

The purpose of this handbook is to serve as a guide to the general operations of Our Lady of Lourdes Catholic School. Hopefully, it will answer some of your questions. Please read and discuss it as a family and keep it for reference during the school year.

We are proud of Our Lady of Lourdes Catholic School and the role it plays in helping families educate and prepare their children for success. The challenges of living in today's society are great, and we must give our children the values and skills needed to face them. To do this, the pastor, principal, teachers, parents, parishioners, and School Board must form a team to work together. We need to support each other in this awesome task. May God bless and guide us in carrying out our responsibilities as educators of our children.

Sue Sands, Principal
August, 2009

ACCIDENTS

Any accident occurring in or on school grounds or at school sponsored events must be reported to the office. An accident report will be kept on file.

ATTENDANCE

School hours are: 7:35-2:40 for Grades 6-8 and 8:25-3:10 for Grades K-5. Students should not arrive more than 10 minutes before classes begin. All students are expected to leave the building and grounds at the designated time unless participating in a supervised event. During inclement weather or extremely cold days, students should enter the building and wait in the lobby area.

All students are to remain on the school grounds during school hours unless excused by the office or if they go home for lunch. If your child normally stays at school for lunch but will go home as an exception, please notify the school office in writing. Groups of students may not leave the school grounds at lunch time.

Parents are urged not to send sick children to school. Children who become ill at school will not be sent home without parents being notified. If your child is ill and will miss school, call Our Lady of Lourdes Catholic School (336-3091) between 7:45 and 8:30. The school may contact parents at home or work if not advised of reason for absence.

Students may be excused from school for medical appointments. However, parents should try to get doctor or dentist appointments after school or on Saturday if possible. If it is necessary to take your child from school, please do the following:

1. Inform the teacher in advance in writing.
2. Stop in the office to pick up and sign out your child.
3. Upon return to school have student obtain a pass to return to class.

Parents planning to take their child out of school for a vacation should send a note to school in advance. It is the student's responsibility to get missed assignments from teachers after returning from the vacation and to complete them within a time frame specified by the teacher. No assignments will be given in advance of the vacation.

BICYCLES

The school will not be responsible for damaged or stolen bikes. Bikes must be parked in the designated area near the playground. Students will not be allowed to ride bikes on the school grounds at recess or lunch hour. We strongly encourage that bicycles be locked.

BUS REGULATIONS

Lamers Bus Company provides transportation to and from school for students. Contact Lamers directly for bus information and eligibility. Lamers should be contacted if you have concerns or questions regarding bus discipline. The following is a list of general bus conduct rules. Failure to comply with these or other specific rules could result in suspension of bus privileges.

BUS CONDUCT RULES

1. Be on time for the bus.
2. Do not stand, move about while bus is moving, or extend head, arms, or hands out of windows.
3. Help keep the bus clean, safe, and orderly.
4. Damage to the bus will be paid for by the one doing the damage.
5. While on the bus, the drivers are in charge; obey them promptly and courteously.
6. No walking to Westwood Elementary or West De Pere Middle School to catch the bus.

COMMUNICATION

A brown envelope will be sent home every Wednesday with the youngest Our Lady of Lourdes student in your family. Please sign the envelope and return it to school the next day. The Lourdes Letter will give you important information about activities and events at Our Lady of Lourdes Catholic School. Please feel free to communicate with the school via the brown envelope also.

CONFERENCES

Since your child's progress in school is a concern of yours and ours, parents are encouraged to keep close contact with the teachers and principal. Parent/teacher/child evaluations will be held at specific times during the year. However, you do not have to wait for those times for a conference. Specific conferences may be arranged with the teacher or the principal upon request of either parents or the school. It is helpful for all to make an appointment beforehand.

Here are some suggestions for having a meaningful conference:

1. Write down questions that you have, so that you don't forget them.
2. If there are special situations or problems at home that may be bothering your child, inform the teacher.
3. If you suspect that some physical problem may be bothering your child, be sure to inform the teacher.
4. Teachers will keep what you say confidential; therefore, please be open.
5. Sometimes it helps to have the child included in the conference. Check with the teacher first.
6. If you still have more to talk about, set another appointment before you leave.
7. If you would like all teachers working with your child present, please suggest that ahead of time.
8. If you and the teacher cannot resolve a problem, talk with the principal.

