



Our Lady of Lourdes Catholic School

Pre-K – 8th Grade

A Nationally Recognized Blue Ribbon
School of Excellence – 2008

2017-2018 School Handbook

510 Breckenridge Lane
Louisville, Kentucky 40207
Office Phone Number – 895-5122
School Website – www.ourlourdes.org

Our Lady of Lourdes School

510 Breckenridge Lane, Louisville, Kentucky 40207

This handbook has been prepared for the purpose of informing 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 school, student and parents. Please note that the handbook is a living document, and may be amended at any time. It will be the responsibility of the school to keep any changes communicated via Sycamore, the school's internal website, should amendments occur during the current school year.

GOVERNANCE Handbook Overview

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Personal and Social Growth

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Faculty

| | |
|--------------------------|---|
| Principal..... | Jennifer Barz jenniferb@ourlourdes.org |
| Assistant Principal..... | Jeff Beavin jeffb@ourlourdes.org |
| Grade Eight..... | Patrick Medley patrickmedley@ourlourdes.org |
| Grade Eight..... | Lisa Platt lisap@ourlourdes.org |
| Grade Seven..... | Erin Decker erind@ourlourdes.org |
| Grade Seven..... | Nicholas Towles nicholast@ourlourdes.org |
| Grade Six..... | Kirk Eckstein kirke@ourlourdes.org |
| Grade Six..... | Gina Weber ginaw@ourlourdes.org |
| Grade Five..... | Sunny Bowen sunnyb@ourlourdes.org |
| Grade Five..... | Vicki Bryan vickib@ourlourdes.org |
| Grade Four..... | Kathy Cornett kathyc@ourlourdes.org |
| Grade Four..... | Stephanie Gerstle stephanieg@ourlourdes.org |
| Grade Three..... | Julie Motiff juliem@ourlourdes.org |
| Grade Three..... | Meghan Smith meghansmith@ourlourdes.org |
| Grade Two..... | Emily Brown emilyb@ourlourdes.org |
| Grade Two..... | Julie Ann Taafe juliet@ourlourdes.org |
| Grade One..... | Allison Schladand allisons@ourlourdes.org |
| Grade One..... | Heather Dumstorf heatherd@ourlourdes.org |
| Kindergarten..... | Kristen Herbert kristenh@ourlourdes.org |
| Kindergarten..... | Suzanne Burton suzanneb@ourlourdes.org |
| Computer Teacher..... | Betheny Tems bethenyt@ourlourdes.org |
| Spanish..... | Maria Lockard marial@ourlourdes.org |
| Media Center..... | Ashley Hogue ashleyh@ourlourdes.org |
| Art..... | Jennifer Toppel jennifert@ourlourdes.org |
| Music..... | Patricia Perry patriciap@ourlourdes.org |
| Physical Education..... | Peggy Theiss peggyt@ourlourdes.org |

| | |
|------------------------------|---|
| IT Coordinator..... | Becky Ehrhard beckye@ourlourdes.org |
| Primary Phonics Teacher..... | Morgan Wissing morganw@ourlourdes.org |
| Resource Teacher..... | Deanna Askin deannaa@ourlourdes.org |
| Counselor..... | Ann Church annc@ourlourdes.org |

Staff

| | |
|--|---|
| Administrative Assistant to Principal..... | Vicki Patton vickip@ourlourdes.org |
| Para-educators..... | Betty Gavin Patricia Hofmann Julie Houk Debbie Epstein Connie Richey Kim Shunnarah |
| Cafeteria Manager..... | Mary Spanyer marys@ourlourdes.org |
| Custodial Staff..... | Ricky Murphy Dale Rueff Cliff Rogers |
| Pastor..... | Fr. Scott Wimsett frscott@ourlourdes.org |
| Parish Business Manager..... | Cindy Schultz cindys@ourlourdes.org |
| Director of Stewardship..... | Marge Borders margeb@ourlourdes.org |
| Assistant Director of Religious Education..... | Beth Freeman bethf@ourlourdes.org |

After School Care Program

| | |
|--------------------|--|
| Administrator..... | Jennifer Barz jenniferb@ourlourdes.org |
| Director..... | Maggie Hagan maggieh@ourlourdes.org |

Our Lady of Lourdes Parish Mission Statement

(Approved by Parish Council on 8/25/15)

**To know, love, and serve God
Love and serve our Neighbors
And grow intentional Disciples**

A Steward's Guide

(Stewardship Committee reviewed and approved 6/1/16)

Stewards believe that everything that we have comes from God.

Faithful stewards give back to God out of gratitude. Stewards know, love, and serve God by loving and serving their neighbors.

Stewardship is a faith conversion that, when nurtured, continues to grow and flourish.

A registered and active steward of Our Lady of Lourdes Parish:

- attends Mass regularly.
- supports the mission of the parish.
- completes an annual Stewardship Intention Card and faithfully fulfills their commitments.

A registered and active steward of Our Lady of Lourdes Parish commits to:

- developing their faith, living their baptismal call, and celebrating Mass regularly.
- living their baptismal call, sharing their talents within the community, and making a prayerful decision to choose ministries that enrich both themselves and their community.
- using the biblical tithing as a guide, which is 10% of gross income: treasure commitments reflect proportional and sacrificial support for all parish ministries and other charitable works.

**Our Lady of Lourdes is a
Parish of Stewards**

Our Lady of Lourdes School Mission Statement

(Reviewed and approved by the Parish Council and School Advisory Committee in 2016)

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

(Reviewed and approved by the Parish Council and School Advisory Committee in 2016)

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, scholarships 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 evidence reviewed by the Quality Assurance Committee representing the accreditation process through AdvancED and the Southern Association finds that Our Lady of Lourdes School fully meets the AdvancED standards for quality schools.

Our Lady of Lourdes School Calendar 2017 - 2018

| August 2017 | | | | |
|-------------|-----|----|-----|----|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15† | 16 | 17E | 18 |
| 21 | 22 | 23 | 24E | 25 |
| 28 | 29 | 30 | 31E | |

| September 2017 | | | | |
|----------------|----|----|-----|----|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7E | 8 |
| 11 | 12 | 13 | 14E | 15 |
| 18 | 19 | 20 | 21E | 22 |
| 25 | 26 | 27 | 28E | 29 |

| October 2017 | | | | |
|--------------|----|----|------|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5E | 6 |
| 9 | 10 | 11 | 12E | 13 |
| 16 | 17 | 18 | 19E❖ | 20 |
| 23 | 24 | 25 | 26E | 27 |
| 30 | 31 | | | |

| November 2017 | | | | |
|---------------|----|----|-----|----|
| M | T | W | Th | F |
| | | 1 | 2E | 3 |
| 6 | 7 | 8 | 9E | 10 |
| 13 | 14 | 15 | 16E | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30E | |

| December 2017 | | | | |
|---------------|-----|----|-----|----|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7E | 8† |
| 11 | 12 | 13 | 14E | 15 |
| 18 | 19❖ | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| August | |
|--------|--|
| 16 | Kindergarten Orientation 9-10am |
| 16 | Meet the Teacher/Supplies 10-12 noon |
| 17 | First Day of Instruction 1:00 Dismissal |

| September | |
|-----------|-----------|
| 4 | Labor Day |

| October | |
|---------|--|
| 5-6 | PTS Conf=Reg day Thurs No School-Friday |
| 9 | No School |
| 19 | End of 1st Qtr |

| November | |
|----------|----------------------|
| 7 | Election Day |
| 20-24 | Thanksgiving Holiday |

| December | |
|----------|-------------------|
| 9 | HS Placement Test |
| 20-29 | Christmas Holiday |

| January | |
|-------------|-----------------------|
| 1-2 | New Year Holidays |
| 15 | M.L. King Holiday |
| 28- Feb3 | Catholic Schools Week |
| 30 | CSW Liturgy |

| February | |
|----------|---|
| 8-9 | PTS Conf =Reg day Thurs No School-Friday |
| 12 | No School |
| 14 | Ash Wednesday |
| 19-23 | ACRE Assessment |

| March | |
|-------|-----------------------|
| 2 | End of 3rd Qtr. |
| 5-16 | Terra Nova Testing |
| 30 | Good Friday No School |

| April | |
|--------------|------------------------------------|
| 2-6 | Spring Break |
| 2 | Easter Monday |
| 23- May 4 | Grade 8 Acuity Proficiency Exam |

| May | |
|-----------|---|
| Apr 30-11 | Grade 7 Acuity Readiness Exam |
| 4 | Derby Eve Holiday |
| 23 | Graduation 7pm |
| 24 | Field Day |
| 25 | Last Day of School Dismissal @ 11 am |

| January 2018 | | | | |
|--------------|----|----|-----|----|
| M | T | W | Th | F |
| 1† | 2 | 3 | 4E | 5 |
| 8 | 9 | 10 | 11E | 12 |
| 15 | 16 | 17 | 18E | 19 |
| 22 | 23 | 24 | 25E | 26 |
| 29 | 30 | 31 | | |

| February 2018 | | | | |
|---------------|----|----|-----|----|
| M | T | W | Th | F |
| | | | 1E | 2 |
| 5 | 6 | 7 | 8E | 9 |
| 12 | 13 | 14 | 15E | 16 |
| 19 | 20 | 21 | 22E | 23 |
| 26 | 27 | 28 | | |

| March 2018 | | | | |
|------------|----|----|-----|-----|
| M | T | W | Th | F |
| | | | 1E | 2❖ |
| 5 | 6 | 7 | 8E | 9 |
| 12 | 13 | 14 | 15E | 16 |
| 19 | 20 | 21 | 22E | 23 |
| 26 | 27 | 28 | 29E | 30† |

| April 2018 | | | | |
|------------|----|----|-----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12E | 13 |
| 16 | 17 | 18 | 19E | 20 |
| 23 | 24 | 25 | 26E | 27 |
| 30 | | | | |

| May 2018 | | | | |
|----------|-----|-----|-----|----|
| M | T | W | Th | F |
| | 1 | 2 | 3E | 4 |
| 7 | 8 | 9 | 10E | 11 |
| 14 | 15 | 16 | 17E | 18 |
| 21 | 22 | 23 | 24E | 25 |
| 28 | 29† | 30† | 31 | |

- ☐ Holiday
- 📅 Conference Day
- Conferences begin @ 1:30-7pm Thursday & Friday 8-11 am
- ❖ Quarter Ends
- † Holy Day
- † Prof. Development
- E Early Dismissal @ 1pm

Quarter 1 44 Instructional Days
 Quarter 2 38 Instructional Days
 Quarter 3 41 Instructional Days
 Quarter 4 53 Instructional Days

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.**

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

*In most cases, should storm conditions develop after children are in school, OLOL will remain **OPEN**.*

EXCEPTIONS: *The superintendent notifies, via email, that the Catholic High Schools are closing early. The Principal of OLOL will then decide if OLOL will close early and will notify school parents via Sycamore, email or text message.*

*If the school closes early, **AFTERCARE** will not open.*

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).

