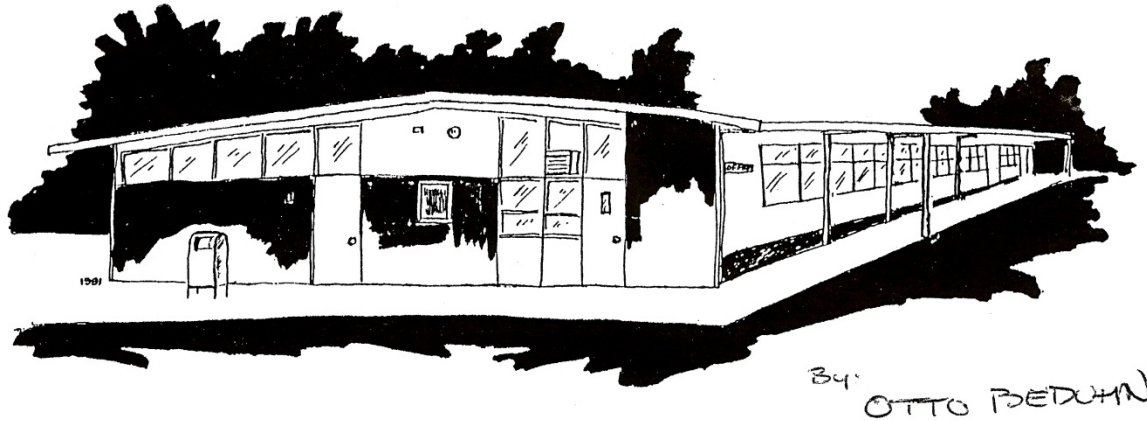


OUR LADY OF LOURDES PARISH SCHOOL

Diocese of Sacramento



Parent and Student Handbook

2019 - 2020



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Revised March 2019

Letter of Welcome

The Our Lady of Lourdes staff, Catholic School Advisory Committee, and Parent Club would like to take this opportunity to welcome you to Our Lady of Lourdes Parish School. We are truly proud of our school and its rich history and tradition. Our Lady of Lourdes Parish School is dedicated to assisting our children meet the needs of the new millennium. The comprehensive religious, service, and academic opportunities are available for the social growth and intellectual development of each student. Our Student Learning Expectations (page 11) outline our vision of an Our Lady of Lourdes Parish School graduate.

This handbook is designed to provide you with important information concerning Our Lady of Lourdes Parish School such as admissions, attendance, discipline, guidance, etc. We want you to read it and be familiar with it.

Learning is an active process wherein you must participate in order to benefit. Therefore, we ask that students do everything that they can to learn and parents actively support their child. Our Lady of Lourdes Parish School believes parents are the primary educators and the school facilitates the learning process to help each child recognize and reach their full potential. As a Catholic school, the primary goal is the same as the Church, to create Disciples of Christ in actions and words.

Through your involvement, your school experience will be greatly enhanced and will prove to be both rewarding and meaningful. With all of us working toward a common goal we cannot help but succeed.

We hope you enjoy success during this school year, and we look forward to working with you throughout the year.

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Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at Our Lady of Lourdes Parish School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that Our Lady of Lourdes Parish School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Our Lady of Lourdes Parish School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

Our Lady of Lourdes Parish School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Our Lady of Lourdes Parish School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school. The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Our Lady of Lourdes Parish School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Our Lady of Lourdes Parish School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other

reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and Our Lady of Lourdes Parish School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Our Lady of Lourdes Parish School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus

grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

About Our Lady of Lourdes Parish School

MISSION STATEMENT

Our Lady of Lourdes School is an educational ministry of the Catholic Community in Colusa County. The school promotes a safe and caring environment emphasizing Catholic Christian principles. Our Lady of Lourdes staff is dedicated to providing all students the opportunity to grow spiritually, academically, socially, and physically to reach their highest potential.

PHILOSOPHY STATEMENT

Our Lady of Lourdes School recognizes the parent as the primary educator and the teacher as the facilitator. Together we work to form a Catholic Christian Community dedicated to instill in our children personal responsibility, independent decision-making skills, and the knowledge to know, love, and serve God. By nurturing dignity, confidence, and compassion, students will be able to recognize each individual's uniqueness. We believe this will develop social responsibility and the ability to live by Catholic values, while stimulating positive growth in a student centered learning environment.

Through Christ and our curriculum, we seek to develop within each student a desire to have a lifelong and personal relationship with our Lord.

STUDENT LEARNING EXPECTATIONS (SLEs)

Graduates of Our Lady of Lourdes School are:

People of Faith Who:

- Demonstrate a basic knowledge of the teachings of the Catholic Church.
- Have the ability to make good moral choices based on Catholic teachings.
- Live the Christian principles of compassion, tolerance, justice and respect.
- Show respect for themselves, others, God, Church, authority, and property.
- Fully participate in the Church through stewardship of time, talent, treasure and service to others.
- Have a relationship with God which includes a personal and communal prayer life.

Competent Learners Who:

- Demonstrate a strong foundation in the basics of all academic skills.
- Work independently or collaborate with others.
- Have the ability to solve problems and find solutions by using available research material including technology.
- Are able to adapt learned knowledge to real life experiences and problems.
- Use study skills effectively.

Responsible Citizens Who:

- Take responsibility for their own actions and are willing to stand up for what is just.
- Resolve conflicts peacefully.
- Respect and appreciate all of god's creations.
- Recognize and respect all cultures and their contributions.

HISTORY

Our Lady of Lourdes Parish School has a long tradition in Colusa County. The Colusa parish first opened the doors to its school in 1891 completely staffed by religious sisters. In 1956 a new school was built at the present site. In 1968, the school was closed because the sisters were no longer able to staff the school.

After ten years of being closed, a group of dedicated parents lead by Sylvia Davis, with the blessings of the Pastor, Father Charles Brady, reopened the school. The school reopened with kindergarten, first, second, and third grade classrooms. The school continued to grow adding a preschool, fourth through eighth grades, and an extended day program.

ACCREDITATION

Our Lady of Lourdes Parish School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

Our Lady of Lourdes Parish School, in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Our Lady of Lourdes Parish School in the Diocese of Sacramento does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

School Structure and Organization

BOARD OF DIRECTORS

Catholic Schools of Northern Sacramento Valley (CSNSV), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop's vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOL DEPARTMENT

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), four Regional Directors (Associate Superintendents), a Chief Financial Officer, a WCEA Commissioner, and an Administrative Assistant.

EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal and the Regional Director.

PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

PRINCIPAL

The school principal is delegated by the Pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of Our Lady of Lourdes Parish School.

ADMINISTRATIVE TEAM

The vice-principal and principal make up the Administrative Team. The Administrative Team works together in specific delegated functions and in leading faculty meetings. The Administrative Team assists the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

PARENT CLUB

The Parent Club works to support and enhance the educational ministry of Our Lady of Lourdes Parish School. The purpose of the Parent Club is to encourage communication among the parents and the school to enhance fundraising, parent education, and community building. Socially, it brings families together and financially, it enhances the school budget through fundraising. All parents, guardians, and staff at Our Lady of Lourdes (OLL) are members. The Parent Club hosts meetings throughout the school year, typically once per month, and all parents are encouraged to attend. Please check the school calendar for dates and times.

Schedule

Daily Schedule

The daily schedule is subject to change to meet the needs of our students and staff. Below is the tentative schedule.

Kinder- 8th Grade

7:50-8:00 a.m.	Arrival Time
8:00 a.m.	School Day begins
9:45 - 10:00 a.m.	Snack Recess
11:20 a.m. – 12:00 p.m.	Lunch/Recess
1:50-2:05	Afternoon Recess for PK-4 th grade (on non-PE days)
3:00 p.m.	Dismissal

Preschool & Pre-Kindergarten

7:30-8:30 a.m.	Arrival & Free Play
8:30 a.m.	School Day begins
8:30-9:00 a.m.	Circle Time
9:00-10:00 a.m.	Teacher Directed Activities and stations
10:00-10:30 a.m.	Handwashing & Snack (school provided)
10:30-11:00 a.m.	Outside Free Play
11:00-11:30 a.m.	Group Time
11:30 a.m.	Preschool/Prekindergarten session ends
12:00-1:00 p.m.	Handwashing, Lunch, Recess
1:00-2:30 p.m.	Nap Time
2:30-3:00 p.m.	Handwashing & Snack (home provided)
3:00-5:30 p.m.	Organized activities and free play

Early Release Fridays

All Fridays throughout the school year are designated as “Early Release.” Students are dismissed at 2 p.m. to permit for staff work time.

Minimum Days

On minimum days school ends at 12:00 p.m. (noon). If a student is registered in the Extended Day Program, then the student must bring a lunch. After the noon dismissal, all students must be picked up by 12:10 pm unless attending the Extended Day Program.

