
*Our Lady
of Lourdes
School*

**Student
Handbook**

Jan, 2010

Field Trips

Any school sponsored trip is a privilege given to students, and any student can be denied participation if he/she fails to meet academic and/or behavioral requirements.

Only those students who have submitted proper, Diocesan-generated permission slips, signed by a parent or guardian will be allowed to participate. Phone calls will not be accepted. Notes other than the authorized school form will not be accepted.

Parents' Guild

Any parent having a child enrolled in our school is automatically a member of the Parents' Guild. At least one parent should make an effort to attend monthly meetings. Notices will be sent.

Parish Advisory School Board

This is an appointed group, which is primarily advisory in capacity. The principal, pastor and development director, along with a council of seven, meet three or four times yearly to discuss all aspects of the school. Candidates for appointment must be recommended by the Parish Advisory School Board and appointed by the Pastor.

The school administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

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Daily Schedule Grades PK-5

No child should report to school earlier than 8:30 A.M. unless arrangements have been made with the school for the Extended Care Program.

8:30	Teachers report to school
8:50	First Bell (all cars and walkers must be present)
9:00	Prayers/Opening Exercises
11:55	Prayers/End of Morning Session
12:55	End of Recess Period
2:55	Closing Prayers

School Calendar

A calendar of events will be printed and sent home with your child during the first week of school. At other times, notices will be sent home with your child, to keep you posted as to upcoming events. Please check your child's lunchbox and backpack daily, and keep these notices in a visible, safe place.

Extended Care Program

7:00 A.M.-8:30 A.M. - 3:00 P.M.-5:30 P.M.

A parent or guardian must fill out an Extended Care form before Extended Care will be provided. The cost for this care is minimal and will be stated clearly on the form.

(2)

Transportation

Students using private transportation should arrive at school by 8:45 the latest. Any student arriving late must report to the office before going to class. A written excuse is required for tardiness, except when tardiness is due to a late bus.

Students using public transportation, (school buses), should consider this a privilege and comply with the rules and regulations of public safety. **Please consult the Bus Rules Sheet sent home in the packet during the first week of school.** Parents should encourage children to sit quietly at all times when riding the school bus.

Permission to change buses must be obtained from the Bus Company or Public School Department, not from the school. A note should be sent to the principal advising of any changes in regular transportation of students. If a child is to be picked up at school by any other than the regular transporter of that child, the School must know in writing, ahead of time, who that person will be. No child will be dismissed to any person other than a parent or guardian without written parental consent. As noted earlier, a facsimile request signed by a parent will be accepted.

Child Abuse Reporting

If, in their professional capacity, a teacher, guidance counselor, administrator or any other person receiving compensations from a school to work with or care for students, has a reasonable cause to believe that a student is suffering physical or emotional injury resulting from abuse, including sexual abuse or neglect, he/she shall report the matter immediately to the head of the school. The head of the school shall report the matter to the Superintendent, or his/her designee. The Director of Catholic Social Services, or his/her designee, shall inform the head of school of the reporting responsibilities to the Massachusetts Department of Social Services.

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Medication

If a child is required by a physician to take any medication, for any reason whatsoever, a physician's note, along with the medication in its original container, must be brought to the principal's office. Accompanying these items must be a signed consent form from the parent or guardian, giving permission for the medication to be administered. When the school nurse is present, she will administer the medication. At other times, authorized school personnel will do so.

All medication must be kept in a locked cabinet in the nurse's office unless refrigeration is required. In that case, the medication will be kept in the Faculty Room.

Tuition

A tuition envelope is provided at the start of the school year for each student. It is clearly marked as to the amount of tuition and payment method. Tuition is payable on any Monday of the month, and should be sent in the tuition envelope to ensure proper credit. The envelope will be stamped and your child will return it to you.

It is imperative that tuition payments be kept up-to-date. Anyone who falls behind in tuition more than one month will have his or her name given to the Parents' Advisory Council for action.

If there is **genuine hardship**, such circumstances should be made know to the principal, where appropriate means of settlement will be found.

