

## **PHILOSOPHY**

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

We believe that the family is first and foremost the primary educators of the child. With the support of family, the responsibility for Catholic education in the school rests with the teacher as an individual, as well as with faculty as a group who, steeped in the Gospel, 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 the confidence in their faith, they are prepared to accept their social and moral responsibilities as they become active participants in the dynamic world community.

## **MISSION STATEMENT**

*The mission of Our Lady of Lourdes School is to create a caring, productive, environment, and to provide an educational program which will prepare the child for life, both present and future - spiritually, emotionally, socially, culturally, physically, and aesthetically. Our mission is to make the best possible education a reality as we teach truth, build community, and inspire service.*

## 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

## GENERAL INFORMATION

### 1. SCHOOL HOURS

8:10 A.M.	Opening Exercises
11:45 - 12:15	Lunch - Grades 1-5
12:00 - 12:30	Lunch - Grades 6-8
Dismissal Bell	2:50
Day Care	3:00 - 6:00

**There is no adult supervision for students who come to school before 7:30 a.m.** (See HEALTH AND SAFETY). Students who are on the grounds after 3:00 p.m. will be sent to the library for Extended Care. Students, who for one reason or another, loiter on the school grounds and do not go to Extended Care will be charged the same fee as those who are supervised in the library.

### 2. Appointments

Appointments should be scheduled after school hours. If a student has to leave the school during the school day, the parent or guardian should sign him/her out in the office. The teacher should be notified in advance of such appointments. Time away from the classroom is only excused with a note from the doctor or dentist.

### 3. FACULTY MEETINGS

Faculty meeting are held on the first Friday of every month. Dismissal that day is at NOON. Students will be sent to day care at 12:10 p.m.

### 4. PHONE CALLS

The office phone may be used in case of emergency. Students are never allowed to use cell phones.

### 5. TREATS/PARTIES

Parties are kept to a minimum. Treats are provided prior to certain holidays during the school year. Birthdays are family celebrations and are **NOT** celebrated at school. Therefore, we ask that balloons, flowers, etc. not be delivered to the school for children who may be celebrating a birthday. Should these be delivered, they will be held in the office until the end of the school day. Invitations to parties may not be distributed to students at school without the approval of the principal and the classroom teacher.

### 6. MIXED PARTIES

The responsibility of mixed parties outside of school hours belongs to parents. An awareness of the positive and negative aspects that may arise from such parties at the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels should help parents discourage them. Because of the “carry over” which often results from such functions, the faculty of Our Lady of Lourdes strongly disapproves of them.

### 7. SCHOOL OFFICE

The school office is a business office; therefore, we respectfully request that it be used strictly for that purpose. Parents who wish to visit with one another may do so outside the school building.

## **ADMISSIONS, ATTENDANCE, ABSENCE**

### **1. RACIAL NON-DISCRIMINATION POLICY**

Our Lady of Lourdes School, mindful of its mission to be a witness to the love of Christ for all, admits 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. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, scholarship, and loan programs, and athletic and other school administered programs.

### **2. ADMISSIONS: (THE SCHOOL RESERVES THE RIGHT TO REFUSE ADMISSION TO ANY STUDENT).**

Applications for new students are made in March/April. The family seeking admission to the school will be required to fill out a confidential questionnaire, which will be reviewed by the School Administration. A suitable test to determine eligibility will also be administered. If there is a vacancy, students will be accepted on the following priority basis:

- Families who are registered and active in the parish
- Families who are transferring from another catholic school and who can provide the school with letters of recommendation from their former parish school
- Families from neighboring parishes that do not have a Catholic school

All students who are admitted are on probation. This applies especially to students who have had problems in previous grades. Students will have to demonstrate successful experience in both schoolwork and classroom behavior. The student will have to be acceptable morally, emotionally, socially, and scholastically.

Normally, we do not accept students at the Junior High level. However, should a parent apply for admission of their child, an interview will be conducted between the student and the appropriate parties.

Students currently enrolled in Our Lady of Lourdes, will receive a registration form inviting them back the following year. This invitation is offered to those families and students who have:

- completed satisfactorily the course of study prescribed for the particular grade
- met the attendance requirements, including daily punctuality
- been cooperative with the school's philosophy and educational programs
- have fulfilled the requirements set forth in the Parent Volunteer Program
- have met all financial obligations

### 3. ESTABLISHING WHO HAS CUSTODY

Divorced or separated parents will be required to file a court-certified copy of the custody section of the divorce or separation decree with the school administration. The school will not be held responsible for failing to honor arrangements that have not been made known.

### 4. KINDERGARTEN STUDENTS

A child entering Kindergarten must be five (5) years old on or before September 1<sup>st</sup>. It is essential that children be emotionally, socially, and intellectually ready so that their experience of school be free from unnecessary frustration. Some children may be ready intellectually, but may need more time to adjust socially and emotionally. A test for Kindergarten readiness is also administered to determine eligibility.