Phone calls to the principal or teachers should, except in emergencies, be made during the school hours. If the teacher or principal is not available when the call is made, the call will be returned. If you have a

special concern regarding something that is happening in your child's classroom, please contact the teacher. If further discussion is necessary, then contact the principal. School Board members should be called as a last resort.

CURRICULUM

In addition to the regular curriculum, Our Lady of Lourdes Catholic School offers the following:

- A. An Instrumental Music Program is offered to the students in Grade 4-8. Students rehearse in a group when time can be arranged and the students are ready. Our band teacher will offer lessons during school hours. Lesson fees are the responsibility of the student's family.
- B. Here's Looking at You 2000, Steps to Respect, and Second Step may be incorporated into the curriculum for Grades K-8. This curriculum is carefully developed to include such topics as peer pressure, self-esteem, decision-making, substance awareness, anti-violence and bullying.
- C. All students have physical education, music, Spanish and art classes at least once weekly.
- D. Athletics provide an excellent area for developing physical fitness, spirit and good sportsmanship. The following athletic programs are offered: soccer - grades 5-8, volleyball - grades 6-8, basketball - grades 5-8, and track - grades 6-8. Football is organized through the West De Pere Middle School for grades 7-8 as well as cross-country, tennis and wrestling. All students involved in athletic and physical education programs must have adequate medical insurance. A form will be sent home at the start of the school year regarding this matter. If you do not have insurance, you will have an opportunity to purchase insurance through this program. Athletes may not wear cletes inside the school building.

DAILY OUTDOOR PLAY PERIODS (RECESS AND LUNCH PERIOD)

It is important that children have some periods of active play outdoors whenever the weather permits. Therefore, it is important that they wear adequate clothing (hats, mittens, snowsuits, boots, etc.) appropriate for the daily weather conditions. During periods of severe weather, the decision to go out or stay indoors is made by the principal. Conditions of precipitation, temperature, and winds are taken into consideration before making a decision in the best interest of the children. On rainy days or severe weather days, the children are kept inside for recess.

DEFACING SCHOOL PROPERTY

Students should take pride in keeping both the building and equipment as neat and clean as possible since they are only using it temporarily. Remember that others will be using the building and equipment for years to come. Students who deface school property shall be required to make restitution or repair.

DRESS CODE

Our Lady of Lourdes has a dress code that you will find at the end of the handbook. There should be few, if any, violations to be concerned with if there is cooperation between home and school concerning the dress code. Please monitor student dress on a regular basis.

Shoes with a wheel in the sole (Heelys) mark the floors; the rollers are not permitted to be used in school.

There will be some non-uniform days during the school year. These days may focus on a theme (Packers, colors, sports, etc.), and will be granted as a reward or require a small donation for a worthy cause. Students who participate will need to come dressed neatly and follow the guidelines established by those sponsoring the day. Clothing should not be too short or tight for comfort. If jeans are permitted, they should not be torn or have holes in them (even if they are purchased that way!). Footwear should follow the dress code at OLOL. Clothing should not advertise alcohol or tobacco, have sexual or drug connotations, or include slogans or sayings that are offensive. Exposure of underwear or midriff areas is not acceptable.

ELECTRONIC EQUIPMENT

The school will not be responsible for damage to or loss of electronic equipment such as CD players, radios, headphones, etc. It would be best if these items were not brought to school unless required for a specific class.

Students are not permitted to have laser lights or pointers at schools.

EMERGENCY EVACUATION

In case the school has to be evacuated due to an emergency, students will be walked to Westwood Elementary School or West De Pere Middle School. Information will be given immediately to radio and TV stations as to where you may pick up your children.

EMERGENCY SCHOOL CLOSINGS

Regular sessions of school are canceled only in case of an emergency, i.e., severe weather conditions, breakdown in heat or water systems, etc. Such closings, if for the entire day, will be announced on local radio and TV stations as early as possible. The announcement will say West De Pere Schools. That includes Our Lady of Lourdes as well as all West De Pere Public Schools. The announcement will not always name Our Lady of Lourdes separately.

If it should become necessary to close school during the day because of severe weather conditions, radio and TV stations will broadcast this information. Pupils will be kept long enough after the announcement to allow parents time to prepare for their arrival at home. Should parents decide to pick up their children during such conditions, the children will be dismissed immediately. However, to pick up a friend's child or other neighborhood children, written permission from those parents is required.

