

# OUR LADY OF LOURDES SCHOOL



## STUDENT HANDBOOK 2010-11

Name \_\_\_\_\_

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## **WELCOME**

Students in Our Lady of Lourdes, like members of any community, have both rights and responsibilities. It is the obligation of the school to protect those rights and insist upon those responsibilities. The purpose of this handbook is to insure that all students understand their rights and responsibilities, the consequences of violations of school standards, and the procedures for dealing with violations. This handbook also contains useful information for the student in regards to club activities and other student related items.

A school is like a big family. If its members are going to be safe and happy, and things are going to get done, there must be some rules. Standards and expectations do three things: -they tell people what they can do; -they tell people what they cannot do; -they make it possible for people to live and work together without too much trouble. The rules must be fair. They must be the same for everyone.

## **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.

## **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.

## **Acts of Respect**

1. I will wait my turn and not interrupt when two people are speaking to one another as an act of respect.
2. I will hold the door open for all older adults and younger students as an act of respect.
3. I will stand and say "Good Morning/Afternoon" to any adult who enters the classroom as an act or respect.
4. I will respond to "Good Morning/Afternoon, Hello, How are you?" with a polite reply as an act of respect.
5. I will remove my hat at Church and whenever I go inside as an act of respect.
6. I will pick up all my school supplies, personal belongings, and personal trash as an act of respect.
7. I will use all school athletic equipment, computers, books, etc., with care as an act of respect.
8. I will remember to say "Please and Thank You" as an act of respect.

9. I will greet others as they pass by with "Good Morning, Good Afternoon, etc." as an act of respect.
10. I will raise my hand and wait to be called upon by my teacher, and I will stay in my seat and listen when my teacher or another student is talking as an act of respect.

## I. STUDENT RIGHTS

A "right" is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

### 1. YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL.

This means you should not be treated unfairly because you are tall or short, a boy or a girl, etc.

### 2. YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL

No one should laugh at you, make fun of you.

### 3. YOU HAVE A RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL.

You may talk about your ideas and feelings if it does not take away the rights of others.

### 4. YOU HAVE A RIGHT TO BE SAFE AT SCHOOL.

No one should hurt you or threaten you.

### 5. IF YOU FEEL YOUR RIGHTS ARE BEING VIOLATED BY ANOTHER STUDENT...

Try to solve the problem yourself by calmly talking to the other student. Try to see the other's side as well as your own.

### IF THE PROBLEM CONTINUES,

Tell your teacher. Teachers are here to help, but first you must share your problem before they can help. If the problem is very serious, it may be necessary to discuss it with those students and parents involved with the principal.

## II. STUDENT RESPONSIBILITIES

There are some things you should do without being told to do them. Some of these things you do for others. Some you do for yourself. This means that there are also people who do things for you.

It is better if the teacher does not have to remind you to do the things you know you should do. These things which people do without being told to do them are called "responsibilities."

Here are your important responsibilities:

### 1. DO NOT KEEP OTHERS FROM LEARNING.

Parents send their children to school to learn. If you disrupt the classroom and keep others from learning, you have taken their rights.

### 2. COME TO SCHOOL UNLESS YOU ARE SICK OR EXCUSED.

If you miss too much school, you will not be able to learn. If you do miss school and would like your work for the day, have your parent call the school office in the morning and your work will be ready at the end of the school day to pick up.

You are given one day for each school day missed to turn in missing work.

### 3. BE ON TIME FOR SCHOOL AND CLASS.

If you are late for school in the morning, you miss things you need to know. Do not interrupt the teacher or the class if you are late.

### TARDY 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 10:00 am.

3. If tardiness continues to be a problem, a conference will be called.

4. If a student is tardy more than four times for the trimester, excused or unexcused, the student will not receive perfect attendance.

#### 4. FINISH YOUR SCHOOL WORK.

Learning to read is like learning to ride a bicycle. If you don't practice, you will never be good at it. Most of the work you are given at school can be done in class.

Sometimes you will have to do some school work at home. You should do all the work given you.

Homework will be scheduled regularly. Homework is not unfinished class work; it is designed to be done at home as a reinforcement to class work. Time allotments below are for the average student. Time allotments include reading time, time for test preparation, and projects.