### 5. RE-ENTRY

Students, who have been dismissed from the school or have withdrawn because of dissatisfaction, will not be readmitted.

### 6. ABSENCES

When a student is absent, the parent is required to call the school office between 8:15 and 9:30 a.m. on the date of the absence. A dated, written excuse is also required on the day the student returns to class. Parents who fail to notify the school will be contacted by the office.

All 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 result in the student being marked absent.

Family vacations scheduled outside of regular school vacations are UNEXCUSED ABSENCES and are DISCOURAGED. It is becoming all too common for some parents to take their children out of school for vacations during regularly scheduled school days. We highly recommend that you refrain from doing this. Parent/guardians must realize that when unexcused absences occur it puts the student at a disadvantage because there is a gap in the learning process. The children miss out on academics and some social times that are an important part of their educational process. We ask you to consider this when scheduling vacations. If an unexcused absence is scheduled, please send a note to the school office at least seven (7) days in advance. **NO WORK WILL BE GIVEN OUT IN ADVANCE OF THE ABSENCE.** Upon return, **parents are responsible to assist** their child/ren in completing the missed work in a timely manner. When parents/guardians will out of town for an extended period of time, the school office should be notified and given names and phone numbers for emergency contacts.

### 7. ABSENTEE GUIDELINES

A student who has missed thirteen (13) or more days during a term 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)

### 8. TARDINESS

A student is considered tardy if he/she arrives after the other students have entered the classroom. Students must report to the office to receive permission to be admitted to class. .

## 9. MAKE-UP WORK

Students are responsible for making up work that has been missed because of absence. Parents may go to the child's classroom for books, homework, etc. **after 3:00 p.m.** Assignments are written on the chalkboard. If the student has an older brother or sister, he/she may be designated to pickup the books and assignments. Parents should leave a message in the office to let the teacher know if they will be picking up homework at the end of the day so that the teacher will be prepared.

## **Purpose of Discipline**

The purpose of discipline flows from the Catholic philosophy of education. It is intended to teach students the value of being responsible for their own choices and actions. It is an essential component of Christian development. It is vital that students understand that acceptable standards of behavior are expected at all times. Our discipline policy is motivated by a sense of love and respect for the rights of teachers and students. The expected behavior for all students attending Our Lady of Lourdes should be a reflection of self-worth and one's respect for others in alignment with the Schoolwide Learning Expectations.

Some Basic School Rules:

- ◆ Be on time.
- ◆ Have assignments finished on time and according to directions.
- ◆ Demonstrate mutual respect for students and adults.
- ◆ Follow uniform guidelines.
- ◆ It is the responsibility of each student to learn any specific regulations that his/her teacher may require.

All staff members have the authority to discipline any student regardless of age or grade, as long as the student is on school property or at a school function. When a rule is broken, logical Christian based consequences are used to “make it right.” Consequences are chosen to fit the needs of the student and therefore will not always be the same for all students. Students are involved in determining consequences and talking through and practicing ways to meet the difficult situation in a more responsible, thoughtful manner. Our goal is to assist children in learning how to make moral decisions about their behavior. We want children who are empowered to see each other with dignity, see and communicate the good in each other, and solve their interpersonal problems with Christian responsibility.

## **Range of Disciplinary Actions**

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to any of the following:

- ◆ While on school grounds
- ◆ While going to or coming from school
- ◆ During the lunch period
- ◆ During, or while going to or coming from, a school sponsored activity

(Education code 48900)

## Grounds for Discipline

## Minimum Action    Maximum Action

Coming to class with incomplete assignments	warning (3 = detention)	conference/retention
Uniform offenses	warning (3 = detention)	conference/contract
Tardiness/Absenteeism	warning (3 = detention)	conference/contract habitual = expulsion
Defiance of School Personnel Authority	conference/detention	suspension/expulsion
Disorderly conduct, profanity, obscene behavior, vulgar language	conference/detention	suspension/expulsion
Harassment, threats, intimidation to pupils or school personnel	conference/detention	suspension/expulsion
Forgery	conference/detention	suspension
Smoking, tobacco possession	suspension	expulsion
Damage to school or private property	restitution/detention	suspension/expulsion
Fighting/Physical assault/willful use of force or violence	suspension	expulsion
Possessing a drug paraphernalia/material represented to be a controlled substance	suspension	expulsion
Threatening to cause injury	detention	suspension/expulsion
Stealing or attempting to steal school or private property including (electronic files and databases)	detention/suspension	expulsion
Possession of imitation weapons	confiscation/conference	suspension
Harassment/Sexual Harassment	suspension	expulsion
Possessing or distributing pornographic or any other material deemed inappropriate	conference/suspension	expulsion
Causing serious injury	conference/detention	suspension/expulsion
Possessing a weapon	suspension	expulsion
Possessing or under the influence of alcohol or drugs	suspension	expulsion
Any association or involvement in gang activity	conference/suspension	expulsion
Any other behavior detrimental to the reputation of Our Lady of Lourdes School	conference/detention	suspension/expulsion