Previous Financial Obligations: A student entering or transferring from another school in the Diocese of Fall River shall satisfy all financial obligations previously incurred at the sending school before the student may be enrolled at Our Lady of Lourdes.

Mission Statement

The faculty and staff of Our Lady of Lourdes School are committed to establishing a community-based curriculum of programs and activities, which continue the mission of Jesus Christ.

Each segment of our school community; staff students and parents, strive to promote peace and justice, to help realize the aim of Catholic Christian Education, which is to teach doctrine, build community and serve others.

Philosophy

Our Lady of Lourdes School is a Catholic Elementary School serving students in Kindergarten through Grade Five, which recognizes the dignity and individuality of each child.

We believe we offer a quality educational program of instruction, which forms the beliefs, values and traditions of Catholic Christianity.

We believe that our school is an extension of a good Christian home, and that we share with the family in the upbringing of each child. The home is where a good Christian education must first begin. The school is an effective vehicle toward the formation of adults who will benefit our society as a whole.

In our school we are guided by the Holy Spirit in providing for the education of the whole child – spiritually, physically and intellectually. It is our hope to provide each child with a good feeling of self.

Admission Policy

Our Lady of Lourdes School does not discriminate on the basis of race, religion, color, ethnicity or national origin.

Requirements for Admission

1. Spiritual

A definite commitment on the part of parents and children to fulfill the obligation of their faith in attending Mass on Sundays and Holy Days is required of all Catholics. Other faiths must also participate weekly in the lives of their parishes.

2. Parish/School Support

Priority is given to students who are members of the Parish of the Annunciation of the Lord. Secondly, students who have siblings attending our school are given preference. Thirdly, children of alumni are considered. After this, children are admitted on a first come basis at registration time.

Parents are required to actively support the school and its fund-raising activities.

3. Scholastic Aptitude

Any child entering Kindergarten must be 5 years of age by August 31st. Entrance exams, Readiness tests, previous report cards, etc. will be used to identify students who can profit from a normal classroom situation.

4. File Requirements

Birth Certificate
Baptismal Certificate
Immigration form if born outside the country
Certificate of Immunization and physical exam
Signed Permission for use of child's photo
Signed Computer Acceptable Use Policy

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General Appearance: Inappropriate hairstyles or cuts will not be allowed. Hair should not obstruct vision. Therefore, both girls' and boys' hair should be trimmed neatly and away from the eyes. Boys' hair should be trimmed so as not to touch the shirt collar. There will be no shaved up or cut in styles for boys or girls. Excessive hair spray or gelled hair is not allowed, nor is bleached or dyed hair. Jewelry is not part of the uniform. Girls may wear one pair of small stud-type earrings only. **Boys are not allowed to wear earrings of any kind. Make-up and nail polish are not to be worn in school. Perfume bottles and sprays are not allowed in school.**

Gym Clothes: Each grade, from 1-5 will have gym for a one-hour period each week. On the day that a student is scheduled to have gym, he or she should bring gym clothes to school in a bag. Suitable clothes for gym are sneakers, sweatpants, jeans and a T-shirt or sweatshirt. Shorts are not allowed, since they do not protect legs from floor burns or falls.

Uniform Items: These items can be ordered throughout the year through the school.

Footwear in Inclement Weather: During wet or snowy weather, students are asked to wear boots or rubbers, and to carry an extra pair of dry shoes to wear during school time. If students do not have boots, then a second pair of shoes for indoors will be required. For health reasons, and to avoid damage to the floors, children should not wear wet shoes all day long.

No school announcements

Please listen to local TV and radio stations early in the morning to hear announcements about cancellations during inclement weather. We will follow the schedule of Taunton Public Schools during the bad weather. Tune to:

Channel 7	WHDH	Boston
Channel 10	WJAR	Providence
1570AM	WPEP Radio	Taunton

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Confidentiality

Student records are confidential. The contents of a student's personal file are available to authorized personnel only. Requests, by parents or legal guardians, to view a student's file must be made to the principal in writing. Twenty-four hour notice is required.

