

TABLE OF CONTENTS

STATEMENTS

Philosophy 5
Mission 5
Statement of Beliefs 5
Policy on Abuse 6
Building Inspections 6
Accreditation 6

SPIRITUAL GROWTH

Religious Instruction 7
Liturgy 8
Lectors 8
Servers 8
Teachers 8

SCHOOL PROCEDURES

Arrival and Dismissal 9
Before/After School Program 9
Tardiness 10
Vacations 10
Absences 10
Early Dismissal 11
Shadowing Days 12
Perfect Attendance 13
Conferences 13
Communications 14
Field Trips 14
Parent-Principal Communication 14
Security 15
Crisis Plan 15
Inspection/ Searches 16
Visits to School 16
Homework 16
Junior High Expectations 17
Inclement Weather 18
Lost and Found 18
Books 18
Electronic Devices 18
Change of Address 19
Cafeteria 19

Treats in the Classroom 20
Adjusted Curriculum 20
Name Tags 20
Library 21
Computer Lab 21
Technology Policy 21
Records 21
Report Cards 22
Parent-Teacher Conferences 22
School Structure 22
Residential/Nonresidential Parents 22
Testing 23
Special Programs 24

CODE OF CONDUCT 24

Junior High Policy 25
Middle Grades Policy 26
Detentions 27
Bullying Policy 36
Reporting Events to School 36
School Staff Reporting 37
Parent Notification 37
Responding and Investigation 37
Protecting Anonymity 37
Expulsion 38
Integrity Policy 38
Harassment Policy 39

SCHOOL UNIFORM POLICY 40

Both Boys and Girls 40
Girls 41
Boys 42
Out of Uniform Day 42

SAFETY 43

Crisis Plan 43
Lock-Down 43
Fire and Tornado Drills 44
Tornado/Earthquake 44
Playground 44
Parking 45
Missing Child Policy 45

Transportation 45

HEALTH

Emergency Forms-Written 45

Illness 46

School Nurse 46

Administration of Medication 46

Immunization 46

A.I.D.S. and H.I.V. 47

Pregnancy Policy 47

Should My Child Go To School Today?47

EXTRACURRICULAR PROGRAMS 48

Scout Program 48

Sports Program 48

Music Ministry Program 48

PARENT VOLUNTEER SERVICE 49

Parent - Teacher Organization 49

Ways and Means Committee 49

Education Commission 49

General Volunteer Guidelines 50

Cafeteria Volunteers 51

PARISH MEMBERSHIP - SCHOOL ENROLLMENT 52

Non-Discrimination Policy 52

Parish Membership 53

Enrollment Policy for New Families 53

Early Admission 55

Enrollment Policy for Kindergarten 55

Tuition, Registration Fees, Payment, and Tuition Assistance 55

Personnel 56
Support Personnel 57
Education Commission 57
Administrative Staff 57
P. T. O. Officers 57
Room Parents 57
Honor Roll for Junior High 58
PROMOTION AND RETENTION POLICY 59
Promotion/Retention 59
3rd Grade Reading Guarantee 60
Retention 60
Probation 61
Withdrawals/Re-Admissions 61
Summer School 62
Grievance Procedure 61

OUR LADY OF LOURDES SCHOOL

PHILOSOPHY STATEMENT

Our Lady of Lourdes School is a Catholic elementary school which serves to lay the foundation of the basic beliefs and traditions of the Church and strives to be a model of a Christian Community in today's world.

The faculty and staff, together with the parents and students, make a daily effort to live the gospel message in word, attitude, and action. Our Lady of Lourdes School strives to educate the whole person by promoting the spiritual, moral, intellectual, emotional, and physical development of each student in a value-centered environment of mutual respect.

Academic excellence is achieved by a strong curriculum and development of students' individual talents.

We prepare our students to become productive members of society and to assume their responsibilities of discipleship.

MISSION STATEMENT

Our Lady of Lourdes School is a parish operated archdiocesan Roman Catholic school. We are committed to quality Catholic education by providing opportunities for spiritual, academic, and personal growth. The curriculum of Our Lady of Lourdes upholds Christian principles in all our endeavors. We seek to be a visible sign of Christ's presence to the community.

STATEMENT OF BELIEFS

1. We believe that home, school, and parish embrace a common goal to educate each child.
2. We believe each child's faith formation is a partnership between home and school where it is taught, lived, and celebrated.
3. We believe our instruction accepts, acknowledges, and develops each child's potential.
4. We believe it is essential for each child to live out the Gospel message through Christian service.

OUR LADY OF LOURDES POLICY ON ABUSE

All suspected instances of child abuse or neglect shall be reported to the principal who, along with the concerned person, will report it to the Chancellor of the Archdiocese of Cincinnati and the governmental agency for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims are available to all certified personnel, school employees, coaches, and volunteers.

The faculty, staff, and all administrative personnel, coaches, and volunteers are required by the Archdiocese to attend a VIRTUS® Child Awareness Session where Archdiocesan policies are presented and discussed, complete a favorable criminal background check, and read monthly bulletins as ongoing education in the area of child protection.

BUILDING

We are required by law to publish the following: A Federal law entitled the Asbestos Hazard Emergency Response Act required that all schools be inspected for asbestos-containing building materials (ACBM) subsequently developing management plans. The management plan includes information regarding inspection activities, periodic surveillance, response recommendations, response actions, etc. This plan is available for public inspection (during normal business hours). To make an appointment, please call the plant manager at least three days in advance.

ACCREDITATION

All elementary schools must be officially chartered through the State of Ohio or accredited through a legal accrediting agency for their educational programs to be acceptable by private and public high schools. Our Lady of Lourdes is accredited through the Ohio Catholic School Accrediting Association (OCSAA). OCSAA is officially recognized by the State of Ohio and has achieved this status through the Ohio Legislature. It serves the Archdiocese of Cincinnati, the Diocese of Cleveland, The Diocese of Columbus, the Diocese of Steubenville, the Diocese of Toledo, the Diocese of Youngstown, the Byzantine Eparchy of Parma, the Romanian Catholic Diocese of St. George's in Canton, and the Ukrainian Catholic Diocese of St. Josaphat in Parma.

There are five phases involved in the accreditation process:

Phase 1: School Self-Study Phase 2: External Validation Phase 3: Accreditation Phase 4: Progress Report 1 Phase 5: Progress Report 2

The Phases repeat beginning with Phase 1. There is no end to the process; the school is continuously improving.

TO THE STUDENT:

YOU are an important person! As a student at Our Lady of Lourdes School, you are a valuable person in Our Lady of Lourdes faith community.

What is a faith community? It is a group of persons working together to foster the presence of God in everyday living.

Within this community you will have the opportunities to realize your God-given abilities. You will be provided with meaningful learning experience in your total development as a person – spiritual, moral, intellectual, and physical.

Hopefully, you will extend the faith community to all segments of your society.

SPIRITUAL GROWTH

RELIGIOUS INSTRUCTION

The primary purpose for the existence of Our Lady of Lourdes School is the teaching of religion and the principal application of Christian social principles. Here all learning can take place in an atmosphere of religious ideals.

In recent years, sacramental preparation has become more and more the privilege of the parents; it has, however, always been their right and responsibility. The duty of the school and the parish is to assist parents by providing opportunities to review the meaning of the Sacraments, to suggest methods of relating the ideas to the child, and to provide times for the reception of the Sacraments. The school helps the child to join fully in the Eucharistic celebration through the Sacrament of Holy Communion, to learn to love the mercy of God in the Sacrament of Reconciliation, and to become committed to the faith in the Sacrament of Confirmation.

Devotion to the Blessed Mother is encouraged and implemented in various activities. In October, the rosary is stressed. In February, a special effort is made to inform the students of the story of Our Lady of Lourdes. A Marian Prayer Service offers the opportunity to honor Mary during the month of May. A one-day retreat experience is set aside for the eighth graders to become more aware of their Christian calling.

In grade seven the curriculum provides education concerning sexual development. These instructions are given within the science/health program and are meant to reinforce family life and sexual instruction given in the home.

LITURGY

As a member in Our Lady of Lourdes faith community, we acknowledge the centrality of the Eucharist in our lives as a unifying force and as a grace-filled experience. Throughout the year, the various grade levels have the opportunity to plan Eucharistic celebrations for their own group and for the entire school. This provides for a greater familiarity of the parts of the Mass while increasing the meaningfulness in everyday living.

The entire student body participates in a weekday liturgy (currently Wednesday) and special occasions.

LECTORS

Students from all grades have the privilege of serving as lectors during the liturgy.

SERVERS

To assist in the Liturgical Celebrations, volunteers are accepted in grade six and continue through grade eight and high school.

TEACHERS

All teachers at Our Lady of Lourdes meet or exceed certification/licensure requirements as set forth by the State of Ohio. They are highly qualified and committed to Catholic education. In addition, religion teachers are required to achieve certification as a catechist. New teachers are required to pass background checks which includes fingerprinting. All faculty and support staff are required to attend a VIRTUS Child Awareness Session and be familiar with the Archdiocesan Decree on Child Protection.

SCHOOL PROCEDURES

ARRIVAL AND DISMISSAL

Regular attendance is essential to a student's success in school. Most subjects are taught in a logical sequence that requires understanding of each concept in a specific order. Persistent absenteeism interferes with continuity, creates a genuine hardship for the student, and is regarded as a very serious problem.

The school day begins at 7:45 in homeroom. Students are greeted by their teacher in their homerooms. Students being dropped off in the morning should arrive before 7:45 am. Excused and unexcused tardies are outlined below.

The school day ends at 2:30 p.m. Parents have supplied the school with dismissal plans for each child--walk, ride a bus, get picked up, attend an activity after school, or after care. These plans are followed unless the school is notified by note or telephone call of a change in a student's dismissal plan. Supervision of students at dismissal time ends at 2:40 p.m. or when all buses have departed. Students still waiting for transportation will be brought to the Main office by the supervising teacher. Students must then be picked up at the office.

BEFORE/AFTER SCHOOL PROGRAM

The Before School Program is held from 7:00 a.m. to 7:45 a.m. Parents/Guardians are required to sign in their child each day. Fees are \$3 per morning.

The After School Program is held from 2:30 p.m. to 6:00 p.m. each day there is a full day of school. While children may be picked up by their parents or guardians any time during the 3 1/2 hours, all children must be picked up by 6 p.m. Parents are required to sign their child out of the program each day. Fees are \$10 per day, per child. A \$1 a minute late fee will be charged if children are not picked up by 6 p.m. Advance registration of \$25 is required. Information and registration forms can be obtained from the school office.

TARDINESS:

Students arriving after 7:45 a.m. will be marked tardy and must report to the office upon arrival. Students missing less than two (2) hours of school in the morning will be considered tardy. Any absence longer than said two hours will be counted as a whole day absent. After four (4) tardies in one trimester, the parents will be notified by a teacher. Students in grade 5-8 will be allowed four (4) unexcused tardies for the trimester. After the fourth unexcused tardy, the student will receive two (2) discipline points for each unexcused tardy thereafter in that trimester. A student in grades K-4 will miss part of a recess after the fourth unexcused tardy. Students missing two (2) or more hours during the afternoon classes will be considered one-half day absent. Tardies may only be excused due to a doctor's appointment (when a note is presented), funeral, or other emergency (such as car trouble, traffic accident, or weather conditions) that is out of the parent's control. Oversleeping or running late is not considered an excused tardy.

Students may be put on probationary contracts for excessive tardiness.

VACATIONS:

Vacations taken during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teachers at least one week in advance and to make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation.

ABSENCES:

Students should be in school every day as absence is a major cause of failure in school. The Ohio Revised Code states, "Every parent or guardian has the responsibility to assure regular daily school attendance of their children." As currently indicated in the Ohio Revised Code "a child being of compulsory school age, being absent without legitimate excuse from school seven (7) or more consecutive days, ten or more school days in one month or fifteen or more school days in a year is considered delinquent." OLL adheres to these laws.