**The following is a standard procedure that the school will follow when dealing with problems that pertain to discipline.**

- ◆ conference with student and teacher
- ◆ conference with student and parent and/or principal
- ◆ probation/suspension/expulsion

- 1. CONTRACT:** a contract is made with a student for a serious offense, for continuing academic deficiency, or for continued misconduct after a warning.
- 2. SUSPENSION:** A student is placed on suspension for serious misconduct on or off campus during school related activities, or for continued misconduct after having been placed on credit. Suspension may assume various forms.
- 3. EXPULSION:** Expulsion of a student is a last resort and, except in extreme cases which may require immediate attention, occurs only after all the procedures for probation and suspension have been followed. The Diocesan guidelines for expulsion will be followed. Full credit shall be given for work accomplished by the student prior to the time of expulsion. (Diocesan Policy #5206.1)

#### **CASES INVOLVING GRAVE OFFENSES**

In the event that a grave offense is committed, the above procedure will be dispensed with, and the student will be dismissed immediately.

#### **TRANSFER ON THE GROUNDS OF PARENT(S) BEHAVIOR**

Normally, a student is not deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend transfer of a student when parents 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).

## HOMEWORK STUDY

### 1. HOMEWORK

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 days 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 parents foster systematic study habits in an environment free from distractions (radio and television).

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

If your child says he/she has no homework, please check. Homework is given regularly each day. A reasonable time for homework per grade level would be:

Kindergarten: One or two activities	Grade 1: 20-35 minutes
Grades 2/3: 30-45 minute	Grades 4, 5, 6: 45-60 minutes
Grades 7, 8: 90-120 minutes	

Individual students may require more or less time, depending on their individual skills and talents.

### 2. SCHOOL BOOKS

Forgetting books and assignments is inexcusable. It causes inconvenience to the class and much time is wasted. Students who forget their books will receive a missing homework notice.

Most books are loaned to the students and must be returned in good condition at the end of the school year. If books are lost or damaged, parents will be required to cover the cost of a new one.

### 3. CONFERENCES

Parents are encouraged to confer with their child's teacher at regular intervals during the school year. Tests are sent home regularly in an effort to provide you with an opportunity to check on your child's progress or lack of progress. Regardless of your child's performance, your signature is required on these papers.

Should you wish to meet with your child's teacher, kindly call the office for an appointment. Being prepared for a meeting allows both teacher and parent to have a worthwhile conference.

### 4. TESTING

All incoming students are required to take a placement test prior to being accepted into the school. (SEE ADMISSIONS).

Other tests during the school year are:

Iowa Test of Basic Skills	Grades 2 - 8	Fall
Cognitive Abilities Test	Grades 4, 7	Fall
ACRE Test	Grades 5, 8	Fall
High School Placement Test (Local Catholic High Schools)	Grade 8	February
Metropolitan Readiness	Grade 1	May

# SCHOOL DRESS CODE

## 1. UNIFORM REGULATIONS (GRADES 1 - 8)

A dress code in the Catholic School System is to encourage oneness among the students and to place priority on school goals. All students are to be in complete uniform on all school days unless otherwise specified. We expect the support of parents/guardians to ensure compliance with this regulation. While some items may be purchased through the school, Dennis Uniform Company is our main distributor. Outlined below are the items that must be purchased through the Dennis Uniform Company and those that may be purchased through Double Stitch Uniforms.

### BOYS' DRESS CODE

Navy Cords/Navy Blue Walking Shorts	Dennis Uniform Co.
White Polo Shirt	Double Stitch Uniforms
Navy Jacket	Double Stitch Uniforms
OLL Navy Sweat Shirt	Double Stitch Uniforms
White regular crew length socks ( <u>ankle length socks are not allowed</u> )	
OLL P.E. T-Shirt*	Double Stitch Uniforms
OLL Navy P.E. Shorts*	Double Stitch Uniforms
OLL Navy Sweat Pants *	Double Stitch Uniforms

*\*To be worn on P.E. days only.*

Pants, shorts, and shirts must be sized to the body - no baggy pants or shorts.

A plain white T-shirt may be worn under the uniform shirt. No other jackets, sweaters, or sweatshirts may be worn. No caps may be worn at any time.

