never given to parents/guardians/students for delivery to the school. Our Lady of Lourdes will retain the original or a copy permanently.

Transcripts may not be withheld because of tuition delinquency unless the parent/guardians have signed a tuition agreement by which they have explicitly waived their rights. Our Lady of Lourdes has such an agreement.

Release of Student Academic Records

A record must be maintained in each student's cumulative folder that lists all organizations or individuals who personally review or receive written information from the record. Each entry should indicate the name, date, and legitimate interest of the eligible party seeking the information.

- A school shall permit record access to diocesan officials and teachers within the school who have a legitimate educational interest. These persons are not required to make such notation as indicated above.
- A school must comply with a court order to release information concerning a student. However, the parents/guardians should be notified in advance of compliance if it is possible within the requirements of the judicial order.

Our Lady of Lourdes School may permit access to student records to the following without written authorization of the parent/guardians; such access will be recorded as indicated above:

- An official or employee of a public, private, or Catholic school where the student intends to enroll;
- Federal education officials, the U.S. Office of Civil Rights, the Superintendent of Public Instruction or county superintendents of schools where such information is necessary pursuant to federally funded programs or federal or state laws;
- Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974:
 - a. a state or local law enforcement officer seeking information in the course of duty;
 - b. the person responsible for protective services to children;
 - c. the employee of any adoption agency licensed by the DSW if the minor is under supervision of that agency.

Our Lady of Lourdes School may release pertinent information from education records to the following without the authorization or notification of parents/guardians:

- Officials listed above;
- Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
- Agencies or organizations in connection with a student's application for, or receipt of, financial aid;
- Accrediting associations;
- Bona-fide researchers who present an assurance in writing and satisfy the chief school administrator that the records will be used under strict conditions of anonymity and confidentiality.

Records to Non-Custodial Parent/Guardian

Our Lady of Lourdes School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, our school will provide the non-custodial parent/guardian with access to all academic and other school-related records regarding the child. If access is not to be provided, the custodial parent/guardian must provide the school with an official copy of the court order.

Procedures to Challenge Records

Challenges to content of records may deal only with correction of data and not with substantive decisions on academic grades. Grading challenges are settled through proceedings at the local level. The parent/guardian of a student may file a written request to the Principal to correct or amend any information in their child's permanent records alleged to be inaccurate, unsubstantiated, or a conclusion drawn outside the observer's area of competence. If the decision is not amended according to parent/guardian request, the parents/guardians shall be informed of their right to place in their child's records a statement commenting upon the information in the records and their reasons for disagreeing with the decision. If the contested portion of the record is released, the parent/guardian comment must also be released.

B. Procedures to Release a Student from School

A dated written request or an authorization signed by the parent/guardian is required for a student to leave the school before the time of dismissal. The Principal or her representative may make emergency dismissals at any time when a serious condition or emergency warrants it. No student may be dismissed to return home during the school day unless school officials have contacted the parent/guardian and are certain that a parent/guardian or other adult will be home to receive the child.

Students may be released to persons other than parent/guardians only under conditions specified in this Handbook of Policies. A complete and current emergency information card for each student must be on file and readily available. Write all the names of adults you may need to pick up your child during the school year, EVEN IF that person is a parent/guardian at Our Lady of Lourdes. The names of authorized persons to pick up your child must be given to the school office each year. School regulations require parents/guardians to keep the requested information current.

- Students will not be allowed to leave campus during the school day without the responsible adult signing student out in the school office. Students will be released only to parent/guardian or another person who is listed on the emergency card. Any adult whether listed on the emergency card, release form or called in by the parent/guardian must have a note signed by the parent/guardian granting the school permission to release that child at that time to that specific person. The note must give the reason for pick up, the date, and the name of the person to whom the child is being released. The school personnel will make a copy of the person's driver's license and attach it to the note to be kept on file.

C. Visits During the School Day

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the Principal. The Principal shall use discretion in determining whether or not a bona-fide school employee should accompany the student. A non-legal guardian may not use Our Lady of Lourdes School to exercise visitation rights.

ALL visitors, including parents/guardians, must check in at the office. NO parent/guardian or visitor is to interrupt a class. All communication, lunches, etc. must go through the school office.

D. Student Insurance

All students attending Catholic schools must participate in the school insurance program. The parent/guardian must file claims. The school's responsibility is to see the student is covered and to give the claim form to a student in the event of an injury that happens at school or any school sanctioned event. The school, of course, must complete its section of the form.

E. Supervision of Students

The Principal is responsible for adequate supervision of students during the entire time they are on school premises during the regularly scheduled school day. All faculty members and staff share this responsibility with the principal. No student is to be sent on errands outside the school campus. A student may be released from school only at the written request of the parent/guardian. Any student who arrives between 6:30 and 7:30 a.m. or remains after 3:15 p.m. (12:15 p.m. on minimum days) will be placed in Extended Care and charged the appropriate fees.

F. Extended Care Program

The Extended Care Program serves the students of Our Lady of Lourdes School. The Extended Care Program is an extension of our school day, before and after school. The philosophy and policies that govern the school day will also be followed in the Extended Care Program. Only families enrolled at Our Lady of Lourdes School may participate in the extended care program. Extended Care Program is staffed by school personnel and serves children in grades Kindergarten through eight. Both full time and drop-in care will be provided on a space available basis.

The purpose of our Extended Care Program is to provide a safe, caring environment for our students. We are open before school at 6:30, and after school at 3:15 (12:15 on minimum days) to 6:30 p.m. on school days. We strive to serve the needs of our students and parents/guardians. Arts and crafts, recreational activities, and homework time are just a few of our planned activities. Since Extended Care Program is located on school grounds, your child can also participate in the after-school sports program.

Following are our policies and procedures and the basic program information pertaining to the welfare of the students. We may decide to make changes as part of our ongoing evaluation of programs in the school. You will be notified of any changes that may affect your child.

Daily Extended Care Schedule

6:30 – 7:30 Quiet time (*parents may send breakfast snack*)

3:15 – 4:00 Student check-in/Free play

4:00 – 4:30 Snack/Bathroom Break/Free play (*parents send snack*)

4:30 - 5:15 Quiet Study Time (*supervisor is not a teacher*)

-Older children do homework/silent reading

-Younger children story time/scheduled activities by a supervisor

5:15 - 5:45 Indoor games/Free play outdoors

5:45 - 6:00 Clean-up the room

There is to be NO running, NO shouting, and NO throwing balls or other objects in the room at any time.

Early Drop-off or Late Pick-up

Anyone who is not picked up on time is considered a Late Pick-Up. The charges will be recorded and the parent/guardian will be required to sign for it when the child is picked up. The child will sign and be given a copy for early drop-off before 7:30 a.m. or it will be sent home in the family envelope. If the payment is ignored or not paid by the due date, a charge of \$5.00 per day will be added until the payment is received. Extra charges will apply for returned checks.

Enrollment

Every child enrolled and attending Our Lady of Lourdes School may use the Extended Care Program. It is a separate charge from tuition based on the tuition plan.

Extended Care Fees

See Appendix for Extended Care Rates and financial obligation.

Families who use the program will be billed at the published rate. Extended care payment is due and payable on the first day/fifteenth day of the month or within five (5) days of billing. If payment is not received within five (5) days of billing, it will be considered late and a \$25.00 late fee will be added to your account. Your child will be allowed to attend if fees are outstanding. A fee of \$25.00 will be charged on all returned checks and only cash will be accepted for services after the 2nd returned check. After 6:30 p.m., a late charge of \$1.00 per child per minute will be added.

Holidays

Extended Care operates only on days when children are in school. Extended Care is available on Minimum Days. The only exceptions are the minimum days before the Thanksgiving Holidays begin and the last day of school. The late pick-up fee of \$1 per minute will apply if a child is picked up late on these days.

Parent/Guardian Responsibilities for Extended Care

At Our Lady of Lourdes, your child's safety and well being is our main concern. It is important that you fill out an emergency card and adhere to the instructions given. One of the more important regulations is in regard to the child leaving the premises of the school:

- Parents/Guardians must not take any child from the schoolyard or other areas without notifying the Extended Care staff and signing the child out.
- Our staff will not permit any child to leave the facility unless accompanied by a parent/guardian, or person designated by the parent/guardian and listed on the emergency card.
- For your child's safety, telephone requests will not be granted, as there is always the possibility a person other than the parent/guardian might be contacted. The supervisor has the family information and will make contact as necessary; parent/guardian may also call as needed.
- Students may not leave campus and then return to Extended Care.
- Parent/Guardians who want to discuss their child's behavior at Extended Care may arrange a meeting with the director of the program. The supervisor will NOT discuss concerns regarding your child's classroom behavior nor your child's teacher.

Student Responsibilities

As members of a Christian and caring community, the students are expected to respect the staff, one another, and the material and environment provided. Behavior that disturbs the program or the safety of its students will not be tolerated. Parent/Guardians will be informed of any behavioral problems. Parent/Guardians will be held responsible for any damages incurred by a child and will be billed accordingly.

Homework

Each afternoon, time will be made available for the students to do their homework while at Extended Care. However, the extended care supervisors are not teachers. They are in no way held responsible for the completion, quality, or correctness of homework.

Changing Clothes

School attire must be worn throughout the day until a student leaves campus. However, we understand that parent/guardians work and have busy schedules so time is of the essence. Therefore, if a child has an activity immediately following pick-up, the child will be allowed to change clothes. Otherwise, it is strongly encouraged that the child waits until the parent/guardian can supervise the change of clothes at school or home.

Students may change out of uniforms in the restroom located next to the extended care room. We suggest that all uniforms be clearly labeled. It is **your child's responsibility** to make sure that the uniform is put into the backpack immediately. Extended Care supervisors will not be responsible for lost schoolbooks, personal property, or clothing.

Toys/Games

We ask that toys and games NOT be brought from home. Often these items are personal and important to the child, and results in the child having to defend or protect these items. This is not consistent with our sharing atmosphere.

Snacks in Extended Care

Be aware that children will get hungry after a long day at school and play. Students may bring snacks from home, or lunch on minimum days, or they may purchase snacks at the snack bar and beverages from the machine. Although treats may be provided at times, Extended Care fees do not include snacks.

G. Policy for Personal and Material Items on Campus

The administration and staff of Our Lady of Lourdes School will not assume responsibility for personal belongings or material items a student chooses to bring to school.

The following items are NOT allowed unless the classroom teacher, as part of an educational activity, makes a special request. Any item that is not allowed will be confiscated and a parent/guardian must come to the school office to pick up the item.

- Electronic games and devices – iPods, CD players, cameras, etc.
- Toys and games
- Skateboards
- Cell Phones - students are not allowed to use cell phones during the school day or at Extended Care. If a cell phone is found, it will be confiscated and a parent/guardian must pick it up in the office. The second violation will result in confiscation and the phone will be returned at the end of the school year.
- Backpacks - rolling backpacks or oversized suitcase type packs may be stored outside the classroom to allow safe movement of teacher and students inside the room.