According to State Bill 321, parents are required to notify the school by phone when a child is going to be absent. The school requires that parents report students who are going to be tardy, also. Messages regarding absences can be left on the school voice mail by dialing 347- 2660 at any time. If it is determined in the evening that a child is too sick to attend the next day or is going to arrive late, parents can leave a message. No message should be sent through a sibling or a friend.

State law requires parents to call the school before 9:00 am to report the child's absence. If the absence is not reported, parents will be contacted at home or at work to verify the absence. If no parent can be contacted, the office will leave a message. This will also count as unexcused.

State law also requires that a written excuse stating the reason for the absence, the date(s), and the parent's signature is required when a child returns to school from an absence. An excused absence would be considered illness, religious observance, and family emergency. A physician's note is required for an extended absence.

Students with excessive absences may be placed on a probationary contract. As a result of excessive absence, summer school and/or retention may be required. Repeat offenders may be reported to the local truancy officer.

In any case, OLL reserves the right to lower a student's grades significantly when absence from classes is considered excessive. Class absences due to tardiness or early dismissal count toward the total.

Should a student be absent from school due to illness or an unexcused absence (this includes students who go home sick) on the day of a scheduled extracurricular activity, he/she may not participate in the activity.

EARLY DISMISSAL

NO CHILD WILL BE DISMISSED DURING SCHOOL HOURS WITHOUT A WRITTEN REQUEST FROM HIS/HER PARENT/ GUARDIAN. A written request *the day of the early dismissal* from the parent/guardian is required for a student to leave school early. This note should be given to the homeroom teacher who will then send it to the office.

PARENTS/GUARDIANS PICKING UP STUDENTS FOR EARLY DISMISSAL MUST REPORT TO THE OFFICE. The administrative assistant will let you in and send for the child if necessary. ONLY AUTHORIZED PERSONNEL MAY GO DIRECTLY TO A CLASSROOM TO PICK UP A CHILD. If a student returns to school, he/she must be signed back in by a parent/guardian.

SHADOWING DAY(S):

For eighth graders entering high school upon their graduation, they will receive two (2) excused absences for the purpose of visiting or “shadowing” in a high school for one school day. Any subsequent shadowing or high school visits will be counted as unexcused absences. Students should consider when taking this day carefully, as they should not miss a test or major project or homework assigned previous to the shadowing day. Students are responsible for work missed during the visit and work that was due the day of the visit will be due upon their return. Students should make arrangements with their teachers prior to their visit for full credit.

Parents are required to fill out the Shadowing Day form prior to the shadowing and to also call the school office on the day of the shadowing. Please fill out the form two (2) days prior to the day of the high school visit in order for it to be considered excused. Failure to do so will result in an unexcused absence and reduced points on assignments missed or not turned in. The high schools are contacted for verification of the student’s attendance.

SHADOWING DAY FORM

For eighth graders entering high school upon their graduation, they will receive two (2) excused absences for the purpose of visiting or “shadowing” in a high school for one school day. Students should consider when taking this day carefully, as they should not miss a test or major project or homework assigned previous to the shadowing day. Students are responsible for work missed during the visit and work that was due the day of the visit will be due upon their return. Students should make arrangements with their teachers prior to their visit for full credit.

Please fill out the form two (2) days prior to the day of the high school visit in order for it to be considered excused. Failure to do so will result in an unexcused absence and reduced points on assignments missed or not turned in.

Please detach and return to the Main Office at least two (2) days prior to the scheduled visit.

Student's
Name: _____

High School student is
visiting: _____

Date of scheduled visit:

Contact person at high school:

*Guardian and student have read and understand the above information:

Parent's Signature: _____
Date _____

Student's Signature: _____
Date _____

PERFECT ATTENDANCE

Students have perfect attendance and will be awarded a certificate at the end of the year only when they have been in school a full day every day for the entire year. This means they have never been tardy, had an early dismissal, or been excused during the day for any reason. Students missing over an hour and a half in the morning or the afternoon will be marked a half-day absent.

CONFERENCES

The teachers are available before and after school for conferences throughout the year. Conferences may be scheduled through email or by sending a note with a child to the teacher. Conferences with the principal also can be scheduled by using

these methods and through the school office. If a conference is desired, an appointment needs to be made.

COMMUNICATIONS

The principal, faculty, and staff of Our Lady of Lourdes have a great many tasks and responsibilities to attend to throughout the day. All are willing to meet with parents/guardians before or after school, but as professionals, they require a conference be scheduled in advance. A note can be sent to school with the student or a message can be left with the school office or an email can be sent.

The administration, faculty, and staff will not discuss students or school issues outside of the school setting. It is inappropriate for discussions to take place in such places as parking lots, store aisles, or athletic games.

IF YOU HEAR A RUMOR THAT RAISES QUESTIONS IN YOUR MIND, PLEASE CONTACT THE PRINCIPAL AND THE TEACHER DIRECTLY. Families are also encouraged to communicate directly with the school when there are significant physical and/or emotional developments in a child's life. The teachers and auxiliary personnel can assist children more readily if they are made aware. The psychologist is available for counseling.

FIELD TRIPS

It is necessary to have written permission to participate in class trips. Forms will be sent home for this purpose. There is no set number of field trips assigned to any grade level.

PARENT - PRINCIPAL COMMUNICATION

Following the proper channels is important. If there is an issue, please contact the teachers first. The teachers are licensed professionals. They are quite equipped to handle most any issue. In the event a resolution is not attainable, please feel free to contact the Principal at hbessler@lourdes.org. If a resolution still can not be attained, please see the grievance procedure located at the end of the handbook.

SECURITY

In today's environment, it is extremely important that students have assurance that they are safe at school and during school-sponsored activities. Parents and teachers, too, need to feel that every reasonable precaution is being taken to insure their safety. Because of this, procedures have been developed to help minimize opportunities for security to be compromised. However, the procedures are only effective if everyone is committed to them, even if restrictions seem inconvenient. Failure to do so could have serious consequences.

Before entering the school or Parish Office Center, a person must be "buzzed in" by an administrative assistant or member of the administration. The person must state an expressed purpose for entering. This helps monitor who is in the building, such as volunteers, speakers, service persons, delivery drivers during the school day. Security cameras are in several locations and are monitored in the school office, the parish office, and the religious education office.

The outside doors to the school and the Parish Office Center are locked. After being "buzzed in", visitors are required to sign in at the school office. Visitors can receive a visitor's sticker, which indicates that they have permission to be on the premises for a specific purpose. Persons in the building without such identification will be suspect and reported to the school office or parish office. Persons who are officially signed in are to remain in the area(s) designated for their activities and are not to be in other areas without permission from the school office. Persons who violate this procedure may be asked to leave and may be excluded in the future.

It is important that parents respect these instructions and do not try to enter the buildings from the playground, cafeteria, or other areas without permission particularly at dismissal and arrival times. It is also important for parents to reinforce the value of safety procedures to their children and to others, such as siblings or grandparents, who may have occasion to be at the school.

CRISIS PLAN

Working in cooperation with the local fire and police departments, along with Mother of Mercy High School and Western Tennis and Fitness Club, a Crisis Plan has been developed which outlines the procedures to be followed in the event there is a natural disaster or an emergency situation at either school. Should it become necessary to activate the plan, lockdown or evacuate the school, or transport students to another location, school personnel and families are required to follow the directives of the emergency personnel. Families will be notified through the media (TV and radio stations), or if time, through the One Call Notification System, as to when/ where/how

children may be picked up. These procedures in the Crisis Plan would only be activated under the most serious circumstances. We have been advised that the use of cell phones and other wireless devices should be curtailed as not to interfere with the radio signals of the emergency personnel. Any person who interferes with the procedures or fails to follow the directives from emergency personnel, perhaps a parent who wants to take a child home before he/she can be officially released, may risk prosecution.

INSPECTION / SEARCHES

School properties may be inspected by school authorities in the interest of health, maintenance, and safety. Desks though assigned to pupils are school property and may reasonably be inspected. The location of drugs, narcotics, alcohol, weapons, poisons, and missing properties is a matter relating to health and safety and may be regarded as reasonable purpose for inspection by school personnel. For just cause, students' backpacks and other personal belongings may also be searched. Such inspection may also be part of an attempt to rid the building of fire hazards. In the case of a bomb threat or other emergency, school officials and/or police and fire officials may make a search of the premises and personal belongings.

VISITS TO SCHOOL

Whenever you visit the school, you must check in at the office first. Messages, lunches, or other items that need to be given to a child must be brought to the office, and they will be delivered from there. Parents volunteering in the school must report to the office. Conferences with the teachers should not be held during the time one has volunteered to work with the students.

HOMEWORK

Homework is required of all students, but because of the wide variation in student self-discipline, organization, and ability, it is not possible to lay down many general directions. The amount of time spent on homework may vary depending on assignments, grade level, and the student. Our general guideline is for the average student to spend 10 to 15 minutes times their grade level on homework each night, give or take 50 percent. If you feel like your child is spending too much or not enough time on homework, please contact your child's teacher.

JUNIOR HIGH HOMEWORK EXPECTATIONS

Homework is expected to be turned in the day that it is due. This due date should be clearly written in the student's planner.

Absent students: It is the student's responsibility to obtain assignments when he or she is absent. A homework buddy is agreed upon the first week of school and will deliver the books to the designated person/ place. If a student is present when an assignment is given, but absent on the due date, it is due immediately upon the student's return to school.

QUALITY OF WORK POLICY

The Junior High maintains high quality work standards in order to prepare our students for future success. Work that does not meet standards will be returned to the student to be re-done.

Quality of work means the following: Each assignment is clearly marked with the student's name and date. The student attempted all problems or portions of the assignment. The work is not excessively messy, torn, or stained. Math work is to be done only in pencil with ALL work shown. Typed work is done in the MLA format.

HOW YOU AS A PARENT CAN HELP WITH HOMEWORK

1. Arrange a regular time to study and a place free of interruptions. Make sure that your child understands that non-written assignments (reading and studying) are an essential part of homework.
2. Check to see that all work is completed on time, and that all the work, books, and materials are brought to school each day. Check for neatness and following of directions. Check the planner on a regular basis.
3. Guide but do not do assignments for the child. We are looking for grade appropriate work. Do not turn a grade school project into a high school project.
4. Do not deliver "forgotten" homework to school. When you interfere with the planned consequences, you are also interfering with progress to our common goal of building responsibility and independence.

INCLEMENT WEATHER

In case of hazardous weather, please listen to the television stations and major radio stations. Our Lady of Lourdes School will follow the decision made by Oak Hills School District. (cancellation or two-hour delay). The school's One Call Now Notification System will also send parents/guardians an announcement.

LOST AND FOUND

All purses and money found should be taken to the school office. An area in the cafeteria is provided for the lost and found items.

BOOKS

Students are expected to respect the materials provided by Our Lady of Lourdes, the belongings of others, and their own personal belongings. Hardbound texts should be kept clean and in good repair. Each hardbound book is assigned to students by number. The student is responsible for its care. If the book is lost, damaged, or defaced, the family will be charged the full cost of replacing it.

Library books borrowed from Our Lady of Lourdes are subject to the same policies as textbooks. Decisions about overdue books, damaged or lost books, and fines are left to the discretion of the librarian.

BOOKS AND MATERIALS BROUGHT TO SCHOOL

All books and materials brought in to Our Lady of Lourdes must be age appropriate and in keeping with the Catholic Christian values practiced here. Students must have all books and materials approved by parents and teachers before bringing them to school. Parents take responsibility for the books, videos, DVDs, materials, and devices that they permit their children to bring to school. Teachers take responsibility for all books and materials used in the classrooms.

ELECTRONIC DEVICES

Students are permitted to have a cell phone, turned off, in their backpack during school hours. If a student uses a cell phone or other electronic communication device during school hours, the unit will be confiscated and sent to the school office. The administration will determine when/if the devices will be returned to the student and under what circumstances. Smartwatches may be worn, however, teachers may ask students to remove them during their class at their discretion.