### GIRLS' DRESS CODE

Plaid Jumper or Plaid Skort (1-6)	Dennis Uniform Co.
Plaid Skirt or Plaid Skort (7-8 only)	Dennis Uniform Co.
White Blouse	Dennis Uniform Co.
White Polo Shirt	Double Stitch Uniforms
Navy Walking Shorts	Dennis Uniform Co.
OLL Navy Jacket	Double Stitch Uniforms
Navy Cardigan Sweater	Dennis Uniform Co.
White regular crew length or white/navy bobby socks ( <u>ankle length socks are not allowed</u> )	
White/Navy tights.	
OLL Navy Sweat Shirt	Double Stitch Uniforms
OLL Navy P.E. Shorts*	Double Stitch Uniforms
OLL Navy Sweat Pants*	Double Stitch Uniforms

*\*To be worn on P.E. days only.*

Girl's skirts and jumpers must be an appropriate length(2 inches above the knees). If the stated guidelines are not followed, and if, in the opinion of the faculty, the length does not meet our standard, the student will be made aware of the situation, and the parent will be notified.

## SHOES

All students must wear all white or all black tennis, athletic, or low Oxford shoes with matching shoelaces. No oversized shoes, oversized shoe tongues, untied shoes or slip on shoes are permitted. Shoes are to be laced to the top of the shoe at all times and tied. No lights, bells, rollers, etc. are allowed. Boots of any kind are forbidden.

The Dennis Uniform Company address:

DENNIS UNIFORM COMPANY  
22755 G Savi Ranch Parkway  
Yorba Linda, CA 92887  
Phone (714) 637-8928  
FAX (714) 637-8241  
Order forms are available in the office.

### 2. P.E. Attire

P.E. uniforms may only be worn on P.E. days. All students are to be in the appropriate attire on the days scheduled for P.E. Failure to comply with this regulation will result in the student receiving demerits for each day he/she is not in uniform. This will ultimately affect the P.E. grade in the student's report card. Girls may not wear sweat pants on non-P.E. days ever.

### 3. Spirit Day Dress

Each grade has its own color spirit shirt to be worn on designated Spirit Days sponsored by student council. They may also be required on class field trips.

### 4. Free Dress

Free dress days will be determined by the faculty and announced in advance. On free dress days we expect our students to be dressed in a becoming way. Students may wear shorts, tennis shoes, and jeans as long as they are dressed in an acceptable, modest style. T-shirts with acceptable wording or logos are allowed. No halter or tank tops are allowed. Very short or tight skirts or shorts, are not allowed. No oversized clothing is acceptable. If in doubt, do not wear the item.

### 5. Hair

Natural hair color only, for both boys and girls. Faddish, trendy, or radical hairstyles are not allowed. Students will not be permitted to have hair that has been shaved, tinted, highlighted, bleached, dyed, or colored in any fashion. This includes the use of "Sun In" or any similar product.

Boys' hair must be above the collar and above the eyebrows. Thick, bushy or long hair in front or on top is not acceptable. Spiking, hyper-slicked, gelled, duck tails, wedge/step cuts, or fad styles are not acceptable.

Girls' hair should be neat and simple, and fixed in such a way as not to obstruct vision. Hair spray and/or mousse should not be brought to school.

**6. Make-up**

No make-up of any kind is allowed. This regulation applies to all school-sponsored functions. Make-up should never be brought to school. Any type of make-up items will be confiscated. Colored nail polish may not be worn during school hours. Temporary tattoos are never allowed at school. Regular clear chapstick **ONLY** is allowed.

**7. JEWELRY**

Girls may wear one set of earrings, button or small hoops in the lower ear lobe. Students may wear a simple chain necklace with Christian themes. No bracelets or anklets are allowed. Students who wear jewelry not in accordance with the school regulations will be asked to remove it. **Boys may not wear earrings.**

**8. FIRST COMMUNION ATTIRE**

**BOYS**

Long Pants  
White Dress Shirt  
Tie  
Dress Shoes

**GIRLS**

White Dress - full or knee length  
White Veil  
White Socks  
Dress Shoes

**9. GRADUATION ATTIRE**

**BOYS**

Gown (Royal)  
White Dress Shirt & Tie  
Dress Pants (no jeans)  
Dress Shoes

**GIRLS**

Gown (Royal)  
Dress (See "not allowed" below)  
Dress shoes - heels to be no higher than 2 inches.

NOT ALLOWED are the following: Tuxedos; Strapless, Backless, or Spaghetti Strap dresses, Plunging necklines, open and/or low-cut or off the shoulder style dresses. Since styles are constantly changing, contact the school if in doubt.

**The regulation mentioned above regarding make-up, hair, jewelry, etc. also applies to students who are graduating.**

## LUNCH PROGRAM

### 1. HOT LUNCH

Hot Lunch is served every Tuesday and Thursday, September through May. This lunch is provided by one of the local fast food restaurants. The menu is listed in the monthly calendar. Some of the food items served are: pizza, hot dogs, hamburgers, Spikes Teriyaki Bowl, Burritos, Taco Bell, spaghetti, etc.. Cost is \$2.50 per lunch.

The money is collected on Mondays and Wednesdays, and the order is placed on those days. **Money will not be accepted on the actual lunch day**, except when the previous day happens to be a holiday.

### 2. SNACKS

A variety of snacks is available from the snack bar each day.

