



Our Lady of Lourdes Catholic School

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Parent-Student Handbook

This handbook contains certain policies and procedures of Our Lady of Lourdes Catholic School and it may change any of its policies and procedures and apply them as circumstances dictates. If you have a question about a particular policy or procedure, please contact the Principal or Pastor.

Students and Parents must accept and abide by the Our Lady of Lourdes Catholic School policies and procedures in order for the student to attend the School.

Pastor: Father James Mayer O. de. M.

Principal: Sr. Rose Mary Balappa, S.O.L.M.

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MISSION STATEMENT OF OUR LADY OF LOURDES CATHOLIC SCHOOL

The mission of Our Lady of Lourdes Catholic School is to educate the whole child spiritually, intellectually, emotionally, and physically. Our aim is to integrate Catholic Christian values with the elementary school curriculum so as to foster full participation of our school community into the life and mission of the parish and universal Church. We participate in this mission by worshiping God, creating and nurturing our Christian community, growing in faith and holiness, and serving those in need especially the poor. We prepare students to succeed in a culturally diverse society respecting the dignity of others. We equip students with the life skills necessary to seek out opportunities and embrace the future. We recognize the role of parents as primary educators.

LEARNING EXPECTATIONS

Our Lady of Lourdes Catholic School graduate should be:

A Faithful Catholic who:

- Has a clear understanding of Catholic traditions and beliefs.
- Engages in reflective decision-making and demonstrates good moral choices.
- Practices Christ-like behavior through hospitality, spirituality, and stewardship.
- Uses Christian principles in interactions with others.
- Understands that every person is a gift of God.
- Responds to service opportunities in the community.

An Effective Communicator who:

- Demonstrates strong reading, writing and listening skills.
- Is verbally articulate.
- Utilizes visual aids in presentations.
- Includes speaking common phrases and vocabulary is technologically competent.

A Critical Thinker who:

- Recognizes problems as learning opportunities.
- Solves problems using the scientific method.
- Works both independently and collaboratively to create solutions.

A Responsible Citizen who:

- Understands and demonstrates the rights and duties of a citizen of the State of Pennsylvania and of the United States of America.
- Understands the significance of key historical, political, and world events as a means to honor and appreciate life, humanity and cultural differences.

A Lifelong Learner who:

- Demonstrates the skills of learning.
- Transfers acquired knowledge and skills in practical applications.
- Recognizes the value of both independent and structured study.

- Faces challenges and perseveres in attaining realistic goals.

A Well-Rounded Individual who:

- Demonstrates an appreciation for art, music, health and physical education.
- Demonstrates knowledge and practices self-discipline skills.

HISTORICAL NOTE

In 1906, property at the corner of 63rd Street and Lancaster Avenue was purchased from the Pennsylvania Institution for the Blind. Ground was broken in 1907 and the school opened October 5, 1908, with a total enrollment of 78 students.

With the growing needs of the parish in mind, on November 2, 1963, a cornerstone was laid for an additional four classrooms in a separate building. The new building was completed and blessed on February 16, 1964. Two private homes on 63rd Street were purchased and demolished to enlarge the schoolyard area for the children. Construction on the second floor of the new building and bridge connecting the original school with the new building was begun on June 9, 1969.

In the last 98 years, the pastors, parish priests, Sisters of Mercy, and dedicated lay women and lay men have striven to provide a religious education as well as an academic program which fosters the development of the whole child. In 2004 the Order of The BVM of Mercy was given responsibility for Our Lady of Lourdes parish. In 2006 Rev. James Mayer, O. de M., the pastor along with his major superiors in the United States and the Archbishop of Philadelphia welcomed the “Sisters of Our Lady of Mercy” to work in the school. With continued efforts and the dedication of all, the fruits of a Catholic education will continue in this parish.

In July, 18, 2006, O’Neill family, who attended Our Lady of Lourdes Catholic School generously offered to help with major physical needs to the school for the upcoming 100th anniversary of Our Lady of Lourdes Catholic School in 2008.

ACCREDITATION

Our Lady of Lourdes Catholic School is accredited by the prestigious Middle States Association of Colleges and Schools.

