

Our Lady of Lourdes School

741 Ware Ave.

Colusa, CA 95932

(530) 458-8208

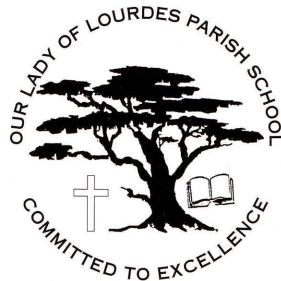
Fax (530)- 458-8657

www.theollschool.org

Parent Handbook

Please keep this handbook throughout the year as a quick reference. You will be notified throughout the year of any additions, deletions, or changes.

Revised 7/10



*"Education,
The Greatest Gift You Will
Give Your Child."*

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OUR LADY OF LOURDES PARISH SCHOOL

741 Ware Ave.

Colusa, CA 95932

School Office - 530-458-8208

School Fax - 530-458-8657

Web Site - www.theollschool.org

Parish Office- 530-458-4170

ADMINISTRATION

Parochial Administrator – Fr. Arbel Cabasagan

Principal - Mrs. Barbara Genera (458-3100) (bgenera@frontiernet.net)

Vice Principals - Mrs. Samantha Vann & Ms Montserrat Arias

OFFICE STAFF

School Bookkeeper -Mrs. Darlene Warner (458-3183) (dwarneroll@frontiernet.net)

School Secretary – Mrs. Dana Dunn (458-8208) (ddunnoll@frontiernet.net)

TEACHING STAFF 2010-2011

Kindergarten - Mrs. Ellen Hester - (ehester@frontiernet.net)

First Grade - Mrs. Kathy Croghan - (kcroghan@frontiernet.net)

Second Grade – Mrs. Christine Walsh – (cwalsholl@frontiernet.net)

Third/Fourth - Ms Montserrat Arias – (mariasoll@frontiernet.net)

Fifth/Sixth – Mrs. Samantha Vann – (svann@frontiernet.net)

Seventh/Eighth – Mrs. Bronwyn Eisermann
Mrs. Ellen Hester - Math PM

PRESCHOOL/EXTENDED STAFF

Director/Teacher - Mrs. Susan Hodges (458-8750) (shodgesoll@frontiernet.net)

Teacher - Mrs. Elizabeth Chalker (458-5779)

CLASSROOM AIDE

Mrs. Estela Ramirez

Dear Parents,

On behalf of the pastor, the faculty and staff, School Advisory Commission and Parent Club Officers, I want to welcome you to our school. Our Lady of Lourdes faculty and staff are dedicated to educating our students to be prepared for the challenges of our millennium, both spiritually and academically. We will continue to focus on compassion and respect for life and the teachings of Christ. Our Student Learning Expectations on page 7, outline our expectations for our students when they leave the 8th grade

Our Lady of Lourdes Parish School has a long tradition. 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. I was lucky to be one of the parents and a part of the first group of teachers to staff the classrooms along with Mrs. Sandra Detlefsen and Mrs. Davis. The school reopened with kindergarten, first, second, and third grade classrooms. The school continued to grow adding a preschool, extended and all eight grades.

Through my years as an educator I have taught at almost all elementary grade levels including preschool. When I accepted the principal's position in 1987, I enrolled in the Educational Administrator's Master program at St. Mary's College in Moraga and received my degree in May of 1990 and Administrative Credential in May of 1993.

I have dedicated myself to the school's success spiritually and academically.

Our Lady of Lourdes School is a Catholic school - it is not a private school and it is not a "business". The main focus is to teach the faith. Students graduate from the school with a strong faith in God. They are caring, compassionate Christians who respect life and understand the dangers to the quality of human life in this millennium if we do not keep our focus on God.

The school is for all children. The staff believes in the basic goodness of every child and every individual's right and desire to learn. No family will be denied access to O.L.L. if they are truly committed and desire a Catholic education for their children. Catholic education will not only evangelize your child by bringing them closer to God, but also give them the skills, developed to their fullest ability, to move into high school and beyond.

By entrusting your child to our care, together we can build on the Christian values and foundations begun at home to mold your child into a complete Christian. Your child will learn the caring, the love, the compassion, and the forgiveness of Jesus.

Please take time to carefully review this handbook. It explains O.L.L. policies and procedures. You might want to keep it handy for references. Additions, if needed, will be added as the year progresses.

We believe that parents are the primary educators of their children. When parents and school work together, they truly provide the best possible education for the child.

Yours in Christ,

Barbara Genera, Principal

I. MISSION STATEMENT AND PHILOSOPHY **STUDENT LEARNING EXPECTATIONS**

A. 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.

B. PHILOSOPHY OF OUR LADY OF LOURDES SCHOOL

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.

Adopted by the School Advisory Commission and Pastor on 2/17/09

C. STUDENT LEARNING EXPECTATIONS

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.

II. DAILY SCHEDULE - ABSENCES & TARDY POLICIES

A. DAILY SCHEDULE

Monday-Friday	8:15 am - 11:30 am	Kindergarten
Tues. & Thurs.	8:30 am - 11:30 am	Preschool
Mon., Wed., Fri.	8:30 am – 11:30 am	Prekindergarten
Monday-Friday	8:15 am - 3:00 pm	Grades 1 - 8
	All First Fridays & Minimum Days - 12 pm dismissal	
Recess	10:15 to 10:30	All grades
	1:30 to 1:40	Grades 1-4
Lunch	11:45 to 12:15	All grades

B. OFFICE HOURS

The school office is open from 8:00 am to 3:30 pm on regular school days.

C. EXTENDED HOURS

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

D. SCHOOL ABSENCE POLICY

The primary concern of the school's absence policy is the education of the child. We feel that when children are absent from school they miss critical teaching time. It interrupts the entire educational process; children are missing concepts that are taught each day, and losing out on the consistent flow to their education. Days missed at school must not be taken lightly by parents. Many students do not have the ability to catch up on concepts that will be taught on the day they miss.

1. A written excuse dated and signed by the parent or guardian is required on the day of the pupil's return following an absence or the absence will be unexcused and all work missed will be considered late.
2. If your child is unable to attend school due to illness, notify the school office between 8 and 9 am.
3. Absences for more than three consecutive days or for more than three non-consecutive days in one month will require a doctor's excuse. If there is no written doctor's excuse, parents must meet with the principal unless rule 7 applies.
4. We expect all children to be in attendance unless they have a fever or there is a serious illness or injury.



5. In case of absence, homework and class work will be available upon request. This homework can be picked up at the end of the day in the office, but not before this time. Request must be made prior to the morning recess in order to receive the work by the close of the school day.
6. **Trips and Vacations during the school year.** Vacation and other non-emergency trips that cause a student to miss school are discouraged. It is important for children to be in school daily in order to obtain maximum growth and to benefit fully from school programs. Any student will be expected to make up all work and tests which the class completed during the student's vacation. **PARENTS SHOULD NOT ASK TEACHERS TO HAVE ASSIGNMENTS PREPARED FOR THE STUDENT BEFORE THE VACATION.**
7. Variances can only be granted by the principal.
8. When students know they will be absent, they need to choose a “study buddy” who will record the work they miss.

E. TARDY POLICY

We realize that some times tardiness can not be helped, but we have some children that are late daily or more than once a week. Children coming to school late interrupt our prayer and flag salute during morning opening. Children coming in late to the classroom cause an interruption to the activity already begun in the class. It takes time for the teacher to explain again; the time used up in this manner is keeping the other children from the normal progression of the day. Please be considerate of others and get your children to school on time!

Policy:

1. When a student is late, the student and parent must go to the school office and sign in the student. The student will be given a late pass from the office to show the teacher.
2. Students are considered late if they are not in the line for prayer and flag salute at 8:15 am. For those who do not attend mass on First Friday, that time will be 9:30
3. After 4 excused or unexcused tardies, students will not receive a perfect attendance award for the trimester.

F. ARRIVAL AND DEPARTURE

Students must not arrive at school prior to 8:00 am unless they are in the extended care program. Parents are required to pick students up or have the students leave the school grounds by 3:10 pm. **FOR THE SAFETY OF YOUR CHILDREN IT IS IMPORTANT THIS REGULATION BE FOLLOWED.** Students who arrive prior to 8:00 am must be signed in at the extended care room and the parents will be billed. Students who are not picked up or leave by 3:10 pm will be sent to extended care and you will be billed accordingly.