CHANGE OF ADDRESS / PHONE NUMBER

Families are expected to notify the school office and the parish office immediately if their addresses or phone numbers have changed. The school office should also be notified if the emergency contact person or emergency phone number has changed, or if a parent/guardian has changed work address, work phone number, pager number, cell phone number, or email address.

CAFETERIA

There are three lunch periods and recess times. Students enter the cafeteria through the back doors. If they do not need to make a purchase, they proceed directly to their assigned tables. Those students purchasing snacks and/or drinks line up at the snack area. Students then proceed to their assigned tables. Once seated, students may not get up from the tables unless given permission by a supervising adult. The adult will also indicate the time and procedure for being dismissed for recess.

CAFETERIA RULES

1. Students purchasing the hot lunch on Friday's may not request special orders. For example, asking the volunteer to modify the entrée to their own preferences. The meal is served as listed on the order form.
2. Once seated, the students may not leave their seats without permission.
3. When the whistle is sounded, immediate quiet is indicated. Students are to listen for the whistle, then follow whatever directions are given.
4. Students should raise their hands and wait for permission from a supervising adult if they wish to make purchases, use the restroom, or be dismissed and should wait to be recognized before continuing.
5. Students are responsible for their areas. They are to pick up all trash on the tables and on the floor and leave their areas clean and clear of litter before being dismissed in an orderly fashion by the teacher on duty.
6. Talking in normal tones is permitted.
7. Students carrying equipment to the playground should not bounce or throw it inside the building.
8. On the playground, students place their lunch boxes/containers in the appropriate areas.

TREATS IN THE CLASSROOMS

At Our Lady of Lourdes we love to celebrate birthdays, “Stars of the Week,” and other special occasions. However, we need your help and cooperation to keep the event special and not impose too much on the learning atmosphere. Families should be in touch with the homeroom teacher by note or email several days in advance to determine the kind of treat to be sent and to allow the teacher planning time.

The State of Ohio requires all schools to have a Wellness Policy addressing obesity and physical activity. In cooperation with that requirement, families are encouraged to send healthy snacks and to minimize sugary treats. Cupcakes piled high with frosting require the teacher to allow extra time for clean-up, both the students and the desks. Plus, cupcakes are high in sugar. Treats that must be cut up to be served (such as cakes and large cookies) or treats that require refrigeration/ freezer space are not permitted unless cleared with the teacher. Drinks must be in individual containers and not require the teacher to pour liquids into cups.

Special occasions are important, and we want the students to celebrate. If you would like to send treats, please consider the following: bags of pretzels, granola bars, trail mix (without nuts), prepackaged gummies, cheese sticks, meat sticks (individually packaged), crackers such as Teddy Grahams, bags of popcorn, individual boxes/pouches of juices, individually wrapped cookies or brownies (Little Debbie has a good selection), but be careful not to send treats with nuts as we have children with allergies.

ADJUSTED CURRICULUM

Some students follow an adjusted curriculum because of special needs or circumstances. Written documentation and the parents’ agreement to the conditions of the adjusted curriculum, is maintained in the student’s permanent record and is indicated by an * next to the grade on the report card.

NAME TAGS

Lifetouch funds picture identification name tags for the faculty and students. The badge clips to the shirt collar. Students are required to wear their name tag during the school day but remove it for gym, other events, and at the end of the day. Student may buy a replacement name tag for a small fee, if they lose their original name tag.

Books should be carried to and from school in book bags or covered in some way. A list of needed supplies is sent home in the report card at the end of the year for the following year's needs.

LIBRARY

Time is allotted for all classes to have a weekly library period. In the Library Media Center are housed our audio-visual software. Students may work in the Center on their own with the approval of the Librarian or teacher. Library books may be taken home. Books are loaned for two weeks. Designated reference books may be taken out of the library for a limited time. An overdue charge will be required for books not returned on time. Lost books need to be replaced at current cost.

COMPUTER LAB

Students in Grades K through 8 use the computer lab to enhance skills and thinking processes. Each child will be given a set of headphones to be used in the computer lab while they are at Our Lady of Lourdes School.

TECHNOLOGY POLICY

Our Lady of Lourdes School is using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access and activities in the school are strictly limited to educational use and are teacher supervised and monitored.

Each user is responsible for all the information that is sent and received under his/her account and/or school account. Passwords are to be guarded and not displayed nor shared with others. In addition, the user must strictly adhere to the copyright laws. Unethical and/or illegal activities will not be allowed. Unauthorized access, including so-called "hacking" is strictly forbidden. Internet privileges will be revoked and possibly further action will be taken if the privacy of another is violated. All students and their parents are required to sign a Responsible Use of Technology form at the beginning of each year.

RECORDS

Student cumulative records are on file in the principal's or secretary's offices. Access to these records is limited to authorized persons only. These records contain attendance data, scholastic grades, standardized test scores, and other pertinent information along with the Permanent Record Card.

Parents or guardians may see student records upon request. Anyone over 18 years of age may request to see his/her own records. This is in compliance with the Family Rights and Privacy Act of 1974 of the Ohio Revised Code 3319.321.

Nonresidential parents may request copies of records, report cards, interim reports, newsletters unless a legal order restraining the school from providing them is in effect.

REPORT CARDS/PROGRESS UPDATES

Parents are strongly encouraged to check their student's grades and receive daily emails from Progress Book. In addition, quarterly report cards evaluates the student's performance, progress, and effort. When necessary, teachers may send out an email before the end of the quarter to alert you to the fact that your child is having difficulty or doing exceptionally well. In grades K-2, the new progress updates will give an update on where your child's progress is at that time. It is not a comprehensive evaluation like report cards in other grades.

PARENT - TEACHER CONFERENCES

These conferences are part of our reporting system and are held as often as needed. O.L.L. has scheduled conferences. However, if there are concerns about your child, we encourage you to contact your child's teacher.

SCHOOL STRUCTURE

The individual needs of each student are the framework around which the educational structure of Our Lady of Lourdes School is built. The students are placed in heterogeneous homerooms and are grouped according to ability for certain academic subjects. Departmental teaching involving the change of classes and teachers is used throughout the building. This is done in a very limited way in the primary grades and expands starting in Grade 3 through a complete departmental program in Grades 7 and 8.

RESIDENTIAL / NONRESIDENTIAL PARENTS

Recent court decisions in divorce cases have changed the concept of custodial and noncustodial parents to one called shared parenting in which both parents share in the responsibility for raising the child. In some cases, the courts, in order to protect the best interest of the child, still can place restrictions on the nonresidential parent.

1. All decisions regarding residential/nonresidential conflicts must be resolved prior to registering the child.

2. At the time of registration or when there is evidence of dissolution of marriage, the school requires the residential parent to produce a court document, if one exists, that puts limitations on the rights of the nonresidential parent. The document must be submitted in its entirety.
3. A copy of this document is kept in the student's file.
4. Those school personnel; for example, principal, administrative assistant, student's teacher(s), who might have contact with the nonresidential parent, will be made aware of any limitations on the rights of the nonresidential parents that exist.
5. In the absence of such court documentation, both residential and nonresidential parents will be accorded the same rights and privileges with regard to access to their child's/children's records, teacher conferences, etc.
6. Federal and state law controls the release of student records. The policy of the Archdiocese of Cincinnati is in compliance with the Family Education Rights and Privacy Act of 1974 (PO 93-380) and the Ohio Revised Code 3319.321.

Nonresidential parents who wish to have pertinent information sent directly to their homes can arrange for this service through the school office. For a fee, copies of interim reports, report cards, notices of upcoming events could be mailed. The fee covers the cost of duplication and postage. Divorced parents should arrange for joint conferences with the teachers. Only one conference will be scheduled unless there are extenuating circumstances.

TESTING

All incoming students (Grades K-8) are screened prior to entrance to Our Lady of Lourdes School. Students' achievement and cognitive abilities scores on the IOWA tests are used to assess progress, skills, and abilities. The results are used to determine strengths and weaknesses. They also help identify potentially "at risk" students.

The Ohio Air Tests test the four core subjects and are given to various grades in the Spring. These assessments are designed specifically for Ohio students and are based on Ohio's Academic Content Standards. They do not test a child's intelligence or aptitude and are not means to compare children's abilities. This is applicable to EdChoice Scholarship recipients only.

Students in Grade 8 who are considering a Catholic high school take the High School Placement Test (HSPT) in November. The test is administered and scored at the area high schools.

The religious education program is assessed each year in Grades 5 and 8 using tests purchased through the National Catholic Educational Association, entitled A.C.R.E. (Assessment of Catechesis Religious Education). This is a requirement for all Archdiocesan parishes, both for the schools and for the religious education programs (REP).

SPECIAL PROGRAMS

In addition to the basic educational program, Our Lady of Lourdes School is able to offer the following support persons as a result of the State Auxiliary Service Program (financial supplement for designated purposes): Speech and Language Therapist, Reading Specialist, Intervention Specialist and a School Psychologist. A federal program allows us to have a part-time learning disability tutor.

All of the above programs have eligibility requirements. Recommendations for student placement in a program can be made by the administration, teacher, or parent. The eligibility requirements would then be processed through the respective channels.

CODE OF CONDUCT

The Our Lady of Lourdes (OLL) staff strives to create a positive learning environment in which the teacher is able to teach and the student is able to learn in a manner that is respectful to the rights of all. All discipline has as its objective the creation of a positive and safe environment in which teaching and learning can take place. Parents need to assist the teachers in guiding their children to grow in the acceptance of responsibility. Children should be taught to accept the consequences of their own actions. Our discipline is based on the philosophy that all students CAN and WILL behave appropriately at school.

Teachers are instructed to begin each year by clearly communicating their expectations of student behavior in their classrooms as well as the negative consequences for those students who choose not to behave appropriately. Our discipline procedure is intended to achieve our goal, namely changing behavior for the benefit of the personal development of the child. This in turn creates an environment that promotes academic excellence.

General Regulations

The following is a list of general regulations for all students of the school. This list is a representation of appropriate behaviors – it includes, but is not limited to, these behaviors. Each student is expected to:

1. Behave respectfully towards self, other students, and adults.
2. Have homework assignments and materials for class.
3. Be respectful and take care of school, church, and others' personal property.
4. Be quiet and behave appropriately in the restrooms.
5. Walk at all times unless at recess or otherwise instructed by a teacher.
6. Change classes quickly and quietly.
7. Wear the correct uniform.
8. With the exception of drinking at water fountains or clear water bottles, eat and drink only in the cafeteria, except when a teacher gives permission otherwise. Gum is not permitted.
9. Not detract from the learning or safety environment of the school.

Students will have the classroom rules explained by the homeroom teacher and/or classroom teacher.

DISCIPLINE POLICY FOR JUNIOR HIGH

Point System

ONE POINT INFRACTIONS: Minor misbehaviors such as but are not limited to:

Uniform Policy violation (3 offenses noted on Responsibility Card)

Test/form not signed

Chewing gum

Rude/discourteous/uncooperative

Excessive talking

Class disruption

TWO POINT INFRACTIONS -- Serious misbehavior such as but not limited to:

Deliberate disobedience

Not being reverent at Mass

Spitting

Unacceptable language

Rough housing/unnecessary contact

THREE POINT INFRACTIONS -- Very serious infractions such as but not limited to:

Lying

Cheating

Stealing

Damaging property

Forgery/plagiarism

Technology Infraction (cell phone, computer, improper internet usage, etc.)

Fighting

Not being in assigned area

GRADES 5 AND 6 DISCIPLINE POLICIES

Discipline infractions will be recorded on the Work Habits Sheet and in Progress Book.

Infractions will be included in an email sent out by the teacher.

Missing Assignments

Missing or incomplete assignments will be recorded on the Work Habits Sheet. This includes:

Wrong page

Partial work (i.e. skipped answers, math solutions, complete sentences)

Assignments left behind.

Students may not leave class or call home to retrieve missing assignments.