H. Search and Seizure

Our Lady of Lourdes School reserves the right to search any student or student's belongings when there is a reasonable suspicion of a threat to the health, welfare, and safety of other students or the school.

3. ADMISSION POLICIES

Non-Discriminatory Statement

Our Lady of Lourdes School, as all Catholic schools within the Diocese of San Bernardino, shall adhere strictly to a policy of sexual and racial non-discrimination that states:

“The schools of the Diocese of San Bernardino admit students of any sex, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national, or ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, and athletic and other school administered program.”

Admission Expectation

Religious formation is the primary reason for a Catholic school and it should be the primary reason for sending your child to Our Lady of Lourdes School. Religious formation can only be effective with your example, which means that the parents/guardians take religion seriously and practice faithfully. All parents/guardians and students enrolled in Our Lady of Lourdes School must support the values we strive to teach and show respect for members of the school community.

Admission Requirement

Our Lady of Lourdes School retains the right to set admissions standards and policies in addition to those specified in the Handbook of Policies.

Ordinarily, admission to Our Lady of Lourdes School carries with it the understanding that the student will be retained until the 8th grade unless that student withdraws voluntarily, gives, has given, or is given cause for dismissal. No student shall be admitted unconditionally to Our Lady of Lourdes School unless he/she has a reasonable well-founded hope of successfully completing that school’s program. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.

Our Lady of Lourdes begins the enrollment process in the spring for the new school year. All applications are reviewed by the administration. On approval of administration, current students will be invited back for the next school year based on the standards of admission. Any new student seeking admission will be tested and the previous school will be contacted.

A child must be 4 years 9 months old to be admitted to the Pre-Kindergarten class. A child must be five years on or before the 15th of October to be admitted to Kindergarten. A child must be six on or before the 15th of October to be admitted to the First Grade.

For the admission of a pre-kindergarten, kindergarten, or first grade child, parents/guardians are required to present for the child:

- a) Birth certificate
- b) Baptismal certificate
- c) Mandated health assessment form
- d) Proof of compliance with immunization requirements
- e) Social security card

For the admission of students beyond the First Grade, parent/guardians are required to present for the child:

- a) Birth certificate
- b) Baptismal certificate
- c) Mandated health assessment form
- d) Proof of compliance with immunization requirements
- e) Social security card
- f) Last report card and standardized test scores
- g) Proper transfer or some appropriate notification from the previous school

Admission Grant Policies

Although special consideration will be given to siblings of students currently enrolled in Our Lady of Lourdes School in any category, no student is automatically accepted. Actual admission is determined by these categories:

- Supporting Parishioners
 - a. Annual tithing to their parish of a minimum of \$300.
 - b. Active participation in parish ministries.
 - c. Regular attendance at Mass
- Families transferring from other Catholic Schools
 - a. Have just cause for transfer (moving)
 - b. Left in good standing-report cards/conduct, completed financial/obligations
- Non-Supporting Catholics/Non-Catholics

Admission Standards

Our Lady of Lourdes School will accept any child for whom an appropriate program can be designed and implemented, following the enrollment procedures. Each child's admission and continued enrollment is based upon the emotional, academic, and physical needs of the child, and the resources available to Our Lady of Lourdes School in meeting those needs. The final decision in this matter is made by the administration in collaboration with the child's teacher and the leadership team. Enrollment is on a one-year probationary period to be reviewed after every 6-8 week period or at the discretion of the administration.

Admission of new families and continued enrollment of current families will be determined by the following:

- Parents/Guardians value our Catholicity and support the Church's traditions and practices
- Parents/Guardians/Students exhibit conduct becoming Our Lady of Lourdes School
- Parents/Guardians/Students cooperate with and support administration, faculty, and staff
- Parents/Guardians/Students actively participate in events and activities
- Tuition and fees paid as due and remain current
- PIP points and other obligations are completed
- Academic performance of the student

Students with Learning Difficulties

Our Lady of Lourdes School will accept a child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child's admission and continued enrollment in our school is based upon the emotional, academic, and physical needs of the child, and the resources available to Our Lady of Lourdes School in meeting those needs. The final decision in this matter is made by the administration in collaboration with the child's teacher and the leadership team. Enrollment is on a one-year probationary period to be reviewed after every 6-8 week period or at the discretion of the administration.

Upon enrollment, parent/guardians are responsible for reporting and providing documents of special education needs. Lack of divulging this information could jeopardize this probationary status.

Preference for Catholic Students

The schools of the Diocese of San Bernardino are established as religious schools; therefore, preference in admissions shall be given to contributing members of the Diocesan Catholic community. In the case of parish elementary schools, preference shall be given to the admission of children of parents/guardians actively engaged in the parish. Therefore, at Our Lady of Lourdes School, preference is given to:

- Families registered in Our Lady of Lourdes Parish, Our Lady of Mt. Carmel Parish, San Secondo D'Asti Parish, St. Elizabeth Ann Seton Parish, St. Peter and St. Paul Parish, St. Paul the Apostle Parish, Our Lady of Guadalupe Parish.
- Families who financially support the parish at which they are registered and have a letter from their parish as proof of regular contributions.

No one shall be admitted as a student in Our Lady of Lourdes School unless that child and the parent/guardian subscribe to our philosophy and agree to abide by the educational policies and regulations of our school and the diocese.

A. Financial/Fee Refund Policies

See Appendix for published Tuition Rates and financial obligations and policies.

Refunds

All registration fees are non-refundable. Tuition will be refunded for any unused portion of the school year if a child is asked to withdraw for any reason. A letter is required from the parent/guardian when a child is being removed, voluntarily, from the school. Refunds will be based on the actual date the letter is received in the office and the last day of attendance.

Tuition Policy

Tuition is based on annual rates and may be divided into monthly payments for the convenience of the payer. School tuition payments may be paid in 12 monthly increments from June through May, in 11 monthly increments from July through May, or in 10 monthly increments from August through May. Tuition payments are due on the 1st or the 15th of each month as per your signed financial agreement. Tuition is paid through the diocesan automatic debit system.

Our Lady of Lourdes School depends on tuition in order to meet payroll expenses and other financial obligations as a business entity. It is expected that each family will pay on time and fulfill all obligations to the school so that the school can remain in operation without debt and meet its primary goal as an educational institution. As a safeguard, these policies will be strictly enforced:

- Parent/guardians will sign a tuition and policy agreement each year before child/children are officially accepted.
- Tuition payment not received by the due date will be considered late and a \$25 late fee will be charged for extra billings and time required collecting delinquent tuition.
- There will be a \$25.00 charge for returned checks.
- An extension of time may be given by sending a letter to the Principal explaining the reason for the delay and giving a date as to when payment can be expected.
- *Gradelink* will be locked and Report Cards will be withheld until tuition is paid. If tuition is not current at the end of each trimester, your child will not be allowed to attend class until the tuition is paid.
- Eighth grade students whose tuition has not been paid by graduation deadline will not be allowed to participate in the various graduation activities and will not receive report cards or diplomas.
- Students in other grades whose tuition has not been paid by the May deadline will not be allowed to participate in the various end-of-year activities and will not receive report cards or awards.

4. ACADEMIC POLICIES

A. Care of Books and School Property

All textbooks and library books are the property of Our Lady of Lourdes School. Each student is expected to take care of the books and supplies. If through carelessness, these books are marked or damaged in any way the student will be charged a fine. Any books that are lost or severely damaged must be replaced at cost to the student. All books must be covered with durable covers and KEPT COVERED ALL YEAR to protect the book. DO NOT use sticky paper, glue, or tape that will damage the book if removed.

Students are expected to respect and accept responsibility for all school property. Failure to do so will result in an appropriate consequence. Report cards will be held until all fines are paid.

B. Curriculum

The school curriculum encompasses all the learning experiences planned and directed under the leadership of the principal in compliance with diocesan policy, the school philosophy, and to meet the state standards.

The school curriculum:

- Gives witness to the Gospel values, the teachings and traditions of the Church.
- Develops within students an openness to acquiring knowledge
- Empowers each student in communication, problem solving, and decision-making.
- Encourages positive acceptance of self and others.
- Provides opportunities for students to demonstrate responsibility within the community
- Promotes accountability for the care of the earth and all God's creation.

Courses of Study

The following courses will be taught to all students in grades Kindergarten through Eight: Religion, Family Life, Mathematics, Language Arts, Social Studies, Fine Arts, Physical Education, Science, and Computer Education.

Religion

The educational mission of the Church and the reasonable expectations of parents/guardians require that the Catholic school be distinguished by an atmosphere and a formal program which relates religious belief and practice with the normal development and education of children. The religious character and goals of the school should be clearly reflected in the statement of school philosophy.

- Regular religious instruction shall be an integral part of the educational program for all students at all grade levels. Time is allotted to formal instruction each day.
- Morning Prayer Assembly at 8:10 is a part of the Religious instruction and application. Students are required to be on time and to participate.
- Student progress in acquiring an intellectual grasp of the religion course materials is to be tested, evaluated, graded, and reported according to the same procedures established by the school for other subjects in the curriculum.
- Religion is the basis of our teaching at Our Lady of Lourdes School. If your child maintains an average below "C" in religion, please schedule a conference with your child's teacher.
- The paramount rights and obligations of parents/guardians should be clearly reflected in the Religion Program, which should make some formal provision for each of the following elements:
 - a. Orientation of the parent/guardians to the philosophy, objectives, and methods of the school's adopted program.

- b. Direct involvement of the parent/guardians in the instruction of their children, especially in liturgical, sacramental and family life.
- c. All teachers in the school, even those not responsible for classroom instruction in religion have a common responsibility:
 - i. To be fully informed on the rationale and provisions of the religion education program.
 - ii. To support the program by word and action, especially in interpreting it to parent/guardians.
 - iii. To show sensitivity and competence where religious values and issues cross into other subjects.
 - iv. To cooperate actively in correlating Religion and other subjects in appropriate ways.
 - v. To take advantage of in-service and adult religious education opportunities offered by the school, parish, diocese, or other competent agencies. Some in-service in religious education is required by the school and the diocese as a condition for hiring or contract renewal.
- d. Students will also profit from opportunities for individual service (e.g., tutoring, visiting the sick, etc.). However, service demands during school hours are extremely limited. Parents/Guardians are responsible to see that students are properly supervised outside the classroom/campus. *Please see Student Service Programs on page 56.*

Educational Programs for Family Life and Sexuality

General Principles, rights and responsibilities, are the concern of:

The Universal Church

1. The Catholic Church recognizes and has repeatedly affirmed its right and its “urgent mission to proclaim to all people the Christian vision of marriage and family.”
2. Essential to this right and responsibility is the “irreplaceable mission of presenting sexuality as a value and task of the whole person”
3. By providing “a positive and prudent sex education to young people.”

Because the mission of the Church is to bring the whole person to maturity in Jesus Christ, “education in sexuality includes all the dimensions of the topic: moral, spiritual, psychological, emotional, and physical.”

