

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 AFTER CARE is OPEN.

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

OLOL SCHOOL AND AFTER CARE are 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.

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).

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.

Handbook Overview:

Governance

Admissions.....

Stewardship.....

Finance

Home and School Communication.....

Attendance.....

Safety.....

Religious Formation of OLOL Students

Personal and Social Growth.....

Curriculum and Assessment

Health.....

Forms.....

GOVERNANCE

Faculty

Principal	Laura Glaser
Grade Eight	Jeff Beavin
.....	Mary Lou Hoss
Grade Seven	Lisa Platt
.....	Patrick Newman
Grade Six.....	Patrick Medley
.....	Mary Montana
Grade Five.....	Sunny Bowen
.....	Patricia Koth
Grade Four	Kathy Cornett
.....	Janice Gunderson
Grade Three	Deanna Askin
.....	Julie Motiff
Grade Two.....	Betheny Tems
.....	Christina Wenzel
Grade One.....	Suzanne Burton
.....	Christa Roth
Kindergarten	Joanne Brock
.....	Morgan Wissing
Pre-School/K-1	Dawn Renner
Spanish.....	Maria Lockard
Media Center	Maureen Choate
Art.....	Jennifer Tippel
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.....	Angie Mitchum
.....	Patricia Hofmann
.....	Julie Houk
.....	Patsy Hulsewede
.....	Connie Ritchey
.....	Corene Woods
Cafeteria Manager	Mary Spanyer
Custodial Staff	Lee Harlamert
.....	Tim Golden
.....	Ron Harper
.....	Cliff Rogers
Pastor.....	Fr. Scott Wimsett
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 School Mission Statement

(Approved by the Parish Council and School Advisory Committee in January 2011)

Our Lady of Lourdes School is a ministry of the parish community that exists to provide excellent education grounded in Catholic faith and Christian values. It assists the family in the full intellectual, spiritual, and physical development of their child.

Our Lady of Lourdes School Vision Statement

(Approved by the Parish Council and School Advisory Committee in January 2011)

To help young men and women develop their God-given talents and ability by:

- incorporating the students in a process of high quality **INTELLECTUAL** development.
- forming the students by word and example, in the time-tested **MORAL VALUES** of our catholic faith.
- offering the student opportunities for development of **LEADERSHIP** skills in society and church.
- upholding high expectations of **HONESTY, INTEGRITY** and development of **CHARACTER**.
- teaching students a **STEWARDSHIP** way of life as modeled by the entire parish community carrying out this **CHRIST-CENTERED** ministry.

Nondiscriminatory Policy Statement

All schools in the catholic school system admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Our Lady of Lourdes School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs.

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. planning for and identifying the school's long range needs; developing goals and objectives that meet these needs, and designating responsibility for their implementation.
2. developing policies which are compatible with Archdiocesan norms, as well as with parish and school philosophy and mission statements.
3. having a voice in the selection of a principal.
4. participating in the formulation of the annual school budget.
5. sponsoring activities that support the long range plan of the school.
6. representing its constituency.

School Advisory Committee (S.A.C.) 2011-2012

Pastor:.....Fr. Scott Wimsett
 Principal:Laura Glaser
laurag@ourlourdes.org
 Chair:..... Dr. Steve Keiran
 Vice Chair: Tim Napier

Parents wishing to contact members of the School Advisory Committee may email ololsac@gmail.com. The committee members will check the email site periodically.

Grievance Policy

If a serious disagreement and/or confusion should arise about the well-being of a student at Our Lady of Lourdes, the following policy is implemented.

1. A meeting with the teacher and the parent is held.
2. If step #1 is not successful the principal will meet with the parent and the teacher.
3. If additional clarification is needed, the parent may schedule a meeting with the pastor and/or write the grievance to the chairperson of the School Advisory Committee. This is reserved for only the most serious grievances.

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 meetings, volunteer for safety patrol and participate in extra services throughout the year as they are called upon. 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. Members should strive to work fairly and respectfully with 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.

Co-chairpersons for 2011-2012:
 Amy Besendorf
 Linda Weisbach

ADMISSIONS

Admission Policy K-8

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.

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.

Order of Acceptance of Applications: Parishioners will be notified on the school website and in the church bulletin of the registration timetable. Applications will be accepted as shown below. If necessary, priority will 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.

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.