##### HOMEWORK TIME ALLOTMENTS:

Grades 1 & 2 - 30 minutes

Grades 3 & 4 - 45 minutes

Grades 5 & 6 - 60 minutes

Grades 7 & 8 - 90 minutes

#### 5. FOOD AND DRINK

All food and drink is to be stored in the back of the classroom or in a locker, not at the student's desk. Water will be allowed at the student desk at the discretion of the individual teacher. An abundant supply of candy, soda, etc. will not be allowed at school. Lunches should be nutritious. No glass bottles will be allowed at school or items that need to be warmed or refrigerated.

#### 6. TAKE CARE OF SCHOOL PROPERTY.

The parents of every child in school have helped to pay for everything in your school. This means you are sharing the things you are using at school. If these things are torn or destroyed, it means students must go without them or the parents must spend more money to replace them. If something belongs to everyone, everyone must help take care of it.

##### A. TEXTBOOKS

Taking care of school textbooks is a responsibility of all students. Textbooks must be kept covered and in good condition. Parents, students, and teachers must continually make sure text books are covered throughout the school year. We would prefer not to use class time to cover textbooks. Do not use transparent covers or sticky covers; they do not protect the book and actually may damage the book. Cloth covers must fit the book appropriately and have enough space as to not pull on the binding of the book. Paper covers are the best protection for the book.

Parents will also be billed for any lost, stolen or damaged hardbound books and non consumable workbooks and consumable text and workbooks.

##### B. TEXTBOOK CONDITION

When a non consumable text book is given to you, the condition you receive the book in will be written on a card that your teacher will keep for you with all your textbooks listed by number. Older students will be expected to fill out the card themselves. When the books are turned in at the end of the year, the condition of the text should match that on the card or have no more than normal wear or you will be charged for the book.

##### C. SCHOOL LOCKERS

All fifth through 8th students will be assigned a locker at the beginning of the school year. You will be responsible for keeping the locker attractive. No materials or marks can be attached or put on the locker. This includes stickers. You and your parents will be charged for any locker damage. Lockers should not be banged or closed with your feet. No locks will be allowed on the lockers.

The school reserves the right to inspect the lockers at any time. If at all possible the student will be allowed to be present during the inspection, but this will be at the discretion of the principal. Inspections to make sure lockers are being kept in good condition will be done once a trimester. Other inspections will only occur if the principal finds it necessary. Any items found that are illegal will be turned over to law enforcement authorities. Items found not permissible because it violates a school rule will only be returned to the parents of the student.

#### 7. COME TO CLASS WITH NECESSARY BOOKS and MATERIALS.

A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. **Students will not be allowed to borrow. They must be responsible for themselves. All students must carry some type of book bag to keep their school books, etc. in when coming to and from school.**

A supply list will be sent home during the summer. Students must purchase their own classroom supplies and replenish during the school year as the need arises.

#### 8. SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME.

Education requires a partnership between the home and the school. For a partnership to work, everybody must know what is happening, good and bad. Sometimes students are asked to be the messenger. They are asked to meet their responsibility to be honest and not intercept and destroy progress reports, discipline notices, attendance information, and report cards.

We have a system where a WEEKLY REVIEW/PREVIEW is sent home each Friday with all children containing important information of the week for parents. Students are responsible for taking this home and giving this information to the parents unless the parents are accessing the information on the internet.

Every Friday, every teacher in 1st through 8th, will send a weekly report home notifying parents of how their child is doing on class work and homework. It will notify parents of work that is not completed and can still be turned in. Also completed and corrected papers from the previous week will be sent home with the report for the student and parent. It will be your responsibility to give the papers and give the report to your parents.

These weekly reports will be sent home in an envelope that must be signed and returned promptly on Monday morning.

#### 9. HELP MAKE SCHOOL A GOOD PLACE TO BE

School is a place where good things happen to people. They make new friends, they are treated with respect, and they learn things which will help them the rest of their lives. If someone doesn't like school, it is one of your responsibilities to help make school a good place for everyone.

#### 10. OBEY TRAFFIC SAFETY RULES.

It is your responsibility to conduct yourself in a safe and proper manner while coming or leaving the school grounds. Do not run or play in the parking lots or around parked cars.

Do not leave the playground during school hours without permission. Do not ride bicycles or skate boards on the school grounds during, before, or after school hours. Bicycles should be brought only through the Ware Ave. entrance. No one is to be in front of the Parish Office Building at any time - before, after, or during school hours.

#### 11. INVITATIONS

Individual invitations to private parties are not to be brought to school for delivery. Exceptions to this rule are when the whole class is invited or permission is given by the principal or the class teacher.