The Local Church

As part of the universal church, the Catholic Diocese of San Bernardino recognizes and accepts its right and duty to assist and guide parent/guardians by providing comprehensive, age-appropriate, values-oriented, Catholic instruction in family life and sexuality for both parent/guardians and their children. This education in human sexuality is an important diocesan approved family life education in Catholic schools.”

The Parents/Guardians

Parents/Guardians have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty to:

- a) Create a home environment of love wherein children can learn from experiences the purpose and meaning of family life,
- b) Become well informed both about the Church's teaching regarding family life and sexuality and about their own children's developmental needs for instruction in those areas, and
- c) Make and implement informed, prudent, and positive choices about when and how to proceed with instruction in those areas.

While primary, the rights of parents/guardians are neither absolute nor exclusive, their rights are circumscribed by the rights of their children to age appropriate, values-oriented Catholic instruction, by the rights of the church to preach the whole gospel to all people and by rights of society as a whole to have its citizens appropriately prepared for responsible and mature living.

The Child

The child has correlative rights and duties to receive and cooperate with the efforts of his/her parent/guardian and of the church to provide him/her with age-appropriate, value-oriented Catholic instruction in family life and sexuality.

Therefore, in order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Bernardino shall provide a course of instruction in family life which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Ministry of Education and the Office of Catholic Schools.

Application of Family Life Instruction

The Office of Catholic Schools shall:

- a) Provide instructional diocesan guideline for all grade levels;
- b) Provide an official list of approved instructional materials, resources materials, and multimedia material for student and/or teacher use;
- c) Provide teacher-training opportunities for those responsible for classroom instruction in family life and sexuality.
- d) Provide guidelines for implementing instructional alternatives for genitally explicit segments of the program;
- e) Monitor overall program implementation.
- f) Respect the rights of students, parent/guardians, and school in this area.

The School shall:

- a) Apprise parent/guardians of the general character of the school's family life programs and materials to be used via distribution of parent/guardian handbooks;
- b) Engage, assign, train, and supervise instructors;

- c) Provide an age-appropriate, values-oriented Catholic program that follows the diocesan curriculum guidelines.
- d) Exercise its exclusive right to select instructional and supplementary materials and teaching resources from those officially approved by the ministry of Education Services;
- e) Implement the family life and sexuality program as outlined in the diocesan curriculum guidelines.
- f) Respect the rights of students, parent/guardians, and the church in this area.

Instructional Alternatives for Participation in Family Life Program

All students are required to participate in all aspects of the school's family life program with the exception of those segments that deal with genitally explicit topics.

Regarding these segments, parents/guardians may choose one of the following instructional alternatives for their child:

- a) Full participation by the child in the school's entire family life program;
- b) Transfer of the child to a study room during genitally explicit segments of the program, with understanding that the parent/guardians will provide alternative instruction at home using the standard materials provided by the school.
- c) Transfer of the child to a study room during genitally explicit segments of the program, with the understanding that the parent/guardian will provide alternative instruction at home using materials of their own.

Parents/guardians should inform the school in writing of their desire to avail themselves of any of the above alternatives. If option "C" is chosen, the materials being used should be listed.

Without written authorization from the parent/guardian to the contrary, the school will be presumed to have the authorization of the individual parents/guardians to include their children in all aspects of the school's family life and sexuality program.

Physical Education Program

See Appendix for P.E. schedule and grading.

All students in grades PreK-8 participate in the physical education program. This is not an option. Primary emphasis will be placed on the development of life skills and positive attitudes.

All students in grades K-8 must be dressed in regulation uniform for all P.E. classes beginning the first week of school.

- Girls and Boys must wear Navy Blue shorts with Ash T-shirts purchased from Dennis Uniform.
- Optional: Navy Blue Sweat Pants and Sweat Shirts on cold days
- Black, white, or navy solid color athletic/tennis shoes, appropriate for P.E., are required for all students.

Physical Education provides opportunities for all children to learn activities that are developmentally, socially, mentally, and emotionally stimulating. The program is designed to develop each individual to his/her highest potential. The primary goal of the physical education program is to develop neuromuscular, perceptual motor, and social-emotional developmental skills. The physical education program also strives to teach the student constructive use of leisure time.

Children should be encouraged to participate wholeheartedly in the program. Excuses should only be written to excuse a child from participation if he/she is recuperating from an illness or injury. A written note from the child's parent/guardian to the P.E. teacher will suffice to have the child excused from activity during the P.E. period. However, the child must attend the P.E. class. This excuse from physical activity will also include recess and lunch play time.

- If more than three (3) absences occur from P.E. classes, a written note from the child's doctor will be required.
- If a child does not dress for P.E. and does not have a note from parent/guardian, he/she will not be allowed to participate in after school sports, including practice, and will receive a 0 (zero) grade for that day.
- Each unexcused, non-dress days, affect the P.E. grade.
- If a child cannot participate, or is absent, on a Friday, the student will not be allowed to participate in a Saturday game.

C. Homework

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned to:

- a) Reinforce concepts and skills that have been presented in class.
- b) Foster the student's creativity and discipline through enrichment projects or research.
- c) Train the student to work independently and to accept responsibility for completing a task.

Skills for the development of good study habits must be taught - they are not inborn. Homework will be assigned for the purpose of fostering independent study, for review of the day's lessons and for providing opportunities for more diversified and challenging assignments. It is expected that homework be neatly done and handed in on time. Much good can be done if parent/guardian fosters systematic study habits in an environment free from distractions like video games, radio, internet social sites, and television.

Homework is NOT always written. We ask that research, reading and memorization be done with as much attention as written assignments.

Homework is assigned Monday through Thursday and may be extended through the weekend as appropriate and necessary. Approximate time allocations per day:

Kindergarten	15 to 20 minutes	AND	15 minutes of reading
Grades 1 and 2	30 to 35 minutes	AND	20 minutes of reading
Grades 3 and 4	35 to 45 minutes	AND	25 minutes of reading

Grades 5 and 6	50 to 80 minutes	AND	30 minutes of reading
Grades 7 and 8	approximately 2 (two) hours		45 minutes of reading

Individual students may require more time or less time, depending on their skills and talents. Reading is encouraged every day.

If a child is absent, the parent/guardian must call the school office before 9:00 a.m. and may request homework for that day. Homework may be picked up in the office between 3:00 p.m. and 3:30 p.m. Please do not call for homework and assignments that a child is in no condition to complete. Please do not approach the teacher during school hours; teachers need to be alert to the students.

Projects are long-term homework assignments that are based on the area of study in class. Parents/Guardians should encourage continuous work on projects instead of a few hours of stressful labor at the time the project is due. The due dates for projects range from 2-6 weeks after the assignments are announced.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents/guardians are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments are not given in anticipation of a vacation.

Depending on the circumstances of the absence, if a teacher assigns a special project it must be completed as any other assignment for a grade to be given. It does not make up for the class time missed.

The Role of Parents /Guardians in Home Assignments

Since this work is finished at home, parent/guardians do have a responsibility for the success of their child in this regard and for the profit to be derived from serious study. The child's attitude toward home study is likely to reflect that of his/her parent/guardian. Parents/guardians should only give guidance, not do the child's homework. It is important for the teacher to know if a child is having difficulty. Homework is a form of assessment. Homework should be given the same priority as extra-curricular activities.

Some suggestions for a profitable period of home study are:

- a) Set a definite and appropriate time to work.
- b) Find a quiet, well-lighted place to work that insures freedom from distraction.
- c) Give encouragement and approval for work well done.
- d) Check the teacher web page for updates and study information.
- e) Nurture a positive attitude for good study habits.
- f) Encourage recreational reading, and talk about what the child is reading.
- g) Limit the amount of time spent watching T.V., playing games, or on the internet.
- h) Establish regular eating time and bedtime.

A homework assignment book is required for all students in grades 2-8. Please check it daily. If parents/guardians have questions or concerns about the homework, they are asked to contact the teacher.

D. Grades and Grading

Our Lady of Lourdes is responsible to evaluate the progress of each student through a continuum of skills or the sequence adopted by the school in each area of curriculum. A variety of techniques and assessments are utilized for student placement as well as for demonstration of mastery of material or level of achievement. Teacher evaluation of each student's progress must be summarized and reported according to the system we have adopted as a school. Any decision concerning placement, acceleration, retention, or academic referral of a student must be based on data collected through evaluation and grading instructions.

The grading scale is as follows:

Grades Kindergarten -3:

O—Outstanding (95-100);	VG—Very Good (90-94);	G—Good (80-89);
S—Satisfactory (70-79);	NI—Needs Improvement	

Grades 4-8:

A (97-100);	A- (93-96);	B+ (90-92);	B (87-89);	B- (84-86);
C+ (81-83);	C (78-80);	C- (75-77);	D (69-74);	F (68 & below).

Our Lady of Lourdes School uses *Gradelink*, an on-line grading system. Parents/Guardians and students have access to grades with the use of a personal password.

Honor Roll

A student must have no grade lower than an “A” or “VG” in any subject, with a grade in Conduct/Behavior no lower than a “G”.

Standardized Testing

Our Lady of Lourdes School will annually administer standardized tests adopted by the Diocesan Office of Catholic Schools. Test dates will be published in the parent/guardian newsletter and on the school calendar. Unnecessary absences should be avoided during the testing time. Make-up tests are not available since the testing conditions cannot be replicated. Standardized test results are entered into the permanent records.

Schools have the obligation to report student progress to parents/guardians through a regular and established procedure. Report cards and parent/guardian conferences provide parents/guardians with tangible evidence of student growth and development. All schools are strongly encouraged to conduct parent/guardian-teacher conferences with all parents/guardians. A grade in all subjects carried must be recorded annually on the permanent record card of each individual student registered in the school. A duplicate copy of each report card shall be retained on file at least until the next school year. If a student is absent twenty or more days during a trimester, report

card grades may be withheld until work is made up. The decision is left to the discretion of the local administrator. When semester failure in a particular subject seems likely, parents/guardians shall be notified in advance of the probable failure. *Gradelink* should be checked weekly.

Conferences are scheduled at least once each year for parent/guardians of all children enrolled in the school. Parent/Guardians may arrange for an individual conference as the need arises or the teacher may initiate such conference. To schedule a conference, the parent/guardian should write a note to the teacher or call the school office to arrange the conference.

Progress reports are sent home at mid-trimester to notify parents of their child(ren)'s progress so that parents have enough time to give the children the help they need in order to succeed before the end of the grading period.

Report cards will be issued three (3) times during the school year in grades K through 8. Students will be given the report card and are responsible for bringing it home. The report cards are important sources of information for parents/guardians concerning the progress of their children in school. Parents/Guardians should read the report carefully and discuss the contents with their children and with the teacher. If there is not a steady pattern of growth, the parents/guardians should become aware of the reasons why the child is not progressing. If a child has failing averages, the child may be either retained in the same grade or promoted on condition of extra school and placed on academic probation.