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.

Admission Policy Pre-School

Order of Acceptance of Application Effective Beginning 2012-2013 School Year

Registration will be held in February. There will be notification of registration on the school website and in the church bulletin. Applications will be accepted as shown below. If necessary, priority will be based on the date of the family registration in the parish and/or the submission deadline date of the pre-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.

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 on the school website 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 Orientation/Registration: The fall orientation/registration held in August is for ALL parents who expect their child(ren) to attend OLOL for the current school year.

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 transfer of 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 Administration Committee and approved by the School Advisory Committee and the Parish Council in the annual budget process.

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.

Priorities for Admission of Transferring Students

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 students transferring 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.

Curriculum and Program Considerations for Admission of Transferring Students

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.

Application for admission must be made through the office of the principal. 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.

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

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 \$5,000 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 the pastor 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,* field trips, 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. Parents and students are financially responsible for the replacement of lost or damaged books. Other fees include but are not limited to:

- A cafeteria fee, due at August registration.
- A pre-registration fee, due in January/February.

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 11-12 school year is \$5,000 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: \$2,500 in August and \$2,500 in January
- Monthly payments done through automatic deduction August through May

Student Instructional Material 2011-2012 School Year

Kindergarten

PER STUDENT FEES:

Instructional Materials \$280.00

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

Technology Fee..... \$50.00

Milk Fee (covers cost of daily milk per year) \$70.00

PER FAMILY FEE:

PTO Dues \$5.00

Tuition for Kindergarten for 2011-2012: \$5000/child for non-parishioners

Grades 1-8

PER STUDENT FEES:

Instructional Materials and Book Rental \$370.00

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

Technology Fee..... \$50.00

PER FAMILY FEES:

Cafeteria Service Fee \$60.00

PTO Dues \$5.00

Tuition for students grades 1-8 for 2011-2012: \$5000/student for non-parishioners

*Note of exception concerning field trips:

If a field trip presents that cannot be covered by the yearly book fee, parents of that particular grade will be asked to pay for the field trip.

.This fee covers rental of hardbound

\$50.00

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 can 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.)

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 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 can be picked up after school on the green table outside the security doors.

Reporting Student Progress

OLOL communicates with parents in a variety of ways.

Parent-Student-Teacher (P-S-T) Conferences are scheduled three times during the school year: October, January, and April. 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).
- The school year is divided into four quarters. Report cards will be distributed at the P-S-T conferences in October, January and March. The final report card will go home with the student on the last day of school.
- P-S-T 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-S-T conferences.

Additional Conferences may be requested by the teacher or parents at any time a conference 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 contact 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 scheduling 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.

Mid-Quarter Academic Reports are posted on Edline for parents to view.

Signing Schoolwork Samples is another way the school communicates with the home. Teachers send home weekly folders of work samples so parents and students can discuss progress and assignments. (Friday Folder)

Weekly Newsletters from homeroom teachers inform parents and students of weekly events and academic endeavors. **Monthly newsletters** from special area teachers and **weekly newsletters** from homeroom teachers will be posted on Edline. **BEARCAT** notes from the principal will be posted on Edline weekly.

School calendar of events will be posted on the school website – www.ourlourdes.org

Daily Assignment Notebook: A notebook designed for daily student assignment notes is given to each child in August. This is provided to assist students in organizing schoolwork. Teachers may require parents to sign the notebook nightly to ensure communication. Additional notebooks can be purchased from the school office.

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 concern for the principal, and parents will be contacted.

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 to school, 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 ensuring 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.

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.

If a student is ill and absent from school for a half-day or more, he /she does not participate in any extracurricular 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 Regarding 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 7:30 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.

Missed written work is given to a student upon their return from an absence. If possible, the teacher can inform the student of reading to do during the absence (examples: Chapters in Social Studies text, stories in the Reader, etc.).

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 experience by following a regular daily schedule at a selected high school. 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 work was missed 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 the principal.

SAFETY

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 students 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.

Between the hours of 7:15 A.M. and 3:15 P.M. bicycles may not be ridden on the school property. Students must walk their bikes on and off the property.

Personal Safety

Supervision of Students on Grounds:

Between 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.

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.

OLOL Policy for After School Hours

Students may not stay in the building or on the school grounds after dismissal to wait for an athletic practice, etc.

