

## INCLEMENT WEATHER

When weather conditions cause school openings to be questionable, one of the following announcements will be made on television and radio for **Catholic Elementary Schools**:

**OLOL is OPEN** when all Catholic **Elementary** Schools are **OPEN**.

**OLOL is CLOSED** when all Catholic **Elementary** Schools are **CLOSED**.

**OLOL AFTER CARE IS CLOSED.**

**OLOL is on a DELAYED** schedule when all Catholic **Elementary** Schools are **DELAYED**.

- ❄ OLOL will open the cafeteria for monitoring children at 9:30 A.M.
- ❄ Classes will begin a 10:00 A.M.
- ❄ Dismissal time will remain the same (Thursday's dismissal will still be at 1:00 P.M.)
- ❄ **NO CHILD SHOULD ARRIVE AT SCHOOL PRIOR TO 9:30 A.M. SINCE THERE WILL BE NO ADULT SUPERVISION.**

In cases where storm conditions develop after children are in school, **OLOL** will remain **OPEN** unless the Archdiocese announces on the radio that **Catholic Elementary Schools** are closing early. (The principals are alerted by email from the superintendent.)

Please know that you have to hear the words **CATHOLIC ELEMENTARY** – **we do not follow** Jefferson County **PUBLIC** schools or any high school announcement.

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If you are worried about the safety of your children at any time, please feel free to report to the school office and sign your child out. Also, know that all children will be monitored until a parent picks up a child (in case we do have to close early – a very rare occurrence).

**Please read this OLOL School Handbook. You should sign the form at the back of the handbook and return it to the school office by the date listed on the form.**

By reason of the fact that you have enrolled your child/children in OLOL School you have agreed to all policies and rules stated in this Parent/Student Handbook. Your cooperation and support are essential.

Since situations can arise that are not foreseen at the time of the writing of this handbook, the principal reserves the right to amend this handbook. Parents and student will be notified of any amendments.

With parents as partners in education, OLOL will maintain its standards of excellence.

# *Our Lady of Lourdes School*

510 BRECKENRIDGE LANE • LOUISVILLE, KENTUCKY 40207

This handbook has been prepared for the purpose of informing the parents and students of the goals, policies, and practices of Our Lady of Lourdes School. The policies and procedures outlined in this handbook serve as an agreement for services between the private school and the student and parents.

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# **GOVERNANCE**

**Faculty:**

Principal..... Laura Glaser  
Grade Eight..... Jeff Beavin  
Mary Lou Hoss  
Grade Seven..... Patrick Newman  
Lisa Platt  
Grade Six..... Mike Drake  
Mary Montana  
Grade Five..... Sunny Bowen  
Michelle Gipe  
Grade Four..... Kathy Cornett  
Janice Gunderson  
Grade Three..... Deanna Askin  
Julie Motiff  
Grade Two..... Nicole Kuerzi  
Betheny Tems  
Grade One..... Suzanne Burton  
Christa Roth  
Kindergarten..... Joanne Brock  
Morgan Burger  
Pre-School/K-1..... Dawn Renner  
Spanish..... Maria Lockard  
Media Center..... Maureen Choate  
Art..... Jennifer Toppel  
Computer..... Becky Ehrhard  
Music..... Patricia Perry  
Physical Education..... Peggy Theiss  
Reading Resource, Primary Grades..... Mary Hamilton  
Counselor..... Ann Church

**Educational Staff:**

Administrative Assistant to Principal..... Vicki Patton  
Para-educators..... Stephanie Gerstle  
Pat Hofmann  
Julie Houk  
Patsy Hulsewede  
Connie Ritchey  
Danielle Weakland  
Cafeteria Manager..... Mary Spanyer  
Custodial Staff..... Lee Harlamert  
Tim Golden  
Ron Harper  
Chris Williams  
Pastor..... Rev. Nick Rice  
Assistant Director of Religious Education..... Ann Pifer  
Parish Administrative Assistant..... Marge Borders

**After School Care Program:**

Administrator..... Laura Glaser  
Director..... Maggie Hagan

**Our Lady of Lourdes**  
**Parish Mission Statement**

Approved by the Parish Council on April 2003

Our Lady of Lourdes Parish is a warm and welcoming Catholic community, living our baptismal call to spread the Gospel and to be a visible expression of the Body of Christ.

- *We recognize* God's presence in our lives as we celebrate the sacraments and make the Eucharist the center of our faith community.
- *We provide* opportunities for people of all ages to serve others and grow in wisdom and holiness through shared ministry, lay leadership, and a lifestyle of active stewardship.
- *We respect* the dignity of every person, celebrate diversity, and reach out in compassion to those in need, as we work to bring forth the Kingdom of God.

**(Reviewed by the School Advisory Committee – April 2009)**

## **VISION OF OUR LADY OF LOURDES SCHOOL (reviewed and approved by School Advisory Committee, Spring 2009)**

Our Lady of Lourdes School is a natural, integral part of Our Lady of Lourdes Parish through stewardship. The school recognizes the whole child by designing instruction to address the unique talents of each. Opportunities are created to help the student understand social responsibility, to help make judgments based upon Catholic, Christian values and thereby to promote and enhance self-esteem.

The vision of Our Lady of Lourdes School is to promote lifelong learning by expanding the role of the classroom through the use of technology and instructional techniques and strategies. These activities and tasks are directly linked to the desired learning outcomes of the Archdiocese of Louisville.

Learners are given the opportunity and time to practice and apply learning in a variety of contents. Knowledge of academics is affirmed throughout the learning process. Students accept responsibility for their own learning. High expectations for success for each student are expressed by all involved with the learner.

### **PHILOSOPHY**

Our Lady of Lourdes Parish School is committed to the pursuit of excellence in:

- spiritual and academic education of our students
- performance of our faculty and administration
- participation of our parents in the educational process

We believe excellence to be attainable for each student by an honest and best effort to achieve potential. The parents of this community have chosen and support this educational alternative because we want this total formation of our children to take place in an environment which imparts to them the Christian faith as handed down in the tradition of the Roman Catholic Church.

We accept the many challenges of educating the multiple intelligences of the young child.

We intend to provide a program which offers to each student the opportunity to reach potential spiritually, academically, emotionally, socially, and physically. The program and environment shall be child centered. It shall respect the individual differences of each child. This requires a total commitment of our children, their parents, our educational and pastoral staffs, and the parish at large to actively live out their faith.

We believe parents, administration and staff members to be integral parts of the educational process. We expect each to strive in an active way to achieve potential as educator and Catholic role model.

We understand and shall respect the worth and dignity of each child. Further, it is our responsibility to see that each child recognizes his or her own value, and that each learns to understand and respect, as well, the worth and dignity of every other individual.

We intend our students to emerge from this formation with a sense of responsibility to society and commitment to be of service to others, and with a greater knowledge of Catholic faith traditions.

## **CERTIFICATION**

Our Lady of Lourdes School operates a parish school as a part of its overall education/formation ministry. The school is governed by all policies and procedures applicable to a certified non-public school in the state of Kentucky. The school is further guided by policies and procedures determined by the Archdiocese of Louisville and the Formation guidelines of Our Lady of Lourdes.

The Commissioner of Education has authorized the Kentucky Non-Public School Commission to formulate a certification process for any non-public school that wishes to be certified by the state. The office of Lifelong Formation and Education of the Archdiocese of Louisville believes that certification is essential for the ongoing improvement of our schools.

## **GOVERNANCE STRUCTURE**

Our Lady of Lourdes School is guided by the policies and procedures outlined in the Archdiocesan Handbook for Elementary Schools.

Traditionally, the operation of schools in the Archdiocese has been based on the shared policy development process that occurs at both the local and diocesan level. Our Lady of Lourdes School has an active School Advisory Committee which serves in an advisory capacity with the pastor and principal concerning the operation of the school. The primary function of the School Advisory Committee (S.A.C.) is to monitor the effectiveness of the school in meeting its mission and goals.

The purpose of Our Lady of Lourdes School Advisory Committee is to work with the pastor, principal, and faculty to develop and define the policies which guide the operation of the school. Specific areas of responsibility are:

1. to plan and identify the school's long range needs; to develop goals and objectives that meet these needs, and to designate responsibility for their implementation.
2. to develop policies which are compatible with Archdiocesan norms, as well as with parish and school philosophy and mission statements.
3. to have a voice in the selection of a principal.
4. to participate in the formulation of the annual school budget.
5. to sponsor activities that support the long range plan of the school.
6. to represent its constituency.

**School Advisory Committee (S.A.C.)  
2009-20010**

Pastor:	Rev. Nick Rice	
Principal:	Laura Glaser	<a href="mailto:laurag@ourlourdes.org">laurag@ourlourdes.org</a>
Chair:	Tony Santamissino	
Vice Chair:	Sheila Hiestand	<a href="mailto:shiestand@bhtraillaw.com">shiestand@bhtraillaw.com</a>
Secretary	Paul Hayden	<a href="mailto:llarch@insightbb.com">llarch@insightbb.com</a>
Teacher Representative:	Mary Montana	<a href="mailto:marymo@outlourdes.org">marymo@outlourdes.org</a>

**STUDENT COUNCIL**

The Student Council promotes community within the school, citizenship, and organization of services to the student body and parish, as well as charitable contributions to the community at large. Student Council officers are expected to display leadership both in and out of the classroom. Should an officer fail to do so on a consistent basis he/she will be asked to leave office. Any student who runs for office must have the recommendation of their teachers.

Student Council officers are required to attend weekly meetings, volunteer for safety patrol and participate in extra services throughout the year as they are called upon to do so. Officers must also fulfill their required duties, maintain at least a “C” average and be an active, positive participant in class, weekly prayer services and masses. All members should strive to work fairly and respectfully with all members of the Our Lady of Lourdes community.

**PARENT-TEACHER ORGANIZATION**

This organization provides support for the school in “community building” events such as School Open House, Christmas Boutique, Card Party, Fall Family Night, Fish Frys, and Teacher Appreciation Week. It provides funds for school needs such as technology expansion.

Chairperson: Leslie Arnett

# **ADMISSIONS**

## ADMISSION POLICY

Students of the Catholic faith and appropriately participating in the sacramental life of the parish, with a family record of active participation in the values of stewardship, will be considered first for enrollment in the parish school.

**Order of Acceptance of Applications:** Parishioners will be notified in the church bulletin of the registration timetable. Applications will be accepted as shown below. If necessary, priority may be based on the date of the family registration in the parish and/or the submission deadline date of the school registration.