Students may not leave school from the time they arrive until they are dismissed, unless they have written permission. They may go home for lunch only if they bring a written note from a parent or guardian. Students leaving because of illness or appointments are to be picked up in the office and signed out.

Please do not ask your child/ren to wait outside of the school fence or in front of the Parish Office building. They can not be supervised and this places children in a potentially dangerous situation.

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.

When parents are attending morning assembly or need to attend to school business, cars may be parked in the parking spaces on Ware Ave. or in the large parking lot off 8th Street. Escort students through the parking area and onto the school playground.

Pick-up after School – K through 8th

It is preferred that children are picked up in the large parking lot off from 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.

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.

G. EARLY DISMISSAL

Our school staff will take an early 12 pm dismissal the first Friday and a few other days as outlined in the school calendar. This early dismissal will allow the teachers to get together for In-services and to work on curriculum development.

Dismissal days and times will be noted on the monthly calendar. There will not be any lunch recess on the 12 pm dismissal days.

III COMMUNICATIONS

A. COMMUNICATIONS

At the end of each week a Newsletter & Review/Preview will be sent home with the weekly report with each child in a white Friday Communicator envelope that must be signed and returned each Monday. When envelopes are not returned, parents will be charged \$3.00 for a new one. A preliminary calendar for the following month will come home with the Review/Preview close to the 15th of each month. Please check with your child if he/she has brought home all notices, etc. It is your responsibility to get the Review/Preview from your child.

This school year we will try to email the Newsletter & Review/Preview to families with internet access to save on paper and the use of the school copy machine. Notices will be given out at Back-to-School Night for parents to sign up for this service. Those signing up for this service will not have the Newsletter & Review/Preview sent home on Fridays.

B. TREATS

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.**

C. 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.

D. INTERNET USE POLICY/ON LINE MEDIA

All students using the internet at school must have a signed copy (by the parent and the student) of the Acceptable Use Policy on file in the school office. Students are to only have access to the internet with teachers/staff present in the classroom. All internet access will be monitored.

Please see Diocesan On Line Social Media and Networking Policy for Catholic School parents and students in the Appendix.

E. TEACHER PREPARATION POLICY - BEFORE SCHOOL/AFTET SCHOOL

Our Lady of Lourdes School teachers 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 out side the door for completed work. Classroom doors will remain locked until the first bell rings.

Approved by the School Advisory Commission and Pastor 5/19/09

F. TELEPHONE CALLS

Since teachers may not leave their classes, 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. Please refer to the beginning of the Handbook for the phone numbers and teacher emails.

G STUDENT CELL PHONES

For a student to carry a cell phone (or any type of phone device) in his or her backpack or locker, the family must obtain permission from the principal. The phone is required to be turned off and may not be used during school hours, during Extended time, or on field trips.. Phones can not be used until school is officially over (usually at 3:00 pm or on early dismissals 12 pm). Failure to comply with this policy 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 only returned to parent. Cell phone use permission slips are in the school office.

H. SCHOOL DIRECTORY

All families will be listed in the School Directory. The School Phone and Address Directory will be available by the end of August. If you do not wish to be in the directory you must notify the office in writing.

I. COMPLAINT PROCEDURE

If a problem arises or you have a complaint, the correct procedure is to go to the teacher first. If your problem is not resolved to your satisfaction, schedule an appointment to meet with the teacher and principal together, then only with the principal, and finally to the Pastor and last to the Diocesan School Advisory Commission. *Complaints can only be made by the parent or the legal guardian. Parent complaints are never to be directed to Our Lady of Lourdes School Advisory Commission.*

IV ADMISSION POLICIES

A. NON-DISCRIMINATION POLICY AS TO SEX AND RACE

The Catholic Schools in the Diocese of Sacramento, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Sacramento do not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Likewise, the Catholic Schools in the Diocese of Sacramento do not discriminate against any applicant for employment on the basis of sex, handicap, race, color and/or ethnic origin.

B. ADMISSION POLICIES: PRESCHOOL, KINDERGARTEN THROUGH EIGHTH GRADE

Recognizing that Our Lady of Lourdes School's first responsibility is to provide an opportunity for Catholic elementary education, the following admission policy is defined by the School Advisory Commission as a guideline for the principal/administrator:

Decisions on admissions shall be made by the school principal/administrator, following the policy of the School Advisory Commission. The administrator shall make every effort to ensure that all decisions are made in the best interest, first and foremost, of the students presently enrolled in Our Lady of Lourdes, but further that every effort is made to accommodate the desires and needs of applicants.

CRITERIA FOR ENROLLMENT:

A. Applicants that are considered for acceptance into O.L.L. must submit the following documentation:

1. Registration Contract completed and signed
2. Certificate of Live Birth (original)
3. Baptismal Certificate
4. Up to Date Immunization Records
5. Most recent report card (grades 1st - 8th)
6. Health Records

B. Applicants that are considered for acceptance into O.L.L. must successfully complete an appropriate grade level assessment test. K - 8th

C. Applicants entering Kindergarten must be five years of age by Dec. 1st of the current academic year.

D. Applicants entering 1st grade must be six years of age by Dec. 1st of the current academic year.

E. Applicants entering Prekindergarten must be four by Dec. 1st of the current school year. Those entering Preschool must be three by Dec. 1st of the current school year.

G. After the above criteria are met, the priority of acceptance into O.L.L. is governed by the following guidelines:

1. A sibling currently enrolled in O.L.L.
2. Actively participating Catholic families of O.L.L. or Sacred Heart *who plan to continue their education at Our Lady of Lourdes in the future (especially regarding enrollment in PK).*
3. All others.

NEW STUDENTS: All new students to O.L.L. will be on trimester probation. Final acceptance will be after one year. During this time they must work toward their academic potential and maintain good citizenship and behavior.

CURRENT STUDENTS: If tuition, extended fees, parent club fees or other school charges are not kept current during the school year, families (students) will be subject to termination at the end of the current trimester.

C. ADMISSION POLICY REGARDING ACADEMIC PLACEMENT

Diocesan regulation 5120

Acceptance into a Catholic school is dependent upon the ability of the Catholic school to meet the educational needs of the child. A Catholic 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 these needs, if the needs of the child exceed the resources of the school, the best interest of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

Our Lady of Lourdes Policy on academic placement at time of admission - O.L.L. 5121

1. Students entering or seeking to enter Our Lady of Lourdes School will be given a placement test that covers the basic areas of reading and mathematics at their grade level.
2. Parents of students scoring two years below grade level will be requested to retain the student in their previous grade level. Student's size, age, previous retention, and current class make up will all be taken

into consideration when giving this recommendation. Parents of students scoring below grade level, but not two years below grade level will be asked to do some or all of the items suggested in #4 below (Also refer to policy on student not working up to grade level.)

3. If it can not be determined how the student will academically or socially fit in, students will be placed in the school on a probationary status. Time will be determined by the principal.

4. If parents do not agree to retention when the staff feels it is necessary, parents must agree to do one or more of the following as requested by the teacher/principal:

Seek professional services for testing and possibly for tutoring.

Work with the child nightly on areas specified.

Stay for after school tutoring if provided.

Summer school attendance.

D. POLICY ON PRESCHOOL/PREKINDERGARTEN PLACEMENT

Monday, Wednesday, Friday program will only be for those children ready to enter Kindergarten the following year. This will be the Prekindergarten class. The Tuesday and Thursday class will be for preschool children - the 3 year olds. Prekindergarten children will be allowed in the Tuesday/Thursday class only as space is available. Preschool children (three year olds) will not be allowed in the Monday, Wednesday, Friday program. Priority will be given to those prekindergarten students planning to remain at Our Lady of Lourdes School for Kindergarten.

E. HEALTH/IMMUNIZATIONS

All persons under 18 years of age shall be immunized against diphtheria; Hemophilus influenza type b (except for children who have reached the age of 7 years); pertussis (except for children who have reached the age of 7 years); poliomyelitis; rubella; tetanus; **hepatitis**; and any other disease deemed appropriate by the California department of Health Service prior to admission into school. The number of doses required is dependent upon when previous doses were given.

All students entering Kindergarten must receive VARICELLA (chicken pox) immunization or present proof of immunity by a physician, before entering Kindergarten. (Effective 7/1/01)

Pupils out of compliance with the immunization law will be excluded from further attendance unless they come into compliance within 10 school days.