ALL MINOR CHILDREN ARE TO BE UNDER THE SUPERVISION OF AN ADULT.

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. **Students are under the supervision of school personnel until 3:15 and until 1:15 on Thursday.**

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 suspicion 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.

The **Kindle Reader** and similar devices are acceptable at school for reading books. This must be under the supervision of the teacher.

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 from 7:10 A.M. to 3:10 P.M. (1:10 P.M. on Thursday).
- 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 will confiscate the offender's phone. Confiscated phones can be picked up in the school office.
- No cell phones may be used for picture taking.
- No text messaging. No instant 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 cannot 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 #1: 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)

Regulation: Teachers, aides, substitute teachers, bus drivers, cafeteria managers, cafeteria and playground

monitors, regular classroom monitors and coaches will undergo this screening.

Policy #2: Persons who have supervisory positions over children must attend the **Safe Environment** training presented by the archdiocese. Certificate of attendance is kept on file in the Parish Center

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. 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 school hours unless supervised by school personnel.

Fire, Tornado, Stranger-In-Building, and 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 group celebration in April at a Parish Liturgy is the time most families choose to have their child receive this sacrament.

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, we will be preparing for and celebrating First Reconciliation in the fall of second grade, before First Eucharist preparation.

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

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 mass or 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 Lent or 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 five and older are eligible to be servers. A preparation period will be held during the second semester of fourth 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 the

underlying reality in which the student's experiences of learning and living achieve their coherence and their deepest meaning." **To Teach as Jesus Did, #103**

While catechesis cannot be limited to the repetition of formulas, it is essential that formulas and facts pertaining to faith be understood. Memorization has had a special place in the handing-on of the faith throughout the ages and should continue to have such a place today, especially in catechetical programs for the young. It should be adapted to the level and ability of the child and introduced early and continued gradually and in a flexible manner. In this way, certain elements of Catholic faith, tradition and practice are learned for life and can contribute to the individual's continued growth in understanding and living the faith.

Students in grades 5 and 8 take the NCEA generated ACRE test to measure the school's instruction and students' grasp of the Roman Catholic faith. This testing is mandated by the Archdiocese of Louisville. Results are shared with parents.

Sacramental Preparation 2011-2012

The following are dates for parent and student meetings for those families with students preparing for First Eucharist and First Reconciliation this coming school year. Throughout the year, you will receive notice of these meetings again but because attendance will be expected of all families, we suggest that you put them on your calendars now. We have made great effort to avoid schedule conflicts with other parish activities, but we ask you, the parents, to please alert any coaches of schedule conflicts ASAP so they can make the appropriate rescheduling. Because we consider our faith a priority here at OLOL, our athletic leadership has always been most supportive of our religious education programs. We continue to ask for your partnership in this endeavor. Those families of other faith traditions who attend our school are expected to attend these meetings in order to facilitate better understanding of the programs your children are experiencing in their school days.

2nd Grade First Reconciliation and First Eucharist Preparation Schedule

ERE = Evening Religious Education
OLOL = Our Lady of Lourdes School

2011

OLOL Parent/Child Meeting	Tues., Sept. 6	7:00 P.M. OLOL Cafeteria
ERE Parent/Child Meeting	Wed., Sept. 21	6:45 P.M. OLOL Cafeteria
First Reconciliation for OLOL and ERE Parent/Child	Wed., Oct. 19	7:00 P.M. Church

2012

Workshop planning meeting (Optional)	Thurs. Jan. 5	7:00 P.M. Parish Center
Parent/Child Workshop	Sat. Feb. 4	9 A.M.-Noon Church
Enrollment	Feb. 4&5	All Masses
First Eucharist for ERE	Sat. April 28	5:30 P.M. Mass
First Eucharist for 2W	Sun. April 29	9:30 A.M. Mass
First Eucharist for 2T	Sun. April 29	11:30 A.M. Mass

8th Grade Confirmation Preparation Schedule

Confirmation Information Mtg. (Youth, parent and in-town sponsor)	Wed., Sept. 14	7-8:30 P.M. OLOL Cafeteria
*Nov.-Feb. Small Christian Community Meetings. Parents are encouraged to serve as Small Group leaders. Please contact Chris at the Parish Office to sign up.		
Food Fast Retreat	Sat., March 26	All Day OLOL Cafeteria
*Confirmation	Sat., May 14	5:30 P.M. Mass

***Tentative date pending archdiocesan approval**

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)

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 languagePushing 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 and/or disruptive behavior will not be tolerated. 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 creating 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 outside of school hours. This includes the use of email communication.