There are various minimum days during the year. Please check the school calendar for the specific dates, including:

- First Friday of each month
- The beginning and end of the school year
- Parent-teacher conferences
- Other days as scheduled

Office Hours

The school office serves the administrative and communication needs of our families and staff. The office hours are:

- Regular school days: 7:45 a.m. - 4:00 p.m.
- Minimum days: 7:45 a.m. – 4:00 p.m.

Students' arriving before 7:50 a.m. must proceed to Extended. Extended billing will apply.

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

Our Lady of Lourdes Parish School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Our Lady of Lourdes Parish School is a privilege, not a right. Parents have a right to apply to Our Lady of Lourdes Parish School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Our Lady of Lourdes Parish School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to Our Lady of Lourdes Parish School follows:

1. Continuing students in good standing at Our Lady of Lourdes Parish School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending Our Lady of Lourdes Parish School
3. Siblings of non-Catholic families attending Our Lady of Lourdes Parish School
4. New Catholic Families
5. New non-Catholic families

PROBATIONARY ADMISSION

All students are admitted to Our Lady of Lourdes Parish School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

AGE for ADMISSION

- A child may be admitted to Preschool/Prekindergarten program who has reached the age of 3 by September 1st of the current year, and is fully self-sufficient with all their personal needs.
- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1st of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.

DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's:

- birth certificate
- health records including an up-to-date immunization record
- Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7th grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).

- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6th grade; and (3) 7th through 12th grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: www.shotsforschool.org

APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and may require an in person meeting with the principal and family. Applications are considered incomplete until all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received.

APPLICATION INTERVIEWS, TESTING, or SCREENING

Students applying for admission in grades Kindergarten through 8th grade must present a copy of the current report card and standardized test results (if available). These will be reviewed, along with an administer placement screening, to determine whether the program at Our Lady of Lourdes Parish School will meet the educational needs of the students. Kindergarten students will be given a screening test completed by the staff to ensure proper placement and students in 1st through 8th grades will be given the STAR Reading and STAR Math test from Renaissance Learning for placement before enrollment.

An interview may be part of the admission process. Tours and a shadow day are highly encouraged, and may be required prior to enrollment.

REGISTRATION FEE

This fee helps offset various costs including standardized testing, student information system, student insurance, parent club membership, field trip fees, classroom party expenses, a student planner, and textbook use/replacement.

- A non-refundable registration fee for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.

- The registration fee for continuing students is due no later than July 1st; however, priority status for any student is forfeited if the registration fee is not received by March 15th.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another Catholic school must have paid all fees at the previous school prior to registration at Our Lady of Lourdes Parish School.
- A penalty fee of \$40.00 per hour per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due. Any amount due for fundraising obligation will also be added to the registration fees.

TUITION

Tuition rates are determined each year and typically made public in the spring each year for the upcoming academic year. Please contact the school office for current rates.

OTHER FEES

Our Lady of Lourdes Parish School includes enriching, yet optional activities, which may incur a fee. Such fees may include, but are not limited to: field trip fees, yearbook fee, athletic/sports fees, retreat fees, and Extended Day Fees (EDP). These fees are intended to cover only the cost of participation and not a source of revenue for the school. Fees are due at the time the parent/student elect to participate in the activity or the publicized deadline.

Athletic Fees

There is a nonrefundable \$30 fee per student per sport played. Fees will be collected at the time Athletic Agreements are returned. All sport uniforms are the property of the school and must be returned or replaced at the end of the season. Failure to return the school's uniform in good condition will result in an additional uniform replacement fee.

Field Trips

Most classes plan one to two field trips during the school year. Cost for any field trip is the sole responsibility of the parent. If the parent experiences a hardship paying for the field trip and wants their student to attend, they must contact the classroom teacher in a timely manner.

Yearbooks

Each year, Our Lady of Lourdes Parish School offers students the opportunity to purchase a yearbook from Lifetouch. Generally, yearbooks cost \$18.00 each.

Class Fees

Each student is assessed a class fee of \$15.00 annually to help offset class science and art materials and the class Pheasant Festival project. Class fees are used for the benefit of the student/class at the discretion of the classroom teacher with approval from the principal.

TUITION COLLECTION

Our Lady of Lourdes Parish School uses the FACTS Tuition Management Program for the collection of all tuition payments. Families not already registered with FACTS can sign up online at <https://online.factsmgt.com/signin/4BKDX>.

- Tuition payments made through FACTS are received electronically from your bank. Families may choose from several debit dates. However, 8th grade parents are required to choose the 5th of the month payment option.
- FACTS will assess a fee for each missed payment and will attempt collection again in 15 days.
- FACTS must be used for the Extended Day Program and will be automatically collected for all “contract EDP rates.” Drop-in fees will be invoiced through FACTS, but required the parent to log-in and pay monthly.
- Accounts can be updated by following the link above.

Parents may select one of the following tuition payment options:

- One payment: due at the time of registration, but no later than August 1st.
- Two payments: Due by August 1st and Jan 15th each year
- Quarterly Payments: Payable in on August 1st, November 1st, February 1st, and May 1st.
- Monthly Payments: August through May
 - Ten payments: July – April or August – May (for late enrollees)
 - Eleven payments: July – May or August –June (for late enrollees)
 - Mid-year enrollees can make monthly payments as long as the balance is paid in full by May 30

FINANCIAL AID

Families, in choosing to avail themselves of the ministry of the school, should anticipate paying for the operating expenses involved in serving their children. Any financial aid will be based, in part, on the objective recommendations from FACTS and comes from unbacked funds. In order to be considered for Financial Aid, families must complete the FACTS Grant & Aid Assessment online (<https://online.factsmgt.com/signin/4BKDX>) before financial assistance can be awarded. Grant and Aid forms must be completed before May 1st each year to receive preferential treatment.

Families may be denied access to tuition assistance for the following school year if they failed to meet the Parent Service Hours requirement or are delinquent in tuition, extended, or other school. (See Volunteering Opportunities and Requirements).

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Our Lady of Lourdes Parish School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Our Lady of Lourdes Parish School.

In order to close the gap between the cost to educate and the tuition and fee schedule, Our Lady of Lourdes hosts several fundraisers throughout the year. Parent volunteers are necessary to the successful operation of all events. (See Volunteering Opportunities and Requirements).

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 40 Parent Service Hours (20 for preschool/prekindergarten families) minimum total per family. A minimum of 20 hours (10 for preschool/prekindergarten families) must be served in fundraising events.
- Each family is expected to donate an item worth \$40 to Pheasant Festival
- Each family is expected to generate \$800 profit (\$400 for preschool/prekindergarten families) through fundraisers such as the jog-a-thon, World's Finest Chocolate sales, Otis Spunk Myer cookie-dough sales, etc.
- A penalty will be charged for the balance of profit not generated and added to the registration fees of the current year and due by June 30th.
- A penalty fee of \$40 per unserved Parent Service Hour (per family) is added to the registration fee at the year end and is due by June 30th.
- All balances, including parent hour and fundraising profit penalties, must be paid before registration for the next school year is accepted.

WITHDRAWAL

Parents wishing to withdraw their children from Our Lady of Lourdes Parish School are asked to call for an exit interview with the principal. Arrangements will then be made for the intended transfer. The school is to be notified in writing thirty (30) days in advance of a student's withdrawal; tuition will be charged for thirty (30) days following the date of the notice. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. Students will need to make sure that library books, text books, chrome book, and school supplies are all checked back in with the classroom teacher in.

The school reserves the right to withhold student records until all financial obligations have been settled.

Extended Care Program

The Extended Care Program at Our Lady of Lourdes Parish School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at Our Lady of Lourdes Parish School for an additional fee.

HOURS and DAYS

The Extended Care Program is available before school from 7:30am to 7:50am and after school from 3:15pm to 5:30pm. The Extended Care Program operates only on regular school and is not available on holidays, vacations, or in the summer months (except during summer school).

EARLY RELEASE AND MINIMUM DAYS

The Extended Care Program is available on early release and minimum days from dismissal to 5:30pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

REGISTRATION FEE

The registration fee covers the cost of materials and supplies for the extended program.

- \$75 for one child/ \$50 for each additional child

MONTHLY PAYMENT PLAN

The monthly “contract rate” payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a ten-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated to match the family’s tuition schedule. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts MUST be handled through FACTS otherwise drop-in rates will apply.

DROP-IN RATE

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extended Care Program fees are due at the school office on the 1st of each month. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

- \$7.00 per student per hour

EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus before 7:50 or after 3:15pm must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:50am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.