Parents are requested not to call school during times when an emergency exists unless absolutely necessary. This ties up our phone lines and makes it impossible for us to handle the situation effectively. Our Lady of Lourdes Catholic School follows the decision of the West De Pere School District regarding emergency school closings.

FAMILY STATUS

Many things affect a child's ability to study and learn. Events that occur among family relationships are usually the most important. Please keep the school informed of deaths, illnesses, births, separation from friends, relatives that leave or move, or any other event that affects your child. Our awareness of what your child is coping with will help us in working with the student.

FIELD TRIPS

A field trip or educational excursion away from the school will be a unit-related activity. Children will have definite direction as to why they are going and have specific curriculum related objectives in mind. Transportation must be via a licensed carrier and written parent permission is required. Verbal permission is not acceptable. Fees for field trips should be paid to each teacher rather than sending one check as a family. All field trips are considered a privilege which can be lost.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. When the alarm sounds, it is essential that everyone responds promptly and clears the building via the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until a signal is given to reenter the building.

GUM CHEWING

Gum chewing is not allowed during the school day, whether in school or on the playground. A special situation designated by the teacher is the only exception to this rule.

HOMEWORK

Students have the responsibility to complete assignments to the best of their ability. Homework is often assigned to help the students accomplish this. Homework will vary with the grade level of the students. Homework should be individual or group activities that enrich, extend, stimulate, or strengthen what the child is learning in school. Late assignments will be recognized when illness or an acceptable reason is given and a time limit set by the teachers is met.

HONOR ROLL

Academic recognition is given to grade 6-8 students via the Honor Roll. In order to attain High Honors, a student must average 3.5-4.0 at quarterly reporting time in the following core subjects: Religion, Reading, Language Arts, Math, Science, Social Studies, and encore subjects (Physical Education, Art, Music, Technology and Spanish.) To attain Honors, a student must average 3.0-3.49. A grade of "D" or lower automatically eliminates a student from the Honor Roll. Grades from classes that do not meet each day (the encore subjects) will be weighed according to the number of days a class meets on a weekly basis and averaged with other grades.

93 -100 = A (4 points)

85 - 92 = B (3 points)

84 - 77 = C (2 points)

76 -70 = D (1 point)

HOT LUNCH AND MILK PROGRAM

Money for meals is deposited into your family account. Students will use their ID cards to purchase meals or milk. The amount of the purchase is automatically deducted from the family account. Families will be notified when the account balance is low. An envelope with the student's name, homeroom, and amount of money enclosed should be given to the teacher. Daily lunch prices are \$2.75 for students in

grades K-4, \$2.85 for students in grades 5-8 and \$3.25 for adults. If your child wishes to buy milk only or additional milk with a meal, the price is 30 cents per carton. Prices may change during the school year. Menus will be sent home on a monthly basis.

Free and reduced price lunches: Forms are sent home in August to allow you to determine if your family size and income qualifies your child to receive free or reduced price lunches. Should your financial situation change, forms are available in the school office. Participation in the free or reduced price lunch program is kept confidential. Our Lady of Lourdes Catholic School receives federal funding for free and reduced price meals, so we encourage you to participate in this program.

ID CARDS

Each student will receive a picture ID card. These cards are needed to purchase hot lunch and milk and to check out materials from the school library. There will be a \$5.00 charge to replace lost or damaged ID cards. If a student needs to replace an ID card a second time, the cost is \$8.00. A \$10.00 fee is charged to replace a card for the third time.

ILLNESS/ACCIDENT/INJURY

Every family with children attending Our Lady of Lourdes Catholic School is required to have emergency information on file in our school office. This information will assist us if a problem should arise during the school day. The information should be updated as necessary.

Should your child become sick or injured while at school, we will attempt to contact you immediately. No student is ever sent home without first contacting you or a designated neighbor/relative. We will not send children home in a case where there is no one at home unless we have parental permission.

If we are unable to contact you for assistance or direction, either the principal or another school official will act in a prudent, caring manner to help your child.