Bullying

Parents are asked to not assume that school knows about a bullying issue at school. Children do not, as a rule, act out these inappropriate behaviors in front of staff. Parents are encouraged to call the teacher, counselor, or principal so that the behavior can be explored and stopped.

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.

Interruption of instruction and disrespectful exchange with teacher and classmates are two serious examples of behaviors that cannot be tolerated. All students are adversely affected.

The teacher will remind the student to stop behavior and if the student disregards the warning, the student will be sent to the school office. 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 a student makes 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. This 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

LOLO 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 of the 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 principal 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 extreme hair color or 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.
- **Boys' hair must be above collar and eyebrows.**
- **Girls' hair must be above eyebrows and away from face.**
- Extreme hair coloring and hairstyles are 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 8th 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.
- PE uniform sweat pants may not be tucked in shoes, nor should the pants be altered (hemmed, cut off, etc.) at the end of the leg.

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 should never advertise any inappropriate bands, drugs, etc.

- No tank tops – No spaghetti straps
- No “bare” clothing - appropriate neckline for girls; no part of abdomen should show
- Socks or tights required.
- Shoes appropriate for physical education or outside play...no platform shoes...no sandals. Boots may not be worn during the school day. (Snow or rain boots may be worn but student must change into appropriate footwear upon arriving at school.)
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
- No face painting, stick-on decorations, etc.

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. 8th 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 and shoes for Church.

Our Lady of Lourdes Uniform Code for 2010-2011

All students in grades 1 through 8 are required to wear OLOL uniforms. These uniforms can be purchased at Shaheen's Department Store.

P.E. uniform is the required attire for **all kindergarten students**, as well as play shoes. Kindergarten students are to follow all uniform code pertaining to accessories, dress down days, etc. P.E. uniforms are purchased at Louisville Sporting Goods for all K-8 students.

Students are strongly encouraged to put their 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 skort

Becky Thatcher brand to be purchased at Shaheen's

This new style jumper and skort will be phased in over the next two school years. The new style will be mandatory at the start of the 2012-2013 school year.

Grades 4-8: 4-pleat uniform skirt.

**Hem for all grades no shorter than 2" above the knee.

Blouses and shirts: Solid white– long or short sleeved. No lace. No color may show around neck.

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.
Solid navy or white opaque tights, non-textured.

Sweatshirt/Sweater: Navy uniform sweatshirt with white "Our Lady of Lourdes" logo on left chest (must fit, not be oversized).
Navy V-neck uniform sweater with "Our Lady of Lourdes" logo embroidered on left chest (optional wear) Should be purchased at Shaheen's.

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 (ponytail holders, head bands) are to be small.
~No makeup or fingernail polish and no artificial nails.
~One pair of earrings (one on each lobe) is 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: Students 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". (safety issue)

Boys:
Pants/shorts: Navy uniform pants (fit at waist).
Navy uniform shorts (Bermuda length and fit at waist).

Shirts: Solid white– long or short sleeved. No color may show around neck.
**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/Sweater: Navy uniform sweatshirt with "Our Lady of Lourdes" logo on left chest (must fit, not be oversized).
Navy V-neck uniform sweater with "Our Lady of Lourdes" logo embroidered on left chest (optional wear) Should be purchased at Shaheen's.

Socks: Solid white or navy.

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 them on the entire day.

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 cheese 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 milk)	\$2.35
Staff Lunches	\$3.10
Milk, Juice40
Additional Entree	\$1.25
Snacks50
Seconds on Vegetable or Fruit.....	.50
Water.....	.50
Guest Lunch	\$3.90

Parents are always welcome to have lunch with their child(ren); please call ahead to place your order. 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 thru Friday morning before school, between 7:30 A.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 food from outside vendors and no 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 healthy 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 every day. 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.
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 the end of school and posted on the OLOL web site. (www.ourlourdes.org) 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 phone 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

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 have a release form in order to allow the child to leave the After Care by themselves to go to sports activities, etc. 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 scheduled 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 in the gym foyer. 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 an 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 assignments. Homework may be picked up at 3:00 p.m. or later.