Modern accreditation is an activity, not a status. Schools are accredited today because of the way they move, not how they stand. The activities of accreditation concentrate on what schools are doing, not what they have done. Accredited elementary and middle schools are engaged in continuous school improvement discipline.

Accredited schools are known to be improving schools. They are alive to their own nature. They are true to their own purpose. They are actively developing in a ways that are recognized by the academic profession. The Commission of Elementary Schools has discovered that this is what the public wants to know.

OUR LADY OF LOURDES CATHOLIC SCHOOL PHILOSOPHY

The Philosophy of Our Lady of Lourdes Catholic School is to live and teach the Gospel. To evangelize, nurture, and protect God's given freedom of the human person rooted in a Eucharistic-Marian spirit of Mercy, through a quality education based on Catholic and Mercedarian Tradition, collaborating with the parents as educators.

GENERAL CURRICULUM

The following subjects are essential units of the basic curriculum program for grades Pre-kindergarten through eighth: Religion, Reading/Literature, Phonics, Mathematics, English, Spelling, Social Studies, Science, History, Handwriting, Computers, General and Music, Art, Physical Education, Health, and Safety and Environment are incorporated into the basic program.

COMPUTERS

All students attend computer class once a week. Our computer room is located on the second floor in the #2 building. Our computer lab consists of sufficient number of computers for all students. It has Dell Pentiums, server, black and white printer, color printer, Smart board, and a scanner. Internet access is available. It is our goal to purchase new software curriculum wide for grades Pre-K through 8. Computer, Laptop, and a projector are also available and used in classrooms.

PHYSICAL EDUCATION

Physical Education classes are part of the regular curriculum at Our Lady of Lourdes Catholic School. Physical Education is offered to grades Pre-K through 8. Students are expected to participate as in any other class offered. Students need to wear sneakers for these classes.

1. Students need a note from their parents, doctor or the school Health Office to be excused from physical education.
2. All notes should be sent to the school office.
 - The nurse/secretary will attach a Physical Education (P.E.) excuse and forward copies to the classroom teacher and P.E. instructor.
 - Anyone missing 3 consecutive days of P.E. must have a doctor's excuse.
3. Excused students will accompany their class to P.E. unless otherwise specified. The student will bring work from class or read quietly.
4. Any student who does not participate in P.E. should report to the P.E. instructor/class teacher at the beginning of recess.

5. A note from a doctor must be on file in the school Health Office before a student is excused from physical education classes on a long-term basis because of illness or physical disability. The note should give the reason for being excused or the degree of participation and the duration of this excused period.

MUSIC

Music Education is offered as part of the standard classroom curriculum for grades Pre-K-8. The students may join the school choir or/and become members of the Our Lady of Lourdes Children's Choir: "Juventus."

OTHER OPPORTUNITIES

- Athletic team opportunities for grades 5 through 8
- Technology
- Student Council
- Christmas and Talent Show

ADMISSION POLICY

Our Lady of Lourdes School admits and welcomes students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Students of any gender, race, religion, social level, or ethnic origin are also welcomed. All children who live in Our Lady of Lourdes, Saint Matthias, Saint Callistus and Saint Barbara parish boundaries are eligible for admission to Our Lady of Lourdes parish school. The school sets registration procedures and admission policies. New students are accepted on a probationary status. The following information is needed for registration:

- Admission Application Form
- Baptismal Certificate (If Catholic)
- Birth Certificate
- Current year report card and previous year report card, if applicable
- Custody information if applicable
- Emergency information
- Former School Records
- Health Records
- Non-refundable Registration Fee
- Parent/guardian signature on Agreement of School Policies Form before admission is accepted.
- Proof of Residency
- Standardized test scores and previous years if applicable
- Teacher Recommendation Letter
- Tuition and material fee agreement form

AGE OF ADMISSION

Children entering Pre-kindergarten must be four years old prior to September 1 of the year of admission. Children entering kindergarten must be five years old prior to September 1 of the year of admission. Children entering Grade 1 must be six years old prior to September 1 of the year of the admission. Pennsylvania State law mandates this age requirement. Additional school readiness testing may be conducted at the discretion of school officials.