The California School Immunization Record (CSIR) shall be completed for school enrollment. This record is part of the permanent pupil record and shall be transferred with the pupil.

F. MEDICAL CHECKUPS

The school shall 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.

All students playing after school sports will need a medical release from their Doctor before they can attend practices. One medical release is sufficient for the school year.

G. COMMUNICABLE DISEASES:

See appendix for a list of Communicable Diseases.

V. SPIRITUAL FORMATION

A. RELIGIOUS EDUCATION; SACRAMENTAL PREPARATION

The best way to teach religion is to live it. Children can learn their faith in school, but “there is no place like home” for them to live their faith. If children are to have their faith vitally implanted in their hearts, it must have its external signs. The normal and necessary sign for children is the witness of their own families. Regular attendance at Mass is required for this to be successful.

Religion is an integral part of the school curriculum and is required of all students. It is not to be regarded as only a separate subject, but rather a framework for the total school program.

The school will provide regular religious instruction to all students in accordance with diocesan policies/directives and school policies. The school will prepare students for the celebration of sacraments and will work with the parish Faith Formation program in sacramental preparation. Sacramental preparation is for grade 2 - the Sacrament of Reconciliation and First Holy Communion, and for grade 7th/8th - the Sacrament of Confirmation. If a parent wishes to have their child baptized they must call the parish office for an appointment to meet with the pastor.

B. RELIGIOUS PARTICIPATION POLICY

All students in kindergarten through 8th grade will be required to participate in daily religion classes and in classroom/group/school prayers. Students will be required to participate in any prayer services or Masses held at school or at church after the start of the school day.

Student's participation will include doing the Sign of the Cross and learning the other common prayers used daily as well as prayers required at each grade level. Students will be active participants while at Mass. Non Catholics will not be allowed to participate in the Sacrament of Communion as this is reserved for those baptized in the Catholic faith.

C. FAITH FORMATION OPPORTUNITES

Altar Servers: Boys and girls in grades 3-8 are encouraged to serve the parish by training to be altar server. Parents will be notified when the training sessions begin at the beginning of each school year.

Family Mass: It is expected that all Catholic families attend the 10 am Family Mass together once each month. These Masses are marked on the school calendar, but normally are on the third Sunday of each month.

Prayer Opportunities: Classroom prayers are said throughout the day. School wide prayer is done 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 Mass: Each week the Pastor has Mass for the entire student body *at 9:00 am on Friday unless otherwise noted on the monthly calendar*. The classes alternate in preparing the readings and petitions. Parents are always invited to attend.

D. CHRISTIAN COMMUNITY SERVICE HOURS – STUDENTS

As a part of our religious training we try to instill in each child the need to serve others. Students will be required to do 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 to do more hours than their grade level. This will be determined by their teacher.

Students will fill in a form provided by the teacher that will tell what the student did for service and why it would be considered community service. Students can not receive any reward for the service that they complete. The service requirement will be 20% of the religion grade (100 points) for each trimester for 5th through 8th grade students.

VI. ACADEMIC INFORMATION

A. GENERAL CURRICULUM:

Kindergarten: Religion (Faith Formation), Communication Skills, Language Arts, Reading, Math, Social Studies, Music, Art, Science, Health and Physical Education.

Grades 1-2: Religion (Faith Formation), Reading, Total Reading Phonetic System, Math, English, Spelling, Social Studies, Science, Computers, Art, Handwriting, Music, and Physical Education.

Grades 3-4: Religion (Moral & Faith Formation), Reading, Math, English, Phonics, Spelling, Social Studies, Science, Computer Skills, Art, Handwriting, Music, Composition, Research Skills, and Physical Education.

Grades 5-8: Religion (Moral & Faith Formation), Reading, Spelling, English, Math, Social Studies, Science, Vocabulary, Computer Skills, Composition, Research Skills, Art, Music, and Physical Education

B. CURRICULUM STANDARDS

The Diocesan Standards for each subject area are listed in the *Content Standards Parent Handbook* for each grade level. These grade level standards are given to parents at Back to School Night in late August. A faith component is integrated throughout all the academic areas for each grade level. Teachers and staff work diligently to ensure our standards exceed that of the California State Standards and in many case the National Standards in all subject areas.

C. TECHNOLOGY

In an effort to ensure that our students will be ready for the technological demands of this century, computers with internet access are available to them in every classroom and in the computer lab. 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.

D. GRADING PHILOSOPHY

The faculty of Our Lady of Lourdes School believes that student grades should reflect definite areas. In reviewing student progress in class, the following areas will be taken into consideration: Class participation, class work, homework, testing, and projects.

A progress report, with approximate grades, will be given to all students half way through each trimester. Parents must sign and return this form. Every Friday a Weekly Report will be sent home in a specially marked envelope with all students. This report will inform parents of missing work, academic problems, and discipline problems. It will inform parents if work can be completed and by what date it must be completed. It will be the parent's responsibility to make sure they receive this report weekly. Parents are asked to sign the envelope and return it promptly on Monday morning. All corrected work from the previous week will also be sent home with this report. It is our intent that the program is designed so that all children can succeed to their fullest potential.

Methods will be discussed at Back to School Night so that parents having internet access can check student assignments saving time and paper for the teacher.

Students in grades Kindergarten, First, Second, and Third will be graded with Satisfactory or Unsatisfactory marks.

Students in Fourth through Eighth Grade will be graded with percent and letter grades. Letter grade markings will follow these guidelines:

96% -100%	=	A	80% - 82%	=	B-	67% - 69%	=	D+
90% - 95%	=	A-	77% - 79%	=	C+	63% - 66%	=	D
87% - 89%	=	B+	73% - 76%	=	C	60% - 62%	=	D-
83% - 86%	=	B	70% - 72%	=	C-	0% - 59%	=	F

Points earned for	A = 12	C+ = 6.9	D = 2
Honor/Merit:	A- = 11	C = 6	
	B+ = 9.9	C- = 5	
	B = 9	D+ = 3.9	
	B- = 8	D = 3	

Students can not receive an F grade unless parents have been previously notified by the teacher through weekly report, progress report or some other means.

Placement on the Honor/Merit Roll for students in grades 4th through 8th is achieved as follows: **HONOR ROLL** - 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 average with no grade lower than a B.

MERIT ROLL, 3.0 to 3.49 average. A student must average this in academic and non-academic subjects. Students with any D or F will not qualify.

Grade "A" Indicates quality work, which is outstandingly superior to the work of other students. Those who receive the "A" grade should not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

Grade "B" Indicates high quality of work and mastery of the subject. This grade reflects above average achievement and some ability to analyze and apply principles.

Grade "C" Indicates that the work has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the expected assignment but has done the minimum amount required.

Grade "D" Indicates below average accomplishment and/or grasp of the subject matter. A student who earns a "D" grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and/or has not done well in examinations and quizzes.

Grade "F" Indicates that the quality of work is so far below what is expected of the students that it cannot be considered adequate for the granting of credit.

Extra credit assignment will not be given to raise grade averages.

Modification of Grades: When test scores and student performance indicate the need, teachers may choose to place students on a modified grading program. Modified grades will be indicated as an "M" on the student's report card.

E. HOMEWORK

Homework is designed for students to practice what they have learned in school. We ask that parents refrain from doing their child's homework. Please help your child and check over the work, but do not do the work for them. If your child is having trouble with the work assigned, please contact the classroom teacher.

The amount of homework assigned varies with each grade level. Homework is usually not unfinished class work but work especially assigned to do at home. The Diocesan Administrative Handbook suggests the following time allotment.

Grades 1st & 2nd	30 minutes	Grades 5th & 6th	60 minutes
Grades 3rd & 4th	45 minutes	Grades 7th & 8th	90 minutes

These time allotments may vary at the discretion of the teacher depending on the time of the year. Homework is assigned Monday through Thursday. Weekend homework may be given for the purpose of making up work missed through lack of effort and/or absences. Also, book reports and research projects may be assigned to complete over the weekend.

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) will result in students not being given full credit for their work.