1. Catholic students whose families are active parishioners and already have children in OLOL School.
2. Catholic students whose families are active parishioners but do not have children in OLOL School.
3. Students of other faith traditions whose families are active OLOL parishioners admitted on a tuition basis.
4. Catholic students of families who are not active OLOL parishioners admitted on a tuition basis.
5. Students of other faith traditions who are not active OLOL parishioners admitted on a tuition basis.

**Curriculum and Program Considerations for Admission:** Children at all grade levels may be admitted upon recommendation of the sending school and verification of successful completion of the sending school's program of studies.

Specific Admissions Documentation Needed: A portfolio containing past progress reports, work samples, standardized test results and any special assessment reports, birth certificate, sacramental certificate, divorce/custody agreement. *Full disclosure is required.*

Application for admission must be made through the office of the principal. Students may be admitted following an interview. The principal, upon interviewing the former school administration, as well as study of student records, will determine if this parish school is the appropriate school program and environment for the student. For students in Grades 5-8, an interview with the principal may be required.

Families should apply only if they desire and intend to participate fully in the religious program of the school. The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program.

## ADMISSION CRITERIA

**Age Requirement:** Children who will be five years of age by October 1 of the current year may be admitted to Kindergarten. Children who will be six years of age by October 1 of the current year are eligible to enter first grade.

**Eligibility:** OLOL School admits students of any race, sex, color, national ethnic origin to all 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, national or ethnic origin in administration of its

educational policies, admission policies, athletic programs, and other school administered programs. Preference is given to children whose families are active registered members of the parish.

**Policy Compliance:** Application of admission implies adherence on the part of parents and students in complying with the philosophy and regulations of Our Lady of Lourdes School. Compliance with all aspects of the School Handbook is required.

## **PRIORITIES FOR ADMISSIONS**

**Stewardship/Parish Membership Requirements:** Guidelines for priority of school admissions are developed and adopted by the School Advisory Committee, approved by the Parish Council and updated each year.

**Admissions Criteria:** It is a requirement for parents to fully disclose all health needs, learning and behavior assessments concerning the child. The school will decide if its program will best meet an individual's learning needs. The school is equipped only to serve students with mild disabilities. Behavior disabilities cannot be properly served by the parish school. The classroom teacher/pupil ratio does not allow for the time needed to redirect behaviors.

You will be asked to sign a release to verify the information which has been provided upon entry to the school and it is expected you will provide the school with psycho-educational assessments as they occur over the years your child is enrolled in Our Lady of Lourdes School.

**Provisional Acceptance:** At the discretion of the administration, all new students to Our Lady of Lourdes are accepted on a provisional basis for a period of 3-5 months. This period of adjustment gives both the school family and school personnel the opportunity to know if the OLOL program is the best for the child.

## **ADMISSION PROCESS**

- The pre-registration process for all new children entering school will take place during the month of November at an appointed registration date.
- Inserts in the church bulletin and the school newsletter will announce registration.
- A non-refundable fee is required of all parish and non-parish families on a per child basis to hold a place for the upcoming year. The fee covers special activities for the next school year.
- Letters of acceptance or notification of waiting list will be sent from the school office.

**August Registration:** The fall registration held in August is for ALL children who expect to attend OLOL for the current school year. At this registration parents may sign up for volunteer jobs, forms are collected and fees are paid. **REGISTRATION PACKETS ARE TO BE PICKED UP BY SCHOOL FAMILIES DURING THE FIRST WEEKEND IN AUGUST. PACKETS WILL BE ON THE GREEN TABLES AT TOP OF STEPS LEADING TO SCHOOL.**

**Transfers/Withdrawals:** Notice of withdrawal from school must be made by the parent to the Principal at least two weeks before the transfer date. All financial obligations must be up to date and textbooks returned in order for the school records to be sent to the next school. Parents will complete a records release form to allow the school to mail records to the new school.

**Student Records:** In accordance with the Family Educational Rights and Privacy Act of 1974, Our Lady of Lourdes presumes that either parent of a student has the authority to inspect and review the education records of the student, unless the school has been provided with evidence that there is a

legally binding instrument or a state law or court order granting such matters as divorce, separation, or custody which provides to the contrary.

**Classroom Assignment:** Student assignment to homeroom is determined by the administrative staff of Our Lady of Lourdes School. Parents are asked not to request certain teachers. **Class assignments are announced at the OPEN HOUSE the day before school opens.**

**Class Size:** A class size that shall not exceed 27 students is a guideline used by the Administration of Our Lady of Lourdes.

### **GUIDELINES FOR TRANSFERRING STUDENTS**

\*All transferring families must present a letter from their previous parish stating that they have been an active member of that parish and have fulfilled all of their financial obligations.

1. If a family moves its residence and is willing to abide by our stewardship guidelines their child/children may be accepted into our school, if space is available, as a tuition free family.
2. Any transferring student whose family is transferring their membership to OLOL but not moving their residence may be accepted into school on a tuition basis for one (1) year. As a new parish family, they are asked to complete a stewardship intention card for time, talent and treasure. In the second year, if the family has adopted the stewardship way of life, they may change to tuition-free status.
3. Any and all students who are accepted for enrollment and are coming to Lourdes from a neighboring parish without a family transfer of parish membership, including students from a non-school parish, will be charged the usual tuition rate per student. This rate is established annually by the principal and school advisory committee and approved by the parish council in the annual budget process.

# **STEWARDSHIP**

## STEWARDSHIP

As a parish community, we embrace our commitment of being a Full Stewardship Parish. Stewardship is a FAITH decision. A faithful steward accepts ownership of the parish as their responsibility for God's work and follows through on all commitments of time, talent and treasure

Educating our parish youth is one of the most important missions of the parish and also one of the most expensive. As a Full Stewardship Parish, stewardship contributions from the entire community are budgeted to cover education expenses. The approximate annual cost of \$4,500 is budgeted for the education of **each** child in the parish school. Parish households with children accepted in the parish school at Our Lady of Lourdes who fulfill the definition of an active parishioner incur no tuition charge. Please refer to the Parish Directory for the complete Stewardship Guidelines and for the responsibilities of being an active parishioner of Our Lady of Lourdes.

If a household experiences a hardship and your intention cannot be fulfilled, you must contact Father Nick or Marge Borders at the parish office. **All calls are held in strictest confidence.** As a parish household, if you have not fulfilled the definition of an active parishioner and you have not contacted the parish office, your stewardship status could be jeopardized.

Stewardship is a lifestyle conversion that, when nurtured, continues to grow and flourish! Just like the education provided in our parish school is only the foundation of your child's schooling; stewardship is a lifetime commitment not just an eight-year commitment. We welcome and challenge all parishioners to live their baptismal call and to be a visible expression of the Body of Christ.

# FINANCE

## **SCHOOL BOOK FEE**

An annual school book fee schedule in grades K-8 will cover book rental, tests, fees for testing, periodical subscriptions, consumable workbooks, educational materials and supplies. There is a separate technology fee per child. All students in grades 4-8 must have their own copy of the Good News Bible. This may be purchased at registration. All rented books must be covered with heavy paper. Parents and students are financially responsible for the replacement of lost or damaged books. Other fees include but are not limited to:

Cafeteria fee, due at August registration

Pre-registration fee, due in January/February

## **TUITION**

Parish households with children accepted in the parish school, who do not fulfill the definition of an active parishioner, are required to pay tuition. The tuition charge is based on the actual cost of education each child. The tuition charge for the 09-10 school year is \$4,500 per child. Families paying tuition are required to pay with one of the following three methods:

- ✓ Payment in full for the entire year, to be paid in August
- ✓ Two payments to be paid: \$2,250 in August and \$2,250 in January
- ✓ Monthly payments done through automatic deduction

**STUDENT INSTRUCTIONAL MATERIAL**

**2009-2010 SCHOOL YEAR**

**KINDERGARTEN**

**PER STUDENT FEES:**

Instructional Materials \$280.00

This fee covers rental of hardbound books, workbooks, educational materials/manipulatives for classroom use, classroom and office supplies, media center materials, art, music, physical education supplies.

Technology Fee 50.00

Milk Fee (to cover cost of daily milk offering for the year) 70.00

**PER FAMILY FEES:**

PTO Dues 3.00

**Tuition for Kindergarten for 2009-2010: \$4500/child for non-parishioners.**

**STUDENT INSTRUCTIONAL MATERIALS  
2009-2010 SCHOOL YEAR**

**GRADES 1-8**

**PER STUDENT FEES:**

Instructional Materials and Book Rental \$370.00

This fee covers rental of hardbound books, workbooks, educational materials/manipulatives for classroom use, classroom and office supplies, media center materials, art, music, physical education supplies.

Technology Fee 50.00

**PER FAMILY FEES:**

Cafeteria Service Fee 60.00

PTO Dues 3.00

(Book bills may be paid in installments through the summer. Send to the office Attn: Mrs. Patton. The remainder of the bill is due at registration in August)

**Tuition for students grades 1-8 for 2009-2010: \$4500/student for non-parishioners.**

**HOME AND  
SCHOOL  
COMMUNICATION**

## **CLASS INTERRUPTION**

Parents may not enter a classroom between 7:45 A.M. until 3:15 P.M. without permission from the principal. Forgotten items may be dropped off at the school office and staff will relay the item to the student.

## **MESSAGES TO STUDENT**

During the school day, the office will relay important phone messages to students from parents, but these are to be limited and should not be a frequent occurrence. Delivery of gifts (flowers, balloons, etc.) for students will not be accepted at the school office. (7:45 A.M. - 3:15 P.M.)

## **REPORTING STUDENT PROGRESS**

The school year is divided into four quarters. Summary reports of student progress will be issued at the 3 required Parent-Teacher-Student Conferences. Copies of the Student Progress will be distributed each quarter.

## **COMMUNICATION RIGHTS OF NON-CUSTODIAL PARENTS**

OLOL officials are required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled at OLOL has the right to see academic records and talk to school officials regarding his or her child's progress. Non-custodial parents, by law, have the right to this information. OLOL officials are not required to contact the custodial parent if such information is requested by the non-custodial parent. OLOL School voluntarily complies with the Buckley Amendment.

In special cases where a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept on file. School officials will not permit non-custodial parents to visit with the child at school or pick him/her up after school unless the custodial parent gives written permission. This includes a non-custodial parent eating lunch at OLOL with his or her son or daughter. School officials have the right to ask non-custodial parents to confirm this arrangement with the custodial parent and school.

It is the responsibility of parents to keep the school informed of special family arrangements in regards to the custody of the child. Parents should not assume that school officials are aware of court orders regarding custody.

All custodial parents must submit a notarized copy of the custody section of the divorce decree to school officials within one month of the opening of school. These documents are needed to protect the legal rights of the custodial parent and child.