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. (See **A Steward's Guide** under the **Parish Mission Statement** in this handbook.)

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 of the registration timetable on the school Sycamore site, and in the church bulletin. Applications will be accepted as shown below. If necessary, priority will be based on the date of a family's registration in the parish and/or the submission deadline date of the school registration.

Note: Registration for new students wishing to enroll for the upcoming year is usually conducted the first or second week of November.

At the end of the designated November registration period, acceptance of the applications received during this time will be based on:

- Catholic students whose families are active parishioners and already have children in OLOL School.
- Catholic students whose families are active parishioners but do not have children in OLOL School.
- Students of other faith traditions whose families are active OLOL parishioners admitted on a tuition basis.
- Catholic students of families who are active in another Catholic parish admitted on a tuition basis.
- Students who are not baptized Catholics, and are not OLOL parishioners admitted on a tuition basis.
- If there are more applications than places, the remaining applications will be placed on a waiting list.

After the designated November registration period, all applications submitted to the school will be placed on the waiting list in the order they are submitted.

Admission Criteria

Age Requirement: Children who will be five years of age by August 1 of the current year may be admitted to Kindergarten. Children who will be six years of age by August 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.

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 on the Meet the Teacher Day before school opens.**

Guidelines for New and Transferring Students

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.

All families transferring from another Catholic school must provide a letter from their previous parish, confirming that they have fulfilled all financial obligations. OLOL will request teacher recommendations from the transferring school, as well as student records.

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. Behavioral 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. 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, reviewing teacher recommendations, 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, any special assessment reports, birth certificate, sacramental certificate(s), and, if applicable, divorce/custody agreement. Full disclosure is required.

FINANCE

Registered and active parish families (see **A Steward's Guide** under the **Parish Mission Statement** in this handbook.) who have been in the parish for a full stewardship year are eligible to send their children to Our Lady of Lourdes Catholic School with no tuition charge. This is made possible thanks to the stewardship contributions from the entire parish community. The total school expenses are approximately 60% of the entire parish budget. If a household experiences financial hardship during the year and the Stewardship of Treasure commitment cannot be fulfilled, please contact Father Scott or Cindy Schulz at the parish office (896-0241) as soon as possible. All calls are held in the strictest confidence.

2017-2018 Tuition

All 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 or,**
- **two payments of 50% in August and the remaining balance in January or,**
- **ten monthly payments made through automatic deduction August 1 through May 1.**

The tuition rate is based on the actual cost of educating each child.

- **Parish Tuition Rate:**
 - \$5,000 for the first child
 - \$2,500 for each additional child
- **This Parish Tuition Rate applies to:**
 - Our Lady of Lourdes parish households with children accepted in the parish school, who do not fulfill the definition of a registered and active parishioner, are required to pay tuition.
 - Our Lady of Lourdes parish families, who have been registered and active in the parish for less than one year, are required to pay tuition.
 - An active Catholic family, at any parish other than Our Lady of Lourdes, is required to pay tuition while attending our parish school. Because of your active parish affiliation with a **different** parish, you would be charged the same tuition rate as a Lourdes parish family, on the condition that you provide a **letter of good standing** from your current parish with your school registration.
- **Non-Parish Tuition Rate:**
 - \$5,500 for each child
- **This Non-Parish Tuition Rate applies to:**
 - Families with students who have no parish affiliation, and/or students who are not Catholic that have been accepted into the parish school, are required to pay the non-parish tuition rate.

- **Policy for Late Tuition Payments:**

- If a tuition family is not current with their tuition payments in accordance with one of the three payment options chosen, the student will not be allowed to return to school until payment is made.
- Since tuition payments are made through automatic deduction, if bank transactions fail three (3) times within one school year, tuition for the remainder of the school year must be pre-paid.
- If a tuition family fails to make their last payment on May 1st:
 - Final grades will not be given to the student.
 - An 8th grade student will not be allowed to participate in any graduation celebration.
- Tuition families are encouraged to be proactive in discussing any payment issues directly with the school principal.

School Book Fees 2017-2018

**All School Fees must be PAID IN FULL on or before School Registration in August.
Students will not be allowed to start school if all fees have not been paid.**

An annual school book fee schedule in grades K-8 will cover:

- book rental
- educational materials
- fees for testing
- supplies
- periodical subscriptions
- consumable workbooks
- *field trips

***Note of exception concerning field trips:**

If the cost of the field trip exceeds the allotment covered by the yearly book fee, parents of that particular grade will be asked to pay the additional cost for the field trip.

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 non-refundable pre-registration fee, due in January/February.

Kindergarten

PER STUDENT FEES:

| | |
|--|----------|
| Instructional Materials | \$375.00 |
| Technology Fee | \$100.00 |
| Milk Fee (covers cost of daily milk per year)..... | \$75.00 |

PER FAMILY FEE:

| | |
|--|---------|
| Cafeteria Service Fee (paid through oldest or only child in school K-8) | \$60.00 |
| PTO Dues | \$5.00 |

Grades 1-8

PER STUDENT FEES:

| | |
|---|----------|
| Instructional Materials and Book Rental | \$450.00 |
| Technology Fee | \$100.00 |

PER FAMILY FEES:

| | |
|--|---------|
| Cafeteria Service Fee (paid through oldest or only child in school K-8) | \$60.00 |
| PTO Dues | \$5.00 |

Book bills may be paid in installments through the summer.

**Send to the school office Attn: Mrs. Patton.
The remainder of the bill is due at August Registration.**

Book bill totals based on number of children in a family attending OLOL – **Grades K-8:**

of children: 1) \$615.00 2) \$1,165 3) \$1,715 4) \$2,265

The fee requirements are essential in quality management of the school’s operating expenses. It is imperative that families meet the deadlines for payment so Lourdes can maintain the budget for the year. When a family fails to pay said fees (bookbill, pre-registration, tuition), an email will be sent asking that the fee be paid within 48 hours. Failure to pay could result in the student’s suspension from school activities and/or school itself unless fees are paid.

HOME AND SCHOOL COMMUNICATION

Class Interruption

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

Messages to Students

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 the child up after school unless the custodial parent gives written permission. This includes a non-custodial parent eating lunch at OLOL with his or her child. 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 (by 9:30 A.M.).

With adequate notification, assignments will be prepared and can be picked up after school on the shelves 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 two times during the school year: October Session and February Session. It is the policy of OLOL that one conference per child is scheduled for each conference session. Parents will sign up for a conference time using the Sycamore Conference Scheduler.

- **Students are to be present** during these conferences. 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.
- The school year is divided into four quarters. Report cards will be discussed at the P-S-T conferences. Mid-Quarter Academic Reports and Quarterly Report Cards are posted on Sycamore for parents to view.
- 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.

(Please note that students who do not attend these conferences will be marked absent for one day.)

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 email the teacher to set up a time for a meeting. 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 concerning any incident which occurs at school until the parent, the child, and the teacher can sit down together to hear and discuss concerns. Gossip and hearsay should have no part in the communication between home and school.

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

Weekly Newsletters from homeroom teachers and special area teachers inform parents and students of weekly events and academic endeavors. Find them on Sycamore.

School calendar of events will be posted on Sycamore.

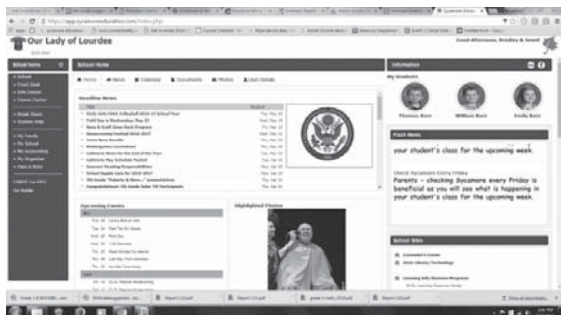
Daily Assignment Notebook: A notebook designed for daily student assignment notes is given to each child in grades 2-8 in August. This is provided to assist students in organizing schoolwork and must be used. Teachers may require parents to sign the notebook nightly to ensure communication. Additional notebooks can be purchased from the school office for \$3.50.

SYCAMORE

Tips for Navigating Sycamore: Sycamore is best used with the **Google Chrome Browser**. If you are finding that you are having trouble navigating, use the **Google Chrome Browser**, and be sure to go through the **Welcome Aboard** steps within Sycamore. This will help with the overall navigation of the student management tool.

- Our Lady of Lourdes School Code is 2638
- Login-Given to each family member
- Password-Set by each family member

1 - Login with your username and password. Then you will see a general page with news, documents, photos, and **user details**. All information on this page is meant to provide information for the whole school. If you click on User Details it will take you directly to your student pictures, which take you to their demographics.



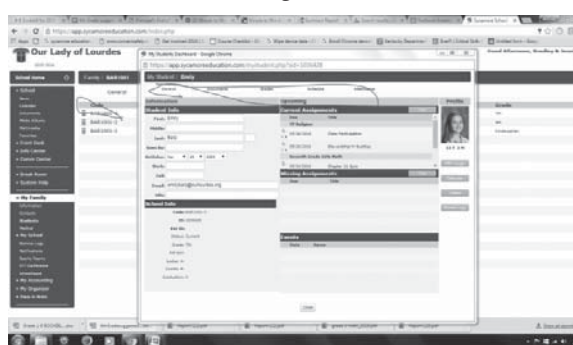
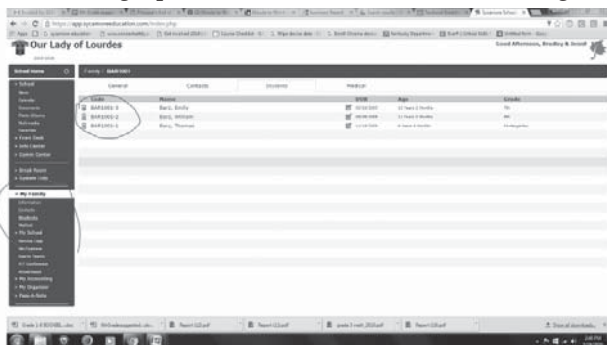
The school's general **news**, general **documents**, general **photos**, and **user details** are active tabs on the top center of the screen. Click on **USER DETAILS** to get pictures of your students. When you click on the student picture, you will get a list of their classes. This is one way to get to their classroom pages and assignments.