F. POLICY ON STUDENTS NOT WORKING UP TO GRADE LEVEL

1. Recommend testing by the county or through outside sources to determine if there is a learning disability or something else interfering with the child's learning process.
2. After or while #1 is being accomplished, the teacher and parents meet to determine a course of action to help the child be successful. A list of actions to be taken by the parents, student, and teacher will be written with all parties signing the agreement.

Suggested plans of action could include:

- After school tutoring
- Agenda use by teacher, student and parents
- Home reinforcement
- Set aside homework time nightly with a parent
- Use of recess and lunch time to complete work
- Modified program that will be recorded on the permanent record/report card
- Nightly reading with the child

3. If the child fails to show improvement during the school year it will be strongly encouraged that the child attend summer school within their district or at Our Lady of Lourdes in order to be promoted to the next grade.
4. Retention should also be discussed if the teacher feels it will benefit the child.

G. RETENTION POLICY

Diocesan Policy: DSB 5325

A student shall not remain more than two (2) years in any single grade. If in the teacher's judgment retention is probable, the principal shall be notified, and arrangements shall be made for a conference with parent(s) no later than the end of the 2nd trimester.

Diocesan Regulation:

Retention in an elementary grade for a second year requires careful consideration to determine if retention would benefit the student.

1. Both parent(s) and teachers must consider the necessity of providing special assistance (e.g. tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

Our Lady of Lourdes Retention Guidelines:

1. ***The child' current level of achievement.*** A student who is *considerably* behind (more than one year in reading and mathematics) will find the work increasingly more difficult in the succeeding grades. Such a student usually falls farther and farther behind, so retention in the early grades usually gives this child a greater chance of catching up to the grade norm.

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2. ***The child's ability to deal effectively with the content of the next grade.*** The scope and sequence of the curriculum in the next grade must be looked at to evaluate the child's potential to deal with the concepts that will be presented in all the content areas.

3. ***The child's age, physical growth, and social and emotional makeup.*** All these factors must be taken into consideration. Is the child physically too big to retain? Is the child socially immature and being with a younger set of students may be helpful? Will retention have a tremendous blow on the ego of the child?

If retention causes children to feel inferior, the child will suffer emotional damage greater than any academic gain.

Our Lady of Lourdes Retention Procedures:

1. Parents are notified by the first of February by the classroom teacher of the possibility of retention.
2. A parent, teacher, principal meeting is called to discuss options such as summer school, remediation, after school tutoring, etc.
3. Parents have the final decision. If parents disagree with retention and the student is "moved" to the next grade level it is noted on the student's permanent record. If the school feels it will be unable to meet the student's needs at the next grade level parents must be advised and noted on the permanent record. If the parent does decide to move the child to the next grade level, the parents will sign a statement realizing that the teacher can not spend one on one time with the individual student. The teacher is in the class to teach all the students, aides for individual students are not available at Our Lady of Lourdes School.

H. ACADEMIC PROBATION/GRADUATION REQUIREMENTS

The principal, in consultation with the teacher, may place a student on academic probation if the student is not maintaining a C average. Before academic probation begins a conference will be held with the parent(s), student, teacher, and principal. A written statement will be given to the parents outlining the reason for probation, the length of the probationary period and the conditions of termination of probation.

Students graduating from the eighth grade must maintain a C average in all subjects to graduate with their class. Any students in danger of not receiving a diploma or going through graduation ceremonies will follow the procedure above.

I. REPORT CARD PROCEDURES

Conferences will be held immediately after the Progress Reports are sent home in the middle of the First and Second Trimester. Report cards will be sent home with the students at the end of each trimester. Report cards must be signed by the parent or guardian and returned to the school within three days. Final report cards will be sent home at the end of the Third Trimester if all fees are paid and current. Report cards can be kept by the parent at that time.

J. PARENT CONFERENCES/CONFERENCE HOURS

Scheduled mandatory parent conferences are held immediately after the Progress Reports are sent home in the middle of the First and Second Trimester. Conferences for the third trimester will be at the

recommendation of the teacher and or parent. Students in fifth through eighth grade are required to attend. There will be early dismissal time during conference days. Conferences may be scheduled any time during the year at the request of the parent or teacher.

The principal is usually available in the office Monday through Friday.. *Please call for an appointment.* Teachers are available for previously scheduled appointments only before and after school daily. We ask you to please not interrupt a teacher during school, at recess, or lunch unless there is an emergency.

K. SCHOOL SUPPLIES & BOOK COVERS

All students will be asked to cover all of their hard bound books and non-consumable soft bound books to protect them. Students will provide their own book covers. **Please do not use transparent book covers or stick on covers; these covers do not protect the books but instead damage them.**

A supply list is in the appendix. If further items are needed, you will be informed by the classroom teacher in August. Students in grades three through eight must provide their own binder paper.

L. PHYSICAL EDUCATION PROGRAM FOR GRADES 5-8

Philosophy - The program is to develop and promote strength, aerobic conditioning, flexibility, and sportsmanship through a fitness program. Refer to the Student Handbook for specific guidelines.

After school sports for grades 5-8 will be established for different sports if there is enough interest. Parents of students participating will divide the cost of the program which will include supplies needed and compensation for the coach and referees. Students involved in after school sports must have a current physical on file at the beginning of each school year in the school office from a doctor stating the student's ability to play sports.

VII SCHOOL EXPECTATIONS AND PROCEDURES

A. SCHOOL EXPECTATIONS (See Student Handbook for complete details.)

At Our Lady of Lourdes School we try to imitate Jesus in the way we treat others. To many people, discipline means punishment. But, actually, to discipline means to teach. Rather than punishment, discipline should be a positive way of helping and guiding children to achieve self-control.

Our school and each classroom houses a small society. Each student is a citizen who acts in accordance with expected standards of behavior. Each student should aim at preserving a quiet, studious atmosphere at school. Each student has a right to this atmosphere and a responsibility to preserve it. We want our classrooms and our school to be encouraging and conducive to learning at all times. In this way, young people develop positive attitudes and behavioral skills which are so necessary for successful lives.

With this in mind, rewards are not given for expected behavior - just as society does not give rewards for behaving properly. Also, irresponsible behavior is seen as an opportunity for growth, rather than for punishment.

Since self-discipline is essential in every walk of life and is necessary for moral development, we expect Our Lady of Lourdes students to be responsible for their own conduct. It is expected that the students of

Our Lady of Lourdes will endeavor to be honest, courteous, cooperative and responsible in all areas of school life. Our approach encourages students to exercise self-discipline through reflection and self-evaluation. Students learn to control their own behavior, rather than always relying on the teacher for control.

School procedures and expectations have been established for Our Lady of Lourdes Parish School. Each classroom teacher is responsible for setting procedures and expectations for their own classroom within the framework of the school's guidelines.

School procedures and expectations are outlined in the "Student Handbook" given to each child from 3rd through 8th at the beginning of the school year. A copy is available at Back to School Night for parents. Please refer to this booklet for student's rights, responsibilities, expectations, and procedures. Please read over the entire student handbook. The entire booklet will be read with older students *in the first two weeks* of school and reviewed often.

The student handbook contains a list of items not allowed at school. Please read this over carefully. A self-evaluation process will be used to help students to follow correct behavior. If this fails a system of time-out, suspension, and expulsion may be used. We hope to rarely use any of these methods.

The principal and/or vice-principal are the final recourse in all disciplinary matters and may change or waive/and or deviate from any and all disciplinary measure at his or her discretion.

ALL SCHOOL EXPECTATIONS AND PROCEDURES APPLY TO THE EXTENDED PROGRAM AND ALL SCHOOL FUNCTIONS.

B. CONDUCT REFERRALS AND COMMUNICATION

When our system of procedures and expectations is failing with a child, the parent will be notified in writing with a conduct referral. You must sign and return the office copy within the next two days.

A parent meeting with teacher, student, and principal or vice-principal will be called when students do not seem to be responding to the normal discipline procedures.

C. CONFISCATION OF STUDENT PROPERTY

The student handbook contains a list of items not allowed at school. If the student brings to school items specifically mentioned in the handbook as not allowed, they will be taken from the student and only returned to the parents. Any items not mentioned in the handbook that cause a problem or class disruption will also be confiscated. Illegal items will be given to the law enforcement authorities.

D. CELL PHONE POLICY

For a student to carry a cell phone (or any type of phone device) in his or her backpack or locker, the family must obtain permission from the principal. The phone is required to be turned off and may not be used during school hour, during Extended time, or on field trips. Phones can not be used until school is officially over (usually at 3:00 pm or on early dismissals 12 pm). Failure to comply with this policy 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 only returned to parents.