More than two missing assignments in a subject area will adversely affect the quarter average.

The completed assignment is required the next class day or it will be entered again.

Students are responsible for turning in the assignment and getting the teacher's initials in the last column on the Work Habits Sheet.

Behavior

Significant misbehavior will be recorded on the Work Habits Sheet.

Behavior points will also be given for:

Unsigned Work Habits Sheet (if there were any entries that week)

Unsigned Detention Slip (2 days)

Unsigned papers (if required)

Serious behaviors, such as fighting, forgery, cheating, lying, etc. will result in automatic detention.

Uniform Infractions

Missing nametag and repeated untucked shirt are also uniform infractions. Three uniform infractions will result in one behavior entry.

DETENTIONS

1. Unless otherwise noted, detentions are served after school on Thursday for 1 hour from 2:30-3:30 p.m.
2. Detentions will be tallied in two separate groups: Behavior/Discipline Points and Missing Assignments (Homework Completion). Behavior/Discipline Points and Missing Assignments accumulate separately towards detentions and further consequences. These values will be accumulated at a grade level, not classroom level.
3. Behavior/Discipline Points and Missing Assignments counts are reset to zero at the end of each trimester.
4. As students become older and more mature, the school expects them to exhibit more responsibility for themselves and their actions. As such, different amounts of notices earn detentions.

Missing Assignment and Behavior/Discipline Detention- Number per Trimester

| Behavior Detention | 5th and 6th Grade |
|--------------------|-------------------|
| 1st Detention | 6 |
| 2nd Detention | 12 |
| 3rd Detention | 18 |

Missing Assignment/Homework Detention – Number per Trimester

| Homework Detention | 7th and 8th Grade |
|--------------------|-------------------|
| 1st Detention | 6 |
| 2nd Detention | 12 |
| 3rd Detention | 18 |

Behavior/Discipline Detention - Number per Trimester

| Homework Detention | 7th and 8th Grade |
|--------------------|-------------------|
| 1st Detention | 3 |
| 2nd Detention | 6 |
| 3rd Detention | 9 |

It should be noted that although multiple Behavior or Missing Assignments/ Homework Notices are accumulated for consequences, students should not take them lightly and should view these official notices as consequences in and of themselves.

A TOTAL OF 55 MISSING ASSIGNMENTS DURING A SCHOOL YEAR WILL RESULT IN EXPULSION FROM OUR LADY OF LOURDES.

The first, second, and third detentions earned in either category are each one (1) hour.

When a student reaches 15 Behavior/Discipline Points or 18 Missing Assignments in a trimester, it will result in a meeting of the **Faculty Intervention Team (FIT)**. This board will advise the principal on the appropriate action to be taken. This action may include, but is not limited to, a behavior modification plan, further detentions, disciplinary probation, in or out of school suspension, or expulsion.

Students receiving Behavior or Missing Assignment/Homework Notices after the third detention will be subject to further discipline including, but not limited to, further detentions, in or out of school suspension, or expulsion.

When a student receives a detention for any reason, a detention slip will be completed and given to the student. This slip must be signed by a custodial parent and returned the next school day to the staff member who issued the detention.

Failure to return the slip on time will result in additional points and/or the principal possibly issuing further detentions or administering other discipline as he/she deems appropriate.

Once a detention is issued it must be served on the assigned date and time. **No exceptions will be made except in the case of a prearranged medical appointment or by circumstances deemed reasonable by the principal.**

A. In the case of a medical appointment, proper documentation on the physician's or therapist's letterhead or prescription pad must be submitted the following school day to the grade level Detention Coordinator as confirmation the appointment was kept. Failure to submit this documentation may result in further disciplinary measures.

B. Proposed inability of the parent or their chosen surrogate to transport the child in a timely manner after detention is not considered a reasonable cause to reschedule detentions. It is the responsibility of the parent to see that the child will be supervised once detention is served. After School Care is a potential option pending room availability and acceptance into the program. Parents should make these arrangements ahead of time to ensure that After School Care is available. The parent will be responsible for all paperwork and fees incurred if they exercise this option.

C. Conflicts with extracurricular activities such as but not limited to Scouts, sport practice, or sport competitions at any level are not deemed as reasonable circumstances to exempt a student from serving detention on the assigned date and time. Under no circumstances will the school permit participation in such events until the detention is served.

D. If an assigned detention is missed due to the student's absence from school, the cancellation of all detentions for that day by the school, or formally excused by the principal the student will serve the detention *on the next regularly scheduled* detention date.

E. Regularly scheduled detentions will not be served on days when school is not in session i.e. snow days, etc. and will be automatically re-scheduled for the next detention date.

F. Students not reporting to detention without being excused by the principal are subject to further discipline.

G. Parents picking up their child from detention must enter the building and sign their child out of detention in the office.

H. As deemed necessary and certainly towards the end of the school year, the principal may bar students from school activities i.e. Field Day, field trips, etc. if a student has accumulated more detentions than can be served through regularly scheduled detention dates. Suspensions or other discipline may also be a possible consequence of this situation.

Principal's Role

The principal is the final recourse in all disciplinary matters and may interpret and/or waive any and all rules at his/her discretion for just cause.

Discipline Options

1. The teacher will speak with the individual student as problems arise.
2. Suitable (non-corporal) punishment may be administered by the teacher.
3. Students may be referred to the administration for discipline at the teacher's discretion.
4. The teacher may give the student a behavior/discipline point which is a written notification to the parents of misconduct. Three (3) behavior/discipline points in one trimester will result in a detention.
5. Detention may be given for serious or repeated offenses. Parents will be given written notification of the detention.
6. In some cases of serious or repeated offenses, or when the student has accumulated two (2) detentions in one quarter, he/she will be referred to the **Faculty Intervention Team (FIT)** for appropriate action. Parents will be notified of this meeting and a separate conference will be arranged with the parents when necessary.

The Faculty Intervention Team

This group includes some combination of classroom teachers, specials teachers, the school psychologist or other specialists, the principal, and/or the pastor as well as any other professionals that the administration deems appropriate.

Function

a. To work with students who have serious discipline problems; to review any cases of a serious nature referred to it by the administration or a faculty member; to investigate and recommend a solution for the student referred.

b. If a student accumulates two (2) detentions during one trimester of the school year, the case is automatically referred to the (FIT) for review and recommendations regarding the suitable disciplinary steps to be taken.

c. The categories of discipline that the board may take are as follows:

1. Official Disciplinary Warning - A warning is given to students who have set a pattern of misbehavior through minor offenses. The purpose of the warning is to alert both the student and his/her parents that if matters continue, the student will end up in serious disciplinary straits.

2. Disciplinary Probation - Probation is a warning for students and parents that

suspension or expulsion of the offending student is imminent unless there is substantial and immediate improvement in the student's conduct.

3. Suspensions. Suspension means that the student is denied the privilege of attending classes for the length of time designated. Students may be suspended from classes and serve an in school or out of school suspension for repeated violations of school regulations or for a serious offense. Parents will receive oral and written notification of any suspension that will detail the nature of the offense and

the start and ending time of the suspension. The student is responsible for obtaining, completing, and turning in of all work missed during the suspension. This work will be returned before the student is permitted back to class. The dates and times of the suspension are at the discretion of the principal who will take into account what is best for both the student and school at large. Any student suspended from school is ineligible to participate in any extracurricular activities connected to the school or parish for that day. This includes weekend activities if the suspension is still in effect. Suspensions will be added to and tallied with behavior detentions as noted above.

4. Expulsion. The student is removed from school and is not admitted back to classes under any circumstances. Serious and repeated violations of school regulations can indicate that the student has a more basic problem. Correction of repeated offenders consumes the time and attention of school personnel that should be devoted to the instructional needs of all of the students. While the school will attempt to help in solving these problems, it is in the best interests of the entire student body that serious behavioral or disciplinary problems be solved if possible or eliminated from the school environment. Expulsions may take place after a hearing between the school administration and the custodial parent(s). The school may suspend the student from all classes and extracurricular activities until the hearing. An expelled student's status concerning extracurricular activities will be determined on an individual basis at the time of the hearing. Students may be expelled for the following reasons: The list of unacceptable behaviors contains, but is not limited to, the following:

- a. Continued class or school disruption.
- b. Disrespect/defiance.
- c. Fighting.
- d. Smoking, possession or use of tobacco or tobacco products, drugs or alcohol.
- e. Insubordination - The failure to respond or carry out a reasonable request by school personnel.

- f. Lack of responsibility - The consistent failure to submit school assignments or requirements, i.e. tending to obstinacy.
- g. Loitering - the act of being on school property at unauthorized times, or in a restricted area of the school building.
- h. Obscenity - The act of using obscene or profane language in verbal or written form or in pictures or obscene gestures on *anyschool* premise.
- i. Stealing - The act of taking or acquiring the property of others without their consent.
- j. Truancy and tardiness - The act of unauthorized absence or lateness which is repeated for a considerable length of time.
- k. Threatening or intimidating acts - Oral, written, or by gesture threatening the well-being of any person on school property.
- l. Vandalism - The act of willful destruction of property belonging to others.
- m. Possession or use of dangerous weapons such as firearms, knives, or other dangerous objects, including fireworks.
- n. Physical or psychological abuse of another person.
- o. Threatening or intimidating acts toward another person.
- p. Hazing- the infliction of strenuous or humiliating tasks often as part of an initiation process.
- q. Other actions that are seriously opposed to school policy or the philosophy of a Catholic school.
- r. Harassment and/or Bullying

Expulsion procedures will be based on the following:

1. Consultation
2. A discussion with parents and pastor
3. Mediating services of Archdiocesan consultants are available.
4. Case reported to Superintendent of Schools where it is reviewed if necessary.
5. Written notice will be sent to student and parents stating reasons for expulsion.
6. Report is sent to Attendance Department of Local Public School district. Transcript of Records will be made available. Report will be sent to area Superintendent of Schools.

Immediate Detentions, Suspensions, or Expulsions

Discipline by-passing the normal process with the Faculty Intervention Team may occur in cases of serious offenses against the welfare of the school or all it serves, for gross and/or repeated violations of the rules of the school, and in instances where other forms

of discipline seem to be ineffective. Additional consequences or actions may be assessed as the teacher and/or administration deems appropriate (e.g. lowering of grade for cheating, participation in counseling, etc.).

BULLYING

Harassment (see Harassment Policy)

Off school grounds without permission

Possession of tobacco, alcohol, drugs, or weapons while in attendance at school or any school related function

Any other actions contrary to the Philosophy of Our Lady of Lourdes School

CONSEQUENCES FOR IRRESPONSIBILITY

THREE POINTS – serve one hour of after school detention

SIX POINTS – serve a second after school detention

NINE POINTS – serve a third after school detention

TWELVE POINTS -- the student will have an in-school suspension which consists of the student being in isolation doing school work under the supervision of the Principal. In-school suspension begins as the student enters the building in the morning and ends at dismissal. A parent conference is also scheduled. The conference will include the student, parents, all teachers, and the principal.

FIFTEEN POINTS – serve a fourth after school detention

EIGHTEEN POINTS – serve a fifth after school detention

TWENTY ONE POINTS – serve a second in-school suspension under the supervision of the principal

TWENTY FOUR POINTS – serve a third in-school suspension under the supervision of the principal

TWENTY SEVEN POINTS – serve an in-school or out-of-school suspension per the principal's discretion.

J. THIRTY POINTS – the student is expelled from Our Lady of Lourdes School.

CONSEQUENCES FOR HOMEWORK VIOLATIONS

In the back of the assignment book students will have a Responsibility Card stapled for each quarter. On each Responsibility Card will be 6 spots for missing assignments.

During a quarter period, for every 6 missing assignments, a student receives, they will receive the following consequences:

6 MISSING ASSIGNMENTS—serve one after school homework detention

12 MISSING ASSIGNMENTS—serve a second after school homework detention

18 MISSING ASSIGNMENTS--the student will have an in-school suspension which consists of the student being in isolation doing school work under the supervision of the Principal. In-school suspension begins as the student enters the building in the morning and ends at dismissal. A parent conference is also scheduled. The conference will include the student, parents, all teachers, and the principal.