OR

2 - On the left hand side is an active tool bar that will take you to several places within the site.

- Click on **MY FAMILY** and then **STUDENTS**, and you will get a list of your students.
- Click on each student's name, and you will get a demographic card for each child. Listed at the top of the demographic card in blue are links to their general information, attendance, grades, schedule, etc



3 - Click on **schedule** and you will get a list of their classes. By clicking on each class, you will have access to each classroom page.

4 - You can expect to see Class News posted to your child's class or team page each Friday for the week ahead. You can expect to receive grade reports via email notification every three weeks. You can expect a report card to be published every quarter to your child's documents.

ATTENDANCE

Releasing Students during School Hours

It is strongly suggested that appointments be made after school hours to give your student the opportunity to have full class instruction. Understandably, there will be times when appointments have to be made during the school day. If a student is to be excused early, the parent **must notify the homeroom teacher in writing**. The office staff will call student to the office where the student must be signed out by an authorized adult. The sign-out log is located in the school office.

When this arises, a confirmation of the appointment from the doctor's office needs to be brought to the school office when the student returns to school.

It is the student's responsibility to ask for missed work and to promptly submit the work the next school day. Homework can be found on the shelves outside the school's glass security door.

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, with the exception of Child Protective Services, unless the parent/guardian is first notified. Students must be released through the School Office.

Once a student arrives at school and enters the building, the staff and faculty of Our Lady of Lourdes School are responsible for the care and safety of the student.

Leaving the building without being released through the School Office is prohibited. Should this occur, the student could be subject to suspension.

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. No cell phones. |
| 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. If there is a change in school hours, parents will be notified via Sycamore email and/or text message.

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. OLOL records attendance for **Monday, Tuesday, Wednesday, and Friday as follows:**

- When a student comes in between:
8:01 & 9:45student is considered tardy
 - When a student comes in between:
9:45 & 11:30student is present ¾ of a day
 - When a student comes in between:
11:30 & 1:15student is present ½ of a day
 - When a student comes in between:
1:15 & 3:00student is present ¼ of a day
 - When a student dismisses between:
1:15 & 3:00student is present ¾ of a day*
 - When a student dismisses between:
11:30 & 1:15student is present ½ of a day
 - When a student dismisses between:
9:45 & 11:30student is present ¼ of a day
 - When a student dismisses between:
8:00 & 9:45 student is absent for the day
- *An early dismissal is defined by dismissing after being present ¾ of a day.

OLOL records attendance for Thursday as follows:

- When a student comes in between:
8:01 & 9:25student is considered tardy
 - When a student comes in between:
9:25 & 10:30 student is present for ¾ of a day
 - When a student comes in between:
10:30 & 11:55 student is present for ½ of a day
 - When a student comes in between:
11:55 & 1:00 student is present for ¼ of a day
 - When a student dismisses between:
11:55 & 1:00 student is present for ¾ of a day*
 - When a student dismisses between:
10:30 & 11:55 student is present for ½ of a day
 - When a student dismisses between:
9:25 & 10:30 student is present for ¼ of a day
- *An early dismissal is defined by dismissing after being present ¾ of a day.

Absence/Tardiness Procedures

Tardiness interrupts the beginning of the day for all students. Therefore, it is advised that all students arrive between 7:45 A.M. and 7:55 A.M. Prayers begin at 8:00 A.M. A student is considered tardy if the student is not present in the homeroom for morning prayers at 8:00 A.M. Tardy students must report to the school office for a tardy slip. When a student in grades K-8 is tardy and does not have a note from a parent explaining the reason for tardiness, the student will miss recess.

Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than 3 days without a valid excuse. A habitual truant is any student who has been reported as truant 2 times.

- After **3 days tardy or absent** without a valid reason, the student will serve a 'detention' before or after school.
- After **10 days tardy or absent** without a valid reason, the student will not attend the next field trip and/or will miss a class activity or an all-school activity.
- After **10 absences**, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for all additional absences during the current school year.

If a student is ill and absent from school for a half-day or more, the student does not participate in any extracurricular school sponsored activity that same afternoon or evening.

Attendance records are required by the school, the Archdiocese, and the state of Kentucky.

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.

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

Excused and Unexcused Absence

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.

Excused Absence: A student misses school because of illness. All work and test should be made up and student receives credit.

Unexcused Absence: car problems, oversleeping, parent illness, parent medical appointments and family-related vacations, weddings, sporting events are examples of unexcused absences. Student is required to make up all work, but receive no credit. Student is required to make up all tests, and will receive credit.

If a student in grades 5-8 should miss a test during an excused or unexcused absence, the student may report to the school office for the make-up test at 7:15 A.M. **No student will be admitted after 7:20 A.M.** The test must be completed within the allotted time of 7:15-7:55. Students may not return to complete the test if it has not been completed.

The principal or her designee will supervise the testing time. Students in grades K-4 will make up tests during recess time. The time table for making up a test is based on number of days missed plus 1 day. (Example: Missed 3 days, plus 1 extra day-student has 4 days to make up work.) The principal or her designee will supervise testing time.

No test can be made up during instructional time.

*No work will be given ahead of time unless an extenuating circumstance is approved by the administration.

*Missed written work is given to a student upon their return from an absence.

*When a student is absent, the homework is placed on the shelves outside the school's glass security door. A parent or older sibling is requested to pick up school work.

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 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. Seventh grade students may shadow in the Spring only and 8th graders may shadow only in the Fall. Seventh grade students are not permitted to shadow during the Spring Terra Nova testing dates in March. The Shadow Packet is on Sycamore in the Junior High documents.

Prior to being out of school, student planning to shadow must notify OLOL school office with a form signed by the student and parent at least 2 days prior to shadowing. The shadow form will be signed by the principal and returned to the student. **In order for the absence to be excused, the form should be returned within 2 days of the shadow date. OLOL will limit the number of students shadowing on a given day to no more than 3 students.**

SAFETY

Arrival and Dismissal Policies

ARRIVAL:

- Use Breckenridge Lane (Winchester Road side) and Wallace Avenue **to enter**.
- Use Macon Avenue and Breckenridge Lane (Preschool side) **to exit**.

DISMISSAL:

- Use Breckenridge Lane (Winchester Road side) and Macon Avenue **to enter**.
- Use Breckenridge Lane (Preschool side) and Wallace Avenue **to exit**.

Please refrain from using your cell phone during arrival and dismissal.

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.

IMPORTANT CARPOOL INFORMATION

- Cars **must** be in the carpool line in order for students to be loaded.
- Cars may not be loaded or unloaded while on the side of the building.
- Please do not park in front of the Parish Center or the playground to wait for students to leave OLOL as walkers.
- Students may not enter parked cars, other than those waiting in the carpool line.
- Please do not park on the neighborhood streets.
- Cars not in the carpool lines may not leave through any exit until after walkers are called and have cleared the parking lot.

Between the hours of 7:15 A.M. and 3:15 P.M. (on Thursdays 1:15 P.M.) bicycles may not be ridden on the school property. Students must walk their bikes on and off the property.

Should the method of transportation change for any reason, please notify the school office as soon as possible, and the student(s) will be notified.

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.

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.

Under no circumstance should a student be left unsupervised on campus. Academic teams, math lab, choir rehearsals, etc. require adult supervision, and these groups will be dismissed under supervision.

Please be on time when picking up your child.

- Any student who has not been picked up after school by 3:15 (1:15 on Thursday) will be taken to the office to determine where their ride is.
- In the event that their ride has not arrived by 3:30 (1:30 on Thursday), the student will be taken to aftercare, and fees may be assessed.

Reporting Child Abuse

State Law (KRS 620.030(2)) requires that school officials who suspect the physical, emotional or sexual abuse or neglect of a child 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 accident (requiring more than minor first aid) 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 the items.

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

Regulation: Teachers, assistants, substitute teachers, bus drivers, cafeteria managers, cafeteria and playground monitors, regular classroom monitors, field trip parent chaperones, room parents, and coaches will be required to undergo a criminal record check and attend the Safe Environment training.

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

Policy #1: Persons who have supervisory positions over children shall undergo a State Police screening for records of sex offenses and a criminal record check. (Policy based on KRS 17.165)

Please contact Marie Pierce at the Parish Office for information concerning a criminal record check. (896-0241)

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.

You can check the school's Sycamore home page for a link to a list of times and places for the Safe Environment training.

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 or an Epi-pen. It is recommended that teachers keep Epi-Pens in a secure place in the classroom of the student.

Food Allergy Protocol

Implementation Procedures:

1. Provide training to OLOL school employees regarding common food allergies, recognizing symptoms of an allergic reaction, steps to take in event of a reaction, and proper use of an Epi-pen.
2. Maintain a list of identified students with food allergies in the school office, classrooms, and cafeteria. Alert teachers and staff of any such information provided by parents.
3. Provide designated allergen-controlled seating in the cafeteria for grades 1-2 if needed; provide designated allergen-controlled seating in Kindergarten classroom if needed.
4. Communicate food allergy information to room parents and classroom parents to encourage allergen-free party and birthday treats.
5. Students in grades 3-8 generally will be expected to self-monitor.

School-wide Maintenance Procedures:

1. By the first day of school, parents of students with diagnosed food allergies are to provide written notice of an at-risk student's allergies that pose a serious threat to the student. Parents of any student with a life-threatening allergy must fill out an emergency care plan containing the student's picture and identifying food allergens, medications and instructions for use, and emergency contact information. The original copy of this plan must be stored with Epi-pens in the school office. Additional copies of the plan should be given to student's homeroom teacher and cafeteria staff, and should be stored with any other Epi-pens for that student held elsewhere in the school.
2. At the beginning of the school year, parents of food-allergy students should initiate a meeting with their child's teacher(s) to determine how allergies might affect class participation; discuss how eating during the school day will be handled (snacks in the classroom, lunch in the cafeteria or Kindergarten classroom); review the student's emergency care plan, including where Epi-pens will be stored.