## **HOMEWORK**

It is the policy of the school that homework is a necessary requisite. Assignments are made to reinforce daily lessons and to supplement class work. Archdiocesan guidelines for homework time allotments per grade level will be followed:

Grades 1,2	thirty (30) minutes
Grades 3,4	forty-five (45) minutes
Grades 5,6	sixty (60) minutes
Grades 7,8	seventy-five (75) minutes

It is expected that homework will be completed as assigned. Students will make arrangements with teachers when assignments are missed. Teachers and parents will need to be in close communication when students are unable to meet homework assignments.

Please notify the school office as early as possible if your child is absent. With adequate notification, assignments will be prepared and may be picked up after school on the green table outside the security doors.

## **REPORTING STUDENT PROGRESS TO PARENTS**

OLOL communicates with parents in a variety of ways.

**Parent-Teacher-Student (P-T-S) Conferences** are scheduled three times during the school year: October, January, and March. It is the policy of OLOL that one conference per child is scheduled. Students are to be present during these conferences and the child's progress in the area of academic work, social development, religious formation and standardized testing may be discussed. A student's work samples may be reviewed and the student's progress toward goals may be discussed. New goals are set by the parents, teacher and student. (Please note that students who do not attend these conferences will be marked absent for one day of school). P-T-S conferences are considered the primary method of reporting progress to parents. These conferences are for the student's benefit and for conveying school work success. Any concern beyond this requires a special conference time longer than the 10-15 minutes allotted for P-T-S conferences.

**Additional Conferences** may be requested by the teacher or parents at any time conferences would benefit the student's progress. Parents who would like to speak with a teacher or make an appointment for an unscheduled conference should contact the office. The administrative assistant or counselor will inform the teacher. The teacher will phone the parent to set up a mutually convenient time for a conference, or to take care of the question by telephone. If needed, the principal or counselor is available to schedule further consultation. Unannounced before/after school visits do not provide time for productive conferences. Please allow time for this communication by planning a time to meet.

- The principal and teachers do not act on anonymous communication to the school.
- Parents are encouraged to communicate first with a teacher if there is a concern. If the concern cannot be worked out on that level, the parent is encouraged to contact the principal.
- Parents are encouraged to remember that often they are not privy to the whole story about any incident that occurs at school until the parent, the child, and the teacher can sit down together to hear and discuss concerns. Gossip and hearsay should have no part in the communication between home and school.

**Signing Schoolwork Samples** is another way the school communicates with the home. Classes send home weekly folders of work samples so parents and students can discuss progress and assignments.

**Monthly Communication** from the school office offers a range of information to the parents. A calendar of events is provided for a daily tracking of activity. The BEARCAT EXPRESS will be published monthly on Our Lady of Lourdes' web site. ([www.ourlourdes.org](http://www.ourlourdes.org)) If you do not have Internet access, please contact the school office for a hard copy.

**Daily Assignment Notebook:** A notebook designed for daily student assignment notes is given to each child in August. This arrangement is to assist students in organizing schoolwork. Teachers may

require parents to sign the notebook nightly to ensure communication. Additional notebooks may be purchased from the school office as needed.

**Friday Folder:** A folder will be sent home weekly that will include student's work and notes from teachers. Parents are asked to review and sign the Friday folders each week.

**ATTENDANCE**

## **RELEASING STUDENTS DURING SCHOOL HOURS**

If a student is to be excused early, the parent must notify the homeroom teacher in writing. Students departing prior to regular dismissal must be signed out by an authorized adult. The sign out log is located in the school office. Only adults who have been previously designated as "authorized" may pick up students prior to dismissal.

Parents/guardians shall be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification shall be made.

Students shall not be sent on errands off the school grounds, or sent home for books, homework, etc.

Students shall not be released to speak with anyone during school hours, except Child Protective Services, unless the parent/guardian is first notified. **Students must be released through the School Office.**

## **TARDINESS**

A student is considered tardy if the student is not present in the homeroom for morning prayers at 8:00 A.M. Tardy and/or early dismissal students must report to the school office for a tardy slip. When a student is tardy and does not have a note from a parent explaining the reason for tardiness, the child will miss recess.

Excessive tardiness will be a principal concern.

## **PERFECT ATTENDANCE**

Perfect Attendance at Lourdes is defined as **no more than 2 times tardy per quarter**. Tardiness includes late to arrive and early to leave.

## **APPOINTMENTS DURING SCHOOL HOURS**

In the event a student needs to leave school, a written note from the parent must be presented to the homeroom teacher at the beginning of the school day. To pick up a student, parents must come to the office and sign the logbook. Office staff will call the student from the classroom. Upon returning, the student reports to the office. It is the student's/parent's responsibility to ask for missed work and to promptly submit the work upon returning to school.

## **ATTENDANCE POLICY**

Consistent school attendance is one of the keys to academic progress. Parents can help their child succeed by insuring their attendance except when illness or family emergencies occur.

Kentucky School Law defines a truant as any child who has been absent or tardy, for more than three days without valid excuse (example – Doctor's excuse). All truants must be reported by the principal to the Director of Pupil Personnel of the appropriate public school district.

## **SCHOOL HOURS FOR STUDENTS K-8**

7:10 School doors open, students report to cafeteria for early supervision. No written homework may be done at this time.

7:45 Students report to homerooms.

8:00 School-wide prayer. Students must be in homeroom or they will be considered tardy.

3:00 Dismissal on Mon., Tues., Wed., Fri.

1:00 Dismissal on Thurs.

Exceptions will be communicated on school calendar.

All hours are subject to schedule changes caused by emergencies or inclement weather. Parents will be notified in the event of such changes

## **ABSENTEE PROCEDURES**

A child arriving later than 9:40 A.M. is considered 1/2 day absent. A child leaving school before 1:15 P.M. will be considered 1/2 day absent. If a child leaves school for an appointment and is gone longer than 1-1/2 hours, then he/she will be marked 1/2 day absent. To help ensure the safety of our children, OLOL School requires that the parent:

- notify the school office by phone before 9:30 A.M. any day a child is absent.
- state the child's name, nature of the illness or other reason for absence, and the expected length of the absence.
- send a note the day the child returns to school FROM ANY ABSENCE. This note should specify the reason for the absence, and should be signed by the parent. Attendance records are required by the school, the Archdiocese, and the state of Kentucky.

It is expected that if students are ill and absent from school for a half-day or more, they do not participate in any extra curricular school sponsored activity that same afternoon or evening.

Students not in school are recorded absent on the official records. We recognize and endorse the many educational programs our children are involved in during school hours, but compliance with record keeping requires clear lines of attendance adherence.

## **EXCUSED AND UNEXCUSED ABSENCE - TESTS**

Parents are asked to use the summer months and/or vacation days to "take their child to work." Students are counted absent if the parent takes them out of school for this experience. The Archdiocese does not condone an excused absence for this day away from school.

"Vacations" are considered unexcused absences.

If a student in grades 5-8 should miss a test during an excused or unexcused absence, the student may report to the Professional Team room at 7:15 A.M. within four school days of returning to school to make up the test. Testing will begin promptly at 7:15 A.M. No student will be admitted after 7:15 A.M. The principal or her designee will supervise testing time. Students in grades K-4 will make up tests during the school day.

No test can be made up during instructional time.

**Students are required to make up all work for excused and unexcused absence. A grade will be earned only for excused absence**

## **SHADOWING**

Shadowing is designed to provide an opportunity for 7th and 8th grade students to participate in a realistic high school experience by following a regular daily schedule. OLOL students are asked to shadow on days that OLOL is not in session. Students will receive a “voucher” from the secondary school if the student absolutely must shadow on a day OLOL is in session. Students must complete all missed work in a timely manner as determined by the Junior High teachers. Students are responsible for finding out what the missed work is and when it is due. The student must call to schedule an appointment to shadow no later than 7 days prior to shadowing. 7th grade students may shadow in the Spring only and 8th graders may shadow only in the Fall. Detailed information will be discussed with the parents of 7th and 8th graders.

Seventh grade students are not permitted to shadow during the Spring Terra Nova testing dates in March.

Prior to being out of school, any student planning to shadow must notify OLOL school office with form signed by principal.

## **ARRIVAL AND DISMISSAL POLICIES**

### **ARRIVAL:**

Use Breckenridge Lane (Winchester Road side) and Wallace Avenue to enter.

Use Macon Avenue and Breckenridge Lane (Kindergarten side) to exit.

### **DISMISSAL:**

Use Breckenridge Lane (Winchester Road side) and Macon Avenue to enter.

Use Breckenridge Lane (Kindergarten side) and Wallace Avenue to exit.

- ◆ Please encourage your child to be ready to exit the automobile when you arrive in the carpool line, and to open and close their car door.
- ◆ **Please use the passenger side only to exit the car.**
- ◆ Do not pass or “go around” cars that are in the process of loading or unloading students.
- ◆ **Parents who walk student into the building in the morning should park in the back portion of the parking lot and use the cone-lined walkway to the building.**
- ◆ At dismissal, please watch for your children and encourage them to enter cars promptly. If you don’t see your child, notify one of the students on patrol or an adult supervisor.
- ◆ Cars may not be loaded or unloaded while on the side of the building. They must be in the carpool line.

**SAFETY**

## **PERSONAL SAFETY**

**Supervision of Students on Grounds:** During the hours of 7:10 A.M. until 3:15 P.M. (on Thursdays 1:15 P.M.) OLOL students are under the supervision of school personnel. Children who have not been picked up from school by 3:20 P.M. will be escorted to OLOL After School Care Center. Parents will be charged the appropriate child care fee for this service.

**Students are not allowed in the school building, the gym or on the school grounds without the supervision of a parent, teacher, coach or sponsor.** If a club meeting or sports practice is scheduled to occur immediately after school, a parent or club representative must provide adequate supervision for children waiting to begin the activity. When the event is over, the presiding adult is to remain in supervision until the last child is picked up.

Parents are responsible for teaching children about the dangers of strangers. School personnel, of course, will be alert to any strangers on school property, and take all due precautions.

## **VISITATION/PICK UP RIGHTS OF NON-CUSTODIAL PARENTS**

It is the responsibility of the parent to keep the school informed of special family arrangements in regard to custody of the child. Parents should not assume that school officials are aware of court orders regarding custody.

## **REPORTING CHILD ABUSE**

State Law (KRS620.030(2)) requires school officials who **suspect** the physical, emotional or sexual abuse or neglect of a child to report their suspicion to Child Protective Services.

OLOL School officials will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

School officials must permit agents from Child Protective Services to interview a child at school, if requested. **School officials are not required to notify parents or guardians that a child is being interviewed by CPS.** A school official may remain with the child during the interview if the child requests they do so and the CPS agent allows it.