- If a student remains at school after 3:15pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the Extended Care Program. Parents will be charged the per student hourly rate if not already enrolled in the contracted monthly rate.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15pm unless they attend the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend Our Lady of Lourdes Parish School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program . Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school. Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:00pm on the day that a student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 5:30pm, parents will be charged a late fee of \$2.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 5:30 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

Communication

SCHOOL CONTACT

School Office: (530) 458-8208
Office Fax Number: (530) 458-8657
PreSchool: (530)458-8208 x 5
Extended Care: (530) 458-8208 x 6
Website Address: www.theollschool.com
SchoolSpeak Address: www.schoolspeak.com

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in SchoolSpeak.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be left with the school secretary.
- Permission to use the telephone must be obtained from the School secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-School visits with friends should be made at home.
- The telephone in a teacher’s office is for the use of the teacher only.

COMMUNICATION from the SCHOOL

The SchoolSpeak portal is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, grades, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP’s, lunch menus, and homework and progress reports. Please check SchoolSpeak on a daily basis to receive the most up-to-date information and announcements.

Our Lady of Lourdes provides a weekly newsletter posted on SchoolSpeak with an email notification when the newsletter has been posted.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours, excluding non-business days. In the case of an urgent

message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

BACK to SCHOOL NIGHT

Orientation for parents is held at Back-to-School Night typically within the first two weeks of school. There will be one general meeting at which the principal will address all parents. At this time parents will also be able to sign up for various fundraising events. There will also be time where parents will attend individual teachers' Back to School Night presentations in their classrooms. At this time, teachers will discuss the academic program for the year, classroom policies, home and school communication, textbooks, and class syllabus for their respective grade.

All parents are expected to participate in this most critical collaboration of the school, parish, and families, for the best interest of all children.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest

good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation with the pastor, it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department through the Regional Director only when all steps above have been followed. The Catholic School Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Our Lady of Lourdes Parish School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Haven Program. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to over one week. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Haven training: A link is available through SchoolSpeak to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
 1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
 2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
 3. No vehicle larger than an 8-passenger vehicle may be used.
 4. The number of persons in a car should not exceed the number for which the car was constructed.
 5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle. A child under the age of 8 who is 4'9" in

height or taller may be properly restrained by a safety belt instead of child passenger restraint system. Our Lady of Lourdes Parish School requires a car seat for all students in PS through 2nd grade, even if the student may not be required under California law. Link to current California law:

<https://www.chp.ca.gov/Programs-Services/Programs/Child-Safety-Seats>

6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. Drivers may not bring siblings or younger children.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth **will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth;

- Use profanity in the presence of children and/or youth;
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included; or
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing Our Lady of Lourdes Parish School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

The actual cost for educating students at Our Lady of Lourdes Parish School is over **\$6500.00** per year which is significantly higher than the tuition rates charged. To help close this gap, families earn Tuition Reduction Credits two ways: Parent Service Hours and Fundraising Profit.

The purpose of the Parent Service Hours is to provide an opportunity to be actively involved in our children's education. In addition to Parent Service Hours, families also earn Tuition Reduction Credits through fundraising.

Families who do not complete the minimum requirements by Jan. 12th may be placed in a higher tuition category for the second half of the school year. Families who do not complete the requirement for the second half of the year may be charged a higher registration fee for the following school year.

If family circumstances prohibit the completion of some or all of the mandated Parent Service Hours, alternate arrangement must be made with the principal. The principal will review the completed fundraising and service hours before registration for the following year and may, at his or her discretion and due to unusual family circumstance, waive the higher registration fee.

The following is a detailed list of school activities that offer opportunities for participation. Please note: this list is not all inclusive, nor are the events listed guaranteed to occur, and there may be other activities during the school year.

Parent Service Hours

Each family is required to contribute a minimum number of Parent Service Hours, with at least half of the Parent Service Hours tied to fundraising events.

- Preschool and Prekindergarten families - 20 service hours for a total of \$800.00 credit

- K through 8th grade families - 40 service hours for a total of \$1600.00 credit

Parent Service Hours will only be credited AFTER the parent records the hours with the school office. You must record your hours, even if the Chair of the event also records hours, or they will not be counted. Only approved activities may be recorded. Participation hours will not be given for invalid activities. Credit will only be given for actual hours worked even if you signed up for an event and then was not needed.

All Parent Service Hours must be completed by May 30th of the current school year. Non participation, or failure to complete the required service hours as outlined, will result in penalty of \$40.00 per unserved Parent Service Hours.

All school families will be required to participate in the Pheasant Festival to be held on the second Saturday in November. Families must contribute a minimum of 4 hours of service to the Pheasant Festival. Families who do not work on the Pheasant Festival will be billed for the minimum hours required. Each school family must also provide one baked items and donate one item worth \$40.00 or a \$40.00 check for the Silent Auction. **Providing the baked and donated items is in addition to the hour requirement.** Soliciting items for the Silent Auction can be used for hours - 1 hour will be given for items equaling a full value of \$100 if the item sells for that amount.

Additional fundraising events where Parent Service Hours may be earned include:

- Fireworks Booth (June & July)
- Carnitas Dinner (October or Spring)
- Spaghetti Dinner (February)
- Oktoberfest (Sept. or Oct.)
- Crab Feed (March)

Baking for any of the above will equal 1 hour for two baked items. All baked items must be homemade and not purchased.

Volunteers who do not show up for their scheduled time after being contacted by the chair will be billed \$40.00 for each hour they were scheduled to work. These hours cannot be made up at another fundraiser.

Up to half of a family's Parent Service Hours may be completed through helping at the school. These hours must be verified by the principal, preschool director, or classroom teacher. Such hours could be earned volunteering on: field trips, assisting in the classroom, performing building and maintenance tasks around the school, organizing the school library, office help, serving on Parent Club or the School Advisory Commission, covering yard-duty, heading up a community events that raise knowledge about Our Lady of Lourdes, baking for Open House, Back- to-School Night and Jog- a-thon, etc. are excluded.

Fundraising Profit Credits

All families will participate in fundraising to meet their level of tuition reduction credits.

- Preschool and Prekindergarten families - \$400.00 in fundraising profit
- K through 8th grade families - \$800.00 in fundraising profit

This program consists of selling items and purchasing or selling tickets. Parents will receive credit for the part that is considered to be the profit.

Fundraising profit credit can be earned in the following areas. Profits shown are an **estimate** and may change at the time of sale.

- Wrapping paper, magazines, and gift sale - credit of 45% of total sales (Sept.)
- See's Candy - credit will be given for 20% of total sales (Christmas & Easter)
- Jog-a-thon - credit will be given for 90% of paid pledges (March/April.)
- World's Finest Chocolates - credit will be given for 45% of sales (Jan. /Feb.)
- Cookie Dough sale credit will be given for 45% of total sales (Sept/Oct.)
- All other items that are sent home to sell. (Yankee candles, Pies, etc.)
- All tickets sent home - % of profit will be determined after the event.
 - This includes tickets for the Pheasant Raffle, Crab Feed, Carnitas, Spaghetti Dinner, etc..
 - Parents are required to sell or purchase all tickets sent home with a value of \$20.00 or less.

Any amount earned above that listed below cannot be used for hours or tuition credit. Our Lady of Lourdes Parish School hopes that families will always go above and beyond what is required.

Curriculum

Our Lady of Lourdes Parish School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Our Lady of Lourdes Parish School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated throughout all grades. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

ESSENTIAL, CORE CURRICULUM

Our Lady of Lourdes Parish School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

TECHNOLOGY

In an effort to ensure that our students will be ready for the technological demands of this century, students have access to computers, Chromebooks, and iPads with internet access. All students in 3rd through 8th and parents must sign an "Acceptable Use" agreement at the beginning of each school year. Separate forms need to be signed for each student in the family before students may begin using the Chromebooks or the iPads.

MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M"; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Our Lady of Lourdes Parish School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community. Because religious instruction is considered a core academic subject, all students preschool through 8th grade are required to attend the Religion class period.
- Students in 2nd Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 7th Grade begin preparation for, and receive the sacrament of Confirmation during their 8th grade school year. Confirmation is a two year program, and students entering Our Lady of Lourdes Parish School during 8th grade seeking Confirmation will need to meet with the Pastor.
- All students who receive the sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year. Student's participation will include doing the Sign of the Cross and learning other common prayers.
- Mass is celebrated as a school community weekly during the school day. Students will be active participants at Mass. Non-Catholics will not be permitted to receive Holy Communion as this is reserved for those baptized in the Catholic faith.
- Opportunities for the sacrament of Reconciliation are offered to students during Advent and Lent.

ADDITIONAL FAITH FORMATION OPPORTUNITIES

- The Disciple of Christ, Education in Virtue: A Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit that aims to provide a consistent structure and systematic instruction for youth to learn about the virtues so that they can form the habits and dispositions necessary to live as disciples of Jesus Christ. This curriculum emphasizes Christian discipleship as indispensable toward human flourishing and the quest for joy. (See <https://educationinvirtue.com>).
- Catechist of the Good Shephard: Students in preschool through 2nd grade will participate in weekly Catechist of the Good Shephard. This global catechesis program focuses on the relationship between the child and God in which the religious values of childhood, primarily

those values of contemplation and enjoyment of God, are predominant. (See <https://www.cgsusa.org>).