Academic Sanctions for Disciplinary Violations

In the middle of each trimester, parents/guardians will receive a Progress Report. However, the grades should not be a surprise to parents/guardians if *Gradelink* is being used effectively. The progress report is simply to help parents/guardians initiate real conversation with their children so that a plan for improvement can be developed.

A student will be placed on academic probation for a Grade Point Average that falls below a C- or for an F in any subject. Students on academic probation will not be eligible to participate in extra-curricular activities. If a student's overall yearly average is below a C-, the classroom teacher and the principal will draw up a contract for improvement. Parents/guardians and student must agree upon the contract, or the student will not be invited back for the following year.

Disability Issues

If it is suspected that a student's performance is negatively affected by a physical, mental, educational, or emotional condition, after consultation with the Principal, the parent/guardian shall arrange for an evaluation by the public school district or an approved private service.

E. Attendance

Catholic schools shall comply with the California Law that provides for compulsory school attendance of all children between the ages of six and sixteen years.

A student, who misses thirteen (13) or more days during a trimester without a doctor's excuse or other comparable professional excuse, may be asked to withdraw from the school or be retained. (Diocesan Policy #5113.2)

Family vacations scheduled outside of regular school vacations are **UNEXCUSED ABSENCES** and are **DISCOURAGED**. It is becoming all too common for some parent/guardians to take their children out of school for vacations during regularly scheduled school days. We highly recommend that you refrain from doing this. Parents/Guardians must realize that when absences occur, it puts the student at a disadvantage because there is a gap in the learning process. The students miss out on academics and some social times that are an important part of their educational process. If an unexcused absence is scheduled, please send a note to the school office at least seven (7) days in advance. The teachers are not required to give out work. Upon return, **parents/guardians are responsible to assist** the child in completing the missed work in the same amount of time as that which was missed. When parent/guardians are out of town for an extended period of time, the school office should be notified and given names and phone numbers for emergency contacts.

- Absences are counted as time away from school whether **Excused** or **Unexcused**. Excused absences are noted to differentiate when a child has a legitimate reason for being away from school, such as medical or dental appointments, and can produce proof when he/she returns to school. Excused absences are valid and may not be considered truancy.

Records and Excuses

All teachers shall keep daily attendance records that must be kept on file for two years after the class departs from the school. Each student's attendance record must be duly reported on the permanent record. Each school shall have a system for validating student absences and tardiness and for reporting such to parents/guardians.

Absence

Rationale: To stress the importance of daily school attendance and to discourage unnecessary absences. Students are expected to be in attendance whenever school is in session. Any student absent 40 or more days (13 per trimester) during the school year is subject to retention. Students with serious health problems will be considered on an individual basis following consultation with parents/guardians, teacher, and doctor.

Absent and excused tardy students are required to make-up work missed. Teachers will inform students of due dates for make-up work to be turned in; one day allowed for each day out, excused or unexcused. Students are required to bring from home a written excuse if they are absent or tardy and present it to their teacher. No child may leave the school premises without written authorization of parent/guardian. Such permission will be filed in Our Lady of Lourdes School office.

Full day absence - child does not attend school, or child leaves before the morning recess.

Half-day absence - arrives on time in the morning then leaves between recess and lunch, or leaves at lunch.

Minimum days - a child must be present at least three hours to be considered present for a full day.

When a student is absent from school, a parent/guardian is required to call the school office by 9:00 a.m. each day of the absence. A dated, written excuse is also required on the day the student returns to class. The office will contact Parent/Guardians who fail to notify the school.

Dental and doctor appointments should be made after school hours. Should it be necessary to make an appointment during the school day, the student will be required to bring a note from the doctor's office so that he/she can be legally excused. Failure to bring this note will be marked with an unexcused absence.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Students must be fever free for at least 24 hours before returning to school.

(Please review policy on 'Students Who Are Ill')

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. Make-up tests must be taken within one week of the original test date.

Tardiness

To be considered on time for school a child must be in line for the beginning of Morning Prayer at 8:10 a.m. or must enter the classroom no later than 8:25 a.m. on rainy days. A child is to bring a note from the parent/guardian explaining the reason for tardiness on any given day. The parent/guardian may call the office to inform the school the child will be tardy but a follow up note is required. Children who are tardy report directly to the school office with a parent/guardian for an admittance slip to the classroom; parents/guardians must sign their children into school. Teachers are not required to give make-up work for unexcused tardiness. Further consequences are being considered by the school board for habitual tardiness.

- Excused Tardy - medical appointment with note from doctor's office
- UNexcused – note from parent/guardian stating reason for tardy

Truancy

The principal shall take appropriate action when a student is absent or tardy without validation or if the school has reason to suspect the validity of the excuse.

A Truant is defined as:

- Any student who is absent from school without a valid excuse more than three (3) days

- Any student who is without a valid excuse for tardiness in excess of thirty minutes on each of four (4) consecutive days or more in one school year.

A truant will be reported to the Ontario-Montclair Public School District attendance officer.

F. Promotion / Retention/Placement

Promotion

Our Lady of Lourdes School promote students when they have attained the minimum knowledge specified in the school curriculum for a particular grade or when they have satisfactorily achieved the objectives of an adapted program agreed upon by school and parent/guardians. Credit for courses shall not be given solely on the basis of attendance.

Retention

If the academic performance of a student is below grade level and does not meet the criteria for promotion, that student may be retained. Any decision concerning non-promotion of an elementary school student shall be made after considering the student's emotional, physical, social, intellectual, and academic development.

Minimum procedures for academic retention must include:

- a) Consultation between teacher and principal as early as possible;
- b) A conference with parents/guardians to advise them of the possibility of retention and to discuss possible remedial action;
- c) Follow-up conferences with parents/guardians to evaluate academic progress of student;
- d) Evaluations and reports to parent/guardians indicating failure to achieve minimum objectives in at least two basic subjects.

No elementary school student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school. Excessive absence may necessitate retention (*See Absences*).

Placement

If the academic performance of a student is below grade level and does not meet the criteria for promotion, the student may be "placed" in the next grade if retention is not a feasible option.

Feasibility for placement or retention may be based on the student's records of previous retention/placements, physical size, chronological age, siblings in same/next grade, academic ability, learning pattern, attitude of student, and social considerations.

If a school suggests retention based upon performance for a student but the parent/guardians request promotion, the student will be "placed" in the next grade. In all such cases, when promotion is not an option due to lack of academic proficiency, parent/guardian must sign the appropriate form stating that although the school recommended retention, as parent/guardians they have elected to have the child "placed" in the higher grade.

Any student who is “placed” must show academic growth in that grade. If the student does not achieve academic standards for the grade, the student will be retained in that grade for the following year.

Some students may be placed into the next grade on a conditional contract that states the academic standards that must be achieved within a trimester. The consequences of not fulfilling the terms of the contract will be up to and including immediate withdrawal from the school.

Graduation

Graduation is a promotion to the 9th grade. Students who achieve the standards for the required courses receive a diploma. Ceremonies will be held not more than one week prior to closing day of school. Graduation ceremonies and activities are to be kept simple and dignified. They will give recognition to the unique value of the Catholic Christian education just completed.

- Attire: The attire worn for the graduation ceremony will be gowns but no caps.
- Activities: During graduation week, the school will sponsor various graduation activities. In order to participate, each student must be in good standing in academics and conduct. Graduation activities will be denied to a student if deemed necessary based on the discipline and/or academic record.

A special meeting for 8th grade parents will be held regarding graduation. Decisions for activities and plans will be made, costs and schedules confirmed.

Warning

Any Eighth Grader with average grades below C- will be issued a Certificate of Completion/Attendance rather than the traditional Our Lady of Lourdes School diploma of good standing.

If a student is asked to leave at anytime during the 8th grade year due to inappropriate conduct, neither the Diploma nor a Certificate of Completion/Attendance will be awarded.

5. COMMUNICATION

Procedures to Resolve Conflict

Parents/Guardians are asked to follow the proper line of communications in dealing with any problem that arises. The solution to the problem should begin at the lowest level possible. Persons with concerns about a teacher or staff member should first attempt to address that concern with the individual. Thus, if a parent/guardian has a problem with a teacher the path to resolving the issue should be:

- 1) Teacher
- 2) Principal
- 3) Pastor
- 4) Our Lady of Lourdes School Advisory Board
- 5) Associate Superintendent of Schools
- 6) Superintendent of Schools.

Complaints not resolved at the point of origin must be submitted in writing for study and possible resolution. The following procedures will be enforced:

- If the matter is not thus resolved or the complainant refuses to do the above and yet demands action on the part of the Principal, the Principal shall request a written, signed statement of the complaint. This shall be a brief but specific summary of the nature of the complaint and the facts surrounding it.
- The individual employee involved shall be advised by the Principal of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as the employee sees them. This shall be submitted in writing.
- The Superintendent will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written referral.
- On receipt of a written referral, the Superintendent will solicit from the complainant, the Principal, the employee concerned, and where appropriate, the Pastor, a written summary of the issue together with supporting documentation.
- After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, the Superintendent will only determine:
 1. Whether the local policy is in accord with applicable Diocesan policies and regulations.
 2. Whether the policy was fairly and equitably applied.

Pastor

Subject to diocesan policies, the Pastor is ex-officio chief administrative officer of the parish school. In consultation with the Principal and the School Advisory Board, he establishes local school policies in conformity with diocesan policies or regulations. The ordinary administration and supervision of the academic program belongs to the Principal.

The Pastor is responsible for the financial administration of the parish school. He may delegate some of these responsibilities to the School Advisory Board and/or the Principal.

Principal

The primary role of the principal is the educational leadership of the school. In this capacity, she will be called upon to perform the following administrative functions:

- a) To hold as the highest priority the building of a Catholic Community of Faith.
- b) To design the instructional program, formulating its rules and regulations in line with diocesan policies.
- c) To maintain a continuous program of supervision and evaluation of the instructional program.
- d) To seek highly qualified teachers and to provide them with effective leadership.
- e) To oversee the maintenance of the buildings so that the health, safety and well-being of the students and teachers are not endangered.
- f) To hold meetings with various groups.

- g) To apprise the Pastor and the School Advisory Board of the progress of the school and its students.
- h) To prepare the annual budget for the school with the help of the staff and submit it to the pastor/diocese for approval.
- i) To exercise good judgment in areas concerning personnel, finance, community relations, interpersonal relations.
- j) To interpret the school to the parent/guardians and community.

School Advisory Board

The School Board is a consultative board that operates in the policy-making process by formulating and adapting, but never enacting policy. The general purpose of this Board is to support and implement the philosophy of Our Lady of Lourdes School. The School Board holds monthly meetings. Information from these meetings is reported at the monthly parent meetings.

Parent Teacher Group

The PTG is a social, fundraising group that plans and coordinates events and activities involving the whole community. The general purpose of this Board is to support and supplement the finances in order for the school to achieve its purpose for student learning.