### 3. LUNCH SCHEDULE

Grades 1-5	11:45-12:15
Grades 6-8	12:00-12:30

Four yard duty workers are on duty each day during the lunch period. These yard duty are qualified to take care of any emergency that may arise. Yard duty cannot leave the lunch area to microwave cold lunches or search for forks/spoons.

Parents are not allowed to drive through the playground to deliver a lunch to their child; neither are they to sit in the lunch area with their child while he/she is eating lunch. Likewise, students are not allowed to sit in cars with their parent(s) during the lunch period.

**LATE LUNCHES ARE TO BE LEFT ON THE TABLE OUTSIDE THE OFFICE  
KINDLY IDENTIFY THE LUNCH WITH CHILD'S NAME AND GRADE.**

If possible, send lunch to school with your child in the morning. The office will NOT be responsible for lunches that are missing or are interfered with, if left on the table. **Do NOT take the lunch to the classroom - it is disruptive to the class.**

## HEALTH

### 1. PHYSICAL EDUCATION

All students in grades K-8 are required to participate in the weekly physical education program. Students who wish to be exempt are to present a written statement from their doctor stating that such activity would be injurious to the students health. Such a student however, will be required to attend class as a spectator.

Students who have been absent due to cold, flu, or other illness will be exempt ONLY if the parent sends a written note requesting such exemption.

#### **Guidelines for the Administration of Medications at School**

##### **Policy:**

1. Schools may not furnish any medications including non-prescription, for example Tylenol, aspirin, Bactine, rubbing alcohol, etc.
2. All medications require physician and parent/guardian authorization.
3. All medications must be secured in the school office or other designated location (Exception: back up of inhalers and epipens may be secured in the classroom as well as the office). Use of an epipen 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 Epipen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following: Risk of not carrying medication, that the student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
4. Authorization forms should be maintained in the binder with the medication log. These will be added to the student file when no longer in use.
5. Medications will be administered by adult office personnel as approved by the principal.
6. 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.
7. Medications should be brought on fieldtrips when necessary.
8. INSULIN administration is a parental responsibility.
9. All medications are to be returned at the end of the school year.
10. Parents are responsible for picking medications up from the office at the end of the school year, and for assuring that medications have not expired.

##### **Procedure:**

1. Parent or guardian brings the medication to the office.
2. Authorization forms are reviewed for completeness. (Faxed forms from the physician or prescription are acceptable. Staple the prescription to the authorization form).

3. Assure that medications are in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.
4. Store medications in a secure location (i.e. Ziploc baggie, tool box, etc) labeled with the child's name, dosage, and time to be given.
5. Assist and observe the student with taking the medication (some students may use a nebulizer for asthma medication). If a student does not come for a scheduled medication, send for the student.
6. Notify the parent or guardian if a student requires an "only if needed medication" while at school.
7. Notify the parent or guardian of any missed dose while at school.
8. If the child uses an inhaler and has no relief or is having severe breathing problems notify the parent/guardian immediately and consider calling 911.
9. Document the medication administration in the medication log. If students are required to initial that they have received the medication then it will be co-signed by office personnel.

## **2. HEALTH RECORDS - Required Health / Immunizations.**

California Health and safety code requires all children to have the result of a physical examination on file at the school. This examination may be done as early as 6 months before entry into Kindergarten.

The current state code requires that prior to first entrance, pupils must be fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, chicken pox, hepatitis B, and the TB Skin Test (Montoux). in the manner and with immunizing agents approved by the State Department of Health Services. Parents may request exemption from Immunization requirements for personal and/or medical reasons. Such exemptions must be appropriately recorded on the California School Immunization Record.

A written record must be on file indicating the name of the person immunized, date of birth, date of each immunization, the type of antigen used, and the name of the administering physician or agency.

For further information, call the Public Health Department.

### **Basic Health Rules:**

To ensure the protection of all students, the following rules have been set and will be followed. A student having one or more of the symptoms listed below will be sent home:

- a. Fever
- b. Vomiting
- c. Diarrhea
- d. Suspected contagious disease.

A child with any type of rash and/or cold symptoms should be kept at home for your observation.

If a child has a temperature, he/she should not return to school until the temperature is normal for at least 24 hours. Sending your child to school before he/she has fully recovered is not being fair, not only to your child but to the other students. The school cannot take care of children who are convalescing after an illness.

Any child who has been suffering from a communicable disease must conform to County Health Regulations before returning to school.

### **Emergency Care**

Basic First Aid will be administered to minor playground injuries, cuts and scratches. Sick or injured children will be made as comfortable as possible while parents are contacted and someone arrives to take them home. If the parent cannot be reached, the numbers from other adults listed on the emergency card will be contacted. It is expected that the child be picked up within 30 minutes after the parent has been contacted.