## **REPORTING SCHOOL RELATED ACCIDENTS**

Any significant (requiring more than minor first aid) accident during school hours will be documented on the appropriate accident form and forwarded to the Office of Lifelong Formation and Education for record. The parent/guardian or emergency contact person will be notified as soon as possible. At the parent's request, parent may be provided a copy of the Accident Form.

## **SEARCH AND SEIZURE**

School officials have the right to search a student's personal items (jacket, purse, book bag, etc.) and desks or locker if they suspect the student brought items to school that are not permitted or that might be harmful. The principal will keep any confiscated items in the office. Parents will need to make an appointment to pick up items.

## **CELL PHONES AND PAGERS**

- Cell phones at school are to stay in the **OFF** position and left in the student's locker during the school day.

- Cell phones may not be used until after dismissal and the student has left the building.
- A school official who observes a student talking on a phone or who hears a phone ringing at an inappropriate time should confiscate the offender's phone. Confiscated phones may be picked up in the school office.
- **The student may pick the phone up at the end of 24 hours. If same student loses phone for the second time, the principal will keep the phone for 1 week and the parent may pick it up from the principal.**
- No cell phones may be used for picture taking.
- No text messaging.
- No harassment or threatening of persons via the cell phone will be permitted.
- Cell phones may not be used for game playing, Internet or Email access, gambling or making purchases of any kind.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bring them to school.
- Pagers may not be brought to school. Pagers will be confiscated and returned at the end of the school year to the student's parents.

### **RELEASING STUDENTS (OR SCHOOL PERSONNEL) TO POLICE CUSTODY**

School officials are required by law to release a student or adult staff member to the custody of a police officer if said officer has produced a valid warrant for said arrest. In the event that a police officer shows school officials a warrant for the arrest or detention of a minor child or an adult, school officials will ask permission to call the parent/guardian (or spouse). Police officials are not required to wait for the parent/guardian before escorting the child out of school. If a parent or guardian cannot be reached, a school official will accompany the student to the police station.

### **REQUISITE SCREENING OF ADULTS WORKING WITH CHILDREN**

The state of Kentucky and the Archdiocese of Louisville require the following:

**Policy:** Persons who have supervisory positions over children and are employed after July 15, 1988, shall undergo a State Police screening for records of sex offenses. (Policy based on KRS 17.165) Every one must take a class before volunteering.

**Regulation:** Teachers, aides, substitute teachers, bus drivers, cafeteria managers, cafeteria and playground monitors, regular classroom monitors and coaches will undergo this screening.

### **MEDICATION**

Non-prescription medication will not be given to students by any member of the staff unless accompanied by written authorization from the parent. Please schedule prescribed medication before or after school hours whenever possible. When this is not possible, the following procedure must be followed:

Medication prescribed by a physician must be accompanied by a permission form signed by the parent/guardian. Prescription medication should be in the original prescription bottle with the student's name on it. All medication will be kept in a secure location in the school office and will be administered by office staff. Students are not allowed to carry medication with them during the day, with the exception of an inhaler.

### **ALCOHOL/DRUG/TOBACCO POLICY**

The possession and/or use of any alcohol, chemical, drug or drug derivative classified as a stimulant or depressant without the authorization of a physician is prohibited on school grounds or at any school-sponsored function.

In the event of possession or use of tobacco, alcohol, or controlled substances, a student's parents will be notified and the student will not return to school until a conference has been held between parent, student, and principal. A violation of this policy may be grounds for immediate dismissal.

### **POSSESSION OF DANGEROUS ARTICLES**

Articles which are potentially hazardous to children's safety (i.e. matches, lighters, pocketknives, lasers, fireworks, guns or other weapons) are not permitted on school grounds at any time. Possession of contraband articles may be grounds for immediate dismissal.

### **ASBESTOS**

The Archdiocese of Louisville Catholic Schools is committed to maintaining a safe and healthy learning environment for all employees and students in our schools. In keeping with this commitment, the Archdiocese of Louisville Catholic Schools employed Metro Service Laboratories, Inc. to conduct independent inspections and compile Management Plans for our schools according to state and federal regulations to determine the extent of asbestos-containing materials and the safety potential for such materials. The inspection revealed that some schools have asbestos-containing materials, primarily in boiler, pipe and acoustical insulation in certain ceilings and walls. The complete inspection report and laboratory analyses are available in the asbestos file in the maintenance office. (In our school, the asbestos-containing materials are in good condition and therefore pose relatively little potential for the release of asbestos fibers under normal use and conditions.)

Every building in the system is inspected on a yearly basis to insure that asbestos-containing materials pose no health hazards, and that all buildings meet government regulations. The Archdiocese of Louisville Catholic Schools intends to deal with asbestos-containing materials in schools as directed by the recommendations of the Kentucky Department of Natural Resources and Environmental Protection (KDNREP). Employees and teachers have been given specific instructions on how to avoid these materials and how to minimize any threat that might occur until removal is possible. We ask the cooperation of all parents and teachers in directing school children to assist us in maintaining a safe school environment.

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or inactions with regard to asbestos-containing material, and Parent acknowledges by their signature in this handbook said waiver of any liability, claims or causes of actions.

## **BUILDING SAFETY**

**Arrival/Dismissal Guidelines:** Guidelines for arrival and dismissal are reviewed annually for effectiveness. Procedures to ensure the safety of all students are published at the beginning of each school year and are given to all families in the registration packet. Periodic reminders of these procedures will be sent via the parent newsletter, “Bearcat Express.”

**Access to the Building:** Upon arrival, all visitors must check in with the office and receive a name tag before entering the rest of the building. Parents are welcome to arrange a visit to our classrooms. Please contact the principal to set up a visit.

For the safety of our student body, all classrooms are locked when the teacher departs for the day. Maintenance staff has been directed that classroom doors are not unlocked for students and parents to collect forgotten items. If there is an emergency and the principal is in the building, the principal will help the student.

Students are not allowed to be in the school after hours unless supervised by school personnel.

## **FIRE, TORNADO, STRANGER-IN-BUILDING, EARTHQUAKE DRILLS**

These drills are conducted at regular intervals as an important safety precaution. Copies of all emergency drill reports are kept on file at the office of Lifelong Formation and Education. It is essential that all students participate in these drills in silence and orderliness. The teacher in each classroom will give the students instructions about how to proceed and where to go.

**Prolonged Evacuation:** Should it be necessary to evacuate the school for a prolonged period, the faculty and children will be housed in the church or other parish property as available. If parish buildings are deemed unsafe, OLOL students will be walked to Trinity High School by school personnel where parents can pick the children up as soon as possible. Trinity High School is located at 4011 Shelbyville Road.

## **SCHOOL SAFETY PATROLS**

Sixth, Seventh and Eighth grade students have been given the responsibility and privilege of serving as safety patrols. Their function is to help maintain a smooth, orderly flow of traffic as students enter and leave the school grounds and building. They are empowered to respectfully correct students who disregard school regulations. Because this is considered a position of authority, patrols must serve as role models for the rest of the student body when fulfilling their duties. Any patrol person failing to exhibit satisfactory behavior will be removed from duty.

## **STUDENT TRANSPORTATION ARRANGEMENTS**

Transportation arrangements are the responsibility of parents. Students who walk or bike to school are expected to follow the safety rules of the school concerning proper conduct of walkers and bikers on school grounds. Walking lanes are provided. Bikes are to be parked properly in bike racks that are provided and all bikes must be locked to the racks. The school requests that students wear bicycle helmets when on bicycles.

**RELIGIOUS  
FORMATION  
OF OLOL STUDENTS**

## SACRAMENTAL PREPARATION PROGRAMS

**First Eucharist:** The primary responsibility of deciding when the child is ready to receive the Eucharist for the first time belongs by right to the parents. The following procedures are to be respected as norm:

Options:

Individual reception with child's family at Parish Liturgy and/or

Group celebration in April at Parish Liturgy

The child should receive the sacrament of Eucharist by the end of grade two.

The curriculum for First Eucharist is taught by second grade teachers during religion class.

**Rite of Reconciliation: In order to be in compliance with the Archdiocese Sacrament Guidelines, from now on we will be preparing and celebrating First Reconciliation in the fall of second grade, before First Eucharist preparation. For this year only (2009-2010), this will necessitate the preparation of our 3<sup>rd</sup> and 4<sup>th</sup> graders as well. To facilitate this process, we will be having specific parent/child meetings for each grade. Please pay particular attention to the schedule and make every effort to attend so we can further explain the process and celebration details.**

**Confirmation:** Preparation and instruction will be given to students in grades seven and eight. Concepts of commitment, knowing our faith heritage, and service will be stressed. Students are asked to make a personal choice for this Sacrament. Preparation will include a retreat experience.

**Non-Catholic Participation in Sacramental Preparation:** All students are expected to participate in class preparation and related activities to Sacramental preparation. Students of other faith traditions are not expected to receive the Sacraments.

## OTHER OPPORTUNITIES

### Liturgy/Prayer:

- School opens and closes each day with school-wide prayer.
- Students will participate in a weekly prayer service, usually on Thursday. Parents and relatives are invited to attend liturgies any time.
- Students are given the opportunity to receive the Sacrament of Reconciliation during Advent.
- Students celebrate the Season of Advent by gathering weekly around the Advent Wreath to pray for the coming of Christ in their lives.
- Students pray each day before lunch and most pray together to begin religion class.
- Students graduate at a prayer service with their pastor, principal, teachers, families, and friends.

**Servers:** Students in grade six and older are eligible to be servers. A preparation period will be held during the second semester of fifth grade.

### Religion Class:

“Instruction in religious truth and value is an integral part of the school program. It is not one more subject alongside the rest, but instead it is perceived and functions



**3<sup>rd</sup> Grade First Reconciliation Preparation Schedule**

**2009-2010**

ERE Parent/Child Meeting .....Wed., Sept. 9 – 6:45 P.M. ....Cafeteria  
OLOL Parent/Child Meeting .....Tues., Sept. 15 .....Church  
ERE/OLOL 2<sup>nd</sup> and 3<sup>rd</sup> grade First Reconciliation Parent/Child Meeting  
.....Wed., Oct. 21 .....Church

**4<sup>th</sup> Grade First Reconciliation Preparation Schedule**

**2009-2010**

OLOL Parent/Child Meeting .....Mon., Jan. 11 – 7 P.M. ....Cafeteria  
ERE Parent/Child Meeting .....Wed., Jan. 6 – 6:45 P.M. ....Classroom  
ERE Parent/Child Meeting .....Wed., Jan. 13– 6:45 P.M. ....Classroom  
ERE Parent/Child Meeting .....Wed., Jan. 20 – 6:45 P.M. ....Classroom  
ERE Parent/Child Meeting .....Wed., Feb. 3 – 6:45 P.M.....Classroom

**\*Feb. 10 – Celebration of First Reconciliation, OLOL and ERE – 7:00 P.M. - Church**

# **PERSONAL AND SOCIAL GROWTH**

## **COUNSELING**

Student and family counseling is available at no cost for OLOL students. The Counseling Office provides individual counseling, group counseling, and classroom programs for students. Discussions on topics (parenting, learning disabilities, etc.) are scheduled from time to time, or as requested by parents. The Counseling Office also facilitates educational plans for students with special learning needs (504 Plan and School Strategy Plan.) The Counseling Office also provides information and resources related to psycho-educational testing, tutoring, and outside counseling services. Family Builders is an Archdiocesan program designed to bring home and school together in collaboration for the benefit of the child. The Counselor can be reached through the school office, 895-5122.