Room Parents

Each year two parents for each room will be asked to assist in classroom functions. The room parent coordinator will contact all room mothers and/or fathers to determine the ways they can best assist the teachers.

Main functions are:

- meet with teacher to make necessary arrangements for the year
- make telephone calls when necessary
- organize and help with classroom functions and events; (parties and field trips are at the discretion of the teacher and administration)

Other Communication

A weekly Family Envelope is sent home on Wednesdays with information about events and activities, and general reports on the life of the school. It will have the monthly calendars, notes from teachers, progress reports, report cards and other important notices. Please check with your child for the envelope, sign the appropriate space on the envelope and send it back every Thursday morning with your child. Please take time to read the enclosed information, sign required notices, and put them back in the envelope. This envelope serves as the main avenue of communication between the school and the home. Parents/Guardian will be billed \$1.00 for every envelope that has to be replaced for your family.

The ALERTNOW® Notification Service will relay a telephone message to parents/guardians about school events or in case of an emergency. Please be sure that all telephone numbers and email addresses are correct and current.

Gradelink enables parent/guardians and students to access student grades at any time. More information about Gradelink is available on the school website www.ollschool.com.

The school's website is updated weekly. The monthly calendar and newsletters are easily accessed. The parent/guardian web mail is available to create email communications.

Each classroom has a website on the Teacher Web. Teachers post information and assignments pertaining to their class weekly.

Bulletins and posters are posted throughout the school in areas where students are dropped off and picked up.

The office staff is available on weekdays when school is in session from 7:30 a.m. to 3:30 p.m.

Parent/Guardian- Teacher- Student Conferences

Parents/Guardians have the right to confer with teachers about the progress of their children. In order to serve the students better, teachers have the right to expect an opportunity to confer with parents/guardians. For this reason, a formal Parent/Guardian-Teacher-Student conference time is scheduled after the first academic trimester. In addition to this conference time, parent/guardians are encouraged to check with the teacher periodically during the school year. Should failure in basic subjects seem likely, parents/guardians would be notified in advance.

A progress report is sent home in the middle of each trimester to be signed by the parent/guardian and returned to the teacher. Parents/guardians must realize that a child may lower a grade to failing between the time the progress report is sent home and the time the report cards are distributed, thus it is important that parents/guardians also check *Gradelink* regularly. Students are to be part of each conference.

Conferences are held for all families in early December. The first report card is sent home the week before the conference to give the parent/guardian time to discuss the grades, plan strategies for improvement, and prepare questions for the teacher. The parent/guardian and student can use the conference time to enlist the help and get suggestions from the teacher in order for the child to accomplish the goals they set at home. Having time to prepare for a conference produces more beneficial results.

Teachers are free to schedule conferences with parents/guardians as the need arises. Likewise, parents/guardians may request a conference with a teacher. The parent/guardian or teacher may request the principal or vice principal to be present during the conference. Setting an appointment gives everyone involved time to prepare for an effective meeting.

CLASSROOM AIDES ARE NEVER TO BE CONSULTED REGARDING STUDENT PERFORMANCE OR CLASSROOM ISSUES.

6. CONFIDENTIALITY

All school records are kept confidential except for those persons who have legitimate access to records. All necessary information about the health, life, and safety of children will be given to parents/guardians.

Teachers will keep confidential information entrusted to them so long as no individual's life, health, or safety is at stake. This applies to journal writing as well as conversations. Staff members will report such confidences to the administration and parents/guardians will be notified of teacher concerns.

In accordance with Diocesan policy and California law, school staff members are obliged to report the reasonable suspicion of physical abuse and/or neglect emotional abuse, inadequate supervision, or sexual abuse and exploitation.

7. COUNSELING OPPORTUNITIES AND EXPECTATIONS

School Counselor

Individual and/or group support counseling is available for children when there is a need. Students may request this time on their own. If a teacher or the principal request that the counselor sees a child, the parents/guardians will be notified. If a parent/guardian DOES NOT wish a child to speak with a counselor, a signed and dated letter must be on file in the office. However, if the problem persists, the parent/guardian may be asked for proof of private counseling or other profession help being provided for the child. A school counselor does not share confidential information with the principal and teachers.

Report of Abuse

Our Lady of Lourdes School personnel are BOUND BY LAW to report all cases of suspected child abuse.

Any school employee who suspects that a student's physical, mental, or sexual health or welfare may be adversely affected by abuse shall report to the principal who, in turn, shall contact Child Protective Services. It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect. Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (CA Penal Code). Such report is made without incurring civil or criminal liability unless the person making the report "knew the report was false."

8. CRISIS PLANS

Emergency Information

Each year an emergency form must be completed by the parent/guardian for each child attending Our Lady of Lourdes School. It is important for the well being of the child that this information

be submitted to the school office before school opens for the new school year. The school must have this information on file in case of an emergency concerning a student. Parents/guardians should also inform the school office of any change in phone number and address immediately.

It is of the utmost importance that the school has at least two (2) emergency phone numbers on file. Please ensure that the people responsible are living within a reasonable distance of the school. In the event of a disaster, the school should have on file an out-of-state phone number, as long distance communication seems to be more accessible in such cases. All numbers must be kept current.

Student Supply Kit: Every student is expected to supply an emergency kit each year. All kits will be stored for use in case of an emergency and returned to the students at the end of the year.

- **Emergency Radio Stations:** The primary radio station for the San Bernardino County Emergency Alert System is KFRG (95.1 FM).

Emergency Drills

Fire and Earthquake drills are conducted regularly during the school year. Should we experience a fire, severe earthquake, or other natural disaster, the safety of the children may require the evacuation of the school. A calm and controlled response to these emergencies is vital. The children will be kept safe and secure until parents/guardians or other authorized adults can take them from the property. Parents/guardians must be aware of the emergency procedure so that the evacuation and subsequent pick up of students can be conducted in an orderly manner.

EARTHQUAKE

Earthquake drills are conducted once each trimester. All students drop and cover in the classrooms, then walk quickly and quietly to a designated area after the shaking. They return to the rooms quietly once the all-clear signal is given.

FIRE

Monthly fire drills are conducted at various times during the school day. Teachers must take time to orient students to proper procedure not only in classrooms but also in various places on campus (example: bathroom, library, playground, etc.). As required of all schools, Our Lady of Lourdes has a dependable and operative fire warning system to meet the California uniform fire code signal and specifications. The principal or person in charge shall be responsible for testing the system monthly but all school personnel must be clearly instructed on the alarm system and how to activate it. The Montclair Fire Department conducts annual inspections and recommends improved safety devices as necessary. The purpose of a fire drill is to instruct the children in responsible, safe conduct in case of a fire.

9. CUSTODY

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by parent/guardian or guardian.

In cases where custody is court ordered, the school must request, and the parents/guardians must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file. The school will not act on verbal information and will only respond to a subpoena from the court for records, letters, or faculty/staff court appearances.

10. DISCIPLINE CODE

Respect for the Dignity of All

A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for all students and an acceptable learning atmosphere. The right of the student must be a fundamental consideration in all disciplinary procedures. Parents should be involved early in any disciplinary action. Reasonable disciplinary rules and regulations should be discussed openly and in depth with the entire school community. Disciplinary action should be corrective rather than punitive, with emphasis on developing within the student responsibility for his/her own conduct. Students have the right to be told what they have done wrong, and the right to be heard. Consideration should be given to the desirability of guidance and counseling or referral for psychological evaluation of the student with recurring and serious problems.

TEACHER

It is the responsibility of the teacher to:

- a) Enforce the policies of the school in maintaining control.
- b) Practice preventive discipline through well-prepared classes.
- c) Set standards for classroom routine and behavior.
- d) Provide and maintain the best possible school environment for learning.
- e) Maintain classroom control adequate for the pursuit of the course of study by each child.
- f) Deal with all minor disciplinary problems.
- g) Work closely with parents on individual student problems.
- h) Instruct students concerning their responsibilities and privileges.
- i) Correct students whose acts or behavior are not suitable.

STUDENTS

It is the responsibility of each student to:

- a) Adhere to the rules of the school.
- b) Pursue the prescribed course of study.
- c) Comply with the authority of the school personnel.
- d) Respect the rights and property of others.

PARENTS/GUARDIANS

It is the responsibility of the parents to follow all agreements and conditions which were included in the “*Condition for Admission*” and the “*Parent Commitment*” as part of the registration process.

General Guidelines

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher, teacher aide, or other adult in charge has the right to correct individuals displaying unacceptable behavior. Teachers are responsible for establishing and maintaining discipline procedures that encourage positive behavior and respect for one another. Teachers must communicate to students the appropriate behavior that is needed to maintain an effective teaching/learning environment. Students demonstrating inappropriate behavior will be choosing pre-determined consequences appropriate for grade level.

APPROVED DISCIPLINARY MEASURES AND SANCTIONS

When any of these procedures is deemed the appropriate choice for discipline, it must be used in accordance with Diocesan and school policies.

- Conference with student
- Conference of teacher with principal/principal with teacher
- Conference with parents
- Assignment of special tasks
- Denial of privileges
- Detention
- Probation
- Suspension
- Expulsion

DISAPPROVED DISCIPLINARY MEASURES

Disciplinary measures must not inflict bodily harm, subject the student to ridicule, or use the punishment for punishment's sake.

The following actions are explicitly forbidden:

- Corporal punishment
- Personal indignities or public humiliation that subject the student to ridicule.
- Sending a student outside the classroom where he/she will not be supervised.
- Indiscriminate punishment of all students due to disruptive conduct of one student.
- Sending the student home without informing the parents.
- Suspension or expulsion, unless procedures outlined in this handbook of policies are followed.
- Lowering academic grade because of conduct.

BULLYING/HARRASSMENT

Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Included in harassment are making reprisals, threats of reprisals, or implied threats of reprisals. Teachers should be vigilant and guard against all demeaning treatment of students, parents, and other teachers.

Harassment may include, but is not limited to bullying. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Bullying can take many forms including physical, verbal, emotional, and cyber bullying. This policy is grounded in the belief that all students have a right to be treated with dignity and respect. All demeaning behavior is prohibited.

Instances of bullying should be reported to appropriate authorities. Students making such threats, even in fun, face appropriate disciplinary action. Behaviors will be investigated and brought to the attention of the student's parents/guardians. Depending on the severity of the instance, consequences could include notification of local law enforcement, mandatory counseling with follow-up and removal from school during the investigation, suspension, and/or expulsion.