E. PHYSICAL CONTACT

It is the policy of our school and the Sacramento Diocese that physical force will not be used in disciplining a child. The only time any physical restraint is allowed is to prevent harm to a student or to others threatened by the student. Teachers are mandated by law to protect students from harming themselves and others. Physical contact by school personnel may also be used to remove disruptive students from a classroom.

F. STUDENT HARASSMENT Diocesan Policy 5690

Compassion, kindness, and respect for one another are demonstrated by celebrating each person's individual gifts and talents, cultural diversity, and uniqueness, just as Jesus enacted. Inclusive rather than exclusive behaviors develop high self esteem and are encouraged. Through word, deed and attitude, all Christians are asked to reflect on the slogan "**What Would Jesus Do?**" when interacting with others. Anything less may result in hurtfulness, perceived rejection or feelings of harassment.

Elementary 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 their 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. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious and ongoing.

Harassment is unacceptable conduct that is deliberate and severe. Types of harassment can be verbal, physical, visual, or sexual conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friend, or associates, that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
2. has the purpose or effect of unreasonably interfering with an individual's performances; or
3. will otherwise adversely affect an individual's opportunities.

Harassing conduct includes, but is not limited to, the following: epithets, slurs, negative stereotyping, or threatening, or hostile acts, that relate to any of the above underlined items, and written or graphic material that denigrates or shows hostility or aversion towards an individual or group as listed above.

If students are being harassed in any way they must immediately notify their teacher, parent, or the principal. The severity of the harassment will determine the disciplinary measures which may lead up to expulsion.

G. STUDENT THREATS Diocesan Policy 5910

Every school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate. If the threat is judged credible and serious, appropriate law enforcement officials will be notified. All threats will be reviewed and investigated in a prompt, confidential, and thorough manner. Threats that are substantiated may result in disciplinary actions, up to and including dismissal. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

H. DIOCESAN PROBLEM RESOLUTION/GRIEVANCE PROCEDURE

See Appendix

VIII DRESS CODE

A. UNIFORM DRESS CODE

The dress code will be strictly followed. Children not in proper dress will not be allowed into class until the correct uniform is obtained from the school office or by calling parents. **Student uniforms will be monitored as the students walk into their classrooms each morning.** Parents need to make sure enough uniforms 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.

**** Elderware, True Grits, Becky Thatcher, Tom Sawyer, or Lands End uniforms can be used for the basic navy blue and white shirt items. Generations in Colusa carries Dickie brand uniforms. All logo items, skorts, sweat shirts, spirit shirts, and khaki items must be purchased at Generations in Colusa. Plaid jumpers and skirts must be purchased at Dennis Uniform Company in Sacramento.**

BOYS & GIRLS:

PANTS: NAVY BLUE PANTS; Boys and Girls in K-8th may wear corduroy or navy blue slacks: Slacks must be regular uniform pants, see brand names above. Narrow wale is required on corduroy pants. (NO jeans or Levi's and no royal blue; pants must be dark NAVY BLUE). Pants can not be rolled or pegged. No over sized or cargo pockets or baggy style will be allowed.

SHIRTS: White cotton knit with a collar and placket or regular button cotton shirts with collar. Long or short sleeves may be worn. No oversized shirts will be allowed. Shirts must fit at the shoulders and look neat at all times. Solid white turtlenecks can be worn UNDER shirts in cold weather but can not be worn by themselves. NO printed or colored T-shirts or long sleeved underwear are to be worn under the uniform white shirt. White uniform blouse with peter pan collar can be worn by the girls.

RED LOGO SHIRTS: Grades K through 8th may also wear solid red polo shirts with the school Logo. No other red shirts will be allowed. These shirts must be purchased at **Generations.**

SWEATER: SOLID colors only **NAVY, RED, WHITE.** Pull over or button up. These sweaters must be tight knit orlon acrylic. No bulky cotton sweaters will be allowed. Sweaters may be worn in the classroom. No designs allowed (flowers, check, etc.). Sweaters may not be longer than the hip line.

SWEATSHIRT: ONLY RED SCHOOL SWEATSHIRTS WITH INSIGNIA may be worn at school. Sweatshirts are available at **Generations.** School shirts must be worn under these sweatshirts at all times. School sweatshirts can be worn in class. NO OTHERS!!!

SHORTS: NAVY BLUE UNIFORM SHORTS, brands mentioned earlier only. No excessive pockets or baggy style will be allowed. Shorts can be worn only in August, September, October, March, April, May & June. Shorts **Must be kept at purchased length. Shorts not longer than 5 inches on the in seem must be replaced.**

SOCKS: Boys - Socks must be worn at all times at school. Solid white with no stripes when wearing shorts. If socks can be seen, then they need to be solid white without any design.

STOCKINGS: GIRLS - Solid **WHITE**, solid **NAVY**, solid **RED**, ankle, knee socks, or leotards. **NO PATTERNED STOCKINGS** and no lace or designs. Stockings must be worn at all times. NO long johns, long underwear, leggings or knit pants will be allowed under skirts, shorts, or jumpers.

HATS: Only school ball caps or school stocking hats that have the school logo can be worn at School. This includes Free Dress Days. Hats can never be worn inside the classroom. These can be purchased at **Generations**.

SHOES: All shoes whether lace up or loafers must have tread. All shoes requiring laces must have the laces in them and they must be tied at all times. No open toes, open heels, clogs, ballet type shoes, sandals, or dress shoes with slippery soles may be worn. Boots should only be worn when appropriate for the weather.

PE DRESS: 5th through 8th grade. Tennis shoes with tread and shoe laces. White socks. Solid red shorts or navy blue uniform shorts/pants. Solid red/navy blue sweat pants may be worn in the winter. No jewelry to be worn while involved in sports activities. *Please check with the PE teachers before purchasing any special attire for PE.*

JACKETS: Any jacket is suitable for our school providing it does not have a logo that is inappropriate for a Catholic School. Jackets will not be allowed to be worn in class - only school sweatshirts or the appropriate school sweaters. Sweatshirt jackets or flannel shirt jackets will not be allowed. School jackets with the logo can be purchased at Generations

HAIR: Boys hair must be off the collar, above the eyebrows, and trimmed around the ears. There must be no cut design in boys hair and must be trimmed around the collar. Hair must be kept its natural color. No streaking of hair will be allowed.

HAIR: Girls hair -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. No color streaking is allowed and no unnatural hair coloring is permitted. Bandannas or other large items can not be worn in the hair.

OTHER: Boys will not be allowed to wear earrings or numerous amounts of any type of jewelry. Caution should be taken when any child wears any type of jewelry to school.

OTHER: Girls will not be allowed to wear make-up and no earrings that are larger than the ear lobes or dangles will be allowed (post type only). Excessive jewelry of any type will not be allowed. Caution should be taken when any child wears jewelry to school. No dark colored finger nail polish will be allowed.

VESTS: Only solid navy jacket vest or sweater vest will be allowed.

GIRLS:

JUMPER: Blue and red Hamilton Plaid purchased from **Dennis Uniform Co.** or **Lands End** All girls K- 4th need at least one jumper to be worn on all Mass days.

SKIRT: Only for girls in the 5-8th grades. Blue and red Hamilton Plaid purchased from **Dennis Uniform Co. or Lands End.** All girls 5-8th need at least one skirt to be worn on all mass days. The skirt must be no more than 3" inches above the knee when knee is bent on the floor.

SKORTS: Navy blue skorts purchased at **Generations** will be allowed for Girls in K through 8th. These skorts must be no more than 3” above the knee.

7th/8th ONLY: 7th/8th grade students, boys and girls, are also allowed to wear navy uniform style shirts with the logo. These shirts must be purchased at **Generations**. They may also wear khaki pants, shorts or skorts that also must be purchased from **Generations**.

The principal may change the dress code as the need arises.

**** Only school sweatshirts with insignia may be worn on the playground or in the classrooms. These sweatshirts may be purchased only at Generations. No other sweatshirts should be on the school grounds at any time except for free dress days. We will confiscate all other sweatshirts and return them to the parents.**

There are some 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.