Teachers and staff will keep confidential information entrusted to them, so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns regarding their child's well being.

In the event of withdrawals or transfers, student records shall be released upon the receipt of a Release of Records Form signed by the parent or guardian.

Custody of Children

If parents of a student are separated or divorced, a copy of the current custody agreement must be submitted to the school. This agreement will be placed in the child's file, and shared with those school personnel who must be made aware of its contents. It is important, for the safety of all children, that the school be kept informed of any changes to custody or visitation agreements, and who may pick up a child.

Counseling Opportunities

We are fortunate to have a licensed counselor available, courtesy of Catholic Social Services. This counselor is on call to assist those students who need temporary help in dealing with emotional difficulties. Parents should realize that this service is not meant to replace therapy for any child who needs it.

Dress Code

Uniform Requirements: (adopted September 1993)

Our Lady of Lourdes School, to ensure uniformity, requires students to be in uniform at all times. The prescribed uniform for Girls is a white blouse, with a Peter Pan collar, green cross-over tie, plaid uniform jumper, and forest green knee socks, or green leotards in the winter. Girls may wear sweat pants under their dress for warmth in the winter months, and remove them once inside the school. The prescribed uniform for boys is a white dress shirt, either long or short sleeved, green tie, **grey corduroy or permanent press trousers which must be bought through the school**, and light grey or forest green socks. The only exception to the sock requirement is a physician's determination that a medical condition exists to require a student to wear white socks. A certificate from the physician will be required and submitted to the school nurse. Plain, solid colored sweaters only will be allowed. No print sweaters, or sweaters with any writing other than the school emblem will be allowed.

Unacceptable shoes: Unacceptable classroom footwear would be sandals, plastic shoes, clogs, cowboy boots, high heels, sneakers, rubber duck shoes or any shoes not having a back. Shoes without black soles are preferred, because black-soled shoes mark the floors.

Rainbows

The school is a registered Rainbows site, and provides group meetings during the year for those children who are experiencing or have experienced grief in their lives. This could be the result of a separation or divorce of their parents, death of a loved one or an abusive situation. Notices will be sent home regarding enrollment and times of Rainbows meetings.

Academic Policies

Emergencies

Emergency Slips are handed out at the start of the school year, and **are to be filled out completely and returned immediately to the school.** It is very important that we have emergency information available to us should a child become ill or hurt.

If at any time during the school year a change in status of the family, (separation, serious illness, divorce, death), should occur, please notify the school at once. **Changes in home phone, work phone or address should also be given to the principal when they occur.**

Visitors

All persons coming into the building during school times should first report to the office. No parent should go to a child's classroom without permission of the principal. Authorized visitors should obtain an identification badge from the principal.

Attendance

Regular attendance is very important to your child's performance in school. If a child is going to be absent, a call to the school, before 9:00 A.M., must be made by a parent or guardian. This is to help ensure the safety and whereabouts of our students.

Appointments: Medical and Dental appointments, except for genuine emergencies, must be scheduled outside of school time.

Vacations: Vacations should not be taken outside of regularly scheduled school vacations. If children are taken out of school for this reason, they will not be allowed to make up the work missed, as this is considered an unexcused absence. **It is important to note that school attendance is a mandatory obligation. There are ample times throughout the year when time off is scheduled.**

Make-up Work: If a student is absent for a test, he/she must be prepared to make up the test on the day he/she returns to school. All tests must be made up within three days. If he/she fails to make up any test within three days, he/she will receive a zero on that test.

Tardiness: Chronic tardiness will result in time missed being made up after school.

Dismissals: Pupils must bring a written note from home, signed by a parent, requesting early dismissal, the day before they are to be dismissed. Should an emergency warrant early dismissal, a parent must bring a written note, or fax a signed note to the school stating the reason and authorizing the person picking up the child to do so.

Absence Notes: Any child, who is absent for any reason, upon returning to school, must present a note signed by his/her parent or guardian explaining the reason for absence.