School "Families"

Traditionally, the students in K through Grade 8 form "families" in order to:

- promote a sense of community among students.
- educate students about the life of stewardship by providing opportunities for students to practice reaching out into the community. play and to sometimes picnic together.

The "families" meet monthly and teachers share the responsibility of planning the monthly project.

“Families” are made up of one student from each grade with the 8th grade student as the designated leader.

Big Brother and Big Sister

Each 7th grade student teams with a K student so that throughout the school year they may enjoy doing projects together. Each Thursday the two sit together at the school mass or prayer service.

Each 8th grade student teams up with a 1st grade student for the same purpose.

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: Spiritual, Academic, Social, Emotional, and Physical.

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
- Use of manipulatives
- Learning Centers
- Use of technology
- Research Projects
- Field Trips
- 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 a second language: speaking, listening, writing and reading; in order to enhance the ability to succeed in a 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 implications for educating young people for the world of tomorrow. Catholic educators have a responsibility to provide computer learning as a program of the Catholic school. As computers become available for use in Catholic schools, 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, problem solving, and through the use of computers for personal enjoyment. Throughout this process, special attention must be focused on the ethical use of increased communications technology.

Computer: The media teachers work closely with the classroom teachers to develop instruction based on the curriculum set forth by the Archdiocese of Louisville. When technology is used, progress and performance in computer and media are taken into consideration when a student is assessed on work done in the classroom.

- Students use class websites and student programs. These programs have been downloaded on the computers, or they run from a CD, or are sites on the Internet. All programs used by students at Our Lady of Lourdes are researched by teachers before the students see them. Students are never given the option of doing an Internet search on their own.
- Acceptable Use Policy is signed by students and parents at the beginning of each school year.

GRADES K-4:

Students in grades 1 through 4 have weekly computer class.

Primary students use math programs, beginning keyboarding (typing) programs, phonics and reading programs, map puzzles and Microsoft Word. Web sites suitable for student use are placed in a folder on the computer desktops for easy access.

- Third grade students use specific sites on the Internet to do research for classroom writing projects.
- Fourth grade students have the opportunity to take **Accelerated Reader** quizzes. Fourth grade is the first year students participate in **Accelerated Reader**.
- Kindergarten students have computers in their classrooms and use them daily at center time.
- In our smaller back lab students in kindergarten, first and second grades do **Earobics** three times per week. **Earobics** is one part of the reading curriculum in the primary grades, along with phonics and spelling (Mrs. Hamilton), and reading comprehension and vocabulary (classroom teacher).
- Students in first, second and third grades use an Internet program, **Book Adventure**, to take quizzes on books they have read. They may use either lab or classroom computers for this.
- First and second grade students also use an Internet program call **RazKids**. This program helps improve reading skills.
- The primary math support teacher works with the first and second grade math teachers reinforcing math skills with all of their students. She brings each of her eight groups to the computer lab once a week for computer math programs.

GRADES 5-8

Teachers of fifth through eighth grade students sign up for “flex” time in the computer lab. Students are at different levels of ability and knowledge in technology. Flexible scheduling of time in the computer lab affords the student individualized technology instruction at the point where it’s most likely to be remembered – as it is needed.

Students use flex time for:

research, word processing, AR, basic computer programming, Geometer’s Sketchpad, spreadsheets, presentations, spelling tests, Star Reading, ReadAbout and MathFacts in a Flash.

The Media Center is considered an extension of the classroom. Visits are related to classroom activities and are determined by curriculum needs.

Explanation of Computer Programs

Accelerated Reader is a program where students read books and take short quizzes on content. Students in grades 4-8 participate in the Accelerated Reader program. All students in grades 1-8 are tested for reading level using **Star Reader**.

Earobics is a computer program that helps develop strong phonemic awareness and strengthens language enrichment skills. Earobics in kindergarten, first and second grades has been incorporated into the reading curriculum.

RazKids is an online reading program that was added this year. It is being used by students in first and second grade. Students improve reading skills by listening for modeled fluency, reading for practice and finally recording and playing back their own reading.

Geometer’s Sketchpad is a construction, demonstration and exploration tool that adds a powerful dimension to the study of mathematics. The program enables the student to build and investigate mathematical models, objects, figures, diagrams and graphs. Concepts that students frequently find difficult become clear when they see visual representation on the screen and can interact with the image.