### **3. EMERGENCIES:**

It is of the utmost importance that the school has, on file at least two (2) emergency phone numbers. Please ensure that the people responsible are living within a reasonable distance of the school. Also, in the event of an earthquake or any disaster, the school must have on file an out of state phone number. If there is a change in phone numbers, the office must be made aware of the change immediately; otherwise, the family cannot be made aware of the emergency.

## **SAFETY**

### **1. EMERGENCY PROCEDURES**

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 of the utmost importance. The children will be kept safe and secure until parents 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.

### **2. BICYCLES**

Parents are responsible for seeing their children get to and from school safely and on time each day. The decision, therefore, as to whether or not their child/children should ride a bicycle is left to the discretion of the parents. Children who ride bicycles to school should be carefully instructed regarding traffic rules and safety procedures.

Riding bicycles on the school or church grounds is forbidden.

### **WALKERS**

Children who walk home from school will be required to have on file a walk pass. This is to be signed by the parent or guardian.

### **3. INSURANCE**

All students are required to participate in the insurance provided by the school. The insurance plan

covers accidents that occur on school property on days school is in session. Insurance forms are available in the school office.

#### **4. SAFETY BEFORE AND AFTER SCHOOL**

Students should not be on the school grounds before 7:30 a.m., and all students, with the exception of those participating in extracurricular activities should be picked up or be in Day Care by 3:00 p.m.

MORNING SUPERVISION and EXTENDED SCHOOL CARE is provided for those students whose parents may need to drop off children early or may be late in picking up. Morning Care is from 7:30 to 8:10 a.m. and Extended School Care is from 3:00-6:00 p.m.

Neither the school office personnel nor the teachers is responsible for children on the playground before 7:30 a.m. For this reason, we discourage parents from sending their child(ren) to school before the time stated above. Students who are not picked up promptly after games and/or practice will be required to go to Extended Care and will be charged the appropriate fee.

#### **5. LEAVING SCHOOL GROUNDS**

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

#### **6. AFTER SCHOOL PICK-UP**

The final bell rings at 2:50 p.m. Parents come to the classroom to pick up their children. Those walking are to leave the grounds immediately - **no loitering!** Those who ride bikes are to walk their bicycles across the playground to Orchard Street and leave the campus.

#### **7. SCHOOL SECURITY**

In accordance with State law, no person is to be on the school premises without the express permission of the principal. This law applies to everybody - visitor salesman, media, etc.

#### **8. CHILD ABUSE**

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.

#### **9. FINGERPRINTING**

There are many guidelines that the school has to comply with to ensure the safety of the students. These include, but are not limited to, the following: A parent, who for whatever reason, has contact with children are required to have fingerprints on file in the office. This applies to parents who:

- ◆ drive children to games
- ◆ supervise the children during recess
- ◆ go on field trips with the students

In general, it applies to every parent since, at one time or another there is parent/child contact.

## 10. THREAT OF STUDENT VIOLENCE (5230)

- A. 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.
- B. Whoever learns 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.
- C. The school should immediately notify the police when the threat is made or the school becomes aware of such a threat.
- D. 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.
- E. The parent/guardian of any student who has made the threat should be notified immediately.
- F. 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.
- G. 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:
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. 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.
  - 5. This evaluation report and all subsequent reports shall be made available to the principal who shall share them with the school's 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.

6. 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.
  7. 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.
- H. Counseling should be available to a victim of serious threatening behavior if it is determined that such is warranted or requested.
- I. 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.
- J. This policy should be communicated clearly to all faculty, staff volunteers, parents/guardians and students on an annual basis. Each school will provide for an off process to indicate awareness of this policy by all the above mentioned individuals.
- K. 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.

**APPROVED: CORPORATE BOARD**  
**DATE: MAY 2002**

## **FINANCIAL MATTERS**

### **1. TUITION AND FEES:**

The school operates on a tight budget. Therefore, it is imperative that tuition be paid promptly at the beginning of each month. Tuition is considered delinquent if not paid by the 8<sup>th</sup> of each month and a charge of \$20.00 is added to the payment.

Tuition is on a 10-month basis - August through May. Tuition and Fees are determined when the budget is prepared in the spring. Parents are then notified of any increase so that they, in turn, can budget. It is recommended that fees be paid in July and the first tuition installment be paid in August. Notification regarding dates and times will be included in the summer newsletter which is mailed at the end of June. Two days are set aside in July for payment of fees, and two days in August for payment of tuition and all fees must be current before the first day of school.

(Fees and tuition may be mailed to the school office.)

Parents who show a two months delinquency will be asked to meet with the finance committee and may be required to use the automatic deduction program.

Any parent who has more than two NSF checks will be required to pay in cash.

At the end of the school year, final tests will not be administered until all financial obligations have been met. This, in turn, means that the student's grades may be negatively affected and this will be reflected on the final report card.

### **2. FINANCIAL CONTRACT**

All parents are required to sign a financial contract agreeing to fulfill their obligation and commitment to the school. This should be read carefully and signed by both parents/guardians.