- Altar Servers: Boys and girls in 4th through 8th are encouraged to serve the parish by training to be an altar server. Parents will be notified when the training sessions begin at the beginning of each school year.
- Prayer Opportunities: Classroom prayers are said throughout the day. School wide prayer is part of each morning at line up. Prayer services, Stations of the Cross, and the Rosary are held often throughout the school year. Please check the calendar for specific dates. Parents are always invited to attend special prayer services.
- Weekly School Mass: Each week the Pastor has Mass for the entire student body at 8:30 am on each Thursday morning unless noted on the monthly calendar. The classes alternate in preparing the readings and petitions. Parents are always invited to attend.

SUNDAY LITURGY/FAMILY MASS

The Sunday Eucharist is at the heart and center of our Christian Faith. A Catholic education, therefore, presupposes that the parents of students attend Mass with their children and that Catholic parents receive the Sacraments with their children. Where this is not the practice, the essential purpose of a Catholic education is frustrated.

The Family Mass has been scheduled for the third Sunday of each month unless otherwise noted on the school calendar. Please note the date of this special event on your monthly calendar and plan to participate with your whole family. Catholic children will be asked to participate in the liturgy on a rotating basis. Children are needed as readers, for the choir, to collect and bring up the offering.

CHRISTIAN SERVICE PROGRAM/ COMMUNITY SERVICE HOURS – STUDENTS

Students at Our Lady of Lourdes Parish School are also members of various communities (such as parishes, a neighborhood, social organizations, etc.). Membership in any community involves the responsibility to participate in and support that community. As a part of our religious training we try to instill in each child the need to serve others. Students will be required complete service hours during the school year. These hours will correspond to each student's grade level. One hour for first grade, two hours for second grade, etc. Seventh and Eighth grade students will be required preform more hours than their grade level as determined by the classroom teacher in collaboration with the principal and pastor.

Students will fill turn in a Community Service Verification form provided by the teacher. Students cannot receive any reward for the service that they complete. The service requirement will be 20%-30% of the religion grade for each trimester for 5th through 8th grade students.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

TEXTBOOKS

Necessary and required textbooks will be provided by Holy Rosary Catholic School and checked out to individual students. All books and consumable materials are the property of the school and it should be assumed that no textbooks should be written in unless directed by the teacher to be a consumable book. Damage to and loss of textbooks will result in a fee billed to the family.

Report cards will be held at the end of the school year until all bills for damaged or lost text and accelerated reader books are paid. Hard-bound text must be kept covered at all times.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of SchoolSpeak to monitor student progress and to take the initiative to contact teachers should they develop a concern.

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards. In addition, students in grades 3 - 8 take the ACT Aspire test in the spring which provides predictive information on their high school/college readiness.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

Parents should refrain from doing their child's homework, but instead help your child and check over the work. If your child is having trouble with the work assigned, please contact the classroom teacher. Homework can be unfinished class work or work especially assigned to do at home.

Students who fail to complete their homework are often asked to make it up during the school day at morning or lunch recess or after school. In grades 3-8, failure to complete homework on time (excluding absence due to illness) may result in students not being given full credit for their work.

Written homework is ordinarily not assigned over weekends or holidays with the exception of assignments not completed and/or special projects.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 st and 2 nd	20-30 minutes
Grades 3 rd and 4 th	30-45 minutes
Grades 5 th and 6 th	45-60 minutes
Grades 7 th and 8 th	60-120 minutes

MISSED HOMEWORK DUE to ABSENCE

Any absent student is responsible for all work and tests completed by the class during the student's absence.

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- Teachers are not expected to prepare homework assignments in advance. It is recommended that absent work be obtained upon return from an absence. However, parents may call the school office to request homework be ready for pick up at 3:30pm, on days a student was absent should the classroom teacher be able to make accommodations.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of missed homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

GRADING

The following academic grading scale has been adopted by Our Lady of Lourdes Parish School for essential curricular subjects in accordance with the Report Card Standards determined by the Catholic School Department of the Diocese of Sacramento (some schools have adopted an approved Standards Referenced Grading report card in grades K-2):

GRADES K, 1, and 2

Exceeds grade level expectations	5
Consistently meets grade level expectations	4
Usually meets grade level expectations	3
Below grade level expectations	2
Far below grade level expectations	1

GRADES 3-8

Outstanding	96-100% (A) 90-95% (A-)
Above Average Achievement	87-89% (B+) 83-86% (B) 80-82% (B-)
Average Achievement	77-79% (C+) 73-76% (C) 70-72% (C-)
Minimum Achievement	67-69% (D+) 63-66% (D) 60-62% (D-)
Below Minimum Achievement	0-59% (F)

GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades K through 8 will also be evaluated. GPA will include core academic courses and Citizenship in grades 3-8.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each trimester for students in Grades K through 8.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card, but rather an indication of progress to date in a specific area. Dates for progress reports are sent home will be announced in advance.

REPORT CARDS

Report cards are given in Grades K-8 at the close of each trimester of instruction. Report cards (or other provided signature line) are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for kindergarten through eighth grade near the half way point during the first trimester and again during second trimester as requested. Students in grades 4 through 8 are encouraged to attend. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC/BEHAVIORAL PROBATION

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

PROMOTION

Advancement to the next grade at Our Lady of Lourdes Parish School is based on a student's daily performance, test results, recommendations of teachers, corresponding maturing, and the student's ability to complete work successfully on a more advanced level.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Because promotion to the next grade depends on successful completion of all subject areas, the Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. This denotes that the student is not performing at grade level, and a remedial or intervention plan is needed for the next school year to assist the student in reaching grade level by the end of the next academic year.

ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

HONOR ROLL (GRADES 3-8)

Each academic trimester, students who earn either High Honors or Honors will be placed on the Honor Roll.

- Principal's Honor Roll: A's in all areas, academic and non-academic, will be used to calculate the GPA. GPA must be a 4.0 with no grade lower than an A (96%).
- High Honors: A's and B's in all areas, academic and non-academic, will be used to calculate the GPA. GPA must be 3.5 to 4.0.
- Merit Roll: A's, B's and C's in all areas, academic and non-academic, will be used to calculate the GPA. GPA must be 3.0 to 3.99

Any student with an unsatisfactory grade (D+ or lower) in conduct or effort will not be eligible for the Honor Roll.

AWARDS

Crusader of the Week

Each week, Our Lady of Lourdes Parish School focuses on a Catholic Virtue that helps students grow in an overarching virtue like charity, faith, hope, prudence, temperance, fortitude, and justice. These larger virtue categories are the focus of the monthly citizenship focus. See below. At the end of each week, the staff may nominate a student that has demonstrated the virtue for recognition at Monday morning line ups. Leading up to the Crusader of the Week award, teachers often recognize students for demonstration of the virtues with tickets that are placed in a monthly drawing.

Citizens of the Month

Each month, Our Lady of Lourdes Parish School focuses on a character trait, usually a Catholic Virtue. During the month, the school and individual classes learn about the virtue-know it, guard it, live it. At the end of each month, the staff nominates a student that demonstrated this spiritual virtue to receive recognition at an schoolwide assembly. Names will be printed in the school newsletter.

Honor Roll Awards

Each academic trimester, students who earn either High Honors or Honors will be placed on the Honor Roll.

- Principal's Honor Roll: A's in all areas, academic and non-academic, will be used to calculate the GPA. GPA must be a 4.0 with no grade lower than an A (96%).
- High Honors: A's and B's in all areas, academic and non-academic, will be used to calculate the GPA. GPA must be 3.5 to 4.0.

- Merit Roll: A's, B's and C's in all areas, academic and non-academic, will be used to calculate the GPA. GPA must be 3.0 to 3.99

Any student with an unsatisfactory grade (D+ or lower) in conduct or effort will not be eligible for the Honor Roll.

Those receiving honor roll recognition for two or more trimesters will be eligible for an educational trip in May. Progress reports are used to determine eligibility during the third trimester. In addition, students must have been successful in their living "responsibly" as demonstrated by a Citizenship grade of 80% or higher.

Perfect Attendance

Students who do not miss any school days during the trimester will receive an award at the end of the trimester. Four or more tardies during the trimester will count as an absence in terms of the Perfect Attendance Award.

Jog-a-Thon

Each year, Our Lady of Lourdes Parish School hosts a Jog-a-thon Fundraiser where participating students jog for thirty minutes. First through third place ribbons are awarded, based on number of laps jogged, to the top three boys and top three girls in each grade level.

Science Fair

Students in fifth through eighth grade participate in an annual science fair as part of their science course. First through third place and participation ribbons are awarded. While criteria for each place may change year-to-year, generally a 90% on the judging rubric is equivalent to a first place, 80% a second place, 70% a third place, and all other scores a participation award. Look for the science fair during our annual Open House.