ReadAbout is a reading program that uses technology to focus on three key components of reading achievement in the upper elementary grades: comprehension skills and strategies, vocabulary, and content-area knowledge. The reading is one hundred percent nonfiction. **ReadAbout** reinforces reading and comprehension skills in science and social studies content areas.

MathFacts in a Flash is a web-based program that can help maximize opportunities to practice math facts. The program measures fluency within 62 levels of addition, subtraction, multiplication, division, squares and conversions between fractions, decimals and percentages. Teachers can access reports that show how each student is progressing toward a benchmark or is responding to intervention. Being web-based, the program will help motivate students in all grades to practice and improve their math skills mastery.

LIBRARY

Media Center: The media center is a source of information for students and contains over 10,000 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.

In addition to having class with students in kindergarten through fourth grade, the librarian allows flexible time for students wishing to take Accelerated Reader quizzes. Students have the opportunity to work one on one with her to select appropriate reading materials. The library is open before school on Tuesday, Wednesday and Thursday mornings from 7:30 – 8:00 A.M. Students may also take AR quizzes most days after school. The times for the after school hours vary.

The librarian supports the social studies curriculum by presenting Junior Achievement curriculum in grades three and five. Current events are presented weekly in grades five and six and in one junior high classroom, which rotates quarterly.

In partnership with the Team 5-6 reading teacher, four novels a year are presented to 'book clubs' as part of the language arts curriculum. These small groups allow for flexibility in instruction and provide the students a change of pace.

The librarian organizes the Book Fairs held during conferences. She directs the Accelerated Reader program and orders new quiz titles three times per year. Along with others, she researches and organizes enrichment activities for the students at Our Lady of Lourdes.

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.

Students on all levels are graded primarily on class participation and effort. A Student's grade can be affected by lack of participation, conduct issues and a lack of preparedness for class. This includes bringing all required supplies appropriate for the student's grade level

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.

Grading in art is based on the following:

- Following directions

- Responsibility and proper use of materials
- Using time well
- Behavior

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.

- P.E. grading is based on preparation, effort and participation, and written test and projects.
- Traditional athletic shoes must be worn to P.E. class. Platform tennis shoes will not be allowed.
- A note from a parent is required when participation is limited due to injury or illness.

Family Life: Special programs are provided during 5th and 8th grade.

The 5th grade sex education program introduces the students to changes experienced during puberty and the biological aspects of sexual reproduction.

In 8th grade the abstinence program conducted by the Pregnancy Resource Center is implemented. It encourages abstinence as a healthy lifestyle choice and discusses how sexuality affects one on an emotional, mental and interpersonal level as well as physical.

A parent meeting is offered before both programs to present the material to be covered and encourages parents to discuss the information with their child. The programs support the Catholic perspective on sexuality.

Promotion/Retention Policy

If a student has completed grade level work satisfactorily, he or she is promoted to the next grade.

In grades 5-8:

- if a student fails 1 core subject summer work is required.
- if a student fails 2 core subjects summer work is required.
- if a student fails 3 or more core subjects student is retained and may not repeat grade at OLOL.

Definition of Summer Work

- Certified teacher/program
- At least 20 hours of tutoring
- Documentation of student's attendance and work accomplished presented to OLOL at August registration

If the student is in the 8th grade, the diploma will be held and the student forfeits the privilege of “walking” with classmates at the graduation service.

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 determine the number of chaperones needed.
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. Students must be current with all academic assignments in order to participate in a field trip.
7. Loss of field trip privilege could be a consequence for persistent lack of academic effort and production as well as persistent conduct problems.
8. Chaperones will comply with school rules.
9. No pre-school students are allowed on field trips.

Student Assessment Plan

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)

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 for grades 3, 5, and 7.

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.

Pre-School

Principal:Laura Glaser
Director:Maggie Hagan
Asst. Director:Teresa Roehrig
Pre-School TeacherDawn Renner

Hours of operation:.....7:15 A.M. – 6:00 P.M.
We follow the Our Lady of Lourdes School schedule.
We will be **closed** on 11:00 dismissal days.

Requirements for Pre-School

- Must be completely potty trained.
- Must turn 3 before August 1st.
- Must have a current immunization certificate.