Violence – Threatened and Acted

- The school should immediately notify the police when the threat is made or the school becomes aware of such threat.
- There shall be no tolerance of threats of violence. Any and all threats to inflict serious harm to self or others must be taken seriously. This will include the presence or threat of using weapons or accessing internet web sites dealing with weapons or destruction.
- Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal or his/her delegate. In all cases, the superintendent of schools must be kept apprised of such situations and their proposed resolution.
- A student who has made a threat should be kept in the school office under supervision, separated from his/her belongings, until the police arrive.
- The parent/guardian of any student who has made the threat should be notified immediately.
- Any adult or the parent/guardian of any student who has been verbally mentioned as a potential victim or listed in writing, as a potential victim should be notified immediately.
- The student who has made the threat should be suspended and not be considered for readmission to school unless and until the following steps have been completed:
 - a) If the parent/guardian of the student wants the child to be readmitted to the school, he/she must give the school requested permissions (as listed below) and fully cooperate with the school officials.
 - b) A psychiatrist or psychologist must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary

evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessments is the responsibility of the student's parent/guardian.

- c) The school shall provide the mental health care professional (psychiatrist or psychologist) with the written permission of parents, with all relevant facts, including but not limited to aggressive behavior details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d) The mental health care professional, with written permission of the parents/guardians of the child, shall provide the principal a written comprehensive, detailed evaluation report and documented treatment plan stating the basis upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address any other concerns raised by the principal to the mental health care professional
 - e) This evaluation report and all subsequent reports shall be made available to the principal who shall share them with the pastor/pastoral coordinator, the Superintendent of Catholic Schools, and any legal and/or mental health consultants including the school counselor assisting the principal in his/her decision regarding the readmission of the student.
 - f) With the concurrence of the pastor and the Superintendent of Catholic Schools, the principal may notify the parent/guardian of the student when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
 - g) The mental health care professional shall provide the principal a follow-up assessment within 30 days of readmission to the school. This follow-up assessment shall inform the principal if therapy, counseling and/or other treatment will be needed or provided.
- Counseling should be available to a victim of serious threatening behavior if it is determined that such is warranted or requested.
 - Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian or graduation.
1. This policy should be communicated clearly to all faculty, staff and volunteers, parents/guardians and students on an annual basis. Each school will provide for

a sign off process to indicate awareness of this policy by all the above-mentioned individuals.

2. This policy will be reviewed periodically or as needed to accommodate changes, as the mental health care professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Vandalism

Students and their parents shall be liable for all damage to equipment or school property caused by the student. Depending on the type and seriousness of the vandalism, consequences to students may be up to and including expulsion and a police report.

Conduct, Whether Inside or Outside the School

A student at Our Lady of Lourdes School is a student at all times. A student who engages in conduct that is detrimental to the reputation of the school, whether it happens inside or outside the school campus, that student may be disciplined by the school administration.

The administration of Our Lady of Lourdes School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. This off campus behavior includes, but is not limited to cyber-bullying.

In regard to offenses which take place off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

With the exception of the most serious moral situation, the steps listed below must be followed. The school should take special care that each step is documented. The file should contain written communication between the school and the family. Without written confirmation, many misunderstandings can occur.

- The steps to be confirmed by letter to parents are:
 - a) Causes and number of probations, detentions, or suspensions.
 - b) Conferences with parents, student, teacher(s), principal
 - c) Grounds for expulsion
- Parents must be given a written notice of the offense and invited to a conference with the school personnel. Where applicable, the pastor/pastoral coordinator should be advised of the scheduled conference should he wish to attend.
- The Principal should present all properly documented evidence and records of conferences including the final grounds for expulsion.
- The Superintendent of Schools must be notified prior to the student's expulsion from school. All documentation of the case on file in the school must be made available to the Superintendent upon request.

D. Due Process/Appeals

DETENTION

A student may be required to come before the daily school session or detained after the daily school session or may not be allowed privileges for violation of various class and school regulations according to the school's detention policy: disrespect, foul language, destruction of school property, violation of classroom rules, uniform violations, forgery, cheating, and physical violence which, depending on the severity could also result in suspension and/or expulsion.

Three detentions will result in a suspension. If a violation is serious enough, a suspension and possibly expulsion could occur. Parents are informed of detentions.

SUSPENSION

A student may be placed on suspension for serious misconduct whether in school or off campus, or for continued misconduct after having been placed on probation. In all cases, the principal or acting principal must prudently decide the most appropriate terms of suspension. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

The following guidelines for student suspension should be followed:

- The Principal must approve a suspension.
- The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances.
- The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side.
- Notice must be given to parents by phone, or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
- A conference with the parents, student, and appropriate school personnel shall be arranged.
- The form of suspension must be written out and signed by parents and student. The exact length of the suspension and reasons for the suspension must be noted clearly. Parents and student must understand that continued or repeated misconduct could end in expulsion. Students will be responsible for all missed work. In the case of a suspension longer than one day, parent may pick up student work in the school office.
- The principal must maintain dated documentation of the facts, the parent conferences, and keep the signed suspension notification
- The parent/guardian will be called to pick up child immediately. Child Protective Services may be called if a parent/guardian refuses to pick up a child.

EXPULSION

At times, a behavior may warrant an immediate expulsion. Expulsion of a student is a last resort and occurs only after all the procedures for probation and suspension have been followed. Full credit will be given for work accomplished by the student prior to the time of expulsion. (Diocesan Policy # 5206.1)

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended more than once. Three (3) suspensions will result in expulsion. Expulsion is a permanent termination of a student's enrollment and is a sanction that should be invoked only as a very last resort and for clear and serious cause. The final decision to expel a student rests with the principal.

The following criteria will be used at Our Lady of Lourdes School for the possibility of suspension or expulsion of a student:

- Continued willful disobedience, profanity, vulgarity, open and persistent defiance of the authority of school personnel, assault and battery upon a student or upon school premises, or force of violence directed toward school personnel.
- Stealing of another's property
- Blatant cheating
- Having within his/her possession on school grounds: weapons, controlled substances, tobacco, liquor, and fireworks.
- Continued misconduct when other means of correction fail to bring about proper behavior.
- Any gang-related activities such as, but not limited to: signs, clothing, colors, haircuts, gang paraphernalia, or any type of graffiti writing on school property.
- Harassment, sexual harassment, and/or bullying toward another student or school employee.

Expulsion may be considered for, but not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of others.
- Abusive or insulting conduct toward any school personnel
- Incurable or disruptive behavior that impedes the progress of others.
- Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property during school related activities.
- Habitual or persistent violation of school regulation.
- Use, sale, distribution or possession of narcotics, hazardous substances, weapons, alcoholic beverages, or fireworks.
- Malicious damage or destruction of real or personal property at school including graffiti.
- Theft, extortion, arson
- Habitual truancy, absenteeism
- Hazing
- Smoking during the school day or after-school sponsored activities.
- Harassment, sexual harassment, bullying

PROBATION

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action.

The following guidelines must be followed:

- The Principal must approve a formal probation.
- A conference must be held with parents, student, and school personnel.

- After the conference, when a student has been placed on probation, the parents shall be informed in writing of the reason for the probation the length of the probationary period, and the conditions under which the probation will be lifted.
- A written record of the student's probation shall be kept for reference should more serious action is necessary at some later time.
- Effort should be made to assist the student to forestall further sanctions.

RECOMMENDED TRANSFERS

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from schoolwork by reason of ability or emotional unstableness. Ordinarily, the transfer should occur only at the end of a grading period.

- There is consultation between teacher(s) and principal as early as possible after serious difficulty is recognized.
- Conferences are held with parents to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and educational alternatives.
- Follow-up conferences are held with parents to evaluate academic progress of the student.
- The principal makes the final decision.

Written documentation of compliance with the above procedures are to be retained on file.

SPECIAL CIRCUMSTANCES

In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

TRANSFER ON THE GROUNDS OF PARENT/GUARDIAN BEHAVIOR

Normally, a student is not deprived of a Catholic education or otherwise penalized for actions of parent/guardians. However, the principal may recommend transfer of a student when parent/guardians have been persistently and/or overtly uncooperative with school personnel, policies, regulations, programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own and other children.

(Diocesan Policy #5220).

APPEAL and REVIEW of DISCIPLINARY ACTION

The following steps should be followed to assist in the appeal process if parents and administration are in disagreement with a decision regarding academic transfer, probation, suspension, or expulsion:

- a) Consultation with the Pastor.
- b) The next level of appeal is the Superintendent of Schools.

Maternity/Paternity Policies

This has not been an issue at the elementary/junior high level at Our Lady of Lourdes School. Should there be a need, the principal, pastor, and superintendent, in compliance with diocesan policies, would decide the situation.

11. EXTRA-CURRICULAR ACTIVITIES

Where feasible, a variety of extra-curricular activities suitable to the age and needs of the students shall be offered. All school-sponsored activities must have the approval of the principal who is responsible for the general planning of the school program and the assignment of staff as moderators. Such activities, under the supervision of regular teacher, ordinarily are to be scheduled at other than class time; however, they may be built into the class schedule when the good order of the school requires it or when the activity is integral or complementary to regular instruction. Service activities in the school, parish, and community shall be encouraged. Never the less, care should be exercised to prevent excessive demands that would interfere with a student's academic progress. Student government deserves a place in the regular schedule of activities.

The school sponsors a number of extra-curricular activities that provide students with wholesome ways to spend their leisure time. The primary goal of the extra-curricular programs is to foster community and nurture healthy, spiritual relationships among and within the student body and parent group.

There is always the danger that over-involvement in extra-curricular activities will cause diminished performance in the academic areas. To guard against this happening at Our Lady of Lourdes School, each student participant and his/her parent will sign an extra-curricular activity contract. Extra-curricular activities include school sports, clubs, field trips, student council activities, and any other activity that may be considered a privilege.

- Specific guidelines will be outlined in the Extra-Curricular/Sports packet provided by the school.
- Parents of the participants must actively support their child's participation by attending extra-curricular events whenever possible and by being willing to help provide transportation if the need arises.
- All extra-curricular activities must support and incorporate the philosophy of Our Lady of Lourdes School.
- All students must be academically eligible to participate in extra-curricular activities.

ELIGIBILITY FOR SPORTS/ACTIVITIES

Our Lady of Lourdes Athletic Program is dedicated to building the physical and moral character of the students. Students are encouraged to be involved in all sports offered by the school since it helps them to develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. Our school does not participate in tackle football.

While we encourage all students to be involved in our athletic program, we do require that each student put effort in the regular classroom and homework assignments. The teachers will evaluate this regularly. Parents/Guardians/Students must take appropriate steps to ensure continual progress in daily schoolwork, projects, and tests. Some students have more academic potential than others; however, if, in the opinion of the teacher, a student is diligent in doing homework, turns in assignments, and has good behavior, that student may not be disqualified from participating in sports.

Students who join the athletic program are required to attend practice on the days scheduled, put forth 100% effort at each practice, and attend all practices unless a written note from the parent/guardian has excused him/her for valid reasons.

Students who are involved in other leagues and who, for one reason or another cannot attend all the practices will have to be satisfied with minimum playing time.

Sports are competitive, therefore, should a team prove too big, it may be cut so as to provide the students who show best effort can get reasonable playing time in order to help them improve to the next level. It also provides the school with comparative opportunity for success with other schools.