3. Each teacher with such a student will have procedures in place for retrieving the Epi-pens or other medication for out-of-school activities. Field trip chaperones will be notified of any students with food allergies under their supervision.
4. A staff administrator will be responsible for securing Epi-pens or other medications in case of school emergency drills.
5. Cafeteria/lunch protocol:
 - Cafeteria staff will keep a list of student names and allergies on hand.
 - Students with food allergies will be red-flagged in the POS system.
 - Cafeteria monitors will designate an allergen-controlled table, and these monitors will insure that it is cleaned between lunch periods.
 - Students in grades 3-8 may sit at the table of their choice in the cafeteria, unless parents request in writing that they be seated and monitored at the allergen-controlled table.
 - Students in grades 1-2 may sit at the allergen-controlled table during lunch. Parents must notify the homeroom teacher in writing whether they prefer their child to sit at the allergen-controlled table, or if their child may sit at their table of choice. Any friends who join their food-allergic classmates at this table must have their lunches checked by the cafeteria monitors to make sure they are allergen-free.
 - Kindergarten students eat lunch in their classroom. The teacher aides will provide an allergen-controlled area and supervise its use as described for grades 1 and 2 above.
 - No students with food allergies should serve as table washers, even of the allergen-controlled table.
 - Unless requested by a parent in writing, no student with a food allergy will sit alone at a table.
 - School will encourage parents and teachers to have allergen-free treats at parties and other school events.
6. The school administration is responsible for notifying classroom and other personnel (including substitute teachers) of any possible life-threatening allergies within the school. Each classroom will be provided with a list of all students in the school with life-threatening food allergies, identifying the relevant allergens and the location(s) of each student's Epi-pens.
7. Proper hand-washing and cleaning procedures will be taught and reinforced throughout the school.

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.

Our school is part of a larger parish campus, and our parish frequently has activities (Sunday liturgies, parish picnics, parish meetings). A Kentucky State Law Statute says that a weapon may not be on school property, and mentions specifically the building, campus, grounds, recreation area, athletic fields, and gymnasium. The exception, as stated in KRS 527.070 Subsection 3, is for peace officers authorized to carry a weapon, and adults with a concealed carry license who leave a weapon in a locked vehicle on school property. The prohibition is to be in effect at all times.

KRS 527.070 of Kentucky State Law states:

1. A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational institution. The provisions of this section shall not apply to institutions of postsecondary or higher education.
2. Each chief administrator of a public or private school shall display about the school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating: **UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE**

Building Safety

Arrival/Dismissal Guidelines: Guidelines for arrival and dismissal are reviewed annually for effectiveness.

Access to the Building:

Access to the building during school hours: Press the button to the right of the School Entrance sign to activate the monitor that will notify the school office of your presence. Upon arrival, all visitors must check in with the office and receive a name tag before entering the rest of the building.

For the safety of our student body, all classrooms are locked when the teacher departs for the day. The 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.

Elevator Protocol

Any student experiencing mobility problems or having a physical condition requiring the use of **crutches/wheelchair/school elevator** must bring a doctor's note to the school office with the following information:

- diagnosis and/or reason for crutches/wheelchair/elevator
- duration of crutches/wheelchair/elevator use
- physician's signature and contact information

Safety 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 in order. The teacher in each classroom will give the students instructions about how to proceed and where to go. Instructions for these drills are posted in each classroom.

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 building and school grounds. 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. In the event of inclement weather causing a delayed start to the school day, safety patrols will still be expected to report, but to report at 9:15.

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. During morning arrival and afternoon dismissal, bikes must be walked, not ridden, on school property. The school requests that students wear bicycle helmets when on bicycles.

Idle-Free Policy

Background

The exhaust from idling vehicles and school buses poses an unnecessary health risk for children, drivers, and the community at large. In addition to these health risks, idling wastes fuel and impairs air quality.

Statement of Purpose

To protect the health of students and others on school campuses, this policy reduces exposure to vehicle exhaust by limiting unnecessary idling of all public and private vehicles, including school buses.

Statement of Policy

Drivers are advised to turn off vehicles when parked on school property and not re-start vehicles until necessary to depart. This policy applies to all vehicles, including:

- Vehicles operated by parents, contracted buses and other visitors to Our Lady of Lourdes; and
- Vehicles delivering goods and services to Our Lady of Lourdes; and
- Vehicles owned and operated by Our Lady of Lourdes.

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. They 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 the 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 the facilities at Our Lady of Lourdes, 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.

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

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 which 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 allowed 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 pray each day before lunch and most pray together to begin religion class.
- Students graduate at the celebration of Mass 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 or during the summer.

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 as 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, #1033.6

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 2017-2018

The following are dates for parent and/or student meetings for those families with students preparing for Confirmation, 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 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 OLOL = Our Lady of Lourdes School

2017

| | | |
|--|----------------|--------------------------|
| First Eucharist/First Reconciliation Meeting | | |
| Parent & Child attend | Wed., Sept. 20 | 7:00 P.M. OLOL Cafeteria |
| First Reconciliation for OLOL Parent & Child | Sat., Oct. 21 | 11:00 A.M. Church |

2018

| | | |
|----------------------------|----------------|------------------------------------|
| Workshop planning meeting | Wed., Jan. 10 | 7:00 P.M. Parish Center |
| Parent/Child Workshop | Sat., Feb. 17 | 9:00 A.M.-Noon Church/Cafeteria |
| First Eucharist Enrollment | Feb., 17 & 18 | All weekend Masses |
| First Eucharist for 2T | Sun., April 29 | 9:30 A.M. Mass |
| First Eucharist for 2B | Sun., April 29 | 11:30 A.M. Mass |

8th Grade Confirmation Preparation Schedule OLOL = Our Lady of Lourdes School

2017

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|--------------------------------------|----------------|--|
| Youth/Parent/In-town sponsor Meeting | Wed., Sept. 13 | 7-8:30 P.M. OLOL Cafeteria |
| Confirmation Enrollment | Sept., 16 & 17 | All weekend Masses |
| Small Christian Community Meetings | Oct.-Jan. | Parents are encouraged to serve as Small Group leaders. Please contact Bill Ash at the Parish Office to sign up (896-0241). |

2018

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|--------------------------------|------------------|----------------------------|
| Confirmation Immersion Retreat | | |
| 1 eighth grade class | Nov. 15-17, 2017 | |
| 1 eighth grade class | TBA | |
| Confirmation Interviews | January | TBA |
| Confirmation Practice | Tues., Jan. 30 | OLOL Church/Cafeteria |
| Confirmation Celebration | Sat., Feb. 3 | 4:30 P.M. Mass OLOL Church |
| Mystagogia | Tues., Feb. 6 | Cafeteria |

PERSONAL & 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.

Educational Psychological Assessment

When a child struggles in a school setting and usual strategies are not successful, the teacher may suggest that the child be evaluated by a Clinical Psychologist.

Typical referral questions will include evaluations for:

- learning disabilities.
- ADHD and related conditions, diagnostic clarification and treatment recommendations.
- mood, anxiety, and other emotional issues.
- poor school performance.
- program placement.

Code of Conduct

The school is a complex organization comprising a diversity of populations that have different relationships to one another. Catholic schools strive to instill in 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.

The responsibility for promoting and upholding the core values of the school community must fall on all those with the greatest capacity to reason and control their actions. It is the expectation of the school that all parents, guardians, and caregivers model acceptable behavior at all times within the school setting and at school sponsored events.

This Code is designed to guide parents, guardians, and caregivers in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. These rules are written in line with the school's values and expectations. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law.

To ensure an appropriate Christian school environment and to reinforce the Christian values of the home, students and parents, OLOL School supports 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.

In living out Gospel values, the **School** strives to continue to develop the following:

- Active and dedicated participation in Stewardship of all stakeholders (**See 'A Steward's Guide' in handbook**)
- An inclusive approach including a non-judgmental and welcoming attitude toward all people
- An ability to understand the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work respectfully with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

Students are asked to:

- 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.
- recognize the dignity and importance of each person by respecting all. Ways of demonstrating respect must include:
 - respect for the feeling of others;
 - respect for the rights of others;
 - respect for others' property;
 - use of appropriate language.
- refrain from pushing and shoving in line, cheating, stealing, verbal abuse, name calling of peers or staff and unacceptable physical contact such as fighting, scuffling, and tripping.
- 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.
- conduct themselves in a quiet manner in the school building-before, during, and after school and while changing classes.
- remain quietly seated in the lunchroom. Quiet conversation is acceptable. Rude and/or disruptive behavior will not be tolerated. Disciplinary action will result.
- 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.

- 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.
- be respectful to the opposite sex at all times in word (spoken and written) and gesture.
- abide by the uniform code as detailed in this handbook.
- 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.
- 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 and cell phone communication.

Parents/Guardians/Caregivers are asked to:

- support in words and actions the philosophy of Catholic Education.
- work in partnership with the school for the common goal of achieving what is best for all.
- support your child/children in all educational endeavors by giving praise and showing interest in school activities.
- model resilience – encourage healthy problem solving.
- help your child/children understand that ‘giving of your very best’ is what matters, rather than always comparing yourself against the capabilities or achievements of others.
- understand the importance of a healthy parent/teacher/child relationship and communicate concerns to your school in a constructive and appropriate manner.
- demonstrate that both parents and teachers work together for the benefit of the child/children.
- adhere to the school’s policies, as outlined on the school webpage and the school handbook, and endeavor to support them in the home.
- cooperate when your child’s behavior has overstepped accepted school standards as outlined in the Student Code of Conduct, and follow specified protocol for communication with staff members.
- support the school in its efforts to maintain a positive teaching and learning environment.
- discourage gossip and hearsay by communicating with the school, and always model good manners for your child/children.
- maintain a positive and cooperative attitude and interact positively with other parents and members of the school community.
- encourage community building with other parents in your year level and across the school.
- value the school community and its reputation, especially when engaging with social media.
- not smoke on school property.