Curriculum

The pre-school program uses The Learning Box curriculum. www.thelearningbox.com

Costs for the 2011-2012 school year

\$60.00registration fee per child
\$289.003 days/week (choice of days)
\$422.005 days/week

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 2011-2012 SCHOOL YEAR

5-7 Years of Age 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.)

7 Years of Age 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 lapsed since the last dose of DtaP, DTP or DT; 1 dose of MMR; a 2nd dose of measles containing vaccine; 3 doses HepB

For All Public or Private Primary Attendance

A child shall receive 1 dose of Td if ten years or more have lapsed 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 requires an immunization certificate for all children entering school for the first time and those who transfer from other school districts to schools in this county. 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. 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.

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.

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 can be found for printing in the back of this handbook and in the school office.

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.

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.

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 adhere to all policies and rules stated in this Parent/Student Handbook. Your cooperation and support are essential.

Since situations can arise that were not foreseen at the time of the writing of this handbook, the Principal reserves the right to amend this handbook. Parents and students will be promptly notified in writing of any amendments.

The principal reserves the right to determine the appropriateness of an action concerning the guidance plan and/or the dismissal of a student from school. The principal also reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her discretion.

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

FORMS

Our Lady of Lourdes Catholic School K-8
A Nationally Recognized Blue Ribbon School of Excellence – 2008

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

OUR LADY OF LOURDES SCHOOL

Please complete, sign and return to school office by **August 25, 2011**

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 2011-2012 school year.***

**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 _____

FAMILY NAME _____

STUDENT NAME(S) AND HOMEROOM(S) _____

Our Lady of Lourdes Acceptable Use Policy

Students and parents must read, initial, sign and return this Acceptable Use Policy. It must be returned to school before student(s) will be allowed to use the Internet.

1. Personal Responsibility

Students will not use the Internet to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. As representatives of this school, students will accept personal responsibility for reporting any misuse of the network to the supervising adult.

I have read and understand provision # 1 (student initials) _____

2. Acceptable Use

The use of the Internet must be in support of education and research in accordance with the goals and objectives of Our Lady of Lourdes School. Use of the Internet must be based on classroom or computer lab assignments and must support the curriculum. No "surfing" – students will be given specific sites they may go to in order to gather information. Students will not print information from sites on the Internet unless specifically directed to do so by their teacher. They are strongly encouraged to take notes.

I have read and understand provision # 2 (student initials) _____

3. E-mail/Web Pages

Students at Our Lady of Lourdes will not be allowed to access personal e-mail accounts or web pages (Facebook, Twitter, etc.).

I have read and understand provision # 3 (student initials) _____

4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. Students will not use the network in any way that would disrupt the use of the network by others.

I have read and understand provision # 4 (student initials) _____

5. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Students will not commit acts of vandalism.

No software may be brought from home.

I have read and understand provision # 5 (student initials) _____

6. Plagiarism and Copyright Infringement

Students will not take the ideas or writing of others and present them as if they were the student's own. Students will always respect the rights of copyright owners.

I have read and understand provision # 6 (student initials) _____

7. Services

Our Lady of Lourdes School makes no warranties of any kind, whether expressed or implied for the network service it is providing. It will not be responsible for any damages suffered while on this system, such as loss of data as a result of delays, non-deliveries or service interruptions caused by the system. Use of any information obtained via information systems such as these is at the student's own risk. Our Lady of Lourdes is not responsible for the accuracy of information obtained through its Internet services.

I have read and understand provision # 7 (student initials) _____

STUDENT:

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in the revocation of my privileges and appropriate disciplinary action. I also agree to report any misuse of the system to a staff member.

STUDENT SIGNATURE(S) _____

PARENT OR GUARDIAN:

As the parent of above named student, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that it is impossible for Our Lady of Lourdes to restrict all controversial materials, and I will not hold the school responsible for materials acquired on the network. I hereby give my permission to Our Lady of Lourdes School to permit my child to access electronic information services.