### **3. FUND RAISING**

In addition to tuition and fees, each family is required to meet an annual fund raising obligation of a determined sum "net income". This obligation may be met through participation in various fund-raisers designated by the school administration. The obligation must be met before the end of May each year.

Parents have the option of being non-participating and pay the full amount in two installments - one in October and the other in February. A contract outlining the fund raising obligation is included in the summer newsletter package. This, too, is to be signed by both parents and returned to the school prior to the opening date.

### **4. BINGO**

Families who choose to participate in fund raising activities, will be required to work two nights of Bingo - one night if both parents work the same night Sign up sheets are posted outside the school office and parents are to sign up for the night of their choice. Names of workers are listed in the monthly calendar. Parents also have the option to work at Bingo as a cashier, or as a pull-tab seller. This requires a greater commitment as you will be expected to work twice a month (if a cashier) or once a month (if a pull-tab seller).

## **5. BREAKAGES AND FINES**

Students who, through carelessness or otherwise, damage school property will be required to pay the cost of the damage done.

## **6. CARE OF BOOKS AND PROPERTY**

All books, textbooks and library books, are the property of the school. Care must be taken that these books are not damaged or lost. Fines will be assessed for damaged and/or lost books.

All books, with the exception of workbooks, are to be covered to safeguard against damage. Hard cover books and other books designated by the teacher, are to be kept covered for the entire year. These covers may be obtained from the school office. Students should label all books clearly with their name and grade.

## **7. LOST AND FOUND**

A box containing lost and found items is placed outside the 8th grade classroom. Students and parents are free to check this box whenever they wish. The box is checked from time to time and every effort is made to return the items to the owners. However, if items are not marked, and the owners cannot be traced this lost property will be sold at a local Thrift Store or given to Catholic Charities.

## INFORMATION AND COMMUNICATION

### 1. SCHOOL BULLETIN

At the beginning of each month a family envelope containing a newsletter, a calendar listing the events of the month, and the tuition statement is mailed to each family. Additional bulletins and fliers are sent home as the need arises. Important dates and information is also posted on the school website.

### 2. CONFERENCES

Conferences are scheduled for every family in November. The first report card is given to the parents at this conference.

Teachers are free to schedule conferences with parents as the need arises. Likewise, parents may request a conference with their child's teacher. The parent or teacher may request the principal or vice principal to be present during the conference.

Teachers are professionals; therefore, an appointment is always necessary if you wish to discuss your child's progress. With an appointment and time to prepare for a conference, both parties benefit from the meeting.

Parents should NEVER walk into a classroom to talk to a teacher while class is in session or during school assemblies. This is unprofessional and disruptive.

### 3. PARENT SIGNATURE

Signatures are needed on the following:

- ◆ tests and/or homework, as the teacher may require
- ◆ referral slips for behavior, missing homework, uniform infractions
- ◆ deficiency notices
- ◆ mid-term reports

### 4. REPORT CARDS

Report cards are issued 3 times a year - November, March and June.

Students who have been absent 13 days or more are not considered eligible to receive a report card unless ALL work has been made up (see ABSENTEE GUIDELINES under ADMISSIONS, ATTENDANCE, ABSENCE). Students who are delinquent with tuition and other financial payments will not be eligible to take final exams at the end of the school year, thereby negatively affecting the final grades.

## 5. PROGRESS REPORTS

When failure in a particular subject seems likely, parents will be notified of the impending failure at midterm. This allows the student time to adjust their own study habits, thus affording him/her the opportunity to receive a higher grade.

Some teachers prefer to send home test papers on a regular basis to be reviewed by parents, signed and returned. This will provide parents with a basis for judging their child's work.

## 6. FIELD TRIPS

Field trips may be scheduled during the school year. Each field trip is to have a specific goal related to the curriculum. The Diocesan Field Trip Form is required before a student is allowed to go on a school-sponsored field trip. These forms must be turned in at least one day prior to the trip. **Verbal permission will not be accepted.** Transportation on these trips is usually by bus, therefore the cost must be paid by the students. Since all school-sponsored trips have an educational value, it is expected that every student participate. If the field trip is local, parents may be asked to drive, however the guidelines listed below must be followed:

- A) Only students from Our Lady of Lourdes School may go on the trip - no other siblings may participate.
- B) No additional stops may be made except those indicated on the field trip form.
- C) Parents are responsible for the groups assigned to them for the entire trip duration. Teachers will give each chaperone the field trip form signed by the parents of the children in their particular group.

If transportation is by car, the following **MUST** also be observed:

- D) A copy of the insurance and driver's license (of the driver) must be in the office one week before the trip (this has to be renewed annually).
- E) Drivers must carry the required insurance of \$100,000.00-\$300,000.00.
- F) There must be a seat belt for each child in the car.
- G) No additional car stops may be made.