Parent/Guardian/Caregiver Rights:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, in regard to your child’s education and development.
- To have confidentiality and respect from the staff over sensitive issues
- To be treated in a caring and polite manner
- To have a timely response to concerns raised
- To be treated with professionalism by all staff members

Parent/Guardian/Caregiver Responsibilities:

- Value and champion your school and its reputation. Be mindful of the hurt and damage social media may cause to staff members and other parents.
- Under no circumstances approach another child in the care of Our Lady of Lourdes School and Parish to address, discuss or chastise them because of actions toward your own child(ren).
- Respect the rights of staff members and other individuals.
- Respect the reputation of teachers and be mindful of communications, especially on social media and email.
- Follow the correct procedures to resolve a grievance or conflict.
- Respect teachers’ preparation before school. If you wish to speak to a teacher, please do not expect a meeting before or after school unless it has been prearranged. Make an appointment for long discussions at a mutually convenient time.
- In order to protect your children do not discuss any grievances or perceived failings in front of them regarding the school.
- While on field trips, helping in class or working in the cafeteria, parents must follow the instructions and directions of the teacher. Parents may remind students of the rules, but at no time should they issue consequences.
- If misbehavior continues, the parent should refer the student to the teacher.

Grievance Process for Parent/Guardian/Caregiver:

Our Lady of Lourdes School wants to work in partnership with our families. If a parent/guardian/caregiver has a complaint, criticism or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved first and try to resolve the concern with mutual respect and clear communication. If possible, make an appointment with the person.
2. If for some reason this is not possible, make an appointment to see the principal or other leadership personnel.
3. The principal or her designee should endeavor to mediate and find resolution.
4. After having followed Steps 1-3 with no satisfaction from your perspective, you should contact the Pastor.

Plagiarism/Cheating

Merriam-Webster defines plagiarism (Literary Theft) as 'to pass off the ideas or words of another as one's own; to use another's work without crediting the source.'

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Plagiarism and/or cheating will not be tolerated.

Should a **Junior High** student be found guilty of plagiarism or cheating, the student will be given a 'zero' and required to redo the test or assignment. In addition, they will be allowed to retake the test or assignment for ½ credit. If a junior high student plagiarizes or cheats again, it will be noted in the student's permanent record file. Parents will be notified by the teacher.

Students in grades 1-6 will have a meeting with the teacher and punishment will be at the teacher's discretion. Parents will be notified by the teacher.

Bullying

Parents are asked to not assume that the 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, causing the victim to feel unsafe physically, mentally, and/or emotionally.

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)
- Cyber (use of any type of electronic device with the intent of causing harm, humiliation, isolation, or threats to another individual)

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

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

Bullying Policy

In accordance with the Archdiocese of Louisville, Our Lady of Lourdes reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off school property or outside a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

Our Lady of Lourdes' policies and procedures on bullying behavior include the following:

- Adhering to School-based anti-bullying education and prevention activities, curriculum, programs, etc.
- Handling isolated or initial incidents which do not constitute bullying according to the school's discipline code.
- Immediately reporting incidents of bullying behavior to the person in charge at the time who will deal with those involved according to the school's discipline code.
- Encouraging students to report incidents of bullying behavior to adults in the school.
- Apprising the principal and other appropriate individuals of bullying behavior.
- Disciplining students who engage in bullying behavior according to the school discipline policy, which includes graduated consequences.

Our Lady of Lourdes anti-bullying policy requires the following:

Role of staff members:

- Be alert to signs of bullying and act promptly and firmly according to the school's discipline policy.
- Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and if parents should be notified.
- Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
- Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Role of parents:

- Report concerns of bullying behavior to their child's teacher as soon as possible following the incident. If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual.
- Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

Role of students:

- Report to the teacher in charge, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of a Catholic school student.

Response to 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

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to oneself, another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental state of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and may result in dismissal from school.

Threatening behavior 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 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 school-wide '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 the 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 are 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), and parents will meet.

Reputations-Internet-Christian Behavior

The parish owns the school name and/or logo. 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 any social media site.**

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. **Social media sites provide other venues for making threats.**

A problem may occur when a student makes negative, often untruthful statements about staff and other students. Social media sites offer opportunities to post potentially defamatory statements. By 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 values, and students will be held accountable for intentional harm they cause others.

Along with the administration and staff, parents and students are expected to take an active role in helping create a positive learning environment. Parents are asked to be positive when discussing school experiences with their children. Parents and students are never to defame Our Lady of Lourdes School and Church employees/members in public or through the use of social media. It is important that the policies of this handbook are followed when a concern or disagreement arises.

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

Grounds for Immediate Dismissal of a Student

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

1. Persistent disobedience or aggression by student and/or student's parents
2. Blatant opposition to school faculty or staff by student and/or student's parents
3. Possession of a weapon and/or ammunition at school
4. Possession or use of cigarettes, alcoholic beverages, or illegal drugs on school grounds at any time during enrollment
5. Consistent violation of the rights of other students
6. Truancy
7. Theft

8. Vandalism of school or church property (particularly if fire is involved)
9. Frequent, uncontrollable temper tantrums
10. Participation in a physical fight at any time on school grounds
11. School-based evidence of gang related behavior
12. Leaving school grounds during school hours without permission
13. Harm to the reputation of the school by one's conduct on or off the school grounds
14. False activation of fire alarm
15. Any other conduct or activity deemed to be materially detrimental to school environment as determined by the principal.

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

All students are required to cooperate with the spirit 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.
- Socks in navy or white must be worn. – no emblem, stripes, or color on socks.
- Girls may wear solid navy non-textured tights or navy full-length leggings, **with no lace trim**, under their uniform jumper, skort, or skirt.

- Acceptable Shoes have a full- heeled back, rubber-soled bottom, and can remain tied or ‘velcroed’ across the top of the foot. Socks must be worn with shoes. Boots are not allowed on school uniform days, but may be necessary in times of inclement, snowy weather. Upon arriving to school, student must change in to an acceptable shoe. Slip on shoes, like a ballerina flats or moccasins, are not allowed. **Tennis shoes must be worn on PE days.**
- 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 exceptions listed for 8th grade girls)*
- 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, or elastic cut) at the end of the leg.
- The sweat pants with bear paw prints down the side are not permitted as they are not part of the uniform code as of 2015.

NEW ITEM ADDED TO PE UNIFORM

*****Navy blue athletic pants with Lourdes’ logo. To be worn only on student’s PE day. Must be purchased at Shaheen’s.*****

*As proposed by the Student Council and approved by the principal, effective August, 2013, 8th grade girls are permitted to wear nail polish. The polish must be one solid color (exception-French manicures).

Out of Uniform Day Guidelines: Please make smart choices when dressing out of uniform. Consider your school day routine and the general guidelines for dress when selecting clothing to wear. If you dress out of uniform, and you do not follow the out of uniform guidelines, you will lose your privilege to be out of uniform for the school year.

- Parents will be called if a student is out of code, and will be asked to bring the student’s school uniform.
- Shorts may be worn in the appropriate length. (finger-tip length with shoulders relaxed and open palms)
- Skirts and dresses may be worn in the appropriate length. (finger-tip length with shoulders relaxed and open palms)
- T-shirts should never advertise any inappropriate bands, drugs, slogans, etc.
- No tank tops-No spaghetti straps.
- **If an ‘out of uniform’ day falls on a day the class will go on a field trip, uniforms are required.**
- No “bare” clothing-girls must wear an appropriate neckline; no part of abdomen should show.
- No ‘yoga’ pants which have a folded over waistband. Long top must be worn with yoga pants

- Leggings or athletic compression pants may be worn ONLY with finger-tip length top (with shoulders relaxed and open palms).
- Grade 8 girls may only wear light blush and lip-gloss on a dress down day.
- Jewelry: Girls may wear one set of post earrings in each ear lobe. (No dangling earrings permitted.) Boys and girls may wear one ring, one watch, and a chain (silver or gold color) with religious medal or small cross. Fit Bits are allowed.
- No hats unless specifically announced.
- No face painting, stick-on decorations, or stick on tattoos, etc.

Last Friday of the month is an out or uniform day for all students who have no uniform infractions.

Dress-Down for patrol will be on the 3rd Tuesday of each month for students who participated that month. The only exception will be in December when the day will fall on the 2nd Tuesday. Students eligible for a dress-down day will be notified.

Dress-Down for servers will be on the last Tuesday of each month for students who participated that month. Students eligible for a dress-down day will be notified.

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.

Eighth Grade Graduation will be held at a Mass celebrated in church. 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

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

PE. uniform is the required attire for all preschool and kindergarten students, as well as play shoes. Preschool and Kindergarten students are to follow all uniform code pertaining to accessories, dress down days, etc. PE. uniforms must be purchased at Shaheen’s for all PK-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 **Grades 1-3:** Navy pleated jumper or uniform skirt.

jumpers: Becky Thatcher brand must be purchased at Shaheen’s

Grades 4-8: Navy 4-pleat uniform skirt.