#### 12. LOST AND FOUND

Please mark such items that your child might lose -jackets, sweaters, sweatshirts, lunch boxes, uniforms, etc. Lost and found items are placed in the basket near the school office. Once a month the box will be cleaned out and left over items donated to charity. We can only return items that are clearly labeled. If you lose something, come to the school and look through the lost and found. Please remark throughout the school year. Names do fade.

#### 13. SCHOOL DELIVERIES

All deliveries to students must be brought to the school office with the student's name clearly written on the material - this includes lunches and homework.

Students may not receive deliveries of balloons or flowers at school - this must be done at home.

### III. IMPORTANT STUDENT EXPECTATIONS

Discipline means to teach, not to punish. Discipline should be a positive way of helping and guiding children to achieve self-control. Each student is a citizen who acts in accordance with expected standards of behavior in their classroom and throughout the school.

At the beginning of each school year, the teacher will establish procedures and standards for their own classroom. Procedures and standards for the school will also be reviewed.

Listed below are some of the important responsibilities, standards, and procedures everyone needs to know. It is also important to know what happens if students do not follow these procedures.

Because other forms of behavior are not listed does not mean they will be permitted. The Principal or Vice-Principal may add or adjust the standards and procedures as the school year progresses.

#### 1. SCHOOL ATTENDANCE

You must attend school every day unless you are ill or have a doctor's appointment. Bring a note from your parents stating the reason for your absence on returning to school. Your parents must also call the school on the date of your absence. If you do not attend school at all on a particular day without prior approval, you will not be allowed to participate in any extra curricular activities. No exceptions!

## 2. SCHOOL PROPERTY

You are expected to take care of the things the school lets you use. If you lose damage or destroy something on purpose or through negligence, you have broken this rule. If this rule is broken within the school year:

- The principal and your parents will be notified and you will repair or replace damaged materials.
- If you willfully break this rule a second time all of the above will apply and one day suspension at home will be served.
- Continual willful damage to school property could lead to expulsion.

## 3. LUNCH BEHAVIOR

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

## 4. BATHROOM BEHAVIOR

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

## 5. BEHAVIOR LEADING TO REFERRALS AND PARENT SIGNATURES:

REMINDERS AND/OR REFERRALS WILL BE GIVEN FOR THE FOLLOWING (IF CONTINUOUS - IN HOUSE SUSPENSION)

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

## 6. BEHAVIORS LEADING TO REFERRALS OR SUSPENSION AND EXPULSION

- Disobedience - What this means: You must co-operate with all teachers and adult supervisors including the Pastor, secretary, yard duty personnel, custodian, parents, and aides. Do what you are told at school, in the classroom, on the playground, at church, and on field trips. You are expected to treat with respect the people who work at the school and to follow their directions immediately and without comment.
- An insolent attitude portrayed not only in speech, but also in deportment and bearing. A sneering or cynical expression that demonstrates a lack of respect.
- Open, persistent defiance of the authority of the teacher, or any adult who may be in charge. Lack of sincere cooperation, and an almost flaunting attitude or pride in openly rebelling against the wishes of the administrations or faculty.

- Eliciting the attention of another student in the class by constantly turning around or making signs across the classroom, or calling another student by name.
- Being malicious to other students by name calling, teasing, etc.
- Profanity - swear words are not to be used at school. Crude, vulgar, obscene, or immoral words and expressions as well as sacrilegious expressions may not be used.
- Fighting to cause injury or harm to persons or serious threat of injury or harm.
- Profanity towards school personnel or towards other students.
- Being rude or discourteous or talking back or being physical to any school personnel and all other adults on or near the school grounds.
- Outrageous scandalous or serious disruptive behavior
- Conduct, whether inside or outside of the school setting, that is detrimental to the reputation of the school.
- Disrespectful behavior at church services, prayer services, and prayer and flag salute in the morning.
- A criminal gang like activity.
- Assault with, or possession of, a lethal instrument or weapon.
- Serious theft or dishonesty.
- Leaving the school campus during the school day without permission.

In house Suspension at school will be used most of the time. If the disobedience is such that the student needs to be removed from the school grounds then suspension will be served at home - length of time will depend on the severity. Your parents will be notified. Parent and student must meet with the principal or vice-principal and the classroom teacher before the student will be allowed to return to school. A student behavior contract will be established at this time. Repeated occurrences will be considered outright defiance and may lead to Expulsion.

If the behavior is serious, immediate expulsion may be given at the discretion of the principal or vice-principal. A student accused of a serious wrong can be placed on a home study program.