## **CODE OF CONDUCT**

The Catholic School strives to instill in its students a lifestyle based on the Gospel precepts. Therefore, it is expected that Catholic school students will conduct themselves with Christian behavior appropriate to each occasion. Parish and school authorities are rightfully concerned with behavior problems on school premises and in public places. Catholic school personnel feel a responsibility for motivational or corrective measures whenever and wherever such incidents occur. (Archdiocesan Handbook for Elementary Schools)

### **(Archdiocesan Handbook for Elementary Schools)**

To insure an appropriate Christian school environment, and reinforce the Christian values of the home; students, and parents of OLOL School support the following code of conduct for the students in the parish school. This code helps to provide a means for guiding and maturing toward responsible citizenship.

1. Students must exhibit respect at all times for teachers, and all those in authority in their school situation. Talking back, foul or abusive/disrespectful language or gestures are not permitted. Those in authority during a school day are teachers, substitutes, classroom aides, office staff, daycare staff, cafeteria staff, monitors, volunteers, maintenance staff and bus drivers.
2. Students are expected to recognize the dignity and importance of each person by respecting all. Ways of demonstrating respect must include:
  - Respect for the feeling of others;
  - Respect for the rights of others;
  - Respect for others' property;
  - Use of appropriate language.

Pushing and shoving in line, cheating, stealing, verbal abuse, name calling of peers or staff and unacceptable physical contact such as fighting, scuffling, tripping, shoving, or "kill the man" games are not permitted.

3. Students are expected to properly care for all school property, their own and that of others. Defacing school property in any area on the school grounds is not permitted. Students and parents are financially accountable for repair or replacement of any damaged property.
4. Students are to conduct themselves in a quiet manner in the school building – before, during, and after school and while changing classes.
5. Students are given a 30 minute supervised lunch period daily. This time is not only for rest and relaxation, but for maintaining and developing proper table manners and acceptable social

behavior in the lunchroom. Students are expected to remain quietly seated in the lunchroom. Quiet conversation is acceptable. Rude behavior, such as shouting, food throwing, or destroying another's lunch will not be permitted. Disciplinary action will result.

6. Students are to exhibit respect at all times on the way to and from Church and during all Church services. Students are expected to grow in their understanding and expression of spiritual and moral values. Among the values prized are participation in liturgies, thoughtful prayer, honesty, and personal responsibility regarding school policies and guidelines.
7. Students are expected to take an active role in helping to create a positive classroom experience for all. Students are called upon to assist teachers in establishing classroom rules and standards. Once established, the rules and standards become a part of the student's way of life in the classroom.
8. Students are required to be respectful to the opposite sex at all times in word (spoken and written) and gesture.
9. Students are expected to abide by the uniform code as detailed in this handbook.
10. Students are to conduct themselves as responsible Christian citizens at all times. Each student is a personal representative of OLOL School and is expected to produce a positive image both at school and in public. The quality of life in our school depends on each student and family following ethical beliefs and behavior at all times, not just during school hours.
11. Students enrolled At Our Lady of Lourdes School must exhibit behavior that in no way is detrimental to the school's reputation, both during school hours and out side of school hours. This includes the use of email communication.

## **BULLYING**

Bullying is characterized by:

- An imbalance of power (with the person or group doing the bullying having more power than the person being bullied)
- An intention to harm or disturb
- Repeated occurrences

Types of bullying:

- Psychological and emotional (such as spreading rumors or excluding the person from conversations and activities)
- Verbal (such as name-calling or threats)
- Physical (such as pushing or hitting)

(reprinted from "The Journal of the American Medical Association" 4/24/01)

- Bullying is not tolerated at OLOL School, and disciplinary action will result.

## **CONSEQUENCES FOR BULLYING**

1. Bully will receive a verbal warning from school personnel.
2. Bully will stay one hour after school/letter of apology to victim.
3. Principal/Parent/Student/Teacher conference.

4. Bully may be suspended from school if bullying continues.
5. Bully may be expelled from school.

## **THREATENING BEHAVIOR**

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property. Behaviors deemed threatening will be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent or guardian is notified. Pastor and Superintendent of Schools are also apprised.
3. Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Principals may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
4. Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
5. Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
6. If a student engages in threatening behavior a second time, the student may be dismissed from school.

## **DISCIPLINE AND CONDUCT**

**If you elect to send your child/children to OLOL School, then you also elect to support an appropriate, productive behavior on the part of the student. Academic progress, good peer relationships, respect for adults, adherence to uniform code and participation in school activities are expected of the student.**

## **IMMEDIATE CONSEQUENCES**

Our Lady of Lourdes School does not have a formal “detention program.” Administrators and teachers prefer to talk with the student and his/her parent about the inappropriate school behavior. Often this method is effective and causes the student to correct his/her behavior. Unfortunately, some students require a more serious consequence to help them understand the need for cooperative behavior at school.

Behavior that interrupts the class flow of instruction and disrespectful exchange with teacher and classmate are two serious examples of behaviors that interrupt instruction. All students are adversely affected. This type of behavior cannot be tolerated.

The teacher will remind the student to stop behavior and if the student disregards the warning, the student will be required to stay after school. (Parents will be given notice when student will be kept after school.) If the behavior persists, parents and student will meet with the Principal.

In general, these procedures for guiding student problems will be followed:

1. The teacher talks with the student and gives appropriate guidance and consequences.
2. If change and growth is not evident, the teacher confers with the parents and arranges a conference.
3. If additional need for guidance is evident, the teacher, counselor, parents, principal and student will meet. An appropriate plan will be outlined by all. This plan will be placed in the student's file.
  - The student may be placed on probation.
  - If probation occurs, counseling by a professional may be required for the family, as well as the student, in order for the student to remain in school.
  - A serious commitment from the parents to work with the student and the school is required.
4. The student may be removed from the classroom if improvement is not evident. This means the student does assigned work at school away from the class and under supervision of the principal. (If the principal is required to attend meetings, a substitute teacher may be hired for monitoring at the parents' expense.) Length of this special arrangement will be determined by faculty and principal.

### **MUTUAL COOPERATION PROCESS**

1. The parish of Our Lady of Lourdes expects all school families to have proper parental involvement with the administration and faculty.
2. Teacher and parents confer – at times student may be included.
3. Parents, teacher may confer with counselor.
4. If further intervention is required, the principal, teacher(s), parents will meet.

### **REPUTATIONS – INTERNET – CHRISTIAN BEHAVIOR**

The parish owns the school name and/or logo and administrators have the right to restrict its use. An administrator can determine that a Saturday trip to an amusement park organized by parents is not a school event and can decline to allow the use of the school name. In the same way, rules can prohibit unauthorized use of names and logos on blogs.

A Catholic school can impose consequences for conduct occurring outside school. What students do off-campus can detrimentally impact a school's reputation. Educators are familiar with the issues arising from students threats conveyed through email. Blogging provides another venue for making threats. Threats are threats wherever they are made.

A more common problem occurs when student make negative, often untruthful statements about staff and other students. The web site to rate teachers, in addition to blogs, offers opportunities to post potentially defamatory statements. Holding that teachers were, in effect, quasi-public figures and had to expect a certain amount of "grief" from parents and students, courts in the past were reluctant to

find in favor of teachers who brought defamation suits against parents or students. Such is no longer the case. Several state courts have ruled that teachers and administrators have the same rights to their reputation that other people have.

Deliberate defamation of others is not consistent with Christian value, and students will be held accountable for intentional harm they cause others.

*(Taken from NCEA Notes/May 2006.  
Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.)*

## **GROUNDS FOR IMMEDIATE DISMISSAL OF A STUDENT**

**OLOL School is committed to a process of formation for its students. It is rare that a student will be asked to leave the school community. However, the following may be grounds for immediate dismissal.**

1. Persistent disobedience or aggression by student and/or student's parents.
2. Blatant opposition to school faculty or staff by student and/or student's parents.
3. Possession of a weapon and/or ammunition at school.
4. Possession or use of cigarettes, alcoholic beverages, or illegal drugs on school grounds at any time during enrollment.
5. Consistent violation of the rights of other students.
6. Truancy
7. Theft
8. Vandalism of school or church property (particularly if fire is involved)
9. Frequent, uncontrollable temper tantrums.
10. Participation in a physical fight at any time on school grounds
11. School based evidence of gang related behavior
12. Leaving school grounds during school hours without permission.
13. Harm to the reputation of the school by one's conduct on or off the school grounds.
14. False activation of fire alarm.
15. Any other conduct or activity deemed to be materially detrimental to school environment as determined by the principal.

**Faculty, Staff and Administration are not at liberty to discuss disciplinary situations with anyone beyond the scope of those immediately involved. Parents and friends are encouraged to do the same.**

All students are required to cooperate with the spirit and policies of the school which are designed to foster personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations and concern for the school environment. The principal reserves the right to determine the appropriateness of an action concerning the guidance plan or dismissal of a student from the school. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her discretion.

## **OLOL SCHOOL UNIFORMS**

OLOL represents parents who expect clear guidelines for all aspects of behavior. At a time of many models and messages appealing to adolescents in our material culture, students need guidelines that direct, yet allow, some freedom of expression. Diversity in style is not discouraged, but respect for

and adherence to the dress code is necessary. An academic environment for young children that does not focus undue attention on clothing is the goal. OLOL requires students to have a natural look (no hair color, extreme hairstyles, etc.) Parents are asked to monitor the dress and grooming of their children prior to leaving for school. Keep weather in mind. Wear long sleeves and sweaters/coats in cold weather. Teachers and principal will make the final decision as to the appropriateness of dress items and hairstyles.