****Hem for all grades no shorter the end of the fingertips when hands are held at sides and shoulders relaxed.**

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| Blouses and shirts: | Solid white, 'polo style'-long or short-sleeved Peter-pan collar is acceptable. No lace. No ruffle. No Shirts: color may show around neck. | Sweatshirt/ | Navy uniform sweatshirt with "Our Lady of Lourdes" logo on left chest (must fit, not be oversized). |
| Slacks and shorts: | Navy uniform slacks Navy uniform shorts and skorts ** see above for length | Sweater: | Navy V-neck uniform sweater with "Our Lady of Lourdes" logo embroidered on left chest (optional wear) Must be purchased at Shaheen's. Navy fleece half-zip pullover, OLOL logo embroidered on left side |
| Socks/tights: | Solid navy or white socks or solid navy opaque tights, non-textured | Socks: | Solid white or navy |
| Leggings: | Solid full-length navy leggings with no lace trim may be worn under the uniform | 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. -Fitbits or similar devices may be worn PE Uniform (Same for Both Girls and Boys grades 1-8) – purchased from Shaheen's |
| Sweatshirt/ | Navy uniform sweatshirt with white "Our Lady of Lourdes" logo on left chest (must fit, not be oversized) | | |
| Sweater: | Navy V-neck uniform sweater with "Our Lady of Lourdes" logo embroidered on left chest (optional wear) Purchased at Shaheen's Navy fleece pullover with half-zip. OLOL logo embroidered on left side. Purchased at Shaheen's | | |
| Sweatpants: | No sweatpants are to be worn under the uniform skirt at any time. Sweatpants may only be worn during PE. | | |
| Shoes: | Full-heel in the back, rubber-soled, and can remain tied across the top of the foot, worn with socks. | | |
| Accessories: | -Belt-solid black, brown or navy-required if shorts/slacks have loops. -Hair accessories (ponytail holders, headbands) are to be small. -No makeup or fingernail polish and no artificial nails. Exception: 8th grade girls may wear fingernail polish -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 and a religious medal or small cross. -Grades 4-8: may carry a small purse and pencil pouch, as long as they do not create a distraction. Purse and pencil pouch can be no larger than 7" by 7". (safety issue) -Fitbits or like devices are acceptable. If at any time the device becomes a distraction, the student will lose the privilege to wear. | | |
| Boys: | | | |
| Pants/shorts: | Navy uniform pants (fit at waist). Navy uniform shorts (Bermuda length and fit at waist). | | |
| Shirts: | Solid white, 'polo style'-long or short-sleeved. No color may show around neck. **If T-shirt is worn under shirt, solid white only. | | |
| Shoes: | Full- heeled, rubber-soled, tied across the top of the foot, and must be worn with socks. | | |
| | | New addition to PE uniform ***Navy blue athletic pants with Lourdes' logo. Worn only on student's PE day. Must be purchased at Shaheen's*** | |
| | | <ul style="list-style-type: none"> • 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. • Shaheen's will be handling our uniform orders. | |
| | | Students may wear PE uniforms to school on PE day, and leave them on the entire day. Students must wear tennis shoes on the day of their PE class. | |
| | | <h2>Cafeteria</h2> | |
| | | We are looking forward to a new year in the cafeteria. The 2017-2018 school year comes with new and exciting changes. The most exciting being that we are no longer a member of the National School Lunch Program. What does this mean? This allows us to develop a menu specific to the needs and wants of our students while still providing nutritious meals. | |
| | | <u>What is included in a school lunch?</u> | |
| | | Choose one entrée: | |
| | | <ul style="list-style-type: none"> • Entrée of the day #1 • Entrée of the day #2 • Daily offering #1 • Daily offering #2 | |
| | | Choose <u>two</u> side dishes: | |
| | | <ul style="list-style-type: none"> • Fruit • Vegetable | |
| | | Choose <u>one</u> drink: | |
| | | <ul style="list-style-type: none"> • Skim White Milk • 1% White Milk • Skim Chocolate Milk • Water Bottle | |
| | | <i>Optional:</i> | |
| | | <ul style="list-style-type: none"> • <i>Bread and Dessert if offered</i> | |
| | | -OR- | |
| | | Your student may choose the new SALAD BAR when offered. The salad bar will offer a variety of fruits, vegetables, and proteins. This also comes with a choice of the above drink options. | |

The cost of a School Lunch or Salad Bar?

Lunches will cost **\$3.65**.

A La Carte offerings:

In addition to the School Lunch and Salad Bar, the cafeteria will offer additional items which all students may purchase individually with or without having purchased a school lunch.

| | |
|--|--------|
| Ala Carte Entrée (entrée purchased without having purchased a school lunch): | \$2.25 |
| Extra Entrée (with School Lunch): | \$1.75 |
| Extra or Ala Carte Side Dish: | \$1.00 |
| Guest Lunch | \$4.50 |
| Assorted Snacks | \$0.80 |
| Milk | \$0.50 |
| Juice Box | \$0.60 |
| Sport Drink (11 oz) | \$0.75 |
| Additional Lanyard | \$0.75 |
| Water Bottle | \$0.75 |

Cafeteria Rules:

1. Respectfully follow the directions of the cafeteria staff, school 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. No throwing food.
4. Each student is responsible for cleaning the area around their seat.
5. All students will participate in table cleaning duty on a rotating basis.
6. Any behavior that disrupts the atmosphere or efficiency of the cafeteria is not acceptable.
7. All food is to be eaten in the cafeteria; not carried out.
8. **Food from outside vendors is not permitted.**

Lunch Account Management:

In order to streamline our systems, the cafeteria will be utilizing Sycamore for lunch orders and account management. You will be able to access your student's cafeteria information (i.e. account balance, transaction history) via Sycamore.

The cafeteria will provide a lunch ID card and lanyard to each student at the beginning of the school year. Replacement lanyards will be provided at the cost of \$0.75.

PrePayment Options:

School lunch accounts are "debit accounts." Please deposit funds into your student's account prior to making purchases.

There are two options to make these payments:

1. Prepay in the cafeteria with a check or cash. If paying with cash, please place the funds in an envelope with your child's name, PIN, and amount enclosed on the front of the envelope
2. Prepay On-line: We will be partnering with PayPal for on line deposits.

Charging:

Charging is not permitted. In order to ensure each student has a full lunch, if your child forgets his or her lunch or lunch money, they will be provided a full school lunch which will be charged to their account. That charge must be paid in full the next day.

Food Allergies/Special Dietary Concerns:

The Our Lady of Lourdes kitchen is nut free!

If your student has any dietary restrictions due to allergies, please print and fill out the **Allergy Information Sheet** located on the Sycamore website. Please turn this form into the cafeteria manager before the school year begins or as allergies develop.

We take great strides in the cafeteria to ensure the safety of our students.

Free/reduced Application: *This Information is kept confidential*****

If your student is eligible for Free or Reduced Lunches, please submit a current Free/Reduced Lunch Application to the cafeteria manager.

Applications can be found on the Sycamore website, at the school office, or from the cafeteria.

Stewardship of Time and Talent:

We encourage you to fulfill your stewardship of time and talent by volunteering in the cafeteria. A free lunch is provided for your much appreciated efforts.

Visitors:

Parents are always welcome to have lunch with their student/s. Please call the cafeteria at 893-3628 by 9:00 A.M. to place your order.

Birthday Treats / Birthday Invitations / Snacks in Cafeteria

Students will no longer bring birthday treats to celebrate their birthdays at school.

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.

The school office does not distribute school family addresses.

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 is held between teacher and parent to address the problem.

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

Class supply lists will be published on Sycamore. They will be on the teachers’ group pages (K, 1st grade, 3-4, etc.)

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 cell phones during the school day – Field Trips are school days.**

Athletic Teams

Catholic Schools Athletic Association: All after school sports practices and events are scheduled and managed by the OLOL Athletic Committee. 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.

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.

Lost and Found

Lost and found collections are located by the bulletin board in the atrium. Please label students’ clothing and possessions. Many valuable items are left unclaimed every year. At the end of each quarter, 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 bookshelf at the top of the school steps outside the security door is a good place to find information on tutoring, activities for school age children, etc. The bookshelf is also the place to look for homework assignments. Homework may be picked up at 3:15 P.M. or later.

School “Families”

Traditionally, the students in K through Grade 8 form ‘school 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.

School Families meet monthly and teachers share responsibility planning the monthly project.

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

Each Thursday these classes sit together at the school Mass or prayer service.

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. **Students are not permitted to use cell phones during the school day – Field Trips are school days.**
5. Emergency medical treatment forms must be kept in the possession of the supervising teacher at all times on the field trip.
6. Overnight field trips are discouraged by the legal consultant for the Archdiocese of Louisville.
7. **Students must be current with all academic assignments in order to participate in a field trip.**
8. Loss of field trip privilege could be a consequence for persistent lack of academic effort and production, as well as persistent conduct problems.
9. Chaperones will comply with school rules.
10. Chaperones must have a criminal records check and Safe Environment training.
(Call Marie Pierce at Parish Office-896-0241-for information concerning Criminal Records check.)
11. No pre-school students or siblings are allowed on field trips.
12. **School uniforms must be worn on field trips.**

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:

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

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

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

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

Social Studies: The main purpose of social studies is to assist students in the development of civic competence and the understanding of themselves, their values, and the world around them. Particular emphasis is given to history, geography, political science, anthropology, economics, world religions and sociology. The appreciation of world culture is interwoven with all allied disciplines through differentiated instruction.

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 of speaking, listening, writing and reading in a second language. These skills 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 curricula. 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.

Resource Teacher: The Resource Teacher is responsible for providing resources and support to teachers and students. Various responsibilities include the role of Special Needs Coordinator for grades K – 6, and facilitating the needs of students that reach beyond the mainstream classroom.

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.

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 in computer and media, progress and performance are taken into consideration when a student is assessed on work done and a grade will be posted on the report card.

- 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.

- The Acceptable Use Policy for the use of technology is signed by students and parents at the beginning of each school year. This policy has special attention focused on the ethical use of advanced communication technology. **This policy must be signed and returned before a student can use the computer lab or a device.**

GRADES K-4:

Students in grades 1-4 have weekly computer class.

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

In addition:

- 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 also have computers in their classrooms to use at center time, and iPads for use with the Primary Reading Program.
- In our smaller back lab, students in kindergarten, first and second grades use Lexia, Essential Skills Super Phonics, and RazKids as part of the reading curriculum in the primary grades. They are monitored by assistants from each class. These same students use iPads, computers and Smartboards with their homeroom teachers and the reading specialist.

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.

GRADES 5-8

Teachers of students in grades 5-8 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. In addition to the computer lab, these students use iPads and Chromebooks.

Media Center: The media center is a source of information for students and contains over 10,000 volumes. The Media Center is considered an extension of the classroom. Visits are related to classroom activities and are determined by curriculum needs.

The following rules will enable all to enjoy the maximum benefits:

1. Books may be withdrawn during library hours, and at designated times both before and after school.
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 the librarian for the selection of appropriate reading materials.

The library is open for AR quizzes before school every morning from 7:20-8:00 A.M. Students may also take AR quizzes most days after school. The times for the after-school hours vary.

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. (Fifth and sixth grade students will be responsible for a small fee to purchase books for book clubs, and will keep those books.)

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, and 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.

- PE. grading is based on preparation, effort and participation, as well as written test and projects.
- Traditional athletic shoes must be worn to PE. class.
- A note from a parent is required when participation is limited due to injury or illness.

Family Life:

Special programs provided are:

1. Personal Safety
2. The Archdiocesan approved program “Speak Up, Be Safe” will be taught in grades K-8. (www.childhelp.org/SpeakUpBeSafe)
3. Theology of the Body for Teens: Middle School Edition will be used in 7th grade.

This program answers questions such as:

- Who am I?
- Are there consequences to my actions?

- What is the difference between love and lust?
- How do I balance family, friends, school, God, music, TV, Internet, texting, etc. in my daily life?
- How can I discern my vocation to marriage, priesthood, or religious life?
- How do I deal with bullying, gossip, peer pressure, pornography, divorce, etc.?
- Can I live my Catholic faith no matter how I messed up in the past?