Physician's Certificate: Massachusetts State Law requires that any child who is absent for five or more consecutive days, or is out because of a contagious disease, must present a physician's certificate to return to class.

Academic Progress

Progress Reports are sent home periodically during the trimester for parental review of the student's work. These reports must be signed by the parent or guardian and returned to the school.

Promotion and Retention

A student having difficulty mastering the academic requirements of a particular grade level shall be provided with a reasonable program of remediation. A student may be required to repeat the academic grade when his/her performance is below academic requirements.

Graduation

Graduation from Our Lady of Lourdes School is a promotion to the next academic grade level and as such is governed by the academic requirements of The Diocese of Fall River. Successful completion of Grade Five shall be marked by an appropriate ceremony, which gives recognition to the completion of a specific phase of Catholic education.

Student Conduct

The school shall provide for student discipline procedures. These procedures will be communicated to both students and parents. All students are required to conform to the standards of conduct outlined by the principal and each classroom teacher. **The Discipline Code first and foremost recognizes respect for the dignity of all.** Each teacher has established an Assertive Discipline Plan, which has been approved by the principal.

Any behavior that disrupts the educational process, endangers a person or property, or violates a policy of the school, Department of Education, or the Diocese of Fall River may subject a student to disciplinary action. Behaviors which will not be tolerated, and which require immediate correction are as follows:

1. Gum chewing
2. Disrespect for school property
3. Disrespect for the property of others
4. Foul language
5. Fighting
6. Disrespect to school personnel
7. Inappropriate behavior on the school bus
8. Harassment in any form
9. Threats of violence

Toys or other items other than ordinary school supplies are not to be brought to school. An exception to this rule is when a teacher, as part of an assignment, asks students to bring specific items to school. Inappropriate items taken from a child by a teacher or the principal must be picked up by a parent in the principal's office. **Weapons of any kind are never to be brought to school. Nail clippers, pocket knives, scissors, etc. are among those items.**

Cell phones are not to be brought to school by students. Any student needing to call home may use the school phone.

It is to be noted that a student is an Our Lady of Lourdes student at all times. A student who engages in conduct, whether inside or outside the school, and that is detrimental to the reputation of the school, may be disciplined by school officials.

Suspension: Suspension is the temporary exclusion of a student from class or school for five school days or fewer. The school provides procedures for both “in-school” and “out-of-school” suspension. Parent shall be immediately notified of a decision to suspend a student.

Expulsion: The principal may expel a student involved in any incident or circumstance that is deemed harmful or detrimental to any individual or to the school, especially when the incident or circumstance occurs on school property or at any school-sponsored or school-related event. Examples of incidences that may subject a student to expulsion include, but are not limited to:

1. Use, possession, giving or selling of illegal drugs or alcohol
2. Possession of a dangerous weapon on school premises or at a school-sponsored or school-related event
3. A physical assault on a faculty or staff member or other student
4. Student involvement with a threat to school safety
5. Chronic disregard for school rules and policies

Harassment/Bullying

All individuals in the school community have the right to be free from actions or communications that cause physical, emotional or psychological distress. Any such intentional or careless action or communication that is unwelcome, uninvited or unwanted will not be tolerated. The person inflicting such distress shall be subject to discipline, including but not limited to, suspension, or expulsion.

Homework

Homework assignments are given to students to improve and strengthen skills, which have already been taught in the classroom. **Each child should have a homework pad.**

The following guidelines should help determine the amount of time each child should be spending on homework.

Grade 1	20 minutes
Grades 2 & 3	30 minutes
Grade 4	1 hour
Grade 5	1-1 ½ hours

Homework is a student’s responsibility and not the parents’. However, parents should see to it that the students have a quiet place to study and that they spend time in study.

Whether through negligence or forgetfulness, if a student does not complete homework assignments, he or she will be required to stay after school, on the same day as the offense, at least until 3:30, or until such time as the parent can pick him/her up. All students should be picked up by 5:00 P.M., the latest.