Mini Olympics

At the end of each year, the fifth and sixth grade class hosts a schoolwide Mini Olympics. Students "compete" in fun activities and are awarded first through third place ribbons to top boys and girls in each event.

Eighth Grade Awards

The following awards may be available to eighth grade graduates:

- Presidential Academic Excellence Award –Gold Level
Criteria are established by the President of the United States each year. The criteria includes an A minus or higher in each academic subject including Physical Education and conduct in the 6th, 7th, and 8th grades. It also includes scoring 90% or higher on standardized testing.
- Presidential Academic Excellence Award – Silver Level

Criteria are established by the President of the United States each year. The criteria includes a grade of B or better in each academic subject including Physical Education, as well as an A- or higher in conduct in the 6th, 7th, and 8th grades.

EIGHTH GRADE PROMOTION

Promotion from the 8th grade to high school requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Completion of the SLE or Virtue Portfolio
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade promotion marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass at the Cathedral of the Blessed Sacrament for all of the eighth grade potential candidates for promotion. Each year, families of eighth graders will receive specific information regarding this very special event.

School promotion celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

Parents in the graduating class, principal, and/or Vice Principal will meet to plan the graduation. Any expenses associated with such graduation plans are the responsibility of the respective families and not the school. Family shared costs must be paid to receive the graduation diplomas, report card, and release of cumulative record to the next school of attendance.

The School Day and Attendance

DAILY SCHEDULE

The daily schedule is subject to change to meet the needs of our students and staff. Below is the tentative schedule.

Kinder- 8th Grade

7:50-8:00 a.m.	Arrival Time
8:00 a.m.	School Day begins
9:45 - 10:00 a.m.	Snack Recess
11:20 a.m. – 12:00 p.m.	Lunch/Recess
1:50-2:05	Afternoon Recess for PK-4 th grade (on non-PE days)
3:00 p.m.	Dismissal

Preschool & Pre-Kindergarten

7:30-8:30 a.m.	Arrival & Free Play
8:30 a.m.	School Day begins
8:30-9:00 a.m.	Circle Time
9:00 - 10:00 a.m.	Teacher Directed Activities and stations
10:00-10:30 a.m.	Handwashing & Snack (school provided)
10:30-11:00 a.m.	Outside Free Play
11:00-11:30 a.m.	Group Time
11:30 a.m.	Preschool/Prekindergarten session ends
12:00-1:00 p.m.	Handwashing, Lunch, Recess
1:00-2:30 p.m.	Nap Time
2:30-3:00 p.m.	Handwashing & Snack (home provided)
3:00-5:30 p.m.	Organized activities and free play

SCHOOL and OFFICE HOURS

The school office is open from 7:45 am to 4:00 pm on regular school days.

EXTENDED HOURS

Extended is open daily from 7:30 am to 5:30 pm on regular scheduled school days unless otherwise stated in the monthly calendar. Extended is usually not available on the day before Thanksgiving and Christmas break, on staff retreat days, in-service days, and the last day of school.

CLOSED CAMPUS

Our Lady of Lourdes Parish School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL AND DEPARTURE

Students attending morning Extended may arrive at 7:30 AM. **Students cannot be on the school grounds before 7:30 am.** All other students may be on campus at 7:50 AM. Any child on the school grounds before 7:50 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

Likewise, students must be picked up by 3:10 PM. Students still on campus without a parent/guardian must go to Extended Care and the parents/guardians will be billed for this service. Please do not ask your child(ren) to wait outside the school fence or in front of the parish building for pick up. There is no supervision at these locations and this places children in a potentially dangerous situation.

Locking of Outside Gates:

The outside gate on the 8th Street side will be locked each day at 5:30 pm until one half hour before dismissal the following day. All those coming on the school grounds during the school day, must enter on the Ware Ave. side.

FOR THE SAFETY OF YOUR CHILDREN IT IS IMPORTANT THESE REGULATIONS BE FOLLOWED.

DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 10 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for a practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Our Lady of Lourdes Parish School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires. Parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school. Students in Extended may not change early for after school activities.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

Drop-off and Pick-Up for Preschool

Preschool students must be walked to and from class at drop-off and pick-up with an adult and be signed in and out daily. Preschool students must arrive and exit on the Ware Avenue side of the school.

Drop-off before School – K through 8th

All children must be dropped off on the Ware Ave. side of the school in the morning. A one way entrance and exit are marked. Children should be dropped off on the passenger side of the car between the orange cones. Please pull forward, without blocking the cross walks, to allow additional cars to drop off simultaneously.

When parents are attending morning assembly or need to attend to school business, cars may be parked in the parking spaces on Ware Ave. Escort students through the parking area using the cross walks and onto the school playground. The 8th Street gate will be locked in the mornings.

Pick-up after School – K through 8th

Students MUST be picked up in the large parking lot off of 8th Street in the afternoon. Parents are to circle the lot and come up to the landing area by the yellow cones so that the passenger side of the car faces the landing area. Teachers will escort students to the car. Students are not permitted to walk through the parking lot to parked cars or cars further in the pick-up line if not escorted by an adult.

Parents wishing to park their cars must park in the middle section of the lot off 8th Street and escort their students to the car. Parents are not to pull into the parking spaces by the building or the fenced playground area.

Parents not able to leave their cars because of small children need to call the school office or the extended room for assistance.

WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

MINIMUM DAYS/ EARLY RELEASE DISMISSAL

Certain school days are designated minimum days; dismissal is at 12:00 pm. These days are noted on the calendar, but typically are the 1st school day Friday of each month. All other Fridays will be 2 pm dismissal. The Friday dismissals will allow the teachers to participate In-services, to disaggregate testing data, and to work on curriculum development among other professionally required activities.

There will not be any lunch or lunch recess on the 12 pm dismissal days.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).
- Absences for more than three consecutive days or for more than three non-consecutive days in one week will require a doctor's excuse.
- We expect all children to be in attendance unless they have a fever or there is a serious illness or injury.

TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken sent directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES AND MAKE-UP WORK

Any absent student is responsible for all work and tests completed by the class during the student's absence.

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- Teachers are not expected to prepare homework assignments in advance. It is recommended that absent work be obtained upon return from an absence. However, parents may call the school office to request homework be ready for pick up at 3:30pm, on days a student was absent should the classroom teacher be able to make accommodations.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of missed homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Appearance and Student Uniform Requirements

INTRODUCTION

Our Lady of Lourdes Parish School's uniform represents solidarity with the entire Catholic educational community and is a positive reflection of each student's own school pride. Students are best prepared for school when they are properly dressed and groomed in a school uniform which encourages better self-discipline, reducing peer pressure. Student dress, grooming, and personal cleanliness impact the image of Holy Rosary Catholic School and it is school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Holy Rosary Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

The dress code will be strictly followed. By registering their children at Our Lady of Lourdes Parish School, parents indicate their intention to accept and observe the school's uniform dress code. It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair.

Parents should ensure enough uniform garments are purchased to keep up with the laundry schedule, especially when children divide their time between two households. If you are in doubt, call the school office before you purchase uniforms.

Student uniforms will be monitored as the students walk into their classrooms each morning. Children not in proper uniform are expected to correct the violation before entering class. Students will be offered the opportunity to obtain times from the school office or by calling parents. They will also be given a uniform violation form to take home to be signed by the parent. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

HAIR AND MAKE-UP

- Hair – hair must be neatly trimmed, combed, and styled. Hair must be kept the natural color the student was born with – no dyeing or streaking of hair will be allowed. Fad hairstyles, shaved designs in hair, hair extensions, mohawks, and dyed/streaked hair are not allowed. Hair accessories must be reasonably sized and match school uniform colors.
 - For boys, hair cut should be above the collar and eyebrows, and trimmed around the ears.
 - For girls, if bangs are worn, they should be well away from the eyes. Long hair needs to be fastened back so it is not falling in the face.

- Make up/Nails - All makeup is not permitted. Makeup must be removed before the student arrives at school. Neatly maintained nail polish for girls in a light color is permitted, but false nails are not. No other additional garments will be allowed on any part of the body unless it is specifically part of the uniform dress code. This includes nail extensions, nail decorations, real, temporary, or fake “tattoos”, etc.

JEWELRY AND ACCESSORIES

- Jewelry – Caution should be taken when any child wears jewelry to school. Jewelry is limited to post type earrings on the earlobe only for girls only (no larger than the ear lobe), watches, religious necklaces (and tucked inside the shirt during recess/P.E.), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn). Excessive jewelry of any type will not be allowed. Dangling earrings, hoop earrings, multiple earrings per ear, bracelets, etc. are never permitted.
- Belts – plain, solid black or brown canvas or leather belt with a simple buckle.
- Hats/Beanies – Baseball type hats or beanies in a solid red or solid navy blue from Land’s End are permitted and may be worn outside only. If a logo is present, it must be the OLL logo from Land’s End. Bills must be forward, well settled on the ear. Hats are to be removed indoors, during prayers, and during the pledge. Non-OLL hats are not permitted, even on free dress days.
- Anything that distracts from classroom work will not be allowed.