24 MISSING ASSIGNMENTS—serve a third after school homework detention

During homework detentions, students will be expected to work on missing work that has not been turned in, work that is currently assigned in classes, or they may work ahead on homework such as simple solutions or vocabulary pages.

A TOTAL OF 55 MISSING ASSIGNMENTS DURING A SCHOOL YEAR WILL RESULT IN EXPULSION FROM OUR LADY OF LOURDES.

PROCEDURE FOR COMMUNICATING- Point slips that are sent home are merely a form of communication between teachers and parents that a discipline issue has occurred. Point slips will be sent home to parents to be signed as a form of acknowledging the infraction and returned to school the next school day. If a slip is not returned the next day, further discipline will be issued. If point slips have caused the student to earn a detention, the detention slip will be sent home in the Friday folder. This must be returned Monday morning in the Friday folder, or further discipline will be issued.

PROCEDURE FOR COMMUNICATING

A form is completed in triplicate. The issuing teacher keeps one copy; one is for the parent to keep; and the third is to be signed and returned to the issuing teacher. This is simply to make the parent aware of detention and date it will be served.

Grades 5 and 6 Discipline Policy

Discipline infractions will be recorded on the Work Habits Sheet and in Ascend. Infractions will be included in the daily email sent out by Ascend.

Missing Assignments

Missing or incomplete assignments will be recorded on the Work Habits Sheet. This includes:

34

Wrong page

Partial work (i.e. skipped answers, math solutions, complete sentences)

Assignments left behind.

Students may not leave class or call home to retrieve missing assignments.

More than two missing assignments in a subject area will adversely affect the quarter average.

The completed assignment is required the next class day or it will be entered again. Students are responsible for turning in the assignment and getting the teacher's initials in the last column on the Work Habits Sheet.

Behavior

Significant misbehavior will be recorded on the Work Habits Sheet.

Behavior points will also be given for:

Unsigned Work Habits Sheet (if there were any entries that week)

Unsigned Detention Slip (2 days)

Unsigned papers (if required)

Serious behaviors, such as fighting, forgery, cheating, lying, etc. will result in automatic detention.

Uniform Infractions (See handbook for dress code.)

Missing nametag and repeated untucked shirt are also uniform infractions.

Three uniform infractions will result in one behavior entry.

Missing Supplies

Missing essential supplies such as textbooks, notebooks, and the Student Plan Book, will result in a written consequence.

Students, who are frequently missing minor supplies such as pens, loose-leaf, etc., may incur a written consequence.

General

The Work Habits Sheet and Friday Folder are to be signed by a parent every weekend.

Each week, students who have all assignments, no behaviors, and both signatures will receive a bonus point. Accumulated points are cashed in for rewards at the end of the quarter.

Lost Work Habits Sheet will result in automatic detention.

Teachers, at their own discretion, may assign written consequences in place of or in addition to behavior entries.

BULLYING POLICY

Our Lady of Lourdes School has elected to use Ohio Revised Code, section 3313.666 as a model for its Bullying Policy. This policy includes the litmus test for defining bullying, a reporting mechanism, implementation of a staff and volunteer reporting requirement, parent notification standard, procedures for responding and investigating, strategies for protecting a victim from additional bullying and retaliation, and lastly a disciplinary procedure for those found guilty of bullying a student.

BULLYING DEFINED

The law defines “harassment, intimidation, or bullying” to be any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior:

– causes mental or physical harm, and – is sufficiently severe, persistent, pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Bullying, as defined previously, can take place in a variety of areas. These areas can include but are not limited to: school, home, sporting events, practices, social networking sites, mobile device communication, etc.

REPORTING EVENTS TO SCHOOL

Parents have the right, ability, and obligation to report what they interpret as bullying to the teacher and administration. You should maintain a record of your communication with the school; the school will do the same. The school administration and affected family will work together to develop action steps to address the problem.

Any student may also ask his/her parent to contact the school or contact a teacher, staff member, or the administration to report a bullying. Many times a student is a witness to bullying behaviors and can be a force for change.

SCHOOL STAFF REPORTING

All school employees, faculty, and staff are required to report in writing any allegations of bullying or violations of this Policy involving students to the principal. Failure to report will result in disciplinary action.

PARENT NOTIFICATION

If and when the school suspects or receives a report of bullying, the administration will contact the affected families. It is the school's objective to have united effort--school and home, staff and student to address and resolve incidents of suspected bullying in school. The administration's intent is to have a clear line of communication so as to develop strategies that work towards solving incidents of bullying and creating a culture rooted in Gospel Values.

RESPONDING AND INVESTIGATING

When an incident of suspected bullying is presented to the administration, the following will occur:

- Use of the previously stated definition to determine if bullying is occurring.
- Protect the child/victim's anonymity.
- If it is found to be bullying, the administration and/or appointed designee will conduct an investigation. The strategies of the investigation may include but not limited to: parent/school discussions, supervised interviews with victim, collection of anecdotal data (stories, interviews, etc.).
- Develop strategies to protect the child from additional bullying and/or retaliation.

PROTECTING ANONYMITY

When an incident of suspected bullying has been shared with the administration, the school will implement strong measures to maintain confidentiality of the victim's identity. Despite the odds that this may cause challenges for an investigation, it is of the utmost importance to the administration, staff, and general school community. The goal of anonymity is to protect all children from further bullying and/or retaliation. DISCIPLINE If at the conclusion of a given investigation, the suspected child is found guilty of bullying, appropriate measures will be taken. Discipline at Our Lady of Lourdes School is rooted in the Gospel, that being said it is the goal of the administration to end bullying and help those found guilty to no longer be a bully. This will be done through a collection of: behavior contracts, school/ pastoral/outside counseling, school and community service projects, and frequent and regular check ins with the student/family/ administration. The minutes of the check ins will be signed and verified by all parties. If in the event the bully relapses into negative behaviors, the administration has the authority to choose to re-initiate the above strategies, implement school suspension, or expulsion.

EXPULSION Expulsion procedures will be based on the following:

1. Consultation
2. A discussion with parents and pastor
3. Mediating services of Archdiocesan consultants are available.
4. Case reported to Superintendent of Schools where it is reviewed if necessary.
5. Written notice will be sent to student and parents stating reasons for expulsion.
6. Report is sent to Attendance Department of Local Public School district. Transcript of Records will be made available. Report will be sent to area Superintendent of Schools.

Any student expelled will also be expelled from all school and parish activities. The parent may petition for reinstatement to parish activities during a hearing with a three-member board to discuss the individual situation. The parents must show evidence that the problem which caused the expulsion has been corrected or treated. The pastor will appoint the three-member committee.

INTEGRITY POLICY

Students are expected to adhere to honesty, trustworthiness, and personal integrity at all times. Cheating, plagiarism, or any form of academic deceit will not be tolerated.

Each teacher establishes and enforces standards for the students under his or her supervision.

Cheating is defined as “any illegitimate behavior designed to deceive” those setting, administering, and marking the assignment or test (The American Heritage Dictionary).

This would include but not necessarily be limited to:

- Giving or receiving of information on an exam, test, quiz, or other evaluation exercise.
 - Copying from another, the bringing of notes into the test, or other similar unauthorized help.

Cheating will warrant three points, a detention, and a zero for the work.

Plagiarism is defined as “the act of stealing and using the ideas or writing of another as one’s own” (The American Heritage Dictionary). Plagiarism is not only copying materials

from books or encyclopedias, it is (but not necessarily limited to):

38

- Direct copying of text or images from a book, article, essay, computer program, handout, thesis, web page, part or all of another student's assignment, or other sources without proper acknowledgment, i.e. enclosing them in quotation marks.
- Claiming individual ideas derived from a book, article, etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas.
- Constructing an essay, project, etc. by extracting large sections of text from another source, and merely linking these together with a few of one's own words.
- Taking information found on the Internet and turning it in as an assignment without putting the ideas into the student's own words.
- Copying graphics, architectural plans, multimedia works, or other forms of intellectual property without proper acknowledgment. Plagiarism will warrant three points, a detention, and a 70 percent for the work if re-submitted. In all acts of cheating or plagiarism, the parents will be notified.

HARASSMENT POLICY

Sexual Harassment

Sexual harassment refers to behavior that is not welcome, that personally is offensive, and fails to respect the rights of others. Harassment can be either conduct or communication. Examples of Sexual Harassment include but are not limited to the following:

- Sexual innuendos, propositions, or threats
- Pornographic objects, pictures, cartoons, or other materials
- Foul or obscene language, jokes, or gestures
- Inappropriate comments, touching, or teasing

Other forms of verbal or physical harassment include direct or indirect conduct or communication intended to harass, bully, ostracize, or intimidate another person.

Examples of such behavior include but are not limited to the following:

- Prejudicial or derogatory comments regarding race, religion, gender, appearance, or disability
- Hitting, shoving, or any type of inappropriate physical contact
- Taking or defacing property

- Oral or written threats or insults

39

- Spreading rumors Disciplinary Actions Students whose behavior violates school policy regarding harassment will be subject to disciplinary action. One or more of the following procedures may be implemented at the discretion of the Principal in any order determined to be appropriate.

Student -- teacher -- Principal conference Parent -- student -- teacher -- Principal conference Written reprimands Referral to counseling Suspension/expulsion Law Enforcement involvement

SCHOOL UNIFORM POLICY

Parents and teachers believe there is a relationship between being well-groomed and properly dressed and productive work habits for school.

The school dress code assists in maintaining a distinctive appearance at Our Lady of Lourdes. Any changes in the dress code are made through the Education Commission with the approval of the principal and teachers.

APPEARANCE

Our Lady of Lourdes students are expected to be neat and clean in appearance at all times as outlined by the Dress Code. Decisions regarding clothing styles, hairstyles, jewelry, etc. that are radical or trendy, are subject to the principal's approval and may be determined to be unacceptable. Students may be excluded from school if their appearance is unacceptable.

BOTH BOYS AND GIRLS

ACCESSORIES

Only clear nail polish is permitted in grades K-4. Girls in grades 5-8 will be allowed to color their nails. Makeup may not be worn. Earrings extending below the earlobes or dangling are not permitted. Having any other pierced body parts is not acceptable nor are earrings for boys. Multiple necklaces, bracelets, earrings, watches, and rings are not permitted. Perfume, after shave, and hair spray must not be brought to school. Tattoos, permanent or temporary, are not permissible. Non- traditional accessories are not to be worn.

HAIR STYLES

A student's hair style should be in keeping with the seriousness of the student's education and not distract from an academic atmosphere. Non- traditional colored hair (part or whole) or fad haircuts are not permissible. Jr. High boys may be asked to shave

facial hair, if necessary.

40

UNIFORM SHORTS

Bermuda length (just above the knee) walking shorts in solid navy or black material similar to long pants may be worn during the first and third trimesters of the school year. Cargo shorts are not permitted.

UNIFORMS FOR PHYSICAL EDUCATION

Grades Kindergarten, 1, and 2 need only gym shoes that are non-marking. Grades 3 through 8 need to wear the tee shirt and shorts purchased through the school. This is a grey tee shirt with the O.L.L. logo and navy blue mesh or O.L.L. sports shorts with the O.L.L. logo. Non-marking gym shoes are required. When the weather is cold, sweat pants are permitted.

SPECIAL NOTE - GRADES KINDERGARTEN, 1, AND 2 DO NOT PURCHASE GYM SHORTS AS THE STUDENTS WILL NOT BE PERMITTED TIME TO CHANGE (too time consuming).

GIRLS

Uniform jumper with white blouse or white knit shirt (Grades Kindergarten - 3). Uniform skirt with white blouse or white knit shirt (described below) (Grades 4 - 8).

Skirt: Should not be shorter than 2 1/2 inches above the knee.