B. FULL UNIFORM DAYS

There will be special days that we will require all children to be in full uniform. Full uniform days will be used for all mass days and for other special occasions. They 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 and in the newsletters. Full uniform day means that no shorts can be worn by boys or girls and that all girls must be in their plaid jumper or skirts. All students that have red school sweatshirts (blue for 7th/8th) will also be asked to wear these if they are in good condition.

C. FREE DRESS DAYS/SPIRIT DAYS

There will be one or two days per month scheduled for free dress. These will be marked on your calendar. If there is a special theme then all children must dress according to the theme or they must come in school uniform.

On Spirit Days students can wear their school spirit shirts. They wear these shirts with their uniform shorts or their uniform pants. Spirit shirts can be purchased at **Generations**.

All students should come to school neat on free dress days. Parents should be careful not to allow children to wear shirts with logo that is inappropriate for a Catholic School. Baggy, gang type attire will not be tolerated. Tank tops and thongs will not be permitted. Shoes must follow the dress code regulation at all times. Socks must be worn on free dress days. *Only school hats can be worn.*

Shorts will be allowed on free dress days during the months uniform shorts can be worn providing the students comply to the shorts guidelines. Shorts must be at least 5 inches long on the inside seam from the top of the leg.

Calls will be made to parents of children not dressed appropriately. Those who do not follow the free dress guidelines will lose their privilege for free dress for two months.

IX EMERGENCY PROCEDURES

A. MEDICATION

Medications shall not be furnished to the students by the school. Medications may only be administered to a student with written permission and directions from a medical doctor. Forms are available in the school office. All medications will be kept in the office and administered by the principal or secretary. Medications must be in their original container. Students are not allowed to keep medications with them at school. Forms are available in the school office.

B. ACCIDENT INSURANCE

In case of an accident, we will follow the procedures listed on the emergency sheet for each child. All students are covered by accident insurance through Myers-Stevens Insurance Company. The policy covers children to and from school, at school and during all school-sponsored events. This insurance however, is not liability insurance. Accidents which involve insurance claims must be reported to the office immediately. Insurance claim forms may be picked up at the time the report is made to the principal.

C. PARENT NOTIFICATION

Parents will be notified by phone immediately if a child is seriously injured at school. For minor accidents, parents will receive a form explaining the injury.

D. EMERGENCY INFORMATION

All Students must have current emergency information on file with the school. No emergency information will be accepted without two names in addition to the legal guardian. Should your child become ill or have an accident, the school personnel will phone you or your designated emergency names if you cannot be reached. If a critical situation should occur, both 911 and a parent will be called. This action does not obligate the principal or school to assume financial responsibility for treatment of the student.

It is the parents' responsibility to keep information about addresses and phone numbers current in the school office in case of an emergency.

E. EVACUATION PROCEDURES

See Appendix

X EXTRA CURRICULAR ACTIVITIES

A. OUTDOOR NATURE PROGRAM

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.

B. 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.

C. STUDENT LEADERSHIP

A new model for student leadership has been adopted by Our Lady of Lourdes. Under this new model students in 5th through 7th at the end of the school year apply for different leadership positions by completing an application and writing responses to three questions. The principal and faculty will meet to discuss which position best fits each student that applies. Please see the Student Handbook for further details.

D. 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 and to collect and bring up the offering.

E. ACADEMIC DECATHLON

Each year seventh and eighth grade students participate in the Diocesan wide Academic Decathlon held the first Saturday in March. Participation is dependent on the availability of a coach for the team. Student participants will be expected to study for their individual test with a coach outside of school time. Those items that all the students need to know will be covered in meetings after school. The main part of the work will be completed in January and February. Occasionally sixth grade students are asked to participate when there are not enough seventh/eighth grade students.

XI EXTENDED GUIDELINES

EXTENDED PROCEDURES AND GUIDELINES (See Extension Program Handbook)

All children on the school grounds 10 minutes after school, not under parental supervision, will be sent to extended and the parents will be billed. Children arriving before 8 am will also be sent to extended and the parents billed.

Federal Tax ID # is 94-2515733

XII FIELD TRIP PROCEDURES

A. FIELD TRIPS

Field trips are to be for educational purposes only. A field trip is a privilege and not a curricular requirement. The school may deny students permission to go on a field trip because of criteria established, in advance, by the school and/or teacher. These criteria may include, but are not limited to , disciplinary action, poor grades, lack of signed permit forms, etc.

Each class will arrange for one or two educational field trips to correlate with the material being taught in class. Written request is obtained from the parent(s) or guardians(s) of every student participating in the field trip. Only students directly involved with the field trip and enrolled at Our Lady of Lourdes School will be allowed to attend. **Siblings of students will not be allowed on these trips (this includes babies).**

Parents of the children are asked to cover the cost, if any, of the field trip. Students must have a signed request for field trips with emergency telephone numbers. Phone calls or written notes are not permissible. Faxes are O.K.

These trips are dependent on parent drivers. The following are Diocesan guidelines for drivers:

1. Drivers on field trips must be 25 years old, or older,
2. Completed a criminal background check,
3. Possess a valid driver's license with a copy on file in the school office,
4. Complete the Shield the Vulnerable online course,

5. The driver must have the Diocesan minimum on his/her automobile insurance policy
The current insurance minimums are: Not less than \$100,000 individual/\$300,000 cumulative each loss or occurrence of bodily injury; \$50,000 property damage; \$5,000 per person medical; and \$100,000 uninsured motorist. Copy of this coverage must be on file in the school office,
6. No more than 7 passengers, including students and adults, in any vehicle,
7. The number of passengers is limited to the number of working seat belts. Children under six and/or under 60 pounds need to be in proper car seats.
8. Teachers may not drive members of their class on a field trip.
9. Other driver guidelines for Our Lady of Lourdes School are:
 1. A description of the vehicle being driven must be given to the school office.
 2. Children must not switch cars in which they have been assigned.
 3. Young children may not sit in the front passenger seat if air bags are present.
 4. The parent driver is responsible for the children in the car or a list given by the teacher during the entire field trip.
 5. Drivers must help supervise the children at all times.
 6. Any child causing serious misbehavior on a field trip will have their parents called to pick them up.
 7. Parent drivers are asked to refrain from smoking in cars or near children during a field trip.
- 8. Parent drivers can not make other stops while on the field trip unless it has been planned ahead of time and the whole group stops.**

B. FIELD TRIP DRESS

Uniforms must be worn on all field trips unless otherwise given notice from the teacher.

XIII PARENT ORGANIZATIONS

A. SCHOOL ADVISORY COMMISSION

Our Lady of Lourdes Parish School operates under the policies and guidelines established by the School Advisory Commission, Diocese of Sacramento. Our Lady of Lourdes School Advisory Commission is a policy making body and establishes local policies and guidelines within the framework of the policies set forth by the Diocese. The School Advisory Commission is a consultative body to the Pastor and the Principal. The ultimate authority on all matters is with the Pastor. Parent complaints are never to be directed to the School Advisory Commission or to the Advisory members.

The School Advisory Commission has various committees that serve the school and help with the operations of the school. Present Advisory committees are finance, planning, development (communication, annual fund, planned giving), mission effectiveness, and facilities. Parents and parishioners are asked to serve on the committees with a School Advisory Commission member as the chair.

The School Advisory Commission is composed of parents and parishioners, the pastor, and the principal. Meetings are held once a month in the evenings. Meetings will be placed on the school calendar. Parents and parishioners are welcome and encouraged to attend these monthly meetings. Agenda items or anyone wishing to address the board must notify the principal, school commission president or pastor one week prior to the next scheduled meeting.

Anyone interested in serving on the School Advisory Commission should contact the principal or School Advisory Chair.

B. PARENT CLUB

The main purpose of the Parent Club at Our Lady of Lourdes School is to direct and coordinate parental support to the school through fund raisers, assistance with activities, and social functions. The Parent Club also promotes good will, open communication, and cooperation between and among parents, faculty, administration, school advisory commission and the parish. All parents and guardians of the students at O.L.L. and the faculty of the school are members of the Parent Club.

The Parent Club Board meets twice monthly to keep abreast of fundraising and other social functions. Meeting dates and times are on the Family Calendar. All parents are invited to attend.

Any Parent interested in serving on the Parent Club Board should contact the school principal or a parent club board member.