All qualified students may try out for membership on sports teams. Our Lady of Lourdes School is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, and in consultation with the principal, is final. Ordinarily, the principal will not intervene in the selection/non-selection decisions. A parent/guardian is encouraged to help a child understand the reality of life is that not everyone is selected; each person has a different gift/talent/strength.

FEES

A fee will be charged to each student participating in sports. This fee is payable at the time the student is registered for the sport and is “Non-refundable” once practices begin. The participation fee for each season will be determined at the beginning of the school year.

It is the responsibility of the student to return the uniform in the same condition as it was issued. If the uniform is damaged or not returned, parents will be billed to replace the damaged or lost item.

Before a student can make a personal decision to officially withdraw from a sports team he/she must have the written permission of his/her parents and coach.

STUDENT EXPECTATIONS

Each student participating in an extra curricular activity will sign a contract indicating his/her responsibility to participate.

In order for students to participate in an extra-curricular activity they must maintain a “C” grade average. If at progress report time, midway through the academic trimester, a student has an overall academic average below “C” or an “F” in any subject, he/she will be placed on probation. During this two-week probation period the student will not be allowed to participate.

The student's parents, coach, and teachers will receive written notification of the student's probation status.

If at the end of the trimester a student has an overall academic average below "C" or has an "F" in any subject, on his/her report card, he/she will be dismissed from the extra-curricular activity for the duration of the season/term of office.

In light of the after school sports program, eligibility will be determined each sports season.

Continued misbehavior may result in a child being denied the privilege to play in a game or may result in being removed from the team.

Removal From Game/Team

- **All school rules shall apply to after school sports.**

If any student athlete is involved in an incident of damaging or destroying equipment or school property -- either at a home or away sports competition --the respective coach shall immediately bench the student for the immediate game and report the incident to the Athletic Director. Students and their parents shall be liable for all damage incurred.

PARENT/GUARDIAN PARTICIPATION

Parents are required to give their child/children permission to participate in the sports program. At the time of registration, parents will sign:

- Emergency Information Sheet
- Parental Consent Form

Parents/Guardians are expected to promptly pick up student from practices. Students not picked up will be sent to Extended Care and will incur the usual charges.

All games are conducted after school on weekdays and on a Saturday or Sunday on the weekends. It is each parent's responsibility to get students to games on time. Coaches may not transport players. Coaches may not make arrangements for transportation for any of the players.

- Students must be in school in order to participate in a sport/activity on a given day. If the activity is on a Saturday, the student must have been present in school on Friday.
 - The schedule for games will be sent home as soon as it is made available from the Inland Catholic School League.

Parents/Guardians are encouraged to attend the games to support their children.

Parents/Guardians are expected to be supportive of coaches and administration of the school sports program. The general purpose of coaching is to instill skills and discipline in an athlete and to have the individual as well as the team set goals to achieve. Coaching styles vary with individual coaches and realization must be made that the coach is in charge and knows what he/she is doing. If you disagree with a coach or official, please make arrangements to meet with the coach on an individual basis to discuss your concern.

Parent/Guardian support and enthusiasm is encouraged. However, we earnestly ask them to remain as spectators and enthusiasts during games. Any opinions and suggestions will be welcomed and considered by the directors, provided they are given with a constructive attitude toward the school.

Parents/Guardians are asked to set the example by being humble winners and gracious losers.

Team Parent

Each coach may designate a parent to be “in charge” of the first aid kit and emergency records at each game. Thus, should an incident occur the designated parent would call the injured child’s parent/guardian. Should the child be taken to the hospital, the team parent would be asked to go along and stay with the child until his/her parent(s) or guardian arrived. Coaches are not allowed to transport players at any time.

AWARDS

Our Lady of Lourdes School has a challenging extra-curricular sports program. Its goals are not primarily to win games, tournaments, or trophies nor to make outstanding athletes out of young girls and boys, but to emphasize Catholic values and attitudes through sportsmanship, citizenship, and academic efforts through team participation. To achieve these goals, the coaches will emphasize:

- Sportsmanship, fair play, and winning/losing gracefully.
- Participation by many students without undue regard to their abilities.
- Rules and skills/techniques of each school sport for life-long enjoyment.

An athletic appreciation ceremony will be held at the completion of each sport season. Students will be recognized for their participation in the program and certificates will be awarded for qualities that benefited the team: participation, commitment, team spirit, and skills.

At Graduation, a boy and a girl athlete will each receive an *Athlete of the Year Award*. They would have played consistently in at least two sports in their 7th and 8th grade years, promoted good sportsmanship, exhibited Catholic Christian values, inspired enthusiasm and pride, demonstrated outstanding athletic ability, and earned good grades in academics and conduct, as determined by the faculty and staff.

12. FIELD TRIP POLICIES/FORMS

Privilege! Not a Right

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. All purely recreational trips shall be held outside regular school hours except the 8th grade graduation trip to Disneyland.

Every field trip must have specific goals clearly related to the curriculum and must be planned to provide:

- Adequate transportation and supervision

- Preparation, follow-up, and specific goals for students.
- Parent/Guardian approval obtained in writing
- Prior approval of the Principal for the activity
- Restrictions placed upon a student's participation by administrators, teacher, or parent/guardian due to child's lack of maturity or responsibility to cope with the activity.
- First aid kit and emergency information for each child attending.

Standard Permission Form

The Diocesan Educational Field Trip Permission Slip must be signed and returned to the school at least three (3) days before the trip. No student shall go on a field trip unless a SIGNED parent permission slip, which releases the school from liability, has been returned to the school. A separate permission slip must be obtained for every field trip. NO permission can be taken over the phone. Requests for parent/guardian permission shall be accompanied by full details about the field trip. Field trip permission forms shall include the following information:

- Destination and Purpose
- Date, Departing Time, and scheduled Return Time
- Cost
- Child's full name
- Parent/Guardian Signature, Address, and Daytime Telephone number

Liability of the School

Teacher Responsibility

The principal shall establish school procedure for verification of attendance and clearance of students prior to departure on a field trip. A roster of participating students shall be given to the principal or designated school official at least one week before the date of the field trip.

The supervising teacher shall carry a roster of participants including names, addresses, and emergency telephone numbers of all students. Prohibition of, or clearance for, special activities shall be indicated on this list.

On field trips involving an overnight stay or great distance from home, the school authorities shall obtain from the parent/guardians of each student a special written authorization to obtain emergency medical care for the student in the event of an emergency. These authorizations shall be in the possession of the supervising teacher.

Parent/Guardian Responsibility

If the budget allows, funds will be provided to cover the expense of the bus trip. Admission fees (if any) are the responsibility of the parent/guardian. Parents/guardians may be asked to drive if the educational trip is within a 25-mile radius. Proof of necessary insurance coverage must be provided to the office prior to driving. All parents/guardians attending a field trip must have their fingerprints cleared through the diocese and must have attended the Safe Environment Training.

The following MUST also be observed for field trips:

- A copy of the current car registration, liability insurance, and valid driver's license of the driver must be in the office one week before the trip. An update is required annually and with each information change.
- Drivers must carry the required insurance of \$100,000.00-\$300,000.00. Evidence to this effect must be presented to the administration for review and approval at least one week prior to the use of such vehicles.
- There must be a seat belt for each child in the car.
- No additional stops may be made for any reason except those indicated on the field trip permission form.

Chaperones are responsible for the groups assigned to them for the entire trip duration. Each chaperone will be given the field trip form signed by the parent/guardians of the children in their particular group.

- Even if transportation is by car, only students from Our Lady of Lourdes School may go on the trip – **no siblings or friends** may participate.

13. HEALTH AND IMMUNIZATION

School personnel are responsible for supervising the health and well-being of the students. Essential first aid supplies and someone able to render basic first aid and assistance is available at all times for emergencies occurring at school or during school sponsored activities. Standardized diocesan or state health forms shall be used in all schools.

HEALTH APPRAISAL

School personnel have the responsibility of safeguarding the health of students by providing wholesome physical conditions. Administrators and teachers must be familiar with the civil laws, diocesan directives, and recommended practices designed to promote the health and well-being of students. It is the responsibility of each Principal to develop local procedures in compliance with all laws and directives concerning student health, health services, emergency care, and to supervise their implementation.

In the absence of a school nurse, teachers should consult health records at the beginning of each school year. Parent/Guardian should inform the office personnel who should inform the teacher and principal of information concerning any chronic disease or special health difficulties of students in the school.

HEALTH SCREENING EXAMINATION, IMMUNIZATION

California law requires specific health screening procedures for all students entering school for the first time. No child may be admitted as a student in a school unless she/he has been

immunized against all the childhood diseases as mandated by the state. All students entering Kindergarten must be immunized for Hepatitis B and chicken pox.

All seventh grade students, new and existing, must be immunized for Hepatitis B, have had the D-Tap vaccine and their second immunizations. The Diocese of San Bernardino requires health examinations for all students entering grades K, 4, and 7, as well as, all new students. Evidence of this examination is kept on file in the school office.

SCOLIOSIS, VISION, AND HEARING SCREENING

Students in scheduled grades will be given a screening test each year for scoliosis, vision, and hearing. Notification will be sent home if a problem is detected.

STUDENTS WHO ARE ILL

Records are kept on each child who visits the office with health complaints and phone calls made when it is necessary to send a child home. If a child becomes ill, school office personnel will call the parent/guardian or authorized person. The child will be released from school only after the parent/guardian or authorized person signs the child out at the school office.

Should a student be injured or become ill, the parent/guardians shall be contacted. No student shall be permitted to go home before this contact is made. If a parent/guardian cannot be reached, such designated persons named on the student's emergency information card shall be contacted. In cases of extreme emergency, the school may need to contact paramedics or other such professional medical personnel.

Children who are ill should be kept at home. If a child has a fever of 100.5 and one of the following symptoms, they must stay home until they are symptom free: cough, sore throat, headache, muscle ache. Sick children put the teacher and the rest of the class at risk for illness. Parent/guardians must call the school to report an absence and send a note to the teacher upon child's return. If absent for three days a doctor's note is required before returning to school.

Communicable Diseases

Parent/guardians will be notified in letterform when a communicable disease is present in a child's classroom.

Head Lice

- Parent/guardians of a child found with head lice will be notified immediately and asked to take the child home. It is expected that the parent/guardian will treat the child for head lice.
- A head check of all students in the child's class will be conducted as discretely as possible and a notice will be sent home informing the classroom parents/guardians of the situation.
- When the infected child returns to school, he/she must be accompanied by an adult and must check-in at the school office to be cleared. Our Lady of Lourdes School requires REMOVAL of all nits before the child may return to school.

A. MEDICATION

Medication of any kind shall not be furnished to students by the school. This includes aspirin. If it is necessary for your child to take over the counter medication at school, you must write a letter to the principal asking the school to administer it for you giving time, date, dosage, and number of days. It must state explicit directions and be signed by you as well as a doctor's note with dosage directions. All prescription medications must be in the original container with the pharmacy label and sent to the office along with a doctor's note with dosage directions.