IMMUNIZATIONS

Wisconsin law dictates the procedures for the immunization of children. This is a rather strict set of rules; thus, it may appear that we press you for compliance. Part of the responsibility for administering the law is placed on the school systems. This makes it necessary for us to be persistent in carrying out these responsibilities. Please keep your child's immunizations up-to-date and provide the school Administrative Assistant with the necessary information.

INSTRUCTIONAL MATERIALS CENTER/LIBRARY

Our IMC/Library is an important area in our total school operation. It contains many materials to aid the students in completing assignments. Also, many fine fiction and nonfiction books are available to complete required reading assignments or for reading enjoyment.

Library volunteers assist classroom teachers in the library every week.

KINDERGARTEN REGISTRATION

To be eligible to enter kindergarten, a child must be five years of age on or before September 1 of the year they enter kindergarten and meet the state immunization requirement. Age is verified by a birth or

baptismal certificate or hospital record. Dental and physical examinations prior to the start of school are recommended.

Frequently, families new to our area do not receive registration information for kindergarten. We ask that you inform your neighbors in this event, and that you call the school so that complete details can be sent to them.

LITURGY

As liturgy is central to our faith, our students and faculty participate in Mass or prayer services on Wednesdays at 8:45. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

LOCKERS

Each student in grades 6-8 is assigned a locker at the beginning of the year. It is the student's responsibility to keep the locker neat and clean. Displaying signs, pictures, etc. on the front of the lockers is not permitted except for special events. Contact the school office for details. It is also each student's responsibility to respect another's property. Students are required to purchase locks for their lockers. Lockers may be inspected at any time.

LOST AND FOUND

A lost and found area is located at the far end of the first floor hall. Have your children check here for lost items. Any valuable items found may be held in the office. Labeling of items does speed up their return when they have been misplaced.

MEDICATION

State law requires that students who take medicine at school have a written parental consent form giving school personnel permission to administer the medication. The medication bottle should be clearly labeled with the student's name, name of drug, and dosage. Students should be instructed by the parents to bring the medication to the office when they arrive at school. Taking medication will be supervised by designated school personnel at a time conforming with the indicated schedule. Under no circumstances, will school personnel provide aspirin or any other medicine to students without meeting the criteria stated above.

As of September 1, 1999, state law allows students to keep inhalers in their possession. Diagnosis and treatment of illness and the prescribing of drugs are never responsibilities of a school and should not be practiced by any school personnel. The above applies to prescription and "over-the-counter" (Tylenol, etc.) medications.

PHYSICAL EDUCATION

All students will be required to have gym shoes for physical education classes that are kept in school. Students in grades 6-8 will also be required to wear shorts and t-shirts. Students in grades K-5 will not be required to have special clothes for gym classes.

PLAYGROUND EXPECTATIONS

General playground expectations are discussed in each classroom. In addition, the throwing of objects other than game balls or approved play equipment is not permissible. Fighting and rough play are never acceptable. Skateboards and rollerblades should not be used during school hours. The playground is supervised by adults whenever children are on the playground. The playground equipment is designed for younger students, grades K-5. Students in grades 6-8 should follow the guidelines established by the playground supervisors regarding playing on the equipment.

PROGRESS REPORTS

Report cards are issued quarterly to all students in grades K-8. Please review these reports and contact the teacher for more information if necessary.

Each family has a PowerSchool account so that parents can check on academic progress. This contains information regarding assignments, grades, late work, etc. Teachers are expected to update the reports on a weekly basis. Checking your account regularly will assist your child in keeping current on grades and assignments. Contact the school office or technology coordinator for more details regarding account information, passwords, etc.

PROPERTY, LITTER AND SCHOOL PRIDE

Much of the spirit and reputation of a school is reflected by its appearance. All students need to do their part by making sure wrappers and waste paper are deposited in the containers provided. Respect for school property is expected at all times.

RECORDS

A student's official file is kept in the school office. This file contains the student's registration form, report cards, attendance records, and testing results. A parent/guardian wishing to review this file must give a 24-hour notice by way of written request and set an appointed time with the principal to review the file.

The school respects the rights of noncustodial parents. In the absence of a court order, the school will provide the noncustodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCHOOL BOARD

The School Board is the advisory body responsible for the operation and evaluation of the education programs at Our Lady of Lourdes Catholic School. The Board meets monthly (except July.) All meetings are open except those designated as Executive Sessions.