C. PARENT MEETING REQUIRMENTS

General Parent Club meetings are scheduled throughout the school year. Parents of students in Preschool through eighth grade are required to attend these meetings. Only one parent needs to attend from each family. These meetings will be scheduled on the Family Calendar at the beginning of each school year for planning convenience.

Baby sitting will be provided for parents who do not have sitters for their children.

D. ROOM CHAIR PERSONS

Room chairs will be responsible for organizing classroom parties for Halloween, Christmas, and Valentines. Room chairs will also assist the teacher, when requested, to notify parents of various activities.

XIV FINANCIAL POLICIES/PARENT SERVICE COMMITMENT FOR TUITION REDUCTION

A. Parent Annual Service Commitment for Tuition Reduction 2009-2010 Preschool through Eighth Grade

The actual cost for educating students at Our Lady of Lourdes is **\$5900.00** per year. Therefore, the tuition rate per child is **\$5900** for students in 1st through 8th grade, **\$5325** for students in Kindergarten, **\$2885** for students in preschool, **\$3245** for students in PreKindergarten, and **\$4145** for prekindergarten students attending five days a week. The school has set up a monthly tuition rate for families allowing the parents to earn the rest of the tuition through tuition reduction credits and through service hours to the school. A family credit is given on the full cost of tuition, tuition reduction credits, and service hours to families who have more than one child enrolled at Our Lady of Lourdes. For families with two or more students at any level, the higher rates will apply.

Please read over this agreement carefully before signing.

I. All families will participate in fund raising to meet a certain level of tuition reduction credits. This program consists of selling items, purchasing or selling tickets, and purchasing or selling scrip. Parents will receive credit for the part that is considered to be the profit. (Profits shown are an estimate and may change at the time of sale.) Statements will be sent home periodically showing these credits. All tuition reduction credits through fundraising must be completed by May 27th. Any remaining balance is due on May 27th.

The following are included in this group:

1. Wrapping paper, magazines, and gift sale - credit of 50% of total sales (Sept.)
2. See's Candy - credit will be given for 23% of total sales (Christmas & Easter)
3. Jog-a-thon - credit will be given for 95% of paid pledges (March/April.)
4. World's Finest Chocolates - credit will be given for 45% of sales (Jan. /Feb.)
5. Cookie Dough/Pizza sale credit will be given for 45% of total sales (Sept/Oct.)
6. All tickets sent home - % of profit will be determined after the event.

This include tickets for the Pheasant Raffle, Crab Feed, Carne Asada, Wine Tasting, etc.

7. Scrip - % of profit as shown on the scrip order form (average 3 to 8 %)

All families will receive information about all of the above. **Any amount earned above that listed below can not be used for hours or tuition credit. We hope that families will always go above and beyond what is required.**

The requirements for each family in Tuition Reduction through fund raising are as follows:

1. Preschool and Prekindergarten families - **\$400.00**
2. K through 8th families - **\$675.00**
3. Any family with 2 or more children - **\$775.00**

II. All families will be required to perform service hours to the school for tuition reduction credits. Statements will be sent home periodically showing credits for hours. A \$40.00 credit will be given for each hour of service. All tuition reduction credits through service hours must be completed by May 27th. Any remaining balance is due on May 27th.

1. K through 8th grade families - 40 service hours for a total of \$1600.00 credits
2. Preschool and prekindergarten families - 20 service hours for a total of \$800.00 credits

Half of these hours must be completed under items # 1 and #2 below and the other half may be completed in item #3.

These hours will be divided as follows:

1. All school families will be required to participate in the Pheasant Festival to be held on Saturday, Nov.13, 2010. Families in K through 8th grade must contribute a minimum of 5 hours of service to the Pheasant Festival and Preschool families must contribute a minimum of 2 1/2 hours of service. Each preschool through 8th grade family must also provide two baked items and donate one item worth \$25.00 or a \$25.00 check for the Silent Auction. **These requirements are 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.

2. Every family must complete the remainder of their hours in other fundraisers including:
 - Fireworks Booth (June & July)
 - Carnitas Dinner (October)
 - Spaghetti Dinner (February)
 - Pie Sale (February)
 - Crab Feed (March)
 - Wine Tasting (April)

Baking for any of the above will equal 1 hour for two baked items with a maximum of 5 hours used for baking.

3. Parents may complete some of their service hours helping at the school. These hours must be verified by the principal, preschool director, or classroom teacher. A maximum of 20 hours can be earned in this category for parents of K through 8th students and 10 hours for preschool families. Field trips are included in these hours. Baking for Open House, Back- to-School Night and Jog- a-thon, etc. are excluded.

4. Families must come to the school office and complete hour slips for all hours completed. Chair of the event will check the hours, but will not turn in hour forms. Credit will only be given for actual hours worked even if you signed up for an event and then was not needed. **Hours can not be credited to #I.**

5. A Parent Club Assessment will be charged to any family who fails to reply to chairs when called to help on a fundraiser or who fail to show up at the scheduled time agreed upon by the chair for the fundraiser. A \$50.00 assessment will be charged the first time and \$100 assessment the 2nd time. This is above the normal fees to be charged for hours not completed.

B. Mandatory obligations for all parents that benefit the students are:

<u>Grade</u>	<u>Item</u>
Kindergarten/1st/2nd	Cookies for the Jog-A-Thon
3rd/4th	Cookies for the Back-to-School Night
5th/6th/7th/8th	Cookies for Open House
Kindergarten thru 8th	Providing items as requested by room chair for class parties and activities.

C. PARENT TUITION REDUCTION CREDIT REPORTING

Reports on Tuition Reduction Credits will be sent home every other month beginning with October 1st. These reports will give parents an update on how much has been credited toward fundraising and hours. Any discrepancies should be taken care of immediately upon receiving the report.

D. YEARLY TUITION & REGISTRATION RATE SCHEDULE 10-11

For Parents signing up for the Tuition Reduction Credit Plan

Preschool (T TH):	\$1685
Prekindergarten (M W F):	\$2045
Prekindergarten (M T W TH F):	\$2945
Kindergarten:	\$3050
First Child in 1st through 8th:	\$3450
Second Child in 1st - 8th:	\$3250
Third Child in 1st - 8th:	\$2950

Registration Rates (Per Child)

Extended P.M.	\$ 75
Preschool and prekindergarten	\$100
Kindergarten – 7th	\$300
8th-	\$320

Extended Fees:

**Flat rate per child – payable in 10 equal installments beginning August 1st.
Rates are per month**

Less than 5 hours per week \$75.00

Half Time (5 - 10 hours per week) \$150.00

Full Time (10+ hours per week) \$200.00

**Hourly Rate per child
\$4.00 prepay - \$5.00 billed**

E. TUITION REDUCTION CREDIT SAMPLES

See Appendix

F. POLICY ON DELINQUENT TUITION

Tuition is considered delinquent if tuition is not paid before the 10th of the month - there is not a 30 day grace period. Tuition is due on the 1st of the month and delinquent on the 10th with a \$15.00 per child late fee added. Delinquent notices will be sent home as the need arises. Phone calls will also be made. When tuition payments are delinquent the 2nd month, the credit card on file will be used for tuition payments. Collection fees will be paid by the delinquent party. This policy will apply to all families including those on scholarship.

Even though we are a Catholic School based on Christian principles, we can not survive without tuition payments being made on time. Tuition and fund raisers pay the bills of the school.

All bills must be paid in full in the school office before final report cards will be issued and for 8th grade students, before diplomas will be given. This includes fees charged for lost or damaged books, sports jerseys not returned, extended hours, outstanding tuition, and any balance for tuition reduction credits. Final grades will not be sent to other schools until all fees are paid and hours completed.

Parents must notify the school upon the child(ren)'s termination during the school year. Parents will be responsible for tuition until the school is notified. **Tuition prepayments are nonrefundable.** Partial attendance of any month will require full monthly payment for preschool and prekindergarten children. For the K thru 8th program, partial attendance of any school trimester will require full payment for that trimester.

Families with any delinquent fees will not be allowed to start the new school year.

G. ADDITIONAL FEES

1. MILK:

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 by the State.

2. HOT LUNCH:

Hot lunch from various restaurants is provided 3 to 4 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.

3. FIELD TRIPS:

Any fees charged for admission, etc. is the responsibility of the parent.

A wholesome nutritious snack at morning recess is permitted. Students are not to bring candy, sports drinks, or soda pop 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.