Guidelines for the Administration of Medications at School

- Schools may not furnish medications. Parent or guardian must bring medication to the office.
- ALL medications require physician and parent/guardian authorization.
- Diocesan authorization form must be used.
- Medications must be in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications must be in original sealed packages with directions for administration.
- All medications must be secured in the school office or other designated location. Exception: Back-up inhalers and epi-pens may be secured in the classroom as well as the office.
 - Use of epi-pens necessitates a 911 call.
- Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration may be given to a variance if the physician and parent document, in writing, the following:
 - Risk of not carrying the medication
 - The student has been instructed in indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

Authorization forms should be maintained in the binder with the medication log.

Authorization forms will be added to the student file when no longer in use.

- Adult office personnel as approved by the principal will administer medication. Each school should develop a list of students requiring medication everyday, all year long.
- The medication log is to be maintained until three years after the student would turn twenty-one years of age. The form will be incorporated into the student's permanent file upon transfer or graduation.
- Medications should be brought on field trips when necessary.
- Insulin administration is a parent/guardian responsibility.

- All medications are returned at the end of the school year. Parents are responsible for picking up medication from the office at the end of the school year, and for assuring that medications have not expired .

14. PARENT/GUARDIAN COOPERATION CONDITION TO ENROLL

THE EDUCATION OF A STUDENT IS A PARTNERSHIP BETWEEN THE PARENTS/GUARDIANS AND THE SCHOOL.

OUR LADY OF LOURDES SCHOOL ADMINISTRATION RESERVES THE RIGHT TO REQUIRE THE WITHDRAWAL OF A STUDENT IF THE ADMINISTRATION DETERMINES THAT THE PARTNERSHIP IS IRRETRIEVABLY BROKEN, JUST AS THE PARENT/GUARDIAN HAS THE RIGHT TO WITHDRAW A CHILD IF DESIRED.

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

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school become well rooted in the child when these are nurtured by the example of good Catholic Christian morality and by an honest personal relationship with God in your family life.

The school's primary expectation of the parents/guardians is an active and on-going support of the religious formation that the school seeks to nurture in the students. Parents/guardians can do this by taking time to:

- Develop their own faith life
- Talk to their children about God and their own faith
- Pray together
- Celebrate Mass together on Sundays and special days
- Learn about and discuss the religious concepts their child is learning

15. PARENT/GUARDIAN SERVICE REQUIREMENT

Rationale

Parent/guardians are the primary educators of their child/children and have freely chosen Our Lady of Lourdes School as their educational institution with full knowledge that tuition and fund-raising are the sole means of support. Therefore, we expect each family to become involved in their child's education by giving of their time to support the continuation of Our Lady of Lourdes School.

Parents/guardians, teachers and students are all members of the total school community. When parent/guardians volunteer and participate in school functions, all members of the school community benefit. Each family is expected to be involved according to its ability. Our Lady of Lourdes School is a cooperative endeavor in which every family has a vital role to play.

Volunteer Requirements

All volunteers are required by law to sign the mandatory Child Abuse Form, (Section 11166 of the Penal Code) and the Diocesan Sexual Misconduct Form. All volunteers in our diocesan schools must have fingerprint clearance and become certified in Safe Environment for the Protection of Children and Code of Pastoral Conduct.

Volunteers may directly assist teachers in their work with students, or assist in extra-curricular activities, office work, lunch, and playground management. The principal has the right to screen and select all volunteers. Each volunteer shall be under the direct supervision of a specified member of the school staff. Every volunteer serving as an aide shall be required initially to present verification of a negative tuberculosis test.

Upon entering the school campus, all volunteers are required to sign in at the school office and obtain a volunteer badge that is to be worn throughout the visit. Volunteers must sign out in the office and return the badge at the end of their visit.

Parent/Guardian Expectations

(See Appendix for Parent Involvement Plan and other obligations–PIP)

Basically, families are required to earn points or complete service hours and participate in fundraisers as a way to encourage involvement in the total community. We would like our parents/guardians to:

- Show willingness and pride to volunteer your services
- Help build a strong school and parish community
- Take an active interest in the fund-raising activities
- Attend parent/guardian meetings and other meetings concerning your child's educational religious growth
- Openly communicate with teacher and administration
- Support the educational programs by fostering good study habits and the importance of study at home.

Parents/Guardians will not be given PIP points for going on a field trip unless they are actively involved in supervising students other than their own. Families will not be allowed to re-register until ALL obligations have been met.

Ways to Fulfill PIP Obligations

The school provides many ways of earning Points. Some examples are:

- | | |
|--|---------------------------------------|
| ▪ Monday Night Bingo | Spaghetti Lunches |
| ▪ Football Mania Activation | Direct student activities and events |
| ▪ Coordinate fund-raisers and activities | Maintain school buildings and grounds |
| ▪ A Room Mom/Dad | Assisting teachers |

- Attend PTG meetings
 - Scheduled work days throughout the year
- Guest Presentations on special topics

After participating in any activity, it is the responsibility of the parent/guardian to make sure the hours are recorded.

Families are required to work three nights of Bingo. Sign up sheets are posted in the school office and parents/guardians have the option to sign up for the night of their choice. Names of workers are published on the monthly calendar. Parents/Guardians also have the option to work as an appointed member on a Bingo Team, as a cashier, a caller, a pull-tab/floor seller, or in the food kitchen. The food workers work from 5:30 to 8:30 weekly; cashiers work twice a month from 5:00 to 7:30; other workers work once a month.

If you sign up for your turn at Bingo and do not show up to do your part, you will be billed \$100.00 NO SHOW fee.

Parent/Guardian Organizations

Parent/Guardian-Teacher Groups and other school support groups may be organized:

- to promote a broader appreciation of the ideals of Catholic education
- to enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible.
- to provide an advisory function to the school administration and a forum of exchange for parent/guardians and teachers.
- to provide a solid organization to improve the school's fundraising efforts.
- to foster the integration of families into the life of the local parish community.

16. STUDENT RETREATS

Schools are encouraged to provide a retreat program according to the needs and capacities of the students at various grade levels and stages of religious development. Our students in grades 3-8 experience a *Day of Prayer* outside the classroom annually.

LITURGY AND PRAYER

Regular planned liturgical and paraliturgical experiences shall be carefully integrated into the school program. A crucifix shall be displayed in every classroom and time shall be given each day to formal and spontaneous prayer. Students shall learn the formula of prayers commonly used by Catholics.

17. Student Service Programs

Every school shall make careful provisions for developing in students an understanding of the appreciation for the various vocations of Christian services. This shall include participation in the programs sponsored by the Diocesan Vocations Office.

At Our Lady of Lourdes, service is defined as “*giving of one’s time and talent for the benefit of another*” with no expectation of compensation or rewards. Service hours are required of students in grades 5 through 8. Service is to be performed outside of school hours and, unless a pre-approved activity, generally off the school campus. Students must record a description of the service performed, the time started and completed, date of the service, and the name and signature of the adult supervisor. Service record booklets are distributed to the students at the beginning of the year and must be turned in to the teacher by May to receive project credits.

It is a requirement for graduation that all eighth grade students complete thirty hours of Christian service in their community. Students in grades 5 –7 are required to complete twenty hours; younger grades vary.

18. TECHNOLOGIES AND THE INTERNET

Students and parents/guardians are required to sign the “Internet/Cell Phone Use Agreement” each year. The Internet Use Agreement regulates student use of the Internet and outlines appropriate behavior. Students are responsible for accessing only appropriate web sites and reporting any accidental “hits” of inappropriate sites.

Forbidden behaviors are: sending, displaying, or downloading offensive messages or pictures; using obscene language; harassing, insulting, or threatening others; damaging computer systems or computer networks; violating copyright laws; submitting documents from the Internet as a student’s personal work; using another person’s sign-in and/or password; trespassing in someone else’s folder, work, or files; intentionally wasting limited resources; using the network for commercial purposes; revealing a personal phone number, name, or address of one’s self or another.

Violation of the terms of the Internet Use Agreement or participation in any of the forbidden behaviors will result in disciplinary action that may include denial of access privileges, school disciplinary action up to and including expulsion, and/or appropriate legal action.

These rules are in effect whether the internet or cell phone is used at home or at school. Engagement in inappropriate texting, online blogs such as, but not limited to, MySpace.com®, Facebook®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parent/guardians are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

19. USE OF SCHOOL GROUNDS

Students on the school grounds before 7:30 a.m. will be sent to the Extended Care at the regular cost, and all students, with the exception of those participating in extracurricular activities, should be picked up or be in Extended Care by 3:15 p.m.

EXTENDED CARE is provided for those students whose parents/guardians may need to drop off children early or may be late in picking up. Extended Day Care is in the mornings from 6:30 to 7:45 and in the afternoons from (12:15) 3:15 to 6:30.

Neither the school office personnel nor the teachers are responsible for children on the playground before 6:30 a.m. For this reason, we discourage parents/guardians from having their children on the school campus before the stated time. Students who are dropped off early or not picked up promptly after games and/or practice will be required to go to Extended Care and will be charged the appropriate fee.

State Law forbids children to leave the school grounds without permission. Violating this rule is cause for suspension.

The final bell rings at 3:00 p.m. Parents/Guardians pick up their children from the classrooms. Those who have permission on file to walk home are to leave the grounds immediately.

20. USE OF STUDENT INFORMATION/PICTURES

The school reserves the right to use student pictures in publications and on the school's website. Any parent/guardian who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

Complete directory data should be revised for accuracy at the beginning of each school year. Directory information may be released in response to legitimate requests and for purposes approved by the school administrator provided notice is given to parents/guardians of the categories of information that the school plans to release. Parents/Guardians must be given the opportunity to request that some information shall not be released without their prior consent. Schools may never permit a list of students or parents/guardians, and/or names and addresses to be used for commercial purposes.

21. SCHOOL/PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

Our Lady of Lourdes School administration/principal reserves the right to interpret all expressed and implied policies, rules, and regulations, and retains the right to amend the handbook for just cause. Parents/Guardians will be given prompt notification if changes are made.

22. SIGNED PARENT/GUARDIAN AGREEMENT

Parent/Guardians and Students are required to sign the next page to acknowledge that you have read the policies in the handbook and agree to abide by them.

PARENT/GUARDIAN AGREEMENT

This page must be turned in to the office on or before the 1st day of school.

** I/We, the parent/guardian of student(s) at Our Lady of Lourdes Parish School, agree to be governed by the guidelines outlined in the 2011-12 Parent/Guardian-Student Handbook as indicated by our signatures below.

We recognize the right and responsibility of the school to develop and implement policies.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

** As a student of Our Lady of Lourdes School, I understand that it is my responsibility to know the rules and promise to follow them.

Student signature: _____ Grade: _____

Student signature: _____ Grade: _____

Student signature: _____ Grade: _____

Please return this signed agreement to the school office on or before August 29, 2011.

Thank You.