PARENT OR GUARDIAN NAME _____ DATE _____

PARENT OR GUARDIAN SIGNATURE _____



Our Lady of Lourdes Catholic School

Pre-K - 8

A Nationally Recognized Blue Ribbon School of Excellence - 2008
2011-2012

510 Breckenridge Lane
Louisville, Kentucky 40207

Office Phone Number - 895-5122

Fax Number - 893-5051

School Website - www.ourlourdes.org

Our Lady of Lourdes School Calendar 2011-2012

1 st Quarter – 46 days of instruction						
S	M	T	W	T	F	S
AUGUST						
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	OH	F/E	19	
	22	23	24	E	26	
	29	30	31			
SEPTEMBER						
				E	2	
	N	6	7	E	9	
	12	13	14	E	16	
	19	20	21	E	23	
	26	27	28	E	30	
OCTOBER						
	3	4	5	E	7	
	10	11	12	E	14	
	17	18	19	E	21	

2 nd Quarter – 44 days of instruction						
S	M	T	W	T	F	S
OCTOBER						
	24	25	PST /E	PST	N	
	N					
NOVEMBER						
		1	2	E	4	
	7	8	9	E	11	
	14	15	16	E	18	
	21	22	N	N	N	
	28	29	30			
DECEMBER						
				E	2	
	5	6	7	E	9	
	12	13	14	15	E	
	N	N	N	N	N	
	N	N	N	N	N	
JANUARY						
	N	3	4	E	6	
	9	10	11	E	13	

3 rd Quarter – 42 days of instruction						
S	M	T	W	T	F	S
JANUARY						
	N	17	18	E	20	
	23	24	PST /E	PST	N	
	30	31				
FEBRUARY						
			1	E	3	
	6	7	8	E	10	
	13	14	15	E	17	
	N	21	22	E	24	
	27	28	29			
MARCH						
				E	2	
	5	6	7	E	9	
	12	13	14	E	16	

4 th Quarter – 43 days of instruction						
S	M	T	W	T	F	S
MARCH						
	19	20	21	E	23	
	26	27	28	E	30	
APRIL						
	2	3	PST /E	PST	N	
	N	N	N	N	N	
	16	17	18	E	20	
	23	24	25	E	27	
	30					
MAY						
		1	2	E	N	
	7	8	9	E	11	
	14	15	16	E	18	
	21	22	23	24	L/E	
	N	29	30	31		

High School Placement Test – Dec. 10
 Terra Nova – March 12-23 for K,3,5,7
 ACRE – Feb. 20-24 Religion Assessment
 Graduation May 22 @ 7 P.M.

Snow days, if any, for the 2011-2012 school year, will be made up in this order:

Jan. 2 – school in session	April 4 – full day
Jan. 25 – full day	April 5 – school open w/ 1 P.M. dismissal
Jan 26 – school open w/ 1 P.M. dismissal	conferences beginning at 1:30
conferences beginning at 1:30	April 6 – PST conferences – no classes
Jan. 27 – PST conferences – no classes	May 29, 30, 31, etc. – if needed
Feb. 20 – school in session	

OH	OPEN HOUSE IN CLASSROOMS, AUG. 17, 10 A.M. -NOON
F	FIRST DAY OF SCHOOL, AUG. 18, 2011
E	EARLY DISMISSAL AT 1:00 P.M.
N	SCHOOL CLOSED
L	LAST DAY, DISMISSAL AT 11:00 A.M.
PST	PARENT-STUDENT-TEACHER CONFERENCES

Our Lady of Lourdes School
Student Picture “OPT-OUT” Form
2011-2012

August, 2011

To Parents,

Throughout the year, Our Lady of Lourdes School would like to use pictures taken of the students for the website and/or other publications sponsored by the school.

If you **DO NOT** wish for your child’s/children’s picture to be used, please sign below and return in the registration packet on orientation night. Otherwise, the school will assume we have your permission.

I DO NOT give permission for my child’s/children’s picture to be used on the website or any publication sponsored by the school.

Parent Signature _____ Date _____

**** To be used only in an immediate situation****

*Our Lady of Lourdes School
510 Breckenridge Lane
Louisville, KY 40207
(502) 895-5122*

Permission Slip

I request that Our Lady of Lourdes School allow my child to participate in the following field trip.

I give my permission for _____ to attend and participate in:

(child's name)

Field trip to: _____

Approximate departure time and date: _____

Approximate return time and date: _____

In consideration of the making of arrangements for the trip by Our Lady of Lourdes School, I hereby release and save harmless Our Lady of Lourdes School for any and all liability for any injuries, loss or other claims arising or resulting from this trip.

Signature of Parent/Guardian _____

Date _____

A Nationally Recognized Blue Ribbon School of Excellence

2008