**General Guidelines for Boys and Girls:**

- All uniform shirts must be kept tucked in during the school day.
- Male students are not permitted to wear their pants low-slung; female students are not permitted to roll up skirts.
- Extreme hair coloring is not permitted.
- Body piercing is not permitted. (For girls, one set of post earrings permitted in each ear lobe. No dangling earrings permitted.)
- Tattoos, real or fake, are not permitted.
- Nail polish, acrylic nails and makeup are never permitted. (See limited exceptions listed for 8<sup>th</sup> grade girls on Dress Down Days.)
- Logos or labels must be removed if they are showing on any garment.
- Parents are asked to put names on all uniform items.
- All uniforms must be the appropriate size and tears must be sewn promptly.

**Dress Down Day Guidelines:**

Parents will be called if a student is out of code.

- Shorts must be to finger tips of the wearer. (Cut-offs and spandex shorts are not permitted.)
- T-shirts with other than school names are not permissible.
- No tank tops – No spaghetti straps.
- No “bare” clothing - appropriate neckline for girls; no part of stomach should show.
- Socks or tights required.
- Shoes appropriate for physical education or outside play... no platform shoes...no sandals. Shoes must enclose the toes and the heels.
- Grade 8 girls may only wear light blush and lip-gloss on dress down day.
- Jewelry – earring guideline applies on dress down day.
- No hats unless specifically announced.

**Uniform + Day:** Uniform plus colored sweater and/or socks, and/or colored hair ribbons. Scout Troop members may wear scout uniform only on meeting days.

**Graduation:** Kindergarten does not have a graduation ceremony. 8<sup>th</sup> Grade Graduation will be held at a prayer service in Church. It will stress the student's continued active participation in a parish faith community. Any activities related to graduation will be simple and yet formally planned for the

students. Apparel for graduation will be a blue graduation gown for boys and girls provided by the PTO. Under the gown, the young men are to wear dress shirt and tie, dress slacks, and dress shoes. The young women are to wear an appropriate dress for Church and dress shoes.

## **OUR LADY OF LOURDES SCHOOL UNIFORM CODE FOR 2009-2010**

Students in Grades 1-8 wear uniforms. Kindergarten students are required to wear the PE uniform daily. OLOL uniforms will be available for you at Parker Uniforms. You may be able to purchase this exact same style at other stores. *Parents are asked to put names on all uniform items*

**Please Note: If An Item Is Not Listed Below; It Is Not Considered Part Of The Uniform Code.**

### **Girls:**

- Skirts and jumpers: Grades 1-3: Pleated jumper or uniform skirt  
Grades 4-8: 4-pleat uniform skirt.  
\*\*Hem for all grades no shorter than 2" above the knee.
- Blouses and shirts: Grades 1-3: White round-collar, tailored blouse -long or short sleeves.  
Grades 4-8: White button-down collar oxford blouse -long or short sleeves.  
\*\* All girls may wear plain white golf/polo shirts (no lace trim)-long or short sleeves.
- Slacks and shorts: Navy uniform slacks  
Navy uniform shorts and skorts (no shorter than 2 inches above the knee)
- Socks/tights: Solid navy or white. Socks must cover the ankle bone – ribbed edging must be at least ¾ inches.  
Solid navy or white opaque tights, non-textured
- Sweatshirt: Navy uniform sweatshirt with white "Our Lady of Lourdes" logo on left chest (must fit, not be oversized).
- Shoes: Athletic or rubber-soled or dress shoes in black, brown or navy (no clogs or platforms, all shoes must have toes and backs)
- Accessories: Belt -solid black, brown or navy -required if shorts/slacks have loops. Hair accessories should be small and ribbons should be navy or white. No makeup or fingernail polish and no artificial nails. One pair of earrings (one on each lobe) are permitted. Size must not exceed the size of a dime. No dangling earrings or hoop earrings. One ring, one watch, and a chain (silver or gold color) with religious medal or small cross.  
Grades 5-8: Girls in grades 5-8 may carry a small purse as long as it does not create a distraction. Purse can be no larger than 7" by 7"

### **Boys:**

- Pants/shorts: Navy uniform pants (fit at waist)  
Navy uniform shorts (Bermuda length and fit at waist)
- Shirts: White knit golf/polo shirt (long or short sleeves)  
White tailored shirts, oxford style (long or short sleeves)  
\*\*If T-shirt is worn under shirt, solid white only.
- Shoes: Athletic, rubber-soled, or dress shoes in black, brown, or navy.  
(All shoes must have toes and backs.)
- Sweatshirt: Navy uniform sweatshirt with "Our Lady of Lourdes" logo on left chest (must fit, not be oversized).
- Socks: Solid white or navy. Socks must cover ankle bone.
- Accessories: Belt (required if slacks/shorts have loops) -solid black, brown or navy  
One ring, one watch, and a chain (silver or gold color) with religious medal or small cross.

PE Uniform (Same For Both Girls and Boys)

- PE uniform is not required, but no student will be allowed to change out of uniform into PE clothes.
- PE sweats may not be altered at end of leg.
- Louisville Sporting Goods will be handling our uniform orders. A representative will be at registration to take orders, or you can contact them directly to place your order.

**Students may wear PE uniforms to school on PE day and leave on the entire day.**

**Boys' hair must be above collar and eyebrows.**

**Girls' hair must be above eyebrows and away from face.**

## **CAFETERIA**

The school cafeteria is considered an appropriate setting to teach good manners and proper eating habits. Milk and water are available. Soft drinks are not allowed during the lunch period. All students are to eat lunch each day, whether it is a hot lunch provided by the school or something brought from home. The Federal Lunch Program has stringent guidelines that we must follow. The menus prepared must follow these norms and are sent home monthly. Federal regulations state that all money accounts balance at the end of each day. Therefore, charging of lunches is not permitted. Students who forget their lunch or students who have no money in their account will be given a peanut butter sandwich and milk. Should the student forget on the second day, the student will be sent to the office to call his/her parent.

### **Lunch Account**

- ✓ Students may purchase lunch only through this account.
- ✓ Students may not "lend" to another student out of this account.

Student Lunches (including drink)	\$2.25	Staff Lunches	\$3.00
Milk, Juice	.40	Additional Entree	1.25
Snacks	.50	Seconds on Vegetable or Fruit	.50
Water	.50	Guest Lunch	\$3.75

Parents are always welcome to have lunch with their child(ren); please call ahead to place your order. Salad bar is offered daily. Payment for lunch can be either cash or a check in the individual child's account, or cash on the line. Bring cash or check to the cafeteria on Monday or Tuesday morning before school, between 7:00A.M. and 8:00 A.M. If your child is eligible for free or reduced lunches, please submit to the cafeteria manager the Free/Reduced Lunch Form provided to all families by the school office. No fast food or soft drinks may be brought into the school cafeteria.

Each school family must pay a cafeteria fee at the August registration. Parents are encouraged to volunteer in the cafeteria. No preschoolers should be brought to the cafeteria while their parents are working.

### **Cafeteria Rules:**

1. Respectfully follow the directions of the staff, volunteers, and monitors.
2. Conversational tone while in line and at the table is expected.

3. Eat in a proper manner; mishandling of food or drink is not acceptable.
4. All students will participate in table cleaning duty on a rotating basis.
5. Any behavior that disrupts the atmosphere or efficiency of the cafeteria is not acceptable.
6. All food is to be eaten in the cafeteria; not carried out.
7. Each student is responsible for cleaning the area around their seat.

## **BIRTHDAY TREATS**

Birthday treats, preferably healthful snacks, must be given to the teacher to distribute. All birthday treats should be individually wrapped snacks. **Be aware of food allergies.** Please do not bring large cookies or other items that need to be cut. If brought during school hours, all treats must be left in the school office. Office personnel will take them to the student's classroom. Please do not take treats to the cafeteria at lunchtime and distribute them.

**Snacks in Cafeteria:** It is upsetting to children when parents come to lunch and bring snacks for their child's table and no one else. Parents are asked to refrain from this well-meaning, but problematic gesture.

**Party Invitations:** These may only be distributed at school if there is an invitation for all members of the homeroom.

## **PLAYGROUND**

Weather permitting, students will be given time outside everyday. Always have outdoor play in mind when guiding your child's dress on cold days. Each class will be under the supervision of the homeroom teacher or a school staff member during outdoor playtime.

### **Playground Rules:**

1. Stay within the play area assigned.
2. Follow the direction of the supervisor.
3. Eating or gum chewing is not permitted. Gum chewing is not permitted in the school building.
4. Any behavior that threatens the safety of the student or others is prohibited.
5. Students are responsible for their personal items.

### **Consequences If Playground Rules Are Not Followed:**

1. Verbal warning.
2. Student takes a "time out" on the playground.
3. A conference between teacher and parent to address the problem is held.

NOTE: "Time Out" on the playground is a common consequence for incidents of classroom misbehavior. This "time out" offers the teacher an opportunity to talk with the student about the problem. Parents are reminded that playtime is part of the school day and should be looked upon as an extension to the classroom. Teachers and students are not available to parents at this time.

## **SCHOOL SUPPLIES**

A school supply list will be distributed at registration. Students must be aware of the supplies needed for different classes and should have them as they are required.

## **TELEPHONE PRIVILEGES**

Students should not plan to use the office or any school phone without the permission of the principal. Plans for after school visits with friends, forgotten books and lunches are not valid reasons to call home. **Students are not permitted to use beepers and cell phones during the school day.**

## **AFTER SCHOOL CARE PROGRAM**

The After School Care Program begins immediately after school's dismissal. Entry to the school should be by the main door only. The program is located in the school building. Children must be registered with the After School Care Program in order to attend.

### **Special Notes Regarding After School Care Program:**

- When school is closed due to bad weather, the After School Care program is also closed.
- When the school is on a delayed start, the After School Care is also on a delayed start. This means there will be supervision in the cafeteria at 9:30 AM for Grades K-8. Three and four year olds arrive at 9:30 AM. No child should arrive before 9:30 AM because there will not be any supervision.
- Please check your monthly payment for the correct amount before issuing your check. You can check with Ms. Hagan or the bulletin board in the After Care for payment schedule.

**After School Activities:** State Law requires that the After School Care program has a release form in order to allow the child to leave the After Care by themselves to go to sports activities, etc. In the past, some exceptions were made; however, as of January 1, 2002, there will be no exceptions. If your child does not have the proper sports activity form filled out appropriately, the child will not be released. If you are picking up your child from the After Care and would like for him/her to change clothes due to another activity, please take your child to the hallway restroom for changing.

For information on the program, management, activities and fees of the After School Care program, call 893-5881.

Parent agrees that in consideration for their child's inclusion in any after school activity that they waive any claim or cause of action as against Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, for any injuries or damages sustained by students as a result of their actions or inactions with regard to After School Activities.