3. 5th Grade: Puberty and More...

*During religion class, students are separated by gender to view the video, "Always Changing. Fifth Grade Puberty Education Program"

*Student Presentation

A male and female doctor present and discuss the following material w/ students, puberty, how babies are made, fetal development and childbirth

4. Abstinence Program in 8th grade.

This program, conducted by the Pregnancy Resource Center, is implemented in the 8th grade. 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 the 5th grade Sex Ed and 8th grade Abstinence Program to present the material to be covered and encourages parents to discuss the information with their child.

The Counseling Office facilitates educational plans for students in grades 7-8 with special learning needs (School Accommodation Plan and School Strategy Plan). The Counseling Office also provides information and resources related to psycho-educational testing, tutoring, and outside counseling services.

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.

Terra Nova

What is Terra Nova?

- Terra Nova is a norm-referenced, nationally standardized achievement test. It is designed to provide achievement scores that are valid for most types of educational decision-making.
- Achievement tests (Terra Nova) include content students may not have been specifically taught, but that they could be expected to have mastered according to their cognitive ability.

Areas that are assessed in the Terra Nova are: Reading/ Language Arts, Mathematics, Science, and Social Studies. The test measures the basic content and skills that are most common to curricula throughout the country.

Progress can be tracked over years and grades. The results are used to analyze the strengths and weaknesses of a student's achievement in each content area, to guide teachers as they plan further instruction, to plan for curriculum development, and to report progress to parents.

What is the InView Test?

This is a series of tests that measure reasoning abilities that are directly related to academic success. It includes five different tests: sequences, analogies, quantitative reasoning, verbal reasoning-words, and verbal reasoning-context.

By taking this test, an 'anticipated score' can be generated for the Terra Nova. The anticipated score can be a very important tool for interpreting your child's Terra Nova results. Your child is given an anticipated score by coupling the student's age and grade level with his/her results from the InView test. The anticipated score is what the student is expected to achieve on the Terra Nova Test (see 'anticipated' columns).

Interpreting the Data on the Terra Nova

- Look at each score. The score for each subject on the test is reported as a percentile (NP). For example, if your child scored in the 95th percentile in mathematics, that means he/she scored higher than 95 percent of other students who took the test nationally in their age and grade level group. Percentiles scores between 25 and 75 are considered average, with 50 as the median score.
- Find your child's percentile score in the range of national stanines (NS). Stanines are standard scores on a scale of nine equal units. In general, stanines of 1 through 3 are considered below average, 4 through 6 are considered average, and 7 through 9 are above average. A stanine is less precise than a percentile rank, but it is relatively easy to work with.
- Normal Curve Equivalents (NCE) range from 1 through 99. NCEs from 36 through 64 represent the average range with 50 as the median score. NCEs can be used to compare subtests within a test. They can also be used to compare one standardized test with another.

Comparing Anticipated Scores to Actual Scores

- If a student's anticipated scores are close to the actual achievement scores, the student is performing to his or her ability level.
- Scores that are statistically different from what might be expected are indicated as 'above' or 'below' on the report in the DIFF column.

Drawing Conclusions

- Remember that this test is just a ‘snapshot’ of your child’s achievement at this time. No child should be measured on test results alone. Test results, along with classroom performance, are tools that identify areas for improvement.

Promotion Policy

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

In grades 4-8:

- If any 4-8 grade student fails 3 or more core subjects the student is retained and may not repeat the grade at OLOL.
- If any 4-8 grade student fails 1 or 2 core subjects, summer work is required.
- An 8th grade student who fails 2 core subjects will not ‘walk’ graduation night, and will be promoted when documentation is presented to the principal concerning attendance and successful completion of a summer school program. At that time the student will receive a diploma.

In Kindergarten-3:

- Students in kindergarten through third grade must be performing at grade level.
- In addition to this, teachers and parents must look at the whole child and their readiness and potential success in the next grade.

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.

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

Student Educational Plans

Our Lady of Lourdes School facilitates the implementation of educational plans in accordance with the Archdiocesan Intervention Protocol process. Mrs. Askin, the School Resource Teacher, coordinates the educational plans for grades K-6. Mrs. Church and Mr. Beavin coordinate the educational plans for 7th and 8th grade.

The School Strategy Plan (SSP) is used to assist any student who is experiencing learning or behavioral difficulties in the classroom. This plan, created by a team of school personnel, parents, and the student (when appropriate), identifies a specific goal(s) and strategies which are directly related to the student’s strengths and needs. This plan precedes a Student Accommodation Plan, which is the learning plan used for students who have been identified by testing procedures to have a specific learning or behavioral disability. To qualify for a Student Accommodation Plan, a student needs to be evaluated by a professional, such as a psychologist, who will perform a psychoeducational assessment in order to identify if a learning or behavioral disability is present.

A student with a Student Accommodation Plan is eligible for special accommodations both in the classroom and on standardized tests such as Terra Nova and the High School Placement Test-if his/her evaluation is three years current. Parents of students who have an SSP or Student Accommodation Plan receive the plan’s paperwork when the student graduates or leaves OLOL. It is the parent’s decision if the plan will follow the student to his/her next school. To initiate or learn more about the SSP or Student

Accommodation Plan process, please contact Mrs. Askin (deannaa@ourlourdes.org) or Mrs. Church (annc@ourlourdes.org) at 895-5122.

ONLINE LEARNING

For Weather Cancellations

Online school has no effect on delayed start days. Delayed starts are counted as regular school days and begin at 10:00 A.M.

*The first snow day will be an ordinary snow day for all K-8 students.

*Online school days will count as regular school days with 4 hours of instructional learning time where teachers are required to be available from 8:00 A.M.-2:00 P.M. and from 6:00 P.M.-7:30 P.M.

*There can be a maximum of **5** online learning days counted during this school year. Any days past that will be made up, as in prior years, either with days already factored in the calendar or added on to the end of the year.

*School will provide assignments and assistance through the student management system in Sycamore. All information regarding a student's assignments will be posted on Sycamore on the teacher's homeroom class page/team page in the NEWS section titled ONLINE LEARNING.

***DAY/DATE ASSIGNMENTS:** Any documents needed for the day's work will be uploaded to the post as an attachment to the posted assignment. Teachers will post assignments providing enough option to allow for both on-line and off-line work.

*Administration will send a message that online school is in place immediately after the announcement regarding closings.

Teachers will post assignments by 8:00 A.M.

*There must still be a method of attendance for the on-line learning days. Parents must email/Pass-A-Note the homeroom teacher for each child to acknowledge that they are present and the student(s) has/have seen the assignments, and worked on the assignments. If your student is sick, please tell us and uphold the honesty of the system. If email/PAN is not received by the homeroom teacher during the on-line time period, your child(ren) will be marked absent.

*Teachers will check their emails/PANs to note attendance. For the protection of teacher/student emails, please follow this procedure. Students can send PANs/emails if they have questions. Students will be held accountable for their work based on the direction given by the teacher in the assignment post. Teachers will take into account reasonable due dates, and will provide those in their assignment posts.

*Students must complete assignments for each class as indicated, and be ready to show evidence of their work the next school day. Students who do not login will be counted as absent for the day. Administration will be able to pull a login report to verify student logins. Teachers will be able to view their emails/PANs to verify attendance notifications.

*Students must complete all class work to receive credit for the day's assignments.

If a student is having difficulty logging into Sycamore, the student/family will need to contact Mrs. Barz at jenniferb@ourlourdes.org

Please leave his/her name; specific issue he/she is having; and a phone number so that assistance may be given. In the event that a student does not have internet access during that particular day, administration will make a determination of validity and will communicate with his/her teachers' deadlines for these assignments.

These policies and procedures can also be found in Sycamore under the documents tab in the folder named **Online School Snow Days**.

If you have any concerns or questions feel free to contact me via email at jenniferb@ourlourdes.org. **Online Learning Tips for Parents and Students**

Make sure you have the right supplies/technology at home to make an online school day, or any homework experience, successful.

What Parents Should Do:

***Step 1 – Prepare at Home**

Online access via computer or phone
A working printer with sufficient ink and paper
Basic school supplies

***Step 2 – Assure that you know how to:**

Login to Sycamore

PAN/email the homeroom teacher

Find the homeroom/class page postings of student(s)

***Step 3**

Help student retrieve the assignment.

***Step 4**

Send a PAN or email to the homeroom teacher that read, "(First and last name) is present for the day."

This should be sent to each homeroom teacher if you have more than one child.

What Students Should Do:

Step 1 – Prepare at home

Always keep a book at home.
Keep in mind a friend to call if you have questions.

***Step 2 – Assure that you know how to:**

Describe to your parent where you will need to go, or help your parent login to Sycamore.

***Step 3**

Read the assignment and complete the work on your own for each subject/class that you will have for that day.

***Step 4**

If you have difficulties with an assignment, mark where you're having trouble, and show that you put forth effort.

TECHNOLOGY POLICIES

Our Lady of Lourdes Acceptable Use Policy

- **A student will not be able to use any device until the Acceptable Use Policy (form found in back of handbook) is read by parents and students, signed, and returned to the student's homeroom teacher on or before the first day of school, August 17, 2017.**
- The faculty and staff encourage acceptable use and proper usage of school-owned at all times. Lourdes recognizes the importance of technology and the educational benefits available through the use of technology tools. The use of portable electronic devices (iPads and Chromebooks) in the classroom can add educational value when such devices deliver content and extend, enhance, or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with Archdiocese of Louisville instructional objectives, and with approval of the building principal.
- **Students will not use personal devices in school at any time.**

The following electronic devices can be used in school:

1. All school computers
2. School owned devices (Chromebooks and iPads)

Cell Phones and Electronic Devices

**OLOL will no longer be a BYOD
(Bring Your Own Device) school.**

**Thanks to the continuing generosity of the
PTO and parish and school families, we are
equipped with ample devices for the
educational use of our students.**

If for any reason a parent decides that it is necessary for their child to bring a phone to school, the following protocol will be followed:

- *Cell phones 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).
- *At dismissal, cell phones may not be used until the student exits the building.
- *Any school official who observes a student talking on a phone, sees a student in possession of a phone, or hears a phone between 7:10 A.M. and 3:10 P.M., will confiscate the offender's phone.
- *Confiscated phones can be picked up in the school office after 24 hours. (When a device is confiscated on a Friday, it will not be returned until Monday.)