CONDITIONS OF ADMISSION

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs, which cannot be reasonably addressed by the school, may be denied admission.

RE-REGISTRATION POLICY

Students new to the school must follow the admission policy as stated on page 1 of the handbook. All students once registered are evaluated on a yearly basis as to their behavioral and academic performance. A decision concerning re-registration for students on probation is made at the third trimester progress report time. Parents are notified and must attend a progress report meeting with the principal and teacher. The criteria for evaluation are based on:

- Parental Cooperation
- Academics
- Behavior
- Home Address
- Outstanding Fees

CUSTODY AGREEMENT

Divorced or separated parents must file a court certificate copy of the custody section of the divorce or separation decree with the Principal's Office. This information will help the school personnel determine when, if ever, the child or information regarding the child can be released to the non-custodial parent. Our Lady of Lourdes School **will not** be held responsible for failing to honor arrangements that have not been made known.

BEFORE AND AFTER SCHOOL PROGRAM/CARES

The Before and After School Program CARES (Children Are Receiving Extended Services) provides before and after school supervision for students from Our Lady of Lourdes Catholic School for working families who need their children supervised before school from 6:30 AM to 8:00 AM and after school hours from 2:50 PM to 6 PM, Monday through Friday, for grades Pre-

K through 8th. Parents can register for the program at the beginning of the school year and check in the school office for the weekly cost. Children not enrolled in morning CARES and who arrive before 7:50 AM will be billed. Children not picked up by the 3 PM dismissal are automatically sent to CARES and parents will be billed. **If children have more than three early drop-offs or late pick-ups, families will be expected to pay the registration fee plus the weekly fee.**

ARRIVAL/DISMISSAL PROCEDURE

The first bell rings for arrival at 8:05AM and prayers start at 8:10AM in the morning. All students must be in their assigned seats or lines or they are considered late. Students coming in after the bell must report to the school office for a late slip, which is given to the teacher the morning of the lateness. Eating and/or doing homework is not permitted in the school ground in the morning. Students may not leave the school hall/cafeteria once they have arrived in the morning.

The end of school prayers starts at 2:50PM. Right after the prayers and announcements dismissal will proceed. Students who walk home are dismissed by the doors under the bridge guided by the classroom teacher and in lines around the corner of 63rd Street. In addition, students who go home by cars are dismissed under the bridge doors. They proceed to the parking lot. Students are not permitted to cross the driveway during dismissal.

Students who go home by bus board buses on 63rd Street.

Parents are not permitted to park on 63rd Street during dismissal. Students going home by car, line up in the schoolyard. Parents are asked to come into the schoolyard with their cars and form a line; parents are not permitted to park. Students are placed in cars one car at a time. Students are not permitted to walk through the yard.

No parent is to enter the school building to collect his or her child/ren at dismissal time.

CHANGE OF ROUTINE

In the interest of the child/ren safety, we ask that parent/guardians write the teacher a note if there is any change in a child's way of going home. This includes a child who may be going by car to another student's home before or after school or any other activities that take place in the school. Unless the school is notified of a change, the student/s will be required to follow the normal dismissal procedures.

If there are any changes in information (address or telephone number, including changes to work numbers and/or emergency numbers), it is the parents'/guardians' responsibility to notify the child's teacher, as well as the secretary in the school office, immediately in writing. It is extremely important that this information is accurate in case of illness, medical emergency, or accident.

ATTENDANCE

Pennsylvania State law requires all students to be present each day school is in session. Once the student is enrolled in the school, the principal/administration and teachers insist on regular attendance. Neither the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s). Chronic absence is detrimental to the educational process. Consistent and/or unexplained absence will result in a parent conference. Students can be sent to summer school if absent more than twenty-two days. Parents should call the school office the morning of their child's absence. When the student returns to school the parent/guardians must submit a signed, written excuse to the teacher explaining the reason for the absence. All absences are recorded on a student's roll slip, which is part of the student's permanent record card. Absences of more than three consecutive days require a doctor's certificate or note. Students are responsible for all work missed during their period of absence. Parents may call the school office in the morning to request their child's work to be sent home by way of another student or held at the office and given to the parent at the end of the day. Please remember that it is **not** the teacher's responsibility to remind the student of this. No student is excused from assignments or test(s) during an absence.