SHOES, SOCKS, AND TIGHTS

- Shoes – closed-toe, rubber-soled shoes, tied or Velcro must be worn for safety purposes. Shoes with laces must be tied securely so that the foot and ankle are properly supported and the shoe will remain comfortably on the foot. Laces are not to be worn loose. Shoes that can slip on and off easily, do not have back strap, or have a heel are not permitted; however girls may wear dress shoes to Mass provided they bring shoes to change into when going to recess or PE. No open toes, open heels, clogs, ballet type shoes, flip flops, sandals, or dress shoes with slippery soles may be worn.
- Girls stockings/tights – basic solid white, solid navy, or solid red color only. No lace or designs. No footless tights.
- Socks – Socks (or tights) must be worn at all times. If socks are visible, they must be solid white, solid navy blue, or solid black, and without visible logos.
- No leggings, long-johns, long underwear, or knit pants may be worn.

PANTS, SHORTS, SKIRTS, AND JUMPERS

- Pants & Shorts – Pants and shorts must be uniform slacks from approved vendors to ensure proper color. Uniform pants are not dark colored denim. Pants and shorts must be worn at the waist. “Baggy” or form fitting (tight) pants are not allowed. Pants and shorts may not be worn “sagged”. Pants may not be more than one size larger or smaller than the natural size. Pants

cannot be rolled, pegged, or have cargo style pockets. Short must not be more than 2 inches above the knee or have a longer than 5 inch inseam. Shorts may be worn August, September, October, March, April, May, and June; but never on Mass days.

- K-6th : navy blue cotton, cotton blend, or narrow wale corduroy slacks.
- 7th & 8th: Khaki cotton, cotton blend, or narrow wale corduroy slacks. Color can vary greatly on Khaki pants, please be sure to purchase from approved vendors. 7th and 8th may wear navy blue pants, but should have at least 1 pair of khaki to wear for pictures and 7th/8th grade outings.
- Skirts, Skorts, and/or Jumpers– Jumpers must be kept at knee length and skirts must not be more than 3 inches above the knee when the student kneels on the floor. No baggy or form fitted skirts allowed. Shorts under uniforms must not show below the hem line. Girls may wear:
 - K-4th Blue and red Hamilton Plaid uniform jumper sold at Dennis Uniform or Land’s End only.
 - 5th-8th – Blue and red Hamilton Plaid uniform skirt sold at Dennis Uniform or Land’s End only.
 - K-8th: Navy blue skorts purchased from Land’s End only are permitted. Students in 7th/8th grade may also wear the khaki skort. Skorts follow the same length guidelines as skirts/jumpers.
- **Long pants for boys and the jumper or skirt (depending on grade) for girls are required on Mass days.**

SHIRTS

- Shirts – long or short-sleeved, collared, knit polo-style shirt in the colors listed by grade below. Long sleeved matching turtlenecks may be worn under uniform shirts in cold weather, but should not be worn alone. No under-garments, including under Armour or other brand arm sleeves, may be visible, especially when wearing white shirts. Girls may wear white peter pan collared blouses (no lace) and boys may wear collared white button up dress shirts. Shirts must fit at the shoulders and look neat at all times- oversized shirts will be allowed. White shirts are not required to have the OLL logo. All other colored (navy blue or red depending on grade) polo shirts must have the logo and be purchased from Land’s End.
 - K-6th : White blouse or dress shirt, white polo, or red polo shirt with logo.
 - 7th & 8th : White blouse or dress shirt, white polo, or navy blue polo shirt with logo. 7th /8th grade may still wear the red logo polo, but should have at least 1 navy blue logo polo for pictures and 7th/8th outings.

JACKETS, SWEATSHIRTS, AND SWEATERS

- Sweatshirts– Red OLL logo Sweatshirt from Land’s End only. 7th & 8th will may also wear a navy blue OLL logo sweatshirts. Students may only wear pull over or zip up sweatshirts. School shirts must be worn under these sweatshirts at all times

- Jackets- jackets appropriate for school (no large logos, offensive content, etc) may be worn, but will be removed in the classroom. Sweatshirt jackets or flannel shirts (pull over, zip up, or hoodies) are not allowed. School jackets with the OLL logo can be purchased at Land's End.
- Sweaters/Vests– girls may wear solid color cardigans in solid navy blue, red, or white. Boys may wear a sweater vest over shirts in the same. Sweaters may be worn in or out of the classroom. No bulky sweaters or sweaters with designs are allowed. Sweaters may not sit lower than the students' hip line. Please see Dennis Uniforms or Land's End.

P.E. UNIFORM

- On P.E. days students must wear proper athletic shoes- tennis shoes with tread and laces. No boots on P.E. days.
- Students in 5th -8th grade may be given the privilege to change into appropriate PE attire, meaning shorts and shirt guidelines must still be followed. No spandex, shorts shorter than 2 inches above the knee, no tank tops with straps less than 2 inches in width, no spaghetti straps. Girls in K-4th grade should wear shorts under their jumpers on P.E. days.
- No jewelry may be worn while involved in sports or P.E. activities.

GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothes must be maintained in a presentable manner. No frayed edges, no holes, etc.
- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.). Please make sure to check uniforms as the seasons change to make sure they still fit appropriately. Parents are expected to replace clothes when students outgrow them according to the guidelines.
- Sandals, clogs, and open-toed shoes are never allowed.
- Students should dress modestly and appropriately.
- Students are not permitted to wear the following: sandals, clogs, oversized shirts, lycra spandex exercise wear, short skirts or short shorts, cutoffs, tank, halter or tube tops, strapless tops or dresses, spaghetti strap tops, t-shirts with inappropriate or offensive graphics or slogans.
- Students must wear closed-toed shoes and socks, stockings or tights at all times. Slip on shoes are not allowed.
- There are some gently used uniforms at the school. These are free to anyone who can use them.
- If you are in doubt about school uniforms please call the school office before you make your purchase.
- All school personnel will be responsible for keeping students in proper uniform and notifying parents if necessary.
- **The principal may change the dress code as the need arises.**

APPROVED UNIFORM VENDORS

School uniforms can be obtained through Elderware, True Grits, Becky Thatcher, Tom Sawyer, or Lands' End for the basic navy blue and white shirt items. All logo items, skorts, sweat shirts, and khaki items must be purchased at Lands' End. Plaid jumpers and skirts must be purchased at Dennis Uniform Company in Sacramento or through the Lands' End catalogue.

Information regarding Dennis is available in the school office, at their website www.dennisuniform.com, or by contacting them directly at (916) 361-6710.

Land's End uniform information can be located and purchased through their website at:

https://www.landsend.com/co/account/school-uniforms?launchSearch=true&cm_re=lec-_-uni-_-global-_-glbnv-findyourschool-_-20160316-_-txt Be sure to search for Our Lady of Lourdes to access the correct uniform and logo pieces.

While Dennis Uniform and Land's End both try to display only OLL uniform pieces when searching through our school catalog, errors may occur. Please follow the uniform guidelines in this handbook should a conflict exist.

FULL UNIFORM DAYS

There will be special days that we will require all to be in full uniform. Long pants for boys and the plaid jumper or plaid skirt (depending on grade) for girls are required on full uniform days. While white shirts will be permitted on a full uniform day, OLL asks that all students that have red school shirts (navy blue for 7th/8th) will also be asked to wear these if they are in good condition.

Full uniform days will be used for all Mass days and for other special occasions. Students must remain in full uniform for the entire school day. No free dress passes can be used on full uniform days. You will be notified on the school calendar, in the newsletters, or at morning line up before a full uniform day.

SPIRIT DAYS/ JEANS FOR \$1 DRESS CODE

On Spirit Days students can wear their OLL school spirit shirts with their uniform shorts or their uniform pants. All past spirit shirts or other school related shirts can be worn on spirit days. Typically Spirit Days also fall on Jeans for \$1. In this case, students may wear their spirit shirts with jeans, provided they bring the \$1 student council payment.

On designated Jeans for \$1 days, students may pay \$1 to student council for the privilege of wear jean pants or shorts with their uniform (or in some cases Spirit Shirts). Student Council decides how these funds are used, but generally the funds are used in conjunction with a school service project.

Check the monthly calendar for Spirit Days and/or Jeans for \$1 days.

FREE DRESS/ THEME DAYS

On certain days, the principal may call for a schoolwide free dress day or allow student council to host theme days. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion. Students in grades K – 8th may also have free dress on their birthdays (or a different day with prior teacher approval).