Slacks: Navy or black. Corduroy, cotton twill only. No knit pants. Denim "play" jeans not permitted.

Blouse: The uniform blouse must be oxford cloth or traditional material, white and tailored with long or short sleeves. The collar may be round or pointed or button-down. A knit shirt with collar in solid white may be worn with slacks, shorts, and skirts. All blouses and shirts are to be tucked in at all times. Any shirt worn under the uniform blouse must be plain white.

Sweater: Button-front cardigan, slipover sweater with V-neck, crew neck or collar, sleeveless vest in solid navy, white, or black.

Sweatshirt: Sweatshirt: grey crewneck with Our Lady of Lourdes and a cross over the left breast.

Fleece: navy blue 1/2 zip fleece with paw print and Lourdes over the left breast.

Hoodies or sports gear with student's names or Lourdes are no longer permitted.

Socks: Predominately navy, white, or black Tights: Navy, white, or black

Turtlenecks: Traditional turtlenecks, white and navy only, may be worn under a long

sleeve uniform blouse. These may NOT be worn in place of the white blouse or shirt.

41

Shoes: Gym shoes can be worn. Students are not allowed to wear boots.

BOYS

Slacks: Navy or black. Corduroy, cotton twill only. Denim “play” jeans, cargo pants, and sweatpants are not permitted.

Shirts: Dress, knit, or sport shirt with collar in solid color of white or light blue. The shirt may have short or long sleeves. The material must be oxford cloth, cotton, or polyester. The collar may be button-down. Collarless tee shirts are not permitted. All shirts are to be tucked in at all times. Any shirt worn under the uniform must be plain white.

Sweater: Slipover sweater with V-neck or crew neck, sleeveless vest, button-front cardigan in solid navy, white, or black.

Sweatshirt: Sweatshirt: grey crewneck with Our Lady of Lourdes and a cross over the left breast.

Fleece: navy blue 1/2 zip fleece with paw print and Lourdes over the left breast.

Hoodies or sports gear with student’s names or Lourdes are no longer permitted.

Socks: Predominately navy, white, or black

Turtlenecks: Traditional turtlenecks, white and navy only, may only be worn under a long sleeve uniform shirt.

Shoes: Gym shoes can be worn. Students are not allowed to wear boots.

OUT OF UNIFORM DAY ATTIRE

Appropriate shirts/blouses with sleeves, no tank tops or other sleeveless shirts and no midriff showing when standing or sitting down.

Appropriate sweatshirts/sweaters. “Khaki” type slacks or denim jeans. Pants with holes or frayed edges are unacceptable. Pants or jeans should not be too tight. Walking shorts (just above the knee, or with spandex or compression shorts underneath) may be worn during the first and third trimester of the school year. Shorts or spandex should be around the mid-thigh area.

Dresses and skirts of appropriate style and length not shorter than 2 1/2 inches above the knees – no midriff showing when standing or sitting down. Sandals, flip-flops, crocs, Uggs or look-alikes are not permitted.

Since the purpose of the dress code of Our Lady of Lourdes is to ensure an orderly educational atmosphere, conducive to learning and free of unnecessary distractions, and since styles, fashions, and trends are constantly changing, it remains

within the discretion of the principal to permit or prohibit any clothing, hairstyle, or
42

accessory not specifically enumerated above. Some out of uniform days have a specific theme. Students must follow the theme in order to be out of uniform. If they do not follow the theme, they will be asked to contact home for the correct clothing and are subject to the discipline policy of their grade level.

SAFETY

CRISIS PLAN

Working in cooperation with the local fire and police departments, along with Mother of Mercy High School and Western Tennis and Fitness Club, a Crisis Plan has been developed which outlines the procedures to be followed in the event there is a natural disaster or an emergency situation at either school. Should it become necessary to activate the plan, lockdown or evacuate the school, or transport students to another location, school personnel and families are required to follow the directives of the emergency personnel. Families will be notified through the media (TV and radio stations) as to when/where/ how children may be picked up. These procedures in the Crisis Plan would only be activated under the most serious circumstances.

LOCK-DOWN

Lock-Down is activated when a serious situation is or has developed in the school or surrounding area requiring that for safety's sake students and faculty remain in the classrooms. Parents will not be permitted in the building and will not be permitted to remove a child until the situation has been dealt with by professional emergency personnel. Families will be given information and instructions via the school's One Call Now Notification System on how to pick up students when the situation has concluded.

FIRE AND TORNADO DRILLS

Drills are held at regular intervals as required by law. Directions are posted in each room, giving exits to be used. Upon hearing the fire or tornado bell, the students will line up in an orderly manner and follow the assigned route. Absolute silence is required.

TORNADO/EARTHQUAKE

Should a severe weather warning occur during school hours, the students will not be dismissed until the National Warning is lifted or until the children are personally picked up by their parents or guardian. Should an earthquake occur, the students in St. Bernadette Hall (Annex, Primary Building) will move to the field behind the Parish Office Center; the students in the Big Building will move to the playground at Muddy Creek and

Glenway.

43

PLAYGROUND

GENERAL RULES

Adults supervising the playground will use the sound of a whistle to signal the students.

One long, loud blow = Stop! (Freeze) No talking. Second blow = Line up in an orderly fashion. Two or more short blows = Look in the direction of the sound and determine if the whistle was meant for you. If so, modify the activity or go to the teacher who blew the whistle. If not, continue playing.

Uncooperative students will be given a warning, referrals, and/or detentions as per the discipline policy. When weather prevents outdoor play, the students will be supervised in their classrooms and or the gymnasium.

RULES

Proper and fair play is essential at all times. Students must play in the areas assigned to their classes and will be supervised by the teachers and an aide. During the play period, none of the following are permissible:

1. Re-entry into the building except in an emergency and with permission
2. Leaving the playground area for any reason without permission
3. The use of hard balls, Frisbees, skateboards, or any other equipment that could cause serious eye or bodily injury to themselves or to other students
4. Throwing/kicking snowballs, rocks, mulch or other objects, throwing balls against the building
5. Playing any "tackle" type of games, or rough physical contact, such as headlocks, body slamming, etc. even for "pretend"
6. Fighting or pushing
7. Bullying, profanity or inappropriate gestures, threats, abuse
8. Littering
9. During indoor recesses, the students are permitted to converse quietly, play board games, etc. They must remain in their respective classrooms or in the old gym. All equipment such as balls must be approved by the teacher before they can be used on the playground. Each level has determined activities appropriate for indoor recess.

PARKING

No parking is allowed in the cafeteria lot during school hours without permission from the Main office. Parents coming to visit the school or volunteer their services are asked to park on the street or in the church parking lot by the Grotto. The parking lot at Muddy Creek is used for Physical Education classes and recess on all good weather days. Please avoid entering or parking in the lot during these months.

MISSING CHILD POLICY

In compliance with Ohio Law, Sec. 331.672, any child entering Our Lady of Lourdes School must present a Birth Certificate, notarized by the Board of Health, at the time of registration or at least within 24 hours of the student's first day of attendance.

All other official school records and verification of the school previously attended must be received within 14 days of the date of request, or it will be necessary for the school administration to notify the law enforcement agency having jurisdiction in the area where the student resides and inform them of the possibility of the student being a missing child, as the term is defined in Sec. 2901.30 of the Revised Code.

TRANSPORTATION

ARRIVAL PROCEDURES

1. Enter cafeteria parking lot from Muddy Creek to Rosebud
2. Drive around the lot following the cones marking the route.
3. Pull all the way up to let off your student
4. All students will go to homeroom at 7:30.
- 5.

DISMISSAL PROCEDURES

1. Enter Rosebud from Muddy Creek and take a right into cafeteria parking lot if your student's last name ends in N-Z or carpools. Exit by way of Rosebud.
2. Enter church parking lot from Muddy Creek if your student's last name ends in A-M. Exit by way of Muddy Creek.
3. WHEN STUDENTS ARE BEING DISMISSED, NEVER BACK OUT OF A PARKING SPACE.

HEALTH

EMERGENCY FORMS - WRITTEN

Each year a form will be sent home. This gives current permission for emergency

45

treatment and includes updated emergency numbers. The emergency number must include name and relationship of person being contacted.

ILLNESS

Should a child become ill at school, the parents are contacted. If the parent cannot be reached, the emergency number supplied by the parents will be called. If an accident occurs, our action will be in keeping with the instructions on the emergency form.

SCHOOL NURSE

Hearing and vision screenings are required to be done every year for students in Grades K, 1, 3, 5, and 7. All new students to the school and any child referred by a parent or teacher are screened. Scoliosis screening is recommended for Grades 5-8 but not required.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

NO medication – either prescription or nonprescription – may be taken, dispensed, or carried by students. Exception: Inhalers, Epi-Pens, and Insulin with permission from a doctor and a parent. If it is necessary for a child to take medication during the school day, the parent must obtain a Medication Authorization form from the school nurse or school office. This form must be filled out by both the physician and the parent. The medication MUST be in a labeled original container with the name of the medication, the student's name, and the frequency of the medication on it. All medication MUST be brought to school by an adult. Students are not permitted to transport medication to or from school according to the State of Ohio. The medication will be kept locked in the school nurse's office and dispensed ONLY by the nurse or a person appointed by the Principal.

IMMUNIZATION

According to Section 3313.67 of the Ohio Revised Code, we must report to the State Health Department on the immunization status of our students by mid October each year. According to the law, all students must be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B and Chicken Pox. Students not properly immunized must be excluded from school until they are properly immunized. Our school nurse checks all of the health files annually, and any deficiencies in immunization will be communicated to the parents who are then

responsible for seeing that the child gets the proper immunization.

46

A.I.D.S. AND H.I.V. GUIDELINES AND PROCEDURES

Archdiocesan policy stipulates that each instance of A.I.D.S. (Acquired Immune Deficiency Syndrome) or H.I.V. (Human Immunodeficiency Virus) involving a student or an employee shall be treated as strictly confidential or an individual matter. Decisions regarding the student or the employee shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs. Information concerning infected persons will be divulged strictly on a need-to-know basis.

Decisions regarding admission or retention of students, hiring or retention of employees, and accepting or retaining volunteer catechists should involve at the minimum the pastor, the principal, the Director of Religious Education, parents (if a student), and the individual's physician.

For questions regarding AIDS/HIV, contact: Ohio Department of Health HIV/AIDS Surveillance

246 N. High Street Columbus, OH 43215 614-466-1388 Or online at: www.odh.ohio.gov

PREGNANCY POLICY

In each case, the decision must take into account the welfare of the student involved, and the common good and welfare of all the students. Each instance will be dealt with in an individual manner.

SHOULD MY CHILD GO TO SCHOOL TODAY?

1. Fever - If your child has a fever (a temperature of 100.0 F or greater), he/she should remain at home until he/she has been fever free for a full 24 hours without giving Tylenol or Ibuprofen, and he/she has returned to their typical behavior. It is important for you to take your child's temperature before giving the fever-reducing medication.
2. Vomiting and/or diarrhea - Your child should remain at home until he/ she has been without any episodes of vomiting or diarrhea for a full 24 hours and have resumed a typical diet. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.
3. Cold symptoms - Runny noses are a fact of life with children. However, if the drainage is thick and green or if your child has persistent or productive cough, please have your child stay home and consider consulting your child's doctor. A constant dry cough can be a sign of more serious respiratory problems, and the doctor should be

notified.

47

4. Redness or discharge in the eyes - Redness of the white part of the eye, burning or itching, yellow or white matter or crusted eyelashes are the signs of pink eye or conjunctivitis. Your child should remain at home until he/she has seen the doctor and has been on medication for 24 hours.

5. Chickenpox is a skin rash consisting of small blisters which leave scabs. There may or may not be a fever present. Children need to remain at home until all blisters have scabbed over, usually 5-7 days after the first appearance of blisters.