## **ATHLETIC TEAMS**

**Catholic Schools Athletic Association:** All after-school sports practices and events are scheduled and managed by the OLOL Booster Club. This group of parishioners provides volunteer coaches to make available a wide range of sports to OLOL parish students. In conjunction with the Catholic Schools Athletic Association, games are arranged with other Catholic elementary schools.

Parent agrees that in consideration for their child's inclusion in any athletic teams affiliated in any way with Our Lady of Lourdes that they waive any claim or cause of action as against Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, for any injuries or damages sustained by students as a result of their actions or inactions with regard to Athletic Teams.

## **Lost and Found**

Lost and found collections are located near the school office and in the entrance to the gym. Please label students' clothing and possessions. Many valuable items are left unclaimed every year. At the

end of each trimester, lost items are donated to the PTO uniform exchange or to appropriate charity. Parents are asked to encourage students to check periodically for missing items.

### **Tables**

The green table at the top of the school steps is a good place to find information on tutoring, activities for school age children, etc.

The green table is also the place to look for homework assignment. Homework may be picked up at 3:00 p.m. or later.

# **CURRICULUM AND ASSESSMENT**

## CURRICULUM

### Assumptions Regarding Teaching and Learning:

1. Schools control the conditions of success for students.
2. Success breeds success.
3. All students can learn and succeed (although not in the same way or on the same day.)
4. A partnership with parents is vital to school success.

The curriculum at OLOL is designed to develop the child's knowledge and skill in all developmental areas: Spiritually, Academically, Socially, Emotionally, Physically

Development is achieved through an atmosphere of Gospel spirit and Christian community. Catholic Schools of the Archdiocese of Louisville are given a great deal of guidance in Curriculum through the Office of Lifelong Formation and Education. All schools of the Archdiocese must focus curriculum on the skills and concepts reflected in the Archdiocesan Curriculum Framework.

A range of instructional strategies is offered in order to maximize opportunities for student success. Students will experience:

- Teacher directed instruction
- Cooperative learning
- Independent learning
- Use of labs
- Field Trips
- Learning Centers
- Use of technology
- Research Projects
- Use of manipulatives
- Presentations

**Language Arts:** The language arts program aims to develop the basic competencies of communication: speaking, listening, reading, writing, non-verbal language and research skills. These skills are integrated in the teaching of English, spelling, reading/literature, and handwriting and are taught as a total language arts program in grades K-8.

**Mathematics:** The mathematics program provides a proper balance among the three phases of development: concept development, skill development, and application of concepts and skills to everyday experiences of the student. The recommendations of the National Council of Teachers of Mathematics, Standards for Curriculum are followed. An Honors Algebra program is taught to all eighth grade students.

**Science, Health and Safety:** Scientific literacy for students is the goal of the science curriculum. The science programs are interdisciplinary in content and combine the process skills in inquiry with conceptual schemes which result in an appreciation for science and its application to everyday life in a technological society. Health instruction is incorporated into the science program. Safety practices pertaining to home, school and traffic situations may be taught during the science period.

**Social Studies:** The basic purpose of social studies is to help students understand themselves, their values and the world around them. Particular emphasis is given to history, geography and an appreciation of world culture, interwoven with all allied disciplines of anthropology, economics, political science and sociology. Multicultural awareness and current events are integrated into the social studies program.

**Spanish:** The purpose of the Spanish Program is to provide students with Spanish vocabulary and language tools to improve and develop the four communication skills in the second language: speaking, listening, writing and reading; in order to face the challenges of a growing multicultural society. Likewise, this program tries to integrate the use of games, songs, technology, cultural awareness, and content-based instruction in order to include topics and objectives from the regular academic. The Spanish class is an academic subject based on the Foreign Language in Elementary School model (FLES). Spanish is presented as an individual subject such as Math or Science. Students will be evaluated through tests, homework and class participation.

**Technology:** The pervasive impact of technology upon today's society has far reaching implication for educating young people for the world of tomorrow. Catholic educators have a responsibility to provide for computer learning as a program of the Catholic school. An integrated approach to learning can provide opportunities for all students, at any grade or ability level, to become computer literate. Students can become involved through computer assisted learning and problem solving. Throughout this process, special attention must be focused on the ethical use of increased communications technology.

**Use of the Internet to access information will be made under faculty/staff supervision only. An Internet agreement form will be completed annually and signed by parent and student.**

**Media Center:** The media center is a source of information for students and contains over 6,000 volumes. The following rules will enable all to enjoy the maximum benefits:

1. Books may be withdrawn only during library hours.
2. Encyclopedias and other reference books are available for research work in the classroom, but may not be taken home.
3. Books damaged or lost must be paid for.

**Music:** Music is an elemental form of communication, self-expression and discovery to the child. It is a natural and integral part of the child's daily life. Through the experience of creative play, singing, movement, listening, instrumental playing, drama, the child develops an awareness of self-worth.

**Art:** The art curriculum is intended to provide every individual with an immediate and long-term basis for creative thinking and expression. Experience and involvement in the visual arts and crafts promotes awareness and appreciation of many art forms which surround us. Experiences with the visual arts enhance the total quality of life, by developing intellectual capacity, powers of observation, concern for the environment, and selectivity as a consumer.

**Physical Education:** Physical education is an integral part of the school's total education program. As such, it provides learning experiences which are consistent with the age and development of the student.

**Life Skills Training - Health And Personal Development:** From a religious perspective, such a program helps students understand the importance of maintaining a healthy lifestyle to permit service to God and community. The Life Skills program is organized to address these skills in Grade 6-7-8:

- Increase self-esteem
- Communicate effectively
- Manage anxiety
- Increase ability to stand up for rights
- Resist advertising pressure
- Make decisions and solve problems
- Avoid misunderstandings
- Make new friends
- Say “no” to unfair request
- Resist pressure to use drugs

**Family Life:** The Archdiocese of Louisville provides curriculum guidance in the areas of family life and A.I.D.S. education for students in a Catholic environment. Students receive instruction in these areas in the context of the Church’s moral, ethical and spiritual teachings.

### **PROMOTION POLICY**

- If a student has completed their grade level work satisfactorily, they are promoted to the next grade. If a child fails one or two major subject areas, that student will be required to attend summer school and/or be tutored by a certified teacher. OLOL will need to receive documented summer curriculum and attendance in order for OLOL to determine if child can be moved to the next grade.
- If student is in the 8<sup>th</sup> grade, the diploma will be held until all summer work is completed. If a student fails three major subject areas, that student will not be promoted to the next grade. If the student is in the 8<sup>th</sup> grade, the student will not “walk” at graduation and will not attend any field trip, graduation luncheon and party held at OLOL for graduates.

Retention in the grade may not be an option at OLOL School in grades K-8, especially in grades 5-8 (social concerns for the student). An alternative school placement or transfer may occur if interventions toward satisfactory performance have proven to be unsuccessful at OLOL

**Special Note:** All students must have completed all assigned work/projects in order to join classmates on field trips and to “walk” at graduation.

### **FIELD TRIP POLICY**

Field trips that are educational in nature and enhance the units of study conducted in the classroom are encouraged. A planned follow up activity is necessary in order to maximize the experience. The following field trip guidelines are in effect:

1. No student will be allowed to participate in a field trip without a signed, official permission form.
2. The teacher in charge of the trip will assure adequate chaperones.
3. Transportation will be by bus, rather than by parents' cars, due to the liability placed upon drivers. In some cases, parents will be asked to drive their cars. Those drivers will be asked to submit a copy of driver’s license and proof of insurance.
4. Emergency medical treatment forms must be kept in the possession of the supervising teacher at all times on the field trip.
5. Overnight field trips are discouraged by the legal consultant for the Archdiocese of Louisville.

6. Loss of field trip privilege could be a consequence for persistent lack of academic effort and production as well as persistent conduct problems.
7. Chaperones will comply with school rules.
8. No pre-schoolers allowed on field trips.

## **ASSESSMENT**

Performance assessment involves tasks which we value, tasks worth learning and teaching. These tasks simulate the challenges facing adults or workers in a field of study. They focus on the students' ability to produce a quality product and/or performance. This involves de-mystified tasks and standards and allows for thorough preparation and self-assessment by the student. Performance-based assessment focuses on the students' ability to justify answers and respond to follow-up or probing questions.

While performance-based assessment is logical, localized and generates classroom data that can be readily used by the classroom teacher and can be easily reported to parents, there continues to be a need for a nationally recognized assessment which allows parents, administrators and districts to measure both individual as well as Archdiocesan achievement against a national norm.

## **STUDENT ASSESSMENT PLAN**

1. Performance-based items and events which consist of but are not limited to:
  - hands on activities
  - projects
  - real-life situations
  - activities which focus on ability to produce quality products
  - activities which allow for self-assessment
  - activities that focus on student ability to justify answers
  - activities which are multi-modal (many ways to respond)
2. **Norm-referenced testing:** The Archdiocese of Louisville will continue to use individualized norm-referenced testing so that appropriate educational efforts will be made to assist the individual student:
  - Spring testing in grades K, 3, 5, and 7 with an accompanying Test of Cognitive Skills
3. At times, students require specialized assessment by an outside agency. The Principal or counselor will advise parents of agencies and private sources providing these services.

# HEALTH

The Kentucky Department of Health requires all students to have an up-to-date Kentucky immunization certificate and physical on file in the school's office. All students must have completed their hepatitis B series vaccine & their second MMR. All sixth grade students are required to have a physical completed. This can be obtained one year prior to entering sixth grade. Please note that all immunization certificates and physicals will need to be in the school office prior to the first day of class or your child will be sent home.

### **Eye Examination for Elementary School Entry**

Effective with the 2004-05 school year, Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school no later than January 1 of the first year that a 3, 4, 5, or 6 year old child is enrolled. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry. (5313.3)

## **KENTUCKY IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE 2009-2010 SCHOOL YEAR**

<b>5-7 Years of Age</b>	5 doses of DTP or DtaP; 4 doses of OPV or IPV; 1 dose of MMR & second dose of measles containing vaccine; 3 doses of HepB; 1 dose of Varicella (unless physician states the child has had chickenpox disease.)
<b>7 Years of Age</b>	5 doses of DTP or DtaP; 4 doses of OPV or IPV; 1 dose of Td given at 11 to 12 years of age if at least 5 years have elapsed since the last dose of DtaP, DTP or DT 1 dose of MMR; a 2nd dose of measles containing vaccine 3 doses HepB
<b>For All Public or Private Primary Attendance</b>	A child shall receive 1 dose of Td if ten years or more have elapsed since the last dose of DT, DTP, DtaP or Td

### **Vaccine Abbreviations:**

DTP / DTaP = diphtheria, tetanus, pertussis vaccines

HepB = Hepatitis B vaccine

IPV = polio virus vaccine

MMR = measles, mumps, rubella vaccines

OPV = oral poliovirus vaccine

Td = tetanus and diphtheria toxoids (adult type)

Varicella = chickenpox vaccine

**Health Records/Procedures:** State law requiring immunization of all children under 18 years of age against diphtheria, tetanus, polio, and measles demands an immunization certification for all children entering school for the first time and those who transfer from other school districts to schools in this county. Effective with the 1998-99 school year, the immunization certificates for incoming kindergarten students must indicate that they have received the Hepatitis B vaccine and the varicella (chickenpox vaccine). Original immunization certificates are kept on file with the child's health record. Also, all students entering school and at the start of 6th grade are required to have a physical;

the form is kept on file with their records. A Health Committee administers vision, hearing and scoliosis screenings annually. Parents are notified of any findings needing further attention. These results, as well as height and weight, are recorded on the student's health record.