Any child suspended from school will not be allowed on/in any extra curricular activities/trips for at least 30 days and possibly longer depending on the student's most recent behavior.

#### 7. FIELD TRIPS

Field trips are a privilege. Those misbehaving at school will not be allowed on field trips. Any child causing serious problems on a field trip based on the teacher's decision will have their parents called to pick them up immediately and will not be allowed on the next trip. No child can leave the school grounds on a field trip if proper emergency forms are not filed in the school office.

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

#### 8. USE OR POSSESSION OF TOBACCO OR ALCOHOL:

You cannot use or have tobacco of any kind or alcohol on school grounds. If this rule is broken your parents will be notified and you will be suspended from the school grounds. If the rule is broken a second time you will be expelled.

#### 9. DRUGS

Use or possession of an illegal drug is forbidden. If this rule is broken you will be expelled and the proper law enforcement authorities will be notified.

10. THE PRINCIPAL, VICE-PRINCIPAL, OR TEACHER IN CONFERENCE WITH THE PARENTS MAY ADJUST ANY DISCIPLINE PROCEDURE TO FIT THE NEEDS OF THE INDIVIDUAL CHILD. OUR DESIRE IS FOR EVENTUAL BEHAVIOR MODIFICATION RATHER THAN CONTINUAL PUNISHMENT.

## 11. THINGS YOU DON'T BRING TO SCHOOL WITHOUT PERMISSION

There are some things which you must not bring to school because they are dangerous to you and others. There are other things which interfere with the right of others to learn.

Some of these things which can not be brought to school are: matches, pets, radios, gum, ipods, pocket knives, CD or cassette players or recorders, electronic games, steel marbles, toy guns of any type, hard base balls, white out, baseball bats, glass containers, toys disruptive to the classroom, items to sell to other students, literature or pictures not appropriate for a Catholic School, or any items that may be added to the list at the principal's discretion.

If this rule is broken the item will be taken from you and returned at the end of the day. Dangerous or inappropriate items will be returned to parents. If there is a continued problem, items may be taken away permanently for the school year.

### **Policy on Cell Phone Use**

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 parents.

### **Policy on Back Packs**

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.

## 12. DRESS CODE VIOLATION

The dress code is outlined in the parent handbook. The main item we need to emphasize here is that only school sweatshirts may be worn to school, on the playground and in the classroom. All other sweatshirts must be removed and may not be worn anywhere at school.

Uniforms will be monitored daily.

School uniform shorts must be left at the length purchased. Uniform shorts that become too short must be replaced even if they still fit on the waist. See uniform guidelines for proper length.

If the dress code is in violation - either on uniform day or free dress day - the student will change in to clothes from the uniform closet or call home for proper clothes. If proper clothes are not found, the student will remain in the office until suitable clothes are located.

## 13. LEAVING SCHOOL WITHOUT AUTHORIZATION

Students may not leave the school grounds after they arrive without permission of the parent and principal. Students are to check in and out when leaving and returning to school for any reason. Students may not leave the school grounds at the end of the day and then return for extended.

## 14. PLAYGROUND PROCEDURES

Students must follow the instructions of the adult on yard duty. Students must also stay within the designated field areas.

Students are expected to pick up their trash after snack time and after lunch. Only one student may be on a swing at once and only proper up down swinging will be allowed. Students must use all play structures appropriately and as directed by the staff member on yard duty.

Students will be benched for recess if the above rules and any other school rules are broken at recess and further consequence will be at the discretion of the student's teacher and/or principal.

## 16. ALL OTHER OFFENSES

Students may be given a referral or suspension for something that is not clearly defined in this code and does not fall within the guidelines of appropriate behavior.

## IV. PROCEDURES FOR DEALING WITH VIOLATIONS AND RIGHT OF APPEAL:

DUE PROCESS: No student can be punished for alleged misconduct without due process.

Students are entitled to:

of charges.

2. An explanation of the evidence.
3. An opportunity to present his/her side of the story.

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**Suspension:** Temporary removal from the school grounds. A student will not be suspended for more than five days at a time. A student suspended more than 10 days per year will be asked to leave O.L.L. Students will be expected to complete all class work. Parents will be contacted by telephone as soon as possible. A written notice will follow. A meeting will be held with the principal or vice-principal, teacher, parents, and student before the student returns to the school.

**Expulsion:** An expulsion is the permanent removal of a student from O.L.L. Expulsion requires a formal conference with the principal, teacher, parents (or guardians), and student. Parents must receive written notice that the school is considering expulsion. This notice will include the specific charges or reasons for expulsion along with the appeal process.