6. Sore Throat - If your child has a persistent or severe sore throat, he/ she should remain at home. You should consider contacting your child's doctor if there is a fever, white patches on the tonsils, swollen tender glands, headache or stomach ache. These could indicate a possible strep infection. If that is the case, your child should remain at home until he/she has had 24 hours of antibiotics and has resumed typical activity.

7. Earache - If your child complains of ear pain, he/she should remain at home until his/her doctor can evaluate it.

EXTRACURRICULAR PROGRAMS

SCOUT PROGRAM

The Scout Program is totally under the direction of dedicated parents. The students may participate in Girl/Boy Scouts at the following levels:

Daisies (Kindergarten) Juniors (Grades 4-6) Brownies (Grades 1-3) Cadettes (Grades 7-9)

Girl Scouts Cub Scouts Boy Scouts

SPORTS PROGRAM

Students have an opportunity to participate in a very active Parish Athletic program under the leadership of interested parents and parishioners in the following areas:

Baseball Softball Volleyball Soccer

Track Wrestling Basketball Football

The Athletic Club meets the fourth Thursday of each month in the school cafeteria at 8:30 p.m. The President is Adam Priestle, apriestle@hotmail.com

MUSIC MINISTRY PROGRAM

Under the direction of Carol Clark, music director, students may participate choir and

handbell choir

48

PARENT VOLUNTEER SERVICE

The vitality and effectiveness of Our Lady of Lourdes School depends upon the commitment and involvement of parents. Parent involvement is important to the life of the parish and helps to build a strong parish family where everyone feels welcome.

Any activity that assists our parish community is acceptable. Volunteer opportunities include but are not limited to: working at PTO functions, parish festival, coaching, choir, Scouts, judging the Science Fair, parish work day, various church and school committees. Parents can, also, volunteer for various tasks in the school; for example; library aide, nurse's room, cafeteria, room parent, computer lab assistant, picture person, etc.

PARENT - TEACHER ORGANIZATION (PTO) invites all parents to become active members of this group whose primary objective is to join with the school as partners in its educational program. Its officers are elected at the April meeting each year.

WAYS AND MEANS COMMITTEE projects provide Our Lady of Lourdes School with funds and equipment when there is a need that is not included in the school budget. The money is spent with the approval of the Pastor, Principal, and committee. Chairperson is vacant at this time.

EDUCATION COMMISSION is an organization of nine members elected on a rotating basis by the parish at large during the month of May for a term of three years.

It is the function of this commission to assist the Principal and Pastor by their recommendations and by developing policies for the administration of all parish educational programs of Our Lady of Lourdes Parish.

It also advises of personnel requirements, salary structure, tuition, and other such matters that are pertinent to education.

The qualifications for members are:

1. Be a registered member of the parish.
2. Be at least twenty-one years of age.

The Education Commission meetings are held on the second Thursday of each month. They are open to all interested parishioners. To address the Education Commission, one must follow Article V of the Constitution By-Laws. It states "The right of nonmembers to address the board shall be limited to those whose written request has been approved (by the Agenda Committee consisting of the President, Pastor, and

Principal) for the agenda in advance of the meetings.”

49

GENERAL VOLUNTEER GUIDELINES

1. The three requirements to volunteer with children are:

- Register for and attend a VIRTUS Child Awareness Session
- Complete the online background check through VIRTUS.
- Stay current with reading and answering the questions in the monthly bulletins in VIRTUS.

If you have any questions, please contact the Religious Education Office at 347-2646.

2. Be sure to sign in and out at the school office, wear a volunteer sticker or name tag, and remain in the area designated for your volunteer assignment.

3. Be reliable and prompt. Call if you cannot keep your commitment, perhaps find a substitute and then let the teacher/school office know. Inform the school if your plans change and you cannot keep your commitment.

4. All volunteer activities should be confidential. At times volunteers observe situations in the school that may cause them to be concerned. Do not gossip or carry “tales” out of school to be discussed with others. This can become very destructive and cause confusion. Inform the teacher or the supervisor in charge of what you have observed, why you are concerned, and ask for suggestions as to how to proceed (if taking your concerns further appears necessary).

5. Remember you are a role model to the students. It is important that your demeanor, attire, and speech reflect our Catholic Christian values. The students will see these values are important to you, and this helps reinforce that they should be practicing them as well.

6. The teachers truly appreciate the support provided by volunteers and plan to make your time as effective as possible. Remember to check with the teacher if you have any questions. It is important to ask in order to eliminate confusion.

7. Volunteers are here to support teachers and to assist in the classrooms. They are not here to replace or evaluate them. Activities are meant to be collaborative, requiring cooperation, understanding, and a willingness to keep an open mind. If you have any suggestions about the activity, please share them at an appropriate time.

8. It is best not use the school phones or your personal cell phones while working at the

school as a volunteer. Unless you are expecting an emergency call, please turn them
50
off.

9. In addition, volunteers should strive to model Catholic Christian values. Volunteers should remember that the activity is for the students to get to know the students. They should give appropriate encouragement, deserved praise, provide motivation through individual attention, be consistent and objective, be honest with students, respect each student's privacy, be a good listener, remain calm, maintain a sense of humor.

10. For your information and protection, it is important for volunteers to understand that they can be held liable in the case of injury to a student. The question of a volunteer's actions being reasonable will be asked. (from an NCEA school law publication, Sr. Mary Angela Shaughnessy, SCN, J.D., Ph. D.) Volunteers, even those who volunteer on a regular basis, are not employees of the school or parish, and are not covered by the school's insurance policies, nor are children who are not enrolled at the school, such as pre-schoolers.

CAFETERIA VOLUNTEERS

1. Once seated, students may not leave their seats without permission. They seek permission by raising their hands, being acknowledged, making the request, and receiving a response.

2. INDOOR VOICES SHOULD BE USED AT ALL TIMES. No yelling.

3. Only one person may be permitted to use the restroom at a time. Usually the students can take care of personal needs (restroom, get a drink, etc.) on their way out to recess. Check with the teacher for procedures.

4. Correct inappropriate behaviors, such as throwing food, interfering with others eating their lunches, being out of place without permission, etc.

5. Report serious or potentially serious behaviors to the teacher. Report uncooperative students. Ask for assistance as needed.

6. Be alert for students at risk, such as choking on food, having an allergic reaction, etc. There are students who are allergic to peanuts, milk products, etc. Notify the teacher immediately.

7. Teachers will provide instructions on how they prefer to have things handled.

Check with them periodically and respect their authority.

8. At the end of the lunch period, the teacher will begin dismissal procedures.

51

Some have a whistle, others lead grace after meals, some begin dismissing the individual tables. Volunteers help check tables to make sure they are reasonably cleaned up and can signal the teacher when students are prepared to leave.

9. Have students who have left the area messy return to their seats and take responsibility for clearing their trash. Do not be shy about doing this; it is a good learning experience for the children.

10. Should an emergency arise, notify the school office to send an administrator/teacher to assist. Calm the children and keep them quiet and seated until help arrives and gives further instructions.

Some reminders:

1. Volunteering in the cafeteria is a great time to see your children and to interact with friends. Remember, though, the point of being there is to provide a service for the children.

2. Efficiency and routines are important. Do all you can to help keep things running smoothly.

3. Everyone has things that come up at the last minute. If you have to arrive late or leave early, it is important to let the cafeteria manager know as much in advance as possible. It might be wise to get a substitute. Being shorthanded adds to the workload of others.

4. We are always open to suggestions. Share your observations with the cafeteria manager and/or the teachers.

5. Volunteering is a cooperative effort. Thank you for all your support!

PARISH MEMBERSHIP SCHOOL ENROLLMENT

NON-DISCRIMINATION POLICY

The Our Lady of Lourdes School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PARISH MEMBERSHIP

I. You are a Member of Our Lady of Lourdes Parish as described here and thus eligible for regular tuition rates:

- A. The family or parent has completed the official registration form at the Parish Office Center.
- B. The family or parent has been issued contribution envelopes and uses them on a regular basis, or the family has made special arrangements for parish support with the Pastor.
- C. The family or parent normally participates in the Saturday/Sunday liturgy at the parish.
- D. The family or parent has an interest in the life and activities of the parish community, contributing time and talent when able to do so, and also supports the parish family with prayer.

II. If you do not fulfill all the above requirements, this means you are not eligible for regular tuition rates but still want your child to attend Our Lady of Lourdes and be billed for the higher full-tuition rate (determined annually) for at least one year.

III. Are there any circumstances that hinder you from fulfilling these financial responsibilities to Our Lady of Lourdes Parish? If so, make them known to the Pastor.

IV. In March, Lourdes Lowdown, the school newsletter, will indicate the tuition for the coming year and the payment dates that tuition and fees are due. If at any time you are unable to fulfill your financial obligations, please let the Pastor know this immediately.

If the above requirements are not met, you will be charged full tuition at the option of the Pastor. Those already paying out-of-parish tuition are reminded that the policy for non-tuition payment will be enforced.

ENROLLMENT POLICY FOR NEW FAMILIES GRADES K-8

I. Children of parishioners (see A through D on p. 26) living within the territorial boundaries of Our Lady of Lourdes will be given first priority.

- A. The residence of the custodial parent determines “within the territorial boundaries.” Official custodial papers must be provided.
- B. Should the number of students living in the territorial boundaries of Our Lady of Lourdes exceed the number of classroom spaces available, the following

process will be implemented:

53

1. children who have older siblings already enrolled in Our Lady of Lourdes School.
2. additional children from families who have attended Our Lady of Lourdes School.
3. The first child of a family who has an active parishioner's status at Our Lady of Lourdes School. A lottery will be used if necessary due to a large number of children.

II. Children of parishioners outside the territorial boundaries but whose families have been registered in the parish for at least two years prior to registration are considered second priority.

III. Students who are not of the Catholic faith may be accepted only if space is available and on a full-tuition cost rate to be established annually.

IV. These categories apply to the family's status at the time of the January school registration or at the time a family applies for admission. THE FINAL DECISION OF A NEW STUDENT'S ACCEPTANCE RESTS WITH THE SCHOOL ADMINISTRATION. If space is not available, the applications stay on file for one semester unless the school is notified in writing by the family to keep the application active. A space may become available if a current family withdraws during the school year. The following documents are required at the time of official registration: Birth certificate(s) Completed enrollment form(s) Proof of Custody (if applicable, entire divorce document) Immunization records Baptismal certificate Health and other appropriate school records

No application is considered complete unless all documents have been received and fees are paid.

Students transferring to Our Lady of Lourdes may have some additional requirements made of them before being accepted. This may include an extensive interview with the student and the parent/ guardian, records, testing results, and letters of recommendation from his/her former principal and a former teacher. The family and/ or student may also be required to speak with some of the teachers, the school psychologist, or other specialist for further input. At times the child may be permitted to spend some time at the school to help determine if attending Our Lady of Lourdes is a good placement. In special circumstances, a contract between the family and school is developed.

54

V. Registration begins at the end of January and continues.

EARLY ADMISSION TO KINDERGARTEN OR FIRST GRADE (SB316)

1. A child who does not meet the age requirements shall be evaluated for early admittance “upon referral by the child’s parents, an educator employed by the district, a preschool educator who knows the child, or a pediatrician or psychologist who knows the child.”

2. After a child has been admitted to kindergarten or first grade, no school to which a child transfers shall deny the student’s admission based on the student’s age.

ENROLLMENT POLICY FOR KINDERGARTEN

I. Registration begins at the end of January and continues until classes are filled.

II. Criteria for acceptance of the maximum number to be admitted to the kindergarten class:

A. Children of active parishioners will be given first preference according to the following priorities:

1. children who have older siblings already enrolled in Our Lady of Lourdes School.

2. additional children from families who have attended Our Lady of Lourdes School.

3. the first child of a family who has an active parishioner status at Our Lady of Lourdes School.