- *Those who violate any of the rules regarding cell phones will forfeit their privilege of bringing the phone to school.
- **Exception to above:** If a student is in the building before 7:10 A.M. or after 3:10 P.M. for an academic reason, and under the direction of a teacher, the student may have a cell phone to contact a parent/guardian. After 7:10 A.M. and before 3:10 P.M. the student must follow the protocol as described above.

PRESCHOOL

For Policies and Procedures for Preschool and Aftercare,

please refer to the Preschool Handbook

Principal:..... Jennifer Barz
Director:..... Maggie Hagan
Asst. Director: Teresa Roehrig

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 Preschool

- **Must be completely potty trained.**
- **Must turn 4 before August 1st.**
- **Must have a current immunization certificate.**

Admission Policy Preschool

Registration will be held in February. 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 registration fee for preschool is \$70.00

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.

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

Letters of acceptance or notification of waiting list will be sent from the preschool office.

Curriculum

The preschool program uses The Learning Box curriculum. www.thelearningbox.com

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 A.M. for grades K-8. Four year olds arrive at 9:30 A.M. No child should arrive before 9:30 A.M. since there will be no supervision.

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 with an adult, such as another parent or a coach, to go to sports activities, etc. If your child does not have the proper sports activity form appropriately filled out, 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.

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.

Preschool and Aftercare Fee Schedule

| | |
|-------------------------------------|--------------------------------|
| Annual Registration Per Child | \$70.00 |
| Grades K-8 Aftercare | \$260.00/5 days a week/month |
| 3:00 P.M. – 6:00 P.M. | \$191.00/3 days a week/month |
| 1:00 P.M. – 6:00 P.M. | \$76.00/month - Thursdays Only |
| PreK (4 years old) | \$503.00/5 days a week/month |
| 7:15 A.M. – 6:00 P.M. | \$344.00/3 days a week/month |

Fees are based on enrollment, not attendance. Charges will be incurred according to the number of days you committed your child to attend. No adjustments will be made due to illness or vacations.

There will be 10 equal payments, with the first auto-payment due August 31st. The remaining payments will be automatically deducted on the 15th day of the each month, September through May.

There is a \$15.00 monthly discount for each additional child in a family.

Please refer to your Aftercare Handbook for late pick-up of your children from the center.

For questions or additional information, please contact Ms. Maggie Hagan, Director of Aftercare and Preschool. Phone # - 502-893-5881

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

| | |
|------------------|--|
| 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.

IMPORTANT

You must sign the form at the back of the handbook, confirming that you have read and discussed the handbook with your child(ren). The form should be returned 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 School/Parish Community

Please complete, sign and return to school office by August 28, 2017

Please check appropriate boxes.

- We are an active Our Lady of Lourdes Parish family.
- We attend Mass regularly.
- We are not members of Our Lady of Lourdes

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

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)

Parent Request for Our Lady of Lourdes School to Administer Medication

Child's Name _____ Grade _____ Date _____

Homeroom _____ Age _____

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

Name of medication _____

Prescribed by Dr. _____ Beginning Date _____ until _____

Dosage amount to be administered at school _____

Time to administer _____

Special instructions about medication/administration: _____

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

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

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

Printed name of parent _____

Day phone number _____ Place _____

Signature of parent _____ Date _____

Our Lady of Lourdes School Uniform Infraction

- * 3 uniform infractions in a year = Zero out of uniform days for the remainder of year
- ** 1 uniform infraction = Loss of out of uniform day for month

Please see section on OLOL School Uniforms and the Uniform Code under Personal and Social Growth in the OLOL School Handbook

NAME: _____ DATE: _____ GRADE: _____ TOTAL: _____

- | | |
|--------------------------|---------------|
| _____ Skirt/Skort/Jumper | _____ Belt |
| _____ Shirt | _____ Hair |
| _____ Shoes Not Tied | _____ Jewelry |
| _____ Socks | _____ Purse |
| _____ Make-up & Nails | |

Teacher Signature _____ Date _____

Parent Signature _____ Date _____
(Return to teacher)

Our Lady of Lourdes School Uniform Infraction

- * 3 uniform infractions in a year = Zero out of uniform days for the remainder of year
- ** 1 uniform infraction = Loss of out of uniform day for month

Please see section on OLOL School Uniforms and the Uniform Code under Personal and Social Growth in the OLOL School Handbook

NAME: _____ DATE: _____ GRADE: _____ TOTAL: _____

- | | |
|--------------------------|---------------|
| _____ Skirt/Skort/Jumper | _____ Belt |
| _____ Shirt | _____ Hair |
| _____ Shoes Not Tied | _____ Jewelry |
| _____ Socks | _____ Purse |
| _____ Make-up & Nails | |

Teacher Signature _____ Date _____

Parent Signature _____ Date _____
(Return to teacher)

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

August, 2017

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, such as social media sites, the parish bulletin, the school’s newsletter, the school’s Sycamore site, etc.

I **DO NOT** wish for my child’s/children’s picture to be used. Please initial and return in the registration packet on orientation night. Otherwise, the school will assume we have your permission.

_____ Parent initials

I **DO NOT** wish for my child’s/children’s name to be identified in a picture, but pictures are okay. Please initial and return in the registration packet on orientation night. Otherwise, the school will assume we have your permission.

_____ Parent initials

Parent Signature _____

Date _____

Student’s Name(s), Please print first and last name of child.

**** 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

Acceptable Use Policy

| | |
|---------------|-----------|
| Family Name: | |
| Student Name: | Homeroom: |

Students and parents must read, initial, sign and return this Acceptable Use Policy by **August 17, 2017**

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 (Parent and student initials) _____

2. Acceptable Use of Internet/Intranet

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. Students will critically think, collaborate, create, and communicate only within the ourlourdes.org portal. Students will not be able to receive communication or documents from outside this password protected portal. No 'surfing' – students will be given specific sites to research in order to gather information. Students will not print information from sites on the Internet unless specifically directed to do so by their teacher. Students are strongly encouraged to take notes.

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

3. Email/Web Pages

Students at Our Lady of Lourdes are not allowed to access personal email accounts, web pages or social media, such as Facebook, Twitter, Instagram, Snapchat, etc.

I have read and understand provision #3 (Parent and 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 (Parent and 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 (Parent and 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 owner's rights of copyright.

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

8. BYOD (Bring Your Own Device) is no longer an accepted policy at OLOL.

- Students will not use personal devices in school, at any time.
- Students are not permitted to use cell phones during the school day – Field Trips are school days.

I have read and understand provision #8 (Parent and student initials) _____

Please complete signature sheet seen below:

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 taken place as appropriate. I also agree to report any misuse of the system to a staff member.

STUDENT SIGNATURE _____

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 material 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 _____

**BOTH PAGES OF AUP MUST BE READ, INITIALED, AND RETURNED
TO SCHOOL BY AUGUST 17, 2017**



**Our Lady of Lourdes
Behavior Consequence Form**

Archdiocese of Louisville Handbook Source: *“The goal of Christian discipline is self-discipline. The student needs to be brought to a point in his/her life where behavior is freely chosen and the consequences are accepted. The student whose actions violate the rights of others in the school community must be dealt with in Christian justice.”*

Student _____ Date _____

Teacher _____ Homeroom _____

Describe what happened in writing or drawing.

How might this have been avoided?

An apology often invites reconciliation. Write an appropriate apology.

Where do we go from here? Plan appropriate action that includes reconciliation.

Student Signature _____

Principal’s Recommendation:

Principal Signature _____

Check:

- | | | |
|---------------|--|--|
| Check: | <input type="checkbox"/> Phone conference | <input type="checkbox"/> Student conference with Counselor |
| | <input type="checkbox"/> Parent conference | <input type="checkbox"/> After school work |
| | <input type="checkbox"/> Student conference with Principal | Date _____ Time _____ |
| | | <input type="checkbox"/> Other _____ |

Dear Parent(s),

This form is to notify you of behavior we consider to be out of line with the Code of Conduct. When student behavior is disruptive to the classroom and to the student’s own learning, you will be notified. This form is our effort to keep you informed.

Parent Signature

(Return to principal next day)



**Our Lady of Lourdes
Food Allergy Form for School Meals**

Please complete this form if your child has any food allergies/sensitivities, and return to the OLOL cafeteria manager. Please complete one record per student. This record will be kept on file in the cafeteria for the duration of the 2017-18 school year.

TO BE COMPLETED BY PARENT/GUARDIAN

Date: _____

Student Name: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Please circle all that apply:

- | | | |
|-----------|------------------------------|-----------|
| Peanuts | Dairy | Soy |
| Tree nuts | Eggs as a side item | Seafood |
| Nuts | Eggs as an ingredient | Shellfish |
| Gluten | Fruits (specific type) _____ | |

Other _____

Please sign and return to the cafeteria manager.

SIGNATURE _____ **DATE** _____

Service Requirements for 7th and 8th graders

To serve is to be a minister to others, and OLOL believes service should be intentional. Moreover, service builds leadership and develops character. As part of their faith development and preparation for the sacrament of Confirmation*, all 7th and 8th graders are required to complete hours of service. Upon completion of their service event, students complete a service reflection to show their accountability. Service work is a part of their Religious Studies Grade.

*Students who have already been confirmed are still required to complete and fulfill the service requirements for the year.

| Requirements: | | |
|----------------------|--|-----------|
| Grade | 7th Grade | 8th Grade |
| # of hours | 15 hours – no more than 5 hours each from the categories below | 30 hours |
| Categories | School Church Greater Community Family | |

Students will learn of service opportunities during the school year.

Service Event Reflection

Then the righteous will answer him, 'Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you?' And the king will answer them, 'Truly I tell you, just as you did it to the least of these who are members of my family, you did it to me.' -- Matthew 25:37-40

Student Name _____ **ID #** _____

Organization/People helped _____

Category:
Family _____ **School** _____ **Church** _____ **Greater Community** _____

Date of Service _____ **Number of Service Hours** _____

Signature of Contact _____ **Phone #** _____

Please give appropriate thought and reflection to all questions.
Use the back of this sheet as needed.

How did you become aware of this service opportunity? _____

What work did you offer in the completion of this service? _____

What did you find most challenging/rewarding in the completion of this service?

Notes

Notes