## PARENT/COMMUNITY INVOLVEMENT

Parents, teachers and students are all members of the total school community. When parents 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 in which every family has a vital role to play.

The school's primary expectation of the parents is an active and on-going support of the religious formation which the school seeks to develop in the students. Parents can do this by:

- taking time to talk to their children about God and their own faith
- taking time to pray together
- taking time to celebrate Mass together on Sundays and special days
- taking time to talk to be informed about the religious concepts their children are learning
- continually reaching out to develop their own faith life

The school has additional practical expectations of parents. These expectations are outlined in the PARENT VOLUNTEER PROGRAM that is signed each year by all parents prior to the beginning of the school year. Parents are expected to participate in the many fundraisers sponsored by the school. Income generated from these fundraisers helps to keep tuition costs down. The minimum responsibilities of all parents are:

- insure that you and your children attend Mass every Sunday, thus making religion a vital part of their education.
- a willingness to volunteer your services and to help build a strong school community by giving of yourself
- attend school meeting and functions that pertain to your child's educational and religious growth
- open communication by immediately bringing your questions, concerns, etc. to the attention of the teacher and/or principal
- Support for the educational programs by fostering good study habits and stressing for your child the importance of home study.

## EXTRACURRICULAR ACTIVITIES

### ATHLETICS

Our Lady of Lourdes Athletic Program is dedicated to building the physical and moral character of students attending our school. Students are encouraged to be involved in all the sports offered by the school since it helps them to develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living.

### ELIGIBILITY

While we encourage all students to be involved in our athletic program, we do require that each student put forth his/her best effort in their regular classroom work and homework assignments. This will be evaluated regularly by the teachers and appropriate steps taken to ensure continual progress in daily schoolwork 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, he/she will not be disqualified from participating in sports.

Students who enter the athletic program are required to attend practice on the days scheduled put forth 100% effort at each practice and attend practice unless a written note from the parent has excused him/her.

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 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. Parents are encouraged to help their child understand that not everyone is selected.**

### PARENT PARTICIPATION

Parent 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 are asked to set the example by being humble winners and gracious losers.

### ATHLETIC FEE

Each participating school is assessed a fee for participation in the ICL. This fee covers various expenses incurred by the directors, referees, equipment, use of sites, etc. To offset this, there is a set fee for each sport in which a student participates during the year. This is to be paid prior to the beginning of each sport. To further cover expenses, a yearly fundraiser is scheduled in which all athletic participants are expected to take part in, and support.

## **AWARDS**

After each sport season, there will be a potluck sports banquet for both parents and athletes. Trophies and certificates will be awarded at the banquet.

## **STUDENT ATHLETE OF THE YEAR**

These trophies are presented to the 8th grade boy and girl who has demonstrated

- outstanding athletic ability
- shown enthusiasm for the various sports
- taken a sense of pride in himself/herself and in Our Lady of Lourdes School
- presented himself/herself as good Christians and citizens
- shown good sportsmanlike qualities at all times
- participated in the sports program while being- a student in grades 7 and 8.

The total faculty will be consulted to determine the person most eligible to receive this special award.

## **DRAMA CLUB**

Our Lady of Lourdes Drama Club provides students with the opportunity to explore their gifts and talents through the performing arts. The production involves acting, singing, dancing, and set designing. All students who audition are given a chance to participate. The entire student body is involved in various aspects of each production.

## **ELIGIBILITY**

Students interested in participating are also required to put forth their best effort in their regular classroom work and homework assignments. In order to be eligible for the OLL Drama Club, students must maintain a “C” average in academics and a “B” in behavior.

All qualified students are welcome to participate in the OLL Drama Club. However, all students wishing to be cast must audition so that appropriate roles may be assigned. Students who wish to participate as part of the crew need not audition but must be fully committed to the same rehearsal schedule as the performers.

There is a \$5.00 Drama Club Fee per production (2 each year) and parents will be called upon to help out with costumes and other aspects of the performance.

## ACKNOWLEDGEMENT FORM

This page must be turned in to your child's classroom teacher on or before the orientation meeting.

Please initial the following:

\_\_\_\_\_ We have read and understand the Philosophy, Mission Statement, and Schoolwide Learning Expectations.

\_\_\_\_\_ We understand the policies governing absences & tardies.

\_\_\_\_\_ We understand the purpose of discipline stated in the handbook and will support the school.

\_\_\_\_\_ We have read and understand the school dress code policies.

\_\_\_\_\_ We understand the health and safety guidelines.

\_\_\_\_\_ We understand our financial responsibilities to the school.

\_\_\_\_\_ We understand the importance of involvement in school activities and fundraising.

\_\_\_\_\_ We have read and understand the "Threat of Student Violence" policy included in the handbook.

We, the parents of \_\_\_\_\_, agree to be governed by the guidelines outlined in the Parent Handbook. We recognize the right and responsibility of the school to make rules and enforce them.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 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: \_\_\_\_\_