B. All others will be on a lottery basis.

C. It is the practice of Our Lady of Lourdes School to screen all incoming students.

TUITION, REGISTRATION FEES, PAYMENTS, AND TUITION ASSISTANCE

1. An eighth grader’s tuition and fees must be paid in full by January 31 of the year of graduation. Tuition Payments for all other grades must be paid in full by April 30 of the current school year in order for the children to receive their report cards. Report cards will be held in the school office until tuition is paid. Access to Progress Book will also be disabled.

2. No school records will be sent to new schools or high schools until all tuition is paid.
3. There are two forms that must be in place to complete the registration process at Our Lady of Lourdes School. One is the Registration Form at school, and the other is the FACTS Payment Agreement form at the Parish Office Center. Parents of students presently attending Our Lady of Lourdes School do not have to fill out a Registration Form for the school every year. The registration process, however, is not complete, and a student is not fully enrolled until a FACTS Payment Agreement form has been turned into the finance office at the Parish Office Center. This form is mailed in March of every year to every family with a child currently in school. It is separate and apart from the school Registration Form and must be completed every year by every school family intending to send a child to OLL.
4. Tuition Assistance based on need is available. Requests for financial assistance must be filed with the Private School Aid Service (PSAS) by the first week of April every year for the following school year. Information and forms are available at the Parish Office Center. Once forms have been completed and filed, they are reviewed by the Parish Administrator and the Pastor for a decision. Families receiving Tuition Assistance will be notified by mail in June of each year.
5. Tuition rates and fees are determined each year by recommendations from parish Finance Committee. Specific payment amounts are listed on the tuition payment sheets. Monthly payments against outstanding tuition balances are expected.
6. Our Lady of Lourdes participates in the EdChoice Scholarship Program. The Ohio EdChoice Program provides state-funded scholarships to students who reside in low-performing public school districts. The scholarships may be used to attend participating private schools. The EdChoice Scholarship amount covers school tuition. More information is available at: [http:// EdChoice.ohio.gov](http://EdChoice.ohio.gov) or (877) OHIO EDU (toll free).

AUXILIARY PERSONNEL

We receive state services administered through the Cincinnati Public School. These services consist of:

Reading Specialist: Rachel Bruemmer

School Psychologist: Shelaina Cain

Speech Therapist: Julie Frank

Clerk: Debra Simonson

School Nurse: Jennifer Chirumbolo-McKee

Intervention Specialist: Yolanda Smith

SUPPORT PERSONNEL

Administrative Assistant: Beth DiTullio

Cafeteria Manager: Vickie Hennies

Custodian: Michael Noonan

Librarian: Angela Hautman

EDUCATION COMMISSION 2016-17

Rev. Len Wenke, fr.len.wenke@gmail.com, Heather Bessler, hbessler@lourdes.org,

Karen Miller, President email: karenrat@hotmail.com, Linda Schneider, 2017, Geoff Ledford, 2017, Tim Horton, 2018, Carrie Priestle, 2018, Carrie Lyons, 2018, Mollie Vance 2019, Fred Prewitt 2019, Jon Weller 2019

DIRECTOR OF RELIGIOUS EDUCATION

Kristina Krimm, kkrimm@lourdes.org

P.T.O. OFFICERS LourdesPTO@yahoo.com

Amy Huwel, amyhuwel@yahoo.com, Sarah Campbell, sarah.campbell@cchmc.org

ROOM PARENTS

ROOM PARENT COORDINATORS

Carrie Priestle and Jamie Neiheisel

capriestle@yahoo.com and jamieneiheisel@gmail.com

ROOM PARENT

The job of room parent is one that is important to both the teacher and the children.

A room parent is available to assist the homeroom teacher as she/he may request; for example, telephone calls, helping with the Christmas party, arranging chaperones for a field trip, etc.

Room parent duties vary according to the homeroom teacher and grade. Contact with the teacher throughout the year is necessary for determining the needs of the particular teacher and class.

GRADING SCALE AND HONOR ROLL FOR JUNIOR HIGH STUDENTS

Academic excellence is a priority at Our Lady of Lourdes. In order to recognize the students with a personal commitment to academic achievement and consistent effort, Our Lady of Lourdes offers an Honor Roll for Junior High. Honor roll begins the first quarter.

ELIGIBILITY CRITERIA

1. All grades on the report card must be 80 (“C”) or higher.

2. Numerical equivalents are:

98-100 A+

95-97 A

93-94 A-

90-92 B+

87-89 B

85-86 B-

82-84 C+

79-81 C

77-78 C-

74-76 D+

72-73 D

70-71 D-

0-69 F

3. A student may mark in effort nor may he/she receive more than two “improvement needed” in the personal development section.

4. Religion, Reading, English, Math, Science/Health, and Social Studies are averaged to determine honors.

5. The grading system will be as follows:

FIRST HONORS – A- or higher

SECOND HONORS – B or higher Averages will not be rounded up to the next number.

PROMOTION AND RETENTION POLICY

Students of Our Lady of Lourdes School are challenged to reach their maximum potential and become happy, self-actualizing individuals, and productive members of society.

Students who are not working to ability as assessed by standardized testing results are given special attention. Additional testing may be done to ascertain whether there is anything interfering with the learning process. The school will make parents aware through our online grade book software as well as other methods of communication. Recommendations can be made for remediation, tutoring, special classes, etc. The support personnel of the school can also be called upon for advice.

Sometimes a student lacks motivation or for some other reason may profit from retention. Each child is treated as an individual and each case is considered separately. Some circumstances result in students being placed rather than promoted to the next grade, however, the following are general norms:

JUNIOR HIGH: If an average of 69 or below is obtained in one subject, the student must successfully pass summer school in that subject to be promoted. If an average of 69 or below is obtained by a student in grades 7 and 8 in two or more major subjects, it will be necessary to repeat the grade. The grade is repeated at a school other than Our Lady of Lourdes. Graduation is not attended when a student fails grade 8. The major subjects are religion, reading, English, science, social studies, and math. Exceptions to this policy are at the discretion of the Principal after consultation with the teachers, parents, and pastor.

INTERMEDIATE: If an average of F (failing) is obtained by a student in Grades 4, 5, and 6 in one major subject, summer school is required before the student is passed to the next grade. If an average of F (failing) is obtained by a student in Grades 4, 5 and 6 in two or more major subjects, it will be necessary to repeat the grade. The major subjects are religion, reading, English, science, social studies, and math.

PRIMARY: It would be determined on an individual basis in consultation with parents, teachers, and the school psychologist.

PROMOTION / RETENTION

Promotion in kindergarten is determined by a child's readiness for Grade 1, teacher recommendation, pupil progress, social maturity, and parent input.

Promotion in the primary Grades 1-3 is determined by the child's progress in language

arts (reading, writing, and expression) and mathematics. (See 3rd Grade Reading Guarantee below.)

Promotion in Grades 4-8 is determined by the progress the pupil achieves in language arts, mathematics, science/health, and social studies. Special consideration is given to other subjects such as religion, physical education, music, and art. A pupil who has an average of F in two major subjects for two of the four quarters will not be promoted. For example, a student who fails social studies for two of the four quarters and science for two of the four quarters is not considered a candidate for promotion.

3RD GRADE READING GUARANTEE

In 3rd Grade, students who receive the EdChoice Scholarship must complete the state mandated 3rd Grade Reading Guarantee. Students who do not achieve the minimum score on this test (as set by the state) are subject to being retained in the third grade for a second year. This law will affect third grade students beginning July 1, 2015. In kindergarten through grade three, schools will evaluate all children to determine if they are reading as well as they should be. If a child appears to be falling behind in reading, the school will immediately start a reading improvement plan. This plan will address each student's unique reading problems. The school will monitor the plan to make sure the student's reading is improving. The school will work closely with parents to help create a remedy and for parents to be able to support the plan.

Students must meet a minimum score on the state reading test to move on to the fourth grade. In 2015-2016, the minimum score is 394. This score must be attained either in the Fall or Spring administration of the state reading test. There is an optional Summer test, if needed. If the student remains in the third grade, the school must provide a high-performing reading teacher and 90 minutes of reading instruction each school day. A student can still take fourth grade classes in all other subjects, if the student is ready. The school can move students to the fourth grade in the middle of the year if the student's reading improves.

RETENTION

Through Progress Book and trimester report cards, if a child is at risk for retention, parents will be made aware. Additionally teachers can communicate via email, letter, conference, or phone call. Every effort will be made to assist the child and his/ her family to support promotion, although, sometimes retention is the best course of action for an individual child. If promotion is not recommended, and parents/ guardians are not in agreement, an appeal may be made to the principal. The principal's decision is final.

PROBATION

A student may be placed on probation at Our Lady of Lourdes School for both academic and behavioral reasons. The school will work closely with the student, parents, teachers, and other professionals, such as tutors, counselors, psychologists, etc. to develop a plan to assist children struggling in these areas. Probation will be for a specific time, usually one quarter.

WITHDRAWALS, DISMISSALS, AND RE-ADMISSIONS

Families withdrawing a child/children from Our Lady of Lourdes School should inform the school office in writing as soon as possible. This allows time to notify the teachers who can provide positive closure for the children at the appropriate time. The school will inform the parish office and make arrangements for records to be transferred.

So that records can be released by Our Lady of Lourdes School, a release form signed by the parent(s) must be received by the school office. All pertinent records, including health records, will be released after all forms, payments, and pertinent

information have been addressed. It is the goal of Our Lady of Lourdes is to make the exit process as collaborative as possible.

Working in partnership with parents and the community, Our Lady of Lourdes School strives to meet the developing spiritual, moral, social, and intellectual needs of each student. There are times when, for a variety of reasons, parents may begin to feel that a different educational program is more desirable. Changing schools can have a serious impact on a child's progress, and for this reason, it is hoped that before parents come to the decision to remove a child from the school, they have been in discussion with the teachers and the administration and have explored a variety of accommodations and options.

Families who have left the school, other than for a move from the area, who later decide to seek re-enrollment are invited to meet with the school administration.

Parents will be asked to complete a questionnaire, which will serve as the basis for discussions regarding availability and other concerns. In most cases, students will be readmitted in accordance with the admission policies as stated in the **ADMISSION POLICIES/ REGISTRATION** section of this Handbook.

If a student or his/her parent/guardian behaves in ways that hinder the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Our Lady of Lourdes is not the appropriate educational environment for that child.

These behaviors include, but are not limited to:

1. Lack of respect for the school's mission, programs, and activities
2. Lack of respect for school employees hindering them from discharging their duties
3. Lack of respect for school/parish property.

SUMMER SCHOOL

Promotion: A student is listed for the next highest grade for the following school year.

Placement: After specific requirements are met and documented, the student is listed for the next highest grade for the following school year.

Retention: A student is listed at the same grade level for a second year.

Summer Work: A recognized formal program of group or individual instruction that is taught by a certified teacher. Documentation is the responsibility of the parent and the tutor or administrator of the summer program.

Students may be required to pass a performance evaluation/test to determine readiness for the next grade. Summer work requirements may also be met through completion of alternative programs with prior approval by the principal.

Passing: To pass a subject, students in Grades 4-8 must maintain an average of 70 percent or higher for the year and earn a D- or higher in the 3rd or 4th quarter. They must also not receive an incomplete. For final grade calculations, science and health will be computed as one course.

Grievance Procedure

First Level: School Representative

When parents have a concern regarding the actions or decisions of a school representative, the parent should contact the school representative involved first. The parent may wish to schedule a meeting with the school representative. The school representative has 15 school days to address the concern. If this does not happen then the parent proceeds to level 2.

Second Level: Principal

The Principal will investigate the concern, and schedule a meeting with both parties within 10 school days. If a resolution can not be attained then the parent proceeds to level 3.

Third Level: Pastor

A meeting with the Pastor can be requested in writing with the Principal. The written request should contain information about the parent's concern, any actions that have occurred so far, and the parent's suggestion on how to rectify the situation. The Principal, Pastor, and both parties will meet within 7 days from receiving the letter. The Pastor will render a decision and his decision is final.

If a parent is uncomfortable with the above steps, they may contact the Archdiocese of Cincinnati regarding the issue.