- Free-dress or dress-up theme days will be held with prior notice or by using a “Free Dress Pass”. A free dress day is a privilege. Abuse of free dress days or dress passes will prevent the student from participating in all future free dress/theme days.
- Free-dress means students are to dress appropriately for school.
- Students are always free to wear school uniform on free dress or dress- up days.
- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS.
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.
- **Students may not wear free dress on Mass days, unless prior exceptions have been made.**

Children’s dress must be reflective of a Catholic School environment and modesty must be shown at all times. Calls will be made to parents of children not dressed appropriately.

Good Rule: If you think you shouldn’t wear it, you shouldn’t. ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak as well.

SCHOOL INSURANCE COVERAGE

All Our Lady of Lourdes Parish School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first weeks of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking

medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.

- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested. Parents and/or Guardians of students agree to hold harmless Our Lady of Lourdes Parish School and its staff for missed doses or mis-administration of any kind.

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult he/she may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) are a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened, and in some cases all students will be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

Our Lady of Lourdes Parish School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

Our Lady of Lourdes Parish School will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic School Department, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PREGNANCY

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY .

- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns

- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.**
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Our Lady of Lourdes Parish School has arranged safe haven at the Colusa County Fairground and/or Our Lady of Lourdes Church
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all Our Lady of Lourdes Parish School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

FIRE

Fire drills take monthly. The school will follow instructions of the Fire Department.

EARTHQUAKE

An earthquake drill will take place periodically. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.

LOCKDOWN/ACTIVE SHOOTER

Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible, and in some instance may call for the lockdown. The school will notify parents via SchoolSpeak as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

BOMB THREAT

Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

FLOOD

The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via SchoolSpeak.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at Our Lady of Lourdes Parish School. A student is considered at all times and places a member of the Our Lady of Lourdes Parish School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. Our Lady of Lourdes Parish School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at Our Lady of Lourdes Parish School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher in consultation with the principal, and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

BEHAVIOR GUIDELINES

LUNCH BEHAVIOR

- Stand quietly in the lunch line without pushing
- Say “please:” and “thank you “ at appropriate times
- No throwing of food, wrappers, etc.
- Stay at table unless given permission to do otherwise by the person on duty.
- Each child is responsible for cleaning their own area at their table.

BATHROOM BEHAVIOR

- Playing in the bathrooms is never appropriate.
- Students are not to stand on the toilets or hang on the stalls.
- Students are not to sit on the basins.
- Toilet paper is to be used appropriately – never thrown on the ceiling or the floor.
- Toilets and urinals must be flushed after each use.

BEHAVIOR LEADING TO REFERRALS AND PARENT SIGNATURES

In most cases, a warning and/or reminder of school rules is sufficient to redirect student behavior. However, in more serious cases student behavior may warrant more reflection. In those instances, the classroom teacher (or principal) may request a Virtue Reflection in conjunction with a loss of privilege (recess, etc). When the behavior is serious or continuous, it is sometime necessary to issue a conduct referral. Students that are issued a conduct referral will be given a copy to take home for a parent signature. Students will not be permitted back in class until the signed referral copy is returned to the office. Some behavior that may warrant a referral is listed below, but is not exhaustive:

- Minor Pushing, Shoving, and Kicking
- Riding bicycles, skate boards or roller blades on the school grounds
- Chewing gum on the school premises
- Running in the breezeway or classrooms
- Spitting at school
- Being in or playing in any unsupervised area
- Loud talking or yelling in the breezeway
- Any classroom or yard rules that are imposed throughout the school year
- Throwing of rocks, sand, food, pencils, etc. or any other object not to be thrown that could do serious harm.
- Unkind behavior towards other students
- Disruption of the learning environment
- Being in a classroom when an adult is not present.

- Writing, passing, or reading notes in the class or on the school grounds.
- Throwing of litter or trash on the school grounds or in the classroom.
- Taking others property
- Climbing on fences, trees, and poles

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

DISCIPLINARY ACTIONS and SANCTIONS

Our Lady of Lourdes Parish School is committed to providing a productive learning environment for all students according to Gospel value, and the teaching of the Catholic Church. All of our students are expected to follow a code of conduct that witnesses to the faith and beliefs of the Catholic Church, and the mission of this educational ministry. Appreciating the different student capacity levels, it is important students learn to understand and develop skills that imitate a Christ-like selflessness, self-control, and behavior reflective of our Christian life.

All students are expected among other things to:

- Conduct themselves faithfully to the Christian faith as taught by the Catholic Church;
- Conduct themselves in a manner that fosters a positive learning environment for all;
- Demonstrate respect and dignity for others and self.

There are consequences for all conduct. Students, in all aspects of their lives, both on and away from the campus, should always reflect our Catholic values and the highest standards of our Church and school.

Poor student choices are first addressed in the classroom whenever possible. Repeated misbehavior, or singular incidents judged severe, may be investigated by, and consequences administered through, the principal. The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal.

Consequences will be related to the seriousness of the incident, previous conduct, previous opportunities given for behavioral improvement (such as community service, letters of apology, parent conferences, detention, and suspension).

The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention : Students are assigned to before or after-school detention by a member of the faculty or school administration. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student at least 24 hours in advance of the detention date assigned. Failure to serve detention will result in additional disciplinary action, including possible suspension.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension: see below
- Expulsion: see below
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process

through verbal or written communication or conferencing. Tests administered during a suspension will be available for make up; however, homework and classwork assignments will not.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
 - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if

he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at Our Lady of Lourdes Parish School; they are not available to students or parents.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Our Lady of Lourdes Parish School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as CSAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Our Lady of Lourdes Parish School, or Parish, or the Diocese of Sacramento."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.

- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Our Lady of Lourdes Parish School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.

- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always Our Lady of Lourdes Parish School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Our Lady of Lourdes Parish School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my iPad/Chromebook and my other electronic devices in ways that are appropriate, educational, and meet Our Lady of Lourdes Parish School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.

- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad/Chromebook.
- I will never leave the iPad/Chromebook unattended, and I will know where it is at all times.
- I will protect my iPad/Chromebook by keeping it stored in the provided case at all times.
- I will never loan out my iPad/Chromebook or give my password to other individuals.
- I will not let anyone else use my iPad/Chromebook other than my parents or guardians.
- I will charge my iPad's/Chromebook's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad/Chromebook since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad/Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook or the iPad/Chromebook cover, or do anything to permanently alter the iPad/Chromebook in any way.
- I will not remove or deface the serial number or other identification on any iPad/Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad/Chromebook, case, and power cords in good working condition.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Our Lady of Lourdes Parish School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from Our Lady of Lourdes Parish School.

Harassment and Bullying

Our Lady of Lourdes Parish School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or superintendent in cases of diocesan schools.
 3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
 - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
 - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
 - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
 4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
 5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in

such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

CYBER BULLYING/SOCIAL MEDIA

Definition of Cyber Bullying/Harassment

Cyber Bullying/Harassment is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. (See above for a more detailed definition).

Examples of this behavior include, but are not limited to:

- Sending false, cruel, vicious messages
- Creating website that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into receiving sensitive personal information and forwarding that information to others
- Posting of a student picture or video without their permission

Bullying of this nature, that creates a hostile, disruptive environment **on the school campus** is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment that spills over to the school campus will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear or harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by student engaged in Cyber Bullying include, but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messages, computers, cell phones and person digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communications.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print online harassing conduct.
- Identify the cyber bully
- Clearly tell the cyber bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- Report cyber bullying to the internet or cell phone company
- Contact he cyber bully's parents
- Contact school administration
- Contact the police

Cyber Bullying or harassment are considered "poor student conduct" and will be addressed using the same outline of discipline, ranging from a loss of privilege to expulsion.

Controlled Substances

Our Lady of Lourdes Parish School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-alikes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended

by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.

- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Our Lady of Lourdes Parish School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS -- Participation at any of these events are dependent on staff and/or parent volunteers, and student interest.

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Choral Festival: choral performances for all choirs
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop for junior high classes (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Student Council Workshop (grades 7-8)

STUDENT COUNCIL

The purpose of our Student Council is:

- To encourage leadership and teamwork
- To give the students an opportunity to voice their ideas through their representatives
- To develop skills in self-government
- To encourage a high standard of academic achievement
- To foster school spirit through loyalty, friendliness, helpfulness and good sportsmanship

Officers are elected from the 6th through 8th grade. The president MUST be a 7th or 8th grader. Students in 6th through 8th grade can apply to be on the Student Council committees. Meetings are held *twice* monthly with the Student Council advisor. Participants are considered to be a representative of Our Lady of Lourdes School, and as such are expected to maintain exemplary behaviour and Catholic Christian citizenship at all times while following all of the rules and guidelines of the school including the dress code.