## V. STUDENT INFORMATION

### 1. REFERRAL FORMS/DRESS CODE VIOLATION, ETC.

You will take these forms home to your parents whenever the teacher needs to notify your parents of a problem. They must be returned within two days with a parent signature or you will have a time out period.

### 2. PARENT CONFERENCES

Conferences are scheduled at progress report time for the first and second trimester. Students in grades five through eight are required to attend these conferences.

### 3. MEDICATION

All medication must be brought to the school office with written instructions signed by your doctor. You may not keep medicine in your classroom. Proper forms for the doctor are in the school office.

### 4. BELL SCHEDULES

8:15 -	Line up
10:15 - 10:30 -	Recess
11:45 - 12:15 -	Lunch
1:30 - 1:40 -	Primary Recess
3:00 -	Dismissal

All first Fridays and other minimum days, 12 P.M. dismissal. No lunch served on these days.

### 5. GRADING:

The first through 3rd grade will be graded with;

Satisfactory and Unsatisfactory.

The upper grades - 4th through 8th will use the percentage system.

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

### 6. GRADING ON DAILY WORK AND HOMEWORK FOR 3RD THROUGH 8TH:

- If you are sick, you have two days to make up work
- Work turned in a day late - 10% will be deducted from the score.
- Work turned in two days late - 20% will be deducted
- No work will be accepted after 3 days.
- Once missing work is written on the weekly report, it must be completed over the week-end or all points will be lost
- All test scores will be in percentage grades
- All other work will be on a point system or percentage grades
- Trimester grades will be obtained by giving daily work and homework 40% value and test 60% value
- In order for student to receive an A letter grade, all work must be done on time. Work can not be done over or test taken a second time to achieve an A. Extra credit can not be used to achieve an A grade.

## 7. ASSIGNMENT REQUIREMENTS FOR 1ST TO 8TH

All papers must be neat with the proper heading. If the paper isn't neat, it may be given back or the grade will be lower.

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#### 8. FIRE DRILL INSTRUCTIONS AND EARTHQUAKE DRILLS:

The signal for a fire drill will be the on and off sound of the loud bell. Students are to march silently to the outside areas in single file and remain in the ranks at all times. At the bell signal, all will return to the building by the same routes in SILENCE. All persons are to leave the building during a fire drill with the exception of the secretary and the principal. Fire drill will be held the first two or three weeks of school, and thereafter on a monthly basis. Earthquake drills will take place once per quarter.

#### 9. HOT LUNCH/MILK/SNACK

Hot lunch is provided on one or more days of the week. Refer to the school calendar. Hot lunch prices will be announced at the beginning of each school year.

Milk will be included with the hot lunch price. For those who bring their lunch, milk can be purchased for 10 cents.

#### 10. FULL UNIFORM DAYS

There will be special days that you will be required to be in full uniform. Full uniform days will be used for all mass days and for other special occasions. You must remain in full uniform for the entire day. Free dress passes can not be used on full uniform days. Full uniform day means that no shorts can be worn by boys or girls and that all girls must be in jumpers or skirts.

### VI. REWARDS

#### 1. FREE DRESS

Free dress occurs monthly as a part of the Student Council Activities. Free dress means that students do not have to wear their school uniform but they still must dress appropriately for school. The following will not be allowed on free dress days; tank tops, halter tops, bare midriffs, spaghetti strap dresses or tops, mini skirts (skirt must be no less than 3" to 4" inches above the top of the knee), tight pants, bicycle pants, muscle shirts, half shirts, T-shirts with inappropriate logos, sandals and thongs. Socks must be worn on free dress days. Levis may be worn on free dress days providing they are neat and clean and not frayed or torn. Baggy clothes - pants or shirts - will not be allowed. Only school logo hats will be allowed even on free dress days unless it is a special hat day as outlined in the newsletter. Hats will not be allowed inside at any time. If shorts are worn they must be at least 5 inches long on the inseam from the top of the leg.

Free dress is sometimes used as a reward. Students may not use other students free dress passes.