LATENESS/LEAVING SCHOOL EARLY

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures for student safety. Students must be in their assigned lines in the school yard or in the school cafeteria when the bell rings at 8:05AM, before the morning prayers at 8:10AM or they are considered late. When students are late for school, they miss important information and cause a disturbance and distraction upon entering the classroom. Any student who arrives after the lines enter the classroom through a main office and receive a late slip from the office, **parents are not allowed to accompany their child to their classroom.** Five late slips within a report card period will result in an after-school detention. Students who are consistently late will receive a suspension. All lateness is considered unexcused. **The principal can make an exception in emergencies.** An excused lateness occurs if a student is tardy due to the school bus being late or if another school official detains the student and thus occurs late for class.

Lateness and early dismissal at any time prohibits a student from receiving a Perfect Attendance Award.

BOOKS

The Commonwealth of Pennsylvania provides some funding for non-religious textbooks and instructional materials through ACTS 195/90. Textbooks are to be covered with paper book covers or book socks and remain covered the entire school year. Workbooks are to be covered with paper or clear contact paper as indicated by the teacher. Students will be charged for lost and/or damaged books in full. All books are the school's property and are to be kept neatly at all times and returned in good condition on the last day of school. No child is to graffiti his/her books or personal notebooks used in school. All tablet covers should have only the child's name, grade, and subject.

BUS SERVICE

Bus service to and from the school is provided through the Philadelphia School District. Families needing bus service should submit their request in writing to the school office in the beginning of the school year. The school secretary submits the bus service requests to the School District. The Philadelphia School District approves families for bus service depending on the families' home addresses and distance from the school. Students riding the bus must conduct themselves in a proper manner. Students failing to obey the bus regulations can be suspended from the bus service for a period of time determined by the principal.

For the safety of our students, children who do not take the bus regularly are not permitted to take the bus to a friend's home. Also, the children are not permitted to take a different bus for any reason.

RELIGIOUS EDUCATION

Roman Catholic Doctrine is an essential part of Our Lady of Lourdes Catholic School. Students are instructed in Catholic Christian doctrine. Catholic Doctrine is presented as a living experience of knowledge and belief rather than just another subject. All students, Catholic and Non-Catholic must attend religious functions during the school year at Our Lady of Lourdes church. Our Lady of Lourdes School is a Catholic school subsidized by Our Lady of Lourdes parish. The purpose of the school is for the religious and educational formation of youth. All students, Catholic and Non-Catholic must attend religion class daily.

Students enjoy the opportunity to participate in special liturgies every Wednesday and prayer services. All Catholic students receive the Sacraments of Penance, Holy Eucharist, and Confirmation. Separate fees will be collected prior to receiving the Sacraments. Preparation of the receiving of the Sacraments of Penance, Eucharist, and Confirmation requires the parents/guardians participation. Our Lady of Lourdes Catholic School requires family participation at Sunday Liturgy throughout the school year. Attendance is part of the integral spiritual education of the student.

COMMUNICATION

Communication between parents and teachers is strongly encouraged for good of the child. Parents and teachers are expected to communicate in a courteous and professional manner. In order for our school to effectively educate a child parents must work with the faculty and administration. Failure to show respect and cooperation with teachers and administration will not be tolerated. Parents are expected to deal with problems in a controlled, respectful manner. Yelling, use of inappropriate language or physical abuse will result in the child being removed from the school. Parents and/or teacher may request a meeting with the principal if issues concerning a student are not resolved at a parent-teacher meeting.

Please follow the chain of command when you feel something must be discussed: first the teacher, second the Principal, and then the Pastor.

At no time during the school hours, are parents allowed to a classroom to speak with a teacher or a student.

FAMILY ENVELOPE

The Family Envelope is sent home with the oldest child once a month or when necessary. The envelope contains important information that must be read and acknowledged. Parents must sign the envelope indicating that they have read the information. The envelope must be returned on the next day. The oldest child is responsible for the envelope; failure to give or return the envelope will result in a demerit.