The following academic requirements must be met and maintained throughout the school year by Student Council Members:

1. Officers must maintain a "B" (3.0) grade point average; with no grade lower than a C (2.0).
2. All members must maintain a "B" (3.0) grade or higher in Christian Conduct.
3. Members must receive no "F"s on a report card.
 - NOTE: Any infraction of the above may result in the Officer being removed from office.
 - A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

OUTDOOR NATURE PROGRAM/SHADY CREEK

Every other year the 5th/6th grade attends the nature camp at Shady Creek. Parents are responsible for the entire cost of Shady Creek camp. Students attending camp must follow behavioral guidelines while in attendance or be sent home. Parents will be informed of these guidelines prior to going to camp. The same guidelines outlined in FIELD TRIPS apply.

HONOR/MERIT CLUB

Those students who achieve a 3.0 for two out of three trimesters (3rd trimester progress report grade will be used) of the school year are eligible for an educational trip the last trimester. In order to attend this trip and participate, the student must prove they are a responsible citizen.

The Honor/Merit Club members will serve as assistants at the school when needed. Honor/Merit students are eligible for cross-age tutoring with parent and teacher permission.

The County Superintendent of Schools also provides Honor and Merit Students in the upper grades with Recognition at the Colusa County Fair at the end of the school year. They receive prizes, tickets for food, and a free pass to the fair for one day.

SHAKESPERE FESTIVAL

Every other year the 7th/8th has a chance to travel to Ashland, Oregon and participate in the Shakespeare Festival. This trip typically takes place during September or October. This allows students the opportunity to watch three plays and attend a back stage tour. Parents pay for the entire cost of this trip. All guidelines under FIELD TRIPS apply.

SOCIAL EVENTS/DANCES

Our Lady of Lourdes Parish School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

ATHLETIC TEAMS

Students in grades 5 - 8 are given the opportunity to participate in the athletic program. An athletic fee of \$30.00 is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees. Our Lady of Lourdes Parish School's participation in a particular sport depends on student interest, and parent/staff volunteers. Typically, Our Lady of Lourdes School participates in:

- Girls and Boys basketball
- Girls Volleyball
- Boys Flag Football
- Co-ed Soccer

PARTICIPATION on ATHLETIC TEAMS

Students planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Payment of the athletic fee (\$30.00 per sport)
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- A student must attend at least half of the regular school day to participate in that day's practices or games.

PLAYER ELIGIBILITY

- Players must have a "C" average or higher and at least a B average in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Our Lady of Lourdes Parish School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

PLAYING TIME

Playing time is the prerogative of the coach; coaches are encouraged to play every player as much as possible in every game. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Parents and players are responsible for the uniforms. If the uniform is not returned in good condition or has been lost or destroyed, the family will be charged \$40 per uniform item.

TRANSPORTATION

All students who require a ride to any school-sponsored sport activity must have a Pre-authorized Driver form from their parent/guardians allowing them to ride with pre-authorized drivers. These forms will be distributed at the first meeting of the team. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parent/guardian.

PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at Our Lady of Lourdes Parish School.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), or the Diocese are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody

status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.

4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Please check with the classroom teacher. Treats may not be brought to the classroom without the teacher having prior knowledge. We gladly welcome birthday celebrations as long as the teacher is informed. Do not send balloons or flowers to school. They will not be given to your child until the end of the school day.

FUNDRAISING GUIDELINES and RESTRICTIONS

Students are not allowed to sell any items at school unless approved by the school administration. Examples of items that would be appropriate to sell would be Girl Scout Cookies, etc. Students may not do any trading of cards, etc. while at school.

LOST and FOUND

It is the responsibility of each student to take care of their own items. All lost items will be placed in a receptacle located outside the office. Students and parents should check to find lost items. Periodically, items in the lost and found will be laundered and added to the uniform closet to be distributed out.

DELIVERIES

All messages and deliveries (lunches, homework, etc.) are made to the office. All items should be marked with the child's name and grade and left on the counter in the office. They will then be forwarded at a convenient time by a staff member.

Please do not send balloons, flowers, etc. to school for children's birthday, etc., as they are not permitted at school and will not be delivered to the classrooms.

TEACHER PREPARATION POLICY - BEFORE SCHOOL/AFTER SCHOOL

Teachers at Our Lady of Lourdes Parish School are committed and dedicated to providing quality spiritual and academic programs for our students. In order to be prepared and ready for classes, the teachers will not be available for morning or afternoon consultation with parents unless an appointment is scheduled. Students will not be allowed in the classrooms before school – only the extended classroom (unless prearranged by the teacher). Students will not be allowed in the classrooms after school is out unless they are scheduled for after school tutoring.

If you need to see a teacher, please contact the school office or email the teacher directly to schedule an appointment.

Students will turn in completed work, etc. after the school day starts. Teachers may elect to put a basket outside the door for completed work.

TELEPHONE CALLS

Since teachers may not leave their classes during class time, they will not be called to the phone unless there is an emergency. Likewise, students will not use the school telephone unless there is an emergency. This does not include calls made by students at the request of the teacher or principal.

Preschool SHOULD not be interrupted for phone calls during the preschool hours or prekindergarten hours.

STUDENT CELL PHONES

Students may bring a cell phone to school at the discretion of the parent. Cell phones must remain in the students' back pack turned off and never at their desk or on their person. The phone is required to be turned off and may not be used during school hours, during extended time, or on field trips. Phones cannot be used until school is officially out. Failure to comply with this policy or any other rules given by the classroom teacher or principal will result in loss of cell phone privileges for the remainder of the school year. Phones used during school time will be seized by school personnel and returned to the student at the end of the day on the first offense, and to parent only on the second offense.

LUNCH PROGRAM

Hot lunch from various restaurants is provided 4 to 5 times a week during the school year. The cost will be set at the beginning of each school year. Lunch tickets are purchased from the school office. Students will not be permitted to charge a school lunch, and will call home if he/she does not have lunch or lunch money.

SNACKS

A wholesome nutritious snack at morning recess is permitted. Students are not to bring candy, sports drinks, soda pop, or any drink with large quantities of sugar to school. Current research seems to indicate that foods such as these, with their high levels of sugar, may interfere with concentration and student self-control and with the learning process. Large quantities of junk food, gum, and sun flower seeds will be taken from students and will only be returned to the parent.

MILK PROGRAM

Milk can be purchased daily for .10 cents or a milk card can be purchased for \$2.00 for 20 days. This low price can be offered because of a Special Milk Program offered by the State.

BACK PACK POLICY

Back packs with rollers and extended handles will no longer be allowed at school. These back packs have become a danger within the classroom and around the playground. Handles are left out and cause a trip hazard to others. When placed on the back of chairs, they become a hazard whenever the student leaves the chair. Students should not be taking home books that are not necessary. Excessive loading of back packs should be avoided.

2019-2020 Parent/Student Handbook Agreement

[Please detach, sign, and return by the first day of school]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in Our Lady of Lourdes Parish School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature(s) (when age-appropriate):

Date:

Volunteer Agreement Form

Diocese of Sacramento — Human Resources Services

Volunteer name (please print): _____

Parish / School location name: _____

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____
_____ Volunteer signature

Date: _____
_____ Volunteer signature

Date: _____
_____ Authorized Parish/School Representative

Volunteer Driver Agreement Form

Diocese of Sacramento — Catholic Mutual Group

Full name of driver: _____

Address: _____

Driver's License #: _____ State Issued: _____

Year: _____ Make: _____ Model: _____

Insurance Company (Name / Address /
Phone): _____

Liability Limit (Minimum limits \$100,000/\$300,000 required): _____

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions: TRUE FALSE

1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three (3) years.
2. I have NOT had two (2) or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven (7) years.
3. I have NOT had more than three (3) moving violations or accidents in the last three (3) years.

Please be aware that as a volunteer driver, your insurance is primary. Thank you for helping with our transportation needs.

Certification: I certify that the information giving on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be twenty-five (25) years of age or older, possess a valid driver's license, current vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Volunteer Driver's Signature

Date

Acceptable Use Pledge Covering Electronic Devices

- I will use my iPad/Chromebook and my other electronic devices in ways that are appropriate, educational, and meet Our Lady of Lourdes Parish School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my iPad/Chromebook.
- I will never leave the iPad/Chromebook unattended, and I will know where it is at all times.
- I will protect my iPad/Chromebook by keeping it stored in the provided case at all times.
- I will never loan out my iPad/Chromebook or give my password to other individuals.
- I will not let anyone else use my iPad/Chromebook other than my parents or guardians.
- I will charge my iPad's/Chromebook's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad/Chromebook since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad/Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook or iPad cover/Chromebook cover, or do anything to permanently alter the iPad/Chromebook in any way.
- I will not remove or deface the serial number or other identification on any iPad/Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad/Chromebook, case, and power cords in good working condition.

Signature of Student

Date