If a child has a chronic illness or is highly allergic to any insects or foods, this should be recorded on the child's permanent health record and on the medical card (completed each year by parents). Parents must respond to requests for immunization updates by the date required.

**Medications:** Parents should make every effort to schedule doses of prescribed medication before or after school hours whenever possible. In order to dispense any medications, a medical form (properly filled out by parents) must accompany the medication. Students who take medication are required to present the medication and proper form to the office as soon as they arrive in school. Medical forms are available at homeroom tables during registration, or in the school offices.

School personnel will take precautions against the spread of illnesses. These precautions include the use of protective thermometer covers, the wearing of plastic gloves, the use of disinfectant spray, and the periodic checking of children for reported ailments such as head lice, chicken pox and other illnesses.

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or in actions with regard to administration of medication, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

**Emergency Contact Person:** The principal must have the name, address, and daytime telephone number of someone to contact when an emergency arises, such as sickness or injury of a child. Ideally, that contact person is a parent; however, if both parents are unavailable during the day, it is the responsibility of the parent to designate another responsible person to act as emergency contact. The school office needs this information.

Children are not to leave the school grounds during the day unescorted. Arrangements must be made to pick up a child at the school office if they must leave for illness or other reason. The adult must sign the school log.

Please notify the office of any changes in phone numbers of emergency contacts. It is imperative that our school files be kept up to date. If parents are on business trips or vacations, we need to know caretaker arrangements and phone numbers.

**Emergency Medical Assessment and Treatment:** Any injury or episode to a student causing questionable health risks will result in a call to Emergency Medical Service (EMS) for immediate medical assessment. Service costs for EMS will be the responsibility of the parents/guardian.

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or in actions with regard to Emergency Medical Assessment and Treatment, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

**Communicable Diseases:** In the event that a child is ill with a communicable disease, the school should be notified so that teachers can be alerted for signs of illness in other children.

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result

of their actions or in actions with regard to communicable diseases, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

**Illness:** Parents are asked to keep children home who are running a fever, have acute cold symptoms, have chills, diarrhea, a skin rash or nausea. Children who have conjunctivitis (pinkeye) or strep infection must remain at home 24 hours after treatment begins. **Parents will be asked to pick up their child if conjunctivitis is suspected.**

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or in actions with regard to illness of any kind, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

**Head Lice:** School officials must be notified when a child or other members of the family contract head lice. The child must remain at home until the proper treatment has been administered. School officials may find it necessary to check individual children for head lice if cases are reported.

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or in actions with regard to head lice, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

**Kentucky Law requires that students whose immunization have expired or who have not given record of immunization to schools within 30 days of registration, not be allowed to attend school.**

**AIDS Policy for Catholic Schools:** Catholic elementary schools follow the policy adopted by the state and local Departments of Health in dealing with children identified as infected with the HIV virus. This policy respects the rights of children and parents to privacy and involves school personnel on a "need-to-know" basis. All school personnel are trained to follow the guidelines for handling body fluids in school as published by the Board of Health.

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or in actions with regard to their application of the AIDS Policy, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

**Hearing and Vision Tests:** Once a year, hearing tests will be administered to students in grades K, 1, 2, 3, referrals from last year, or request by parents. Vision tests will be administered to student in grades 1, 3, 5, and referrals from last year, or requests by parents. Parents are advised if further attention should be given to a vision or hearing difficulty. All students in grades K-6 are weighed and measured annually.

**Scoliosis:** Testing is done in grades 6-8, or if requested by a parent at any other time. Parents are notified after a second screening if further attention is needed school.

**We must have a signed permission slip for each student that participates in a screening program.**

Neither the Archdiocese of Louisville Catholic Schools, Our Lady of Lourdes, or any of its staff, agents or employees, shall be responsible for any injuries or damages sustained by students as a result of their actions or in actions with regard to their evaluation and testing for scoliosis, and Parent acknowledges by their signature in this handbook said waiver of liability, claims or causes of actions.

# FORMS

Dear Parents and Students,

Welcome to Our Lady of Lourdes. This handbook contains information you will need on a daily basis for school attendance. Our curriculum provides for student growth in spiritual, academic, physical, cultural and moral learning.

The Lourdes parish community believes in the tradition of Catholic education and supports the school in every way. At the heart of the Lourdes school and parish experience is community. Not only is the concept taught, it is lived. Through education, individuals are moved to build community in all areas of life. We hope you will take part in the full parish experience.

Respectfully,

Laura A. Glaser, Principal

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### OUR LADY OF LOURDES SCHOOL

Please complete, sign and return to school office by August 25, 2009

I/We, Mr. and Mrs./Ms.

\_\_\_\_\_

the parent/legal guardian of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

have read the Our Lady of Lourdes School Handbook and have discussed the contents with my/our child/children. I/We agree to be governed by its rules, policies and regulations.

\_\_\_\_\_ (Mother/Guardian)

\_\_\_\_\_ (Father/Guardian)

\_\_\_\_\_ (Date)

***Please keep this handbook in a convenient place.  
It will be in effect for the 2009-2010 school year.***

# Our Lady of Lourdes 2009-2010 School Calendar

1 <sup>st</sup> Quarter – 41 days of instruction						
S	M	T	W	T	F	S
<b>AUGUST</b>						
	3	4	5	6	7	
	10	11	R	13	14	
	17	18	OH	FE	21	
	24	25	26	E	28	
	31					
<b>SEPTEMBER</b>						
		1	2	E	4	
	N	8	9	E	11	
	14	15	16	E	18	
	21	22	23	E	25	
	28	29	30			
<b>OCTOBER</b>						
				E	2	
	5	6	7	E	9	
	12	13	14	E	16	

2 <sup>nd</sup> Quarter – 45 days of instruction						
S	M	T	W	T	F	S
<b>OCTOBER</b>						
	19	20	21	E	23	
	26	27	28	E	C	
<b>NOVEMBER</b>						
	N	N	4	E	6	
	9	10	11	E	13	
	16	17	18	E	20	
	23	24	N	N	N	
	30					
<b>DECEMBER</b>						
		1	2	E	4	
	7	8	9	E	11	
	14	15	16	17	E	
	N	N	N	N	N	
	N	N	N	N		
<b>JANUARY</b>						
					N	
	4	5	6	E	8	

3 <sup>rd</sup> Quarter – 47 days of instruction						
S	M	T	W	T	F	S
<b>JANUARY</b>						
	11	12	13	E	C	
	N	N	20	E	22	
	25	26	27	E	29	
<b>FEBRUARY</b>						
	1	2	3	E	5	
	8	9	10	E	12	
	N	16	17	E	19	
	22	23	24	E	26	
<b>MARCH</b>						
	1	2	3	E	5	
	8	9	10	E	12	
	15	16	17	E	19	

4 <sup>th</sup> Quarter – 42 days of instruction						
S	M	T	W	T	F	S
<b>MARCH</b>						
	22	23	24	E	26	
	29	30	C			
<b>APRIL</b>						
				N	N	
	N	N	N	N	N	
	12	13	14	E	16	
	19	20	21	E	23	
	26	27	28	E	N	
<b>MAY</b>						
	3	4	5	E	7	
	10	11	12	E	14	
	17	18	19	E	21	
	24	25	26	27	LE	
	N					
<b>JUNE</b>						
		1	2	3	4	

**R** REGISTRATION – August 12  
**OH** OPEN HOUSE for students – August 19  
**F/L** FIRST/LAST DAY – August 20/May 28  
**TERRA NOVA TESTING** in grades K,3,5,7 – March 8-1

**C** P-T-S CONFERENCES  
**E** 1:00 PM DISMISSAL  
**N** NO SCHOOL  
**PARENT NIGHT AT SCHOOL** – August 27

**WEATHER RELATED MAKE-UP DAYS:**  
 Nov. 3, Jan. 19, Feb. 15, April 12, April 30  
**CATHOLIC SCHOOLS WEEK** – Jan. 25-Jan. 29

**PARENT REQUEST FOR OUR LADY OF LOURDES SCHOOL TO  
ADMINISTER MEDICATION**

**Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

Homeroom \_\_\_\_\_ Age \_\_\_\_\_

To Our Lady of Lourdes School Personnel: I request that personnel administer to my child, named above, the following medication:

Name of medication \_\_\_\_\_

Prescribed by Dr. \_\_\_\_\_ Beginning Date \_\_\_\_\_ until \_\_\_\_\_

Dosage amount to be administered at school \_\_\_\_\_

Time to administer \_\_\_\_\_

Special instructions about medication/administration:

\_\_\_\_\_

I understand that medication must be brought to the office and I or my child will pick up the medication after its usage. I understand that the medication must be in its **original container** with the dosage correctly labeled and that school personnel will not administer any medication in which the dosage is not indicated on the medication container. Although school personnel will assist as much as possible in helping my child to remember to take the medication at the proper time, they assume no responsibility in this regard.

I understand that the school is not a medical facility and that there is not a trained, licensed medical person available to administer medical treatment. I understand that medical assistance other than what is outlined above (i.e. dispensing the above medication) will require the parent to come to school or emergency medical help (EMS) to be called.

In consideration for the assistance of the school personnel in helping to administer this medication to my child, I agree to release and save harmless any and all Our Lady of Lourdes School personnel, and Our Lady of Lourdes Parish personnel from any and all harm or damage that may occur to my child as a result of this request.

Printed name of parent \_\_\_\_\_

Day phone number \_\_\_\_\_ Place \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_



Our Lady of  
Lourdes  
Catholic School  
Pre-K – 8

A nationally recognized Blue Ribbon  
School of Excellence 2008

2009–2010

510 Breckenridge Lane  
Louisville, Kentucky 40207

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Office Phone Number - 895-5122

Fax Number - 893-5051

School Website -

[www.ourlourdes.org](http://www.ourlourdes.org)

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