#### 2. CITIZENS OF THE MONTH/FRUITS OF THE SPIRIT

Each month the staff will look for one quality that students may Excel in during that month. This year we are using the Fruits of the Spirit. The students in each room that show this special fruit will receive recognition at an assembly. Names will be printed in the school newsletter. The Fruits of the Spirit that will be looked for by month are:

Sept. – Charity/Generosity	Oct. - Joy
Nov. – Peace	Dec. - Patience
Jan. – Kindness/Gentleness	Feb. - Goodness
March - Faithfulness	April - Modesty
May – Self Control	

#### 3. HONOR AND MERIT CERTIFICATES:

Certificates will be given each trimester for those achieving a grade point average of 3.5 to 4.0 for honor and 3.0 to 3.49 for merit, in all subjects. Honor students may not have any grade, academic or non academic lower than a B. Merit students may not have anything lower than a C.

Those receiving honor or merit recognition will be eligible for an educational trip in May if they receive the certificates for two trimesters (progress report will count for the 3rd trimester) and students must have been successful in their living "responsibly." Students sent home at any time during the school year will not be allowed to go on the trip.

Names of those receiving certificates will be printed in the local newspaper and in the parent newsletter;

#### 4. PERFECT ATTENDANCE

Those students who do not miss any school days during the trimester will receive an award at the end of the trimester. Students tardy more than four times for the trimester will not receive a perfect attendance, excused or unexcused.

## VII. STUDENT LEADERSHIP

School sponsored clubs can not meet without the knowledge and the presence of their staff advisor.

A new model for student leadership has been adopted by Our Lady of Lourdes. Under this new model students in 5<sup>th</sup> through 7<sup>th</sup> 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. Students in 4<sup>th</sup> through 7<sup>th</sup> can apply to be on leadership committees at the same time.

The Leadership Team is responsible for providing a spirit of community and faith through various activities and projects. Every student on the leadership team and on committees is expected to:

- Maintain a "C" average in all courses.
- Be able to attend meetings as agreed with the advisor.
- Be free of academic and disciplinary sanctions throughout the school year.
- Exemplify the Student Learning Expectations and Act of Respect daily in all their actions.

The Leadership positions are:

President	Vice President/Secretary	Treasurer	
VP of Faith & Spirituality	VP of Publicity	VP of Service	VP of Spirit.

Each committee will have an advisor separate from the Student Leadership advisor.

Duties and responsibilities of the student leadership committees are as follows:

1. Opening Ceremonies
2. Spirit Rallies
3. Sponsor free dress days
4. Programs for special days
5. Sponsor various contest
6. Plan service projects

## VIII. OTHER STUDENT ACTIVITIES

### 1. AFTER SCHOOL SPORTS

For those students who wish to participate, we will provide programs in volleyball and basketball for students in the upper grades. Grade levels will be determined by the coach. Any cost of the program will be divided equally among the parents of those students participating. Physicals will be required for those participating in the After School Sport program.

### 2. STUDENT PALS

Older students select a student from the younger grades and preschool as their special pal. This is on a voluntary basis. Students will visit with their pal and make cards for them throughout the school year.

## IX. RELIGIOUS PARTICIPATION POLICY

All students in kindergarten through 8th grade will be required to participate in daily religion classes and in classroom/group/school prayer. Reverent behavior is expected at all prayer or church services. Students will also be required to participate in any prayer services or masses held at school or at church after the start of the school day. The only mass non-Catholics are not required to participate are those held at the beginning of the school day (9 am). Student 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 must also 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. Catholic students will not be allowed to receive the Sacrament of Communion until they have received their First Communion (usually at the end of 2<sup>nd</sup> grade). All student not receiving the Sacrament of Communion are encouraged to receive a blessing at Communion time

### Service Hours

All students, first through eighth grade, will be expected to do service hours - one hour per each grade level. The teachers in 5th through 8th may require more service hours. These service hours will count for 20% of the religion grade for each trimester for grades five through eight. Students will fill out a service participation form which will include a parent's signature.

## **X. FINAL WORD TO STUDENTS**

At the beginning of each school year, your teacher will read through the entire handbook and explain all items to you. It will also be reviewed as necessary. Each summer, revisions may be made.

This is your handbook. Use it for reference. If everyone follows the rules, cares for the rights of others, and take on their responsibilities, school will be a happy, healthy environment for learning and growing.

## **XI. FINAL WORD TO PARENTS**

We need your help. Our Lady of Lourdes' teachers cannot do a good job of educating your children if they must spend much of their time maintaining order. Some of the responsibility rests with parents. Unless the home supports the proposition that students have responsibilities as well as rights, and the school has the obligation to insist upon both, it will become more difficult to provide a proper school environment.

We must have your support. When you think we are right, back us at home. When you think we are wrong, come to school and discuss it with us not your children. That would seem a reasonable course for people who have the same goal: a safe school based on Christian principles and a good education for your child.