MONTHLY CALENDAR AND NEWSLETTER

The Monthly Calendar and Parent Newsletter are available on our school website. The calendar and newsletter contain information for parents by the month. It is most important that parents are aware of any days during the month that have an early dismissal or school holiday.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled during Progress Report time/Report Card time, three times a year. Attendance by at least one parent/guardian is mandatory at conferences to receive the Progress Report. Parents/guardians and teachers are encouraged to communicate with each other for the good of the child. Parents/guardians needing to contact teachers for additional conferences are asked to request the conference in writing to the teacher or leave the request at the office. Please feel free to call the school if any problem or question arises. Teachers are not permitted to have unscheduled conferences before, during or after school hours when they have school duties. Parents/guardians and volunteers may not go to classrooms before, during or after school hours without an appointment. **At no time during the school hours are parents allowed to a classroom to speak with a teacher or a student.**

Please follow the chain of command when you feel something must be discussed: first the teacher, second the principal, and then the pastor.

DISCIPLINE

The goal of a discipline policy is to motivate students toward self-discipline and responsible behavior. Students are expected to know and follow all school regulations. If a student chooses **not** to cooperate with the faculty or comply with the school rules there will be consequences. Consequences for disregard of school rules are listed as follows:

Level 1	Minor Infractions	Consequences: Teacher Directed
Level 2	Minor Infractions	Consequences: Demerit Slip
Level 3	Major Infractions	Consequences: Detention Slip
Level 4	Major Infractions	Consequences: Parent Notification
Level 5	Major Infractions	Consequences: Suspension
Level 6	Major Infractions	Consequences: Expulsion
Level 1 (1-8)	Minor Infractions	Consequences: Teacher Directed

Students who disregard minor classroom rules will receive consequences from the teacher. Teacher directed consequences could result in exclusion from recess, special activities or staying after school for other activities, including CYO sports.

Minor Infractions include:

- Disrupting class
- Play fighting
- Speaking during designated quiet time
- Leaving assigned seat without permission
- Disregard of classroom rules
- Other behavior judged to be minor

Level 2 (1-8) Minor Infractions

Consequences: Demerit Slip

Students who disregard classroom and school rules after repeated warnings will receive a demerit slip. Demerit slips serve as warning slips and must be signed by a parent and returned to the teacher the following school day. Three demerit slips will warrant a detention slip. Minor infractions warranting a demerit slip are:

- Lateness
- Chewing Gum
- Uniform violations
- Failure to give and/or return Family Envelope
- Disregard of classroom rules after warnings
- Fire Drill misbehavior

Level 3 (1-4) Major Infractions

Consequences: Detention Slip

Level 3 (5-8) Major Infractions

Consequences: Detention Slip

Students who display serious misbehavior will receive a detention slip. Detention slips are to be signed by a parent and returned to the teacher the following school day. Parents must sign the slip indicating that they know the child has received a detention. Students must stay after school on the assigned detention day. After five detentions a student will be suspended for a day or more. A parent conference with the principal is mandatory before a student on suspension can return to school.

- three demerit slips
- Disrespectful behavior
- Offensive language
- Cursing
- Intimidating classmates
- Stealing
- Dishonesty
- Cheating
- Aggressive behavior (threats)
- Damaging school property
- Fighting
- Leaving the classroom without permission

Level 4 (5-8) Major Infractions

Consequences: Parent Notification

After five detentions parents will be notified. The Level 4-parent notification is an interim step before suspension. A behavior plan will be discussed with the parent and student, which the parent and student must sign. Immediate suspensions can be given without parent notification for more serious misbehavior. A parent conference with the principal is mandatory before a student on suspension can return to school.

Level 5 (5-8) Major Infractions

Consequences: Suspension

Students are suspended when they receive five detentions. Students may also receive an immediate suspension for more serious misbehavior. The principal will inform parents by way of a phone call or written notice when a student receives a suspension. Suspensions may last from one to ten days depending on the seriousness of the misdemeanor. Students who are suspended forfeit all schoolwork done in class during their absence and may not participate in any school activities or sports. A parent conference with the principal is mandatory before a student on suspension can return to school. Students who are suspended receive an (U) unsatisfactory on their report card and are not eligible for honors. After two suspensions a student can be expelled.