SCHOOL PARTIES

Traditionally, grades K-5 have some form of party at Halloween, during the Christmas season, and at Valentine's Day. Such occasions usually involve the serving of treats and playing some classroom games

during the last 30-45 minutes of the school day. Room mothers may assist the teacher during such functions.

If you plan to send treats in honor of a birthday, please inform the teacher a day in advance to get the number of treats needed, any allergies, etc. Our school has a school wellness plan as required for schools receiving reimbursement for food programs. As part of our plan, birthday treats that are high in sugar content or fat are not permitted. This includes (but is not limited to) soda, artificially sweetened drinks, some bakery items, and candy. Please keep this in mind when selecting classroom treats for your child.

Invitations to private parties may not be distributed at school unless boys invite all boys and girls invite all girls in the class or all classmates are invited. Please keep this and the feelings of other students in mind if you plan to bring special lunch time meals to school as part of a birthday celebration.

TELEPHONES

Students may use the office phone for emergency calls (lunches, books, or notes left at home, etc.). Use of personal cell phones is not permitted. Cell phones must be turned off in all areas of the school.

TARDINESS

Promptness to class is very important! Students are to be in the classroom and ready to work at the time designated by the teacher. The teacher will confer with the student who is tardy after class or school concerning tardiness. The principal may contact the parents if tardiness continues. Disciplinary actions may be required. The starting time for school is 7:35 for Grades 6-8 and 8:25 for Grades K-5.

TESTING

Standardized tests are administered in accordance with requirements set by the Green Bay Diocese Department of Education. Psychological testing may be required for a student if the teacher, principal, or parent consider it a necessary step toward improving the child's social and academic progress.

TEXTBOOKS

All textbooks are provided to the students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books to avoid an assessment at the end of the school year. Textbooks should not be covered with adhesive type bookcovers.

TITLE IX

Our Lady of Lourdes Catholic School is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person shall, on the basis of sex, race, or natural origin, be excluded from participation in or denied the benefits of, nor be subjected to discrimination under any educational program or activity, nor shall there be discrimination by sex, race, or national origin in the employment of personnel.

TORNADO DRILLS

Tornado drills are an important safety precaution. The signal for a tornado drill is six short rings of the school bell or an announcement over our PA system. Students should follow the teacher's instructions in going to the designated area.

TRAFFIC SAFETY

Cars may not enter areas where students are present. If you drive your child to school in the morning, please use the northwest entrance to the parking lot, turn right and drop students off at the sidewalk that leads to the rear of the school. You can then exit at the northeast exit. **Students should not be dropped off at the Parish Office entrance.** Please read and follow the additional signage at these locations. The city has installed a curb cut and crosswalk painting at Lourdes Avenue and St. Mary's Street. No vehicle traffic should use this area for dropping off students or turning around. Please remember that no traffic will be permitted to enter or exit the parking lot at dismissal time while students are walking. We ask your cooperation in this because the safety of the students is our main concern. If you want your child to walk directly to your parked car, please meet him or her at the school entrance. All bus traffic will use the south side of the campus for arrival and dismissal.

VIRTUS/BACKGROUND CHECKS

All adults who work or volunteer for any programs at Our Lady of Lourdes Catholic School where students are present are required to complete a background check and attend VIRTUS training. This includes field trips, classroom help, playground/lunchroom supervision, athletics, library aide and many fundraising events.

The background checks can be completed on line by you or Lynn Meulemans, our parish Local Safe Environment Coordinator. VIRTUS training sessions are held regularly at the Diocesan offices or at many area parishes.

Please contact the school office for more details regarding these requirements.

VISITORS

All visitors to the school are asked to check in at the office. You will be asked to sign in and receive and wear an ID badge.

VOLUNTEERS

Parents and other members of the parish play an important role in our school. Please respond to the need for volunteers during the school year.

**OUR LADY OF LOURDES CATHOLIC SCHOOL
DISCIPLINE HANDBOOK AND PARENT/STUDENT HANDBOOK**

We have read and agree to be governed by these handbooks.

Student Signature(s) _____

Parent/Guardian Signature(s) _____

Date _____

School/Principal's Right To Amend Handbooks:

The school/principal retains the right to amend the handbooks for just cause. Parent/students will be given prompt notification if changes are made.

Please return this page by September 11, 2009.