Water is permitted in the classroom at the discretion of the teacher.

PLEASE DO NOT SEND ITEMS WITH YOUR CHILD THAT MUST BE REFRIGERATED OR HEATED. NO GLASS BOTTLES WILL BE ALLOWED.

H. TEXTBOOKS

The cost of textbooks is part of your registration fee. It is not a fee that covers the cost of all student books. The purchase price is actually much higher than this fee allows, so you are not purchasing the text. Each student is responsible for lost, stolen, or damaged hard-bound or non-consumable soft-bound texts and the parent will be billed over and above the registration. Lost consumable text will be replaced at the parent's expense.

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

I. SCHOLARSHIP FUND – TUITION ASSISTANCE

The scholarship fund continues this year thanks to the generosity of our Bishop and donors in our Parish and local communities of Colusa County. All applications are confidential and are only for students in Kindergarten through eighth grade. All must send in the proper forms before scholarship will be granted and meet with the principal. If you wish to apply, please contact the Principal. Generally, scholarships are not given for more than half of the total tuition due. Parents are expected to pay as much as possible. Registration fees are still the responsibility of the parents of all children receiving assistance.

If you wish to contribute to the scholarship program, please make checks payable to O.L.L. Scholarship Fund. The school board established the George Steidlmayer Scholarship fund in 1989 in memory of the late George Steidlmayer who was a strong supporter and contributor to our school. All contributions are tax deductible. Grandparents making tuition payments for grandchildren can not declare their payments as a scholarship donation, therefore, they are not tax deductible.

J. PLEASE NOTE: MONETARY OBLIGATIONS NOT DONATIONS

Any monetary obligations accrued must be paid before a student may receive his/her diploma upon graduation or his/her report card at the end of the year. In addition, a student will not be considered re-registered until all monetary obligations have been met.

PARENTS MUST RECOGNIZE THAT NO PART OF ANY TUITION PAYMENTS TO THE SCHOOL, AND NO PART OF THE REQUIRED CONTRIBUTION TO THE SCHOOL PARENT CLUB QUALIFIES AS A CHARITABLE DEDUCTION FOR INCOME TAX PURPOSES. PARENTS MUST NOT REPORT ANY FUNDS PAID TO O.L.L. SCHOOL IN SATISFACTION OF ANY OF THEIR OBLIGATIONS UNDER THIS AGREEMENT AS A CHARITABLE CONTRIBUTION.

XV PARENT RIGHTS

A. MANDATED REPORTERS

All staff members are mandated reporters of suspected abuse - emotional, physical, or sexual. Law enforcement agencies have the right to interview students upon request without parent notification in abuse cases. Students do have the right to have a member of the faculty present if they so desire. Students will be advised at all times of this right. Parents will be informed prior to all other law enforcement interviews unless it is an abuse case.

B. STUDENT PHOTOS

Occasionally photos will be used for educational and community information programs about the operation of our school. If you do not want your child photographed please notify the school in writing.

C. STUDENTS WITH SERIOUS ALLERGIC REACTIONS

The school has an obligation to reasonably accommodate the needs of students in regards to serious allergic reactions. The school will take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions from food, insect stings, medications, or latex. It is the responsibility of the parent to notify the school of any serious allergies of their children.

XVI SCHOOL/STUDENT RECORDS

A. STUDENT RECORDS - RIGHTS OF NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all 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.

B. CUSTODY OF MINORS

Unauthorized organization, 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).

Non-custodial parents will not be allowed to take part in school trips without authorization from the custodial parent.

XVII USE OF SCHOOL GROUNDS

The school grounds are private property. Any use of the school grounds beyond the regular school use must be approved by the pastor and/or principal.

XVIII CLASSROOM VISITATIONS

A. CAMPUS VISITORS

Parents and other visitors to the school are asked to check with the school office before entering any classrooms. If it is necessary to make a delivery to your child, please make the delivery to the office with the appropriate message. This prevents unnecessary disruptions to the class.

Balloons or other deliveries will not be allowed in the classrooms

XIX PARENT INFORMATION/RIGHT TO AMEND

A. FINGERPRINTING POLICY

Diocesan regulation requires that all parent volunteers be fingerprinted before they work with children in any capacity. This includes classroom volunteers, yard duty assistants, coaches, field trip drivers, room moms, etc. After April 3, 2001, once parents are fingerprinted, they do not need to be fingerprinted again during their years with Our Lady of Lourdes School.

B. VOLUNTEER POLICY

All parents wishing to work with the students in the classroom or on field trip must show proof of completing the on line class "Shield the Vulnerable" Volunteers must also attend a one time volunteer training workshop by the principal and read of the Volunteer Handbook.

C. COOPERATION POLICY

Parent must read and familiarize themselves with the Parent Handbook including the Student Handbook section and abide by the practices and policies contained within each. Parents must also be willing to cooperate with the faculty and staff in the education of their child/children and treat the faculty, staff, fellow parents/guardians and students with respect and courtesy especially in conflict situations. All associated with the school are asked to not make any statements concerning the school, faculty, staff, and fellow parents/guardians that are knowingly false or misleading.

Abuse of School Personnel - Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the staff is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor. The family will be asked to withdraw from the school.

D. PRINCIPAL'S RIGHT TO AMEND

The principal reserves the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made through the monthly newsletter.

E. 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.

APPENDIX

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Our Lady of Lourdes Parish School
741 Ware Ave., Colusa, CA
530-458-8208
Fax- 530-458-8657

**Emergency Evacuation Procedures
Other than Flooding**

1. If the emergency calls for evacuation of the building only, the students will be kept on the school grounds until parents can be contacted.
2. If the emergency calls for evacuation of the entire school grounds, the students will be evacuated to Our Lady of Lourdes Church on the corner of Oak and 4th Street. The entire student body and faculty will walk to the Church. Parents will be contacted after the students are safely in the Church.
3. The procedure for calling will be the same for both number 1 and 2 above. All parents will be called to pick up their children. Those living outside the boundaries of the City of Colusa will be called first with those living the furthest distance at the top of the list. Calls will be made by using cell phone and any other open lines.
4. If parents hear of the emergency before they called, they may proceed to the school grounds or to Church to pick up their children. Please do not try to call the school. If the school phone can be used, the lines will need to be kept open.
5. Students will only be released to their parents or to a person designated on the emergency form. All students must be signed out by the person taking them.

Our Lady of Lourdes Parish School
741 Ware Ave., Colusa, CA
530-458-8208

**EMERGENCY EVACUATION PROCEDURE
FLOODING**

**PROCEDURES WHEN VOLUNTARY EVACUATION OF COLUSA IS CALLED BY
THE COUNTY OFFICE OF EMERGENCY SERVICES (OES).**

This plan related to possible evacuation due to flood threats from the levee system south of Colusa. The school location is included in the first phase of evacuation. The same plan will be used for voluntary evacuation due to flood threat on the levee systems bordering Colusa. The school will not wait for mandatory evacuation order. Once voluntary evacuation is called, the school will immediately evacuate.

Procedures:

1. All parents will be called to pick up their children. Those living outside the boundaries of the City of Colusa will be called first with those living the furthest distance at the top of the list. We ask that parents not call the school during this procedure. We need our lines open.
2. All parents hearing of the voluntary evacuation through the Colusa OES or radio station KUBA, 1600 AM should proceed to the school immediately and check out their child/ren from the classroom.
3. All students must be signed out from their classroom during this emergency. This check out procedure varies from the usual format of office check out to alleviate congestion and to speed up the process. Proceed immediately to room 1 if your child's classroom is locked. (Room 1 is located next to the office on the North side of the building.)
4. The same procedure as above will be followed for mandatory evacuation unless children must be taken to safety immediately. Parents within the City of Colusa should be alerted to the mandatory evacuation notification for the city. One is a loud speaker announcement and door-to-door notification for levee failure south of town. All others will be continuous sounding of sirens and horns at the city and rural fire departments.
5. Children who must be taken to safety because parents could not be contacted or because it was no longer safe to be at school will be transported by school staff to the evacuation centers in the City of Williams - the Williams Fire Department or the old Williams Gym.
6. If children are in immediate danger and there is not time to transport or enough cars to transport, we will move the children to the second story of the parish office building, the large two story building directly north of the school facing Ware Ave.