- Eight Detentions
- Defiance
- Fighting
- Truancy
- Vandalism

- Leaving school grounds without permission
- Smoking
- Possession/use of drugs or alcohol
- Other behavior judged to be serious

Level 6 (5-8) Major Infractions

Consequences: Expulsion

Students who have received two suspensions within a school year and show no sign of improvement will be asked to leave the school. Parents will be informed of this decision after meeting with the pastor and/or principal. The possession/use of a weapon and/or immoral action(s) contrary to Catholic teachings is an automatic expulsion.

It is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior: within or outside of the school community which violates the spirit, philosophy and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

Student who lack self-discipline or who violates the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case.

Possible disciplinary actions may include but are not limited to any of the following:

- Verbal warning/reprimand and apology to the victim
- A parents/guardians/students/principal and/or pastor conference
- Written warning/reprimand and parent notification, entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Exclusion from CYO sports participation.
- Behavior/probation contracts, possibly requiring professional intervention
- Probation
- Suspension
- Dismissal
- Expulsion

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation. The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to out-of-school suspensions.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of conduct is justification for a principal/administration to dismiss a student at the close of the school year. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teacher or toward school, parish, or staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child/ren.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

- a serious infraction of school rules occurs;
- the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or staff.

If the principal/pastor believes it necessary to expel a student, the principal/pastor will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary process before making any final decision on the matter.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/pastor.

The purpose of a uniform is to encourage pride in personal appearance and in the school, and to eliminate peer pressure, self-consciousness, or self-respect for oneself and others. Student's uniform is to be clean, neat and sized appropriately at all times. Students are expected to come to school well groomed, both the regular school uniform and the gym uniform are to be kept in good condition and properly dressed. If a student is not in complete uniform, he/she will not be

admitted to class. The parent/guardian will be called, and the student will wait in the office until the parent/guardian can bring the required uniform.

All students will wear the appropriate uniform from the opening day of school in September until the close of school in June. Any changes will be announced in advance in writing. All students in Kindergarten through Eight are expected to wear the designated school uniform. The Kindergarten students wear gym uniforms. The girls' uniform jumper (Grades 1-4) and skirt (Grades 5-8) must be worn knee length. Golf shirts must be tucked in and not worn over the girls' skirts or boys' trousers. Boys are not permitted to wear trousers on their hips; trousers must be secured at the waist with a black belt. Failure to comply with the uniform regulation will result in a demerit slip.

GIRLS (Grades 1-4)

Blue and White Plaid Jumper
White Blouse (Round Collar)
Navy Blue Cardigan Sweater
(With School Monogram)
White or Navy Socks* or Tights
Black Shoes (no sneakers)

GIRLS (Grades 5-8)

Blue and White Plaid Skirt
White Oxford Blouse
Navy Blue Crew Neck Sweater (With School Monogram)
White or Navy Socks* or Tights
Black Shoes (no sneakers)
*Anklet socks required

BOYS (Grades 1-8)

Navy blue Pants
White Dress Shirt
Navy Blue Tie
Navy B-Neck Sweater (with School Monogram)
Black Belt
White or Navy Socks
Black Oxford Shoes (no sneakers of any kind)

Uniforms can be purchased at:

Flynn and O'Hara Uniforms

5126 State Road
Drexel Hill, PA 19026
610-259-3115

Flynn and O'Hara Uniforms

30 E. Baltimore Pike
Clifton Heights, PA 19018
610-284-1485

B & S Shoes

Drexeline Shopping Center
Drexel Hill, PA 19026
610-284-1070

GYM DRESS CODE

Gym uniforms must be worn on the day scheduled for gym. Failure to wear the uniform will result in a demerit slip and exclusion from gym class.

GIRLS (Grades 1-8)

White Golf Shirt (with School Monogram)
Navy Sweat Shorts
Navy Sweat Top (with School Monogram)
Navy Sweat Pants (winter)
Sneakers

BOYS (Grades 1-8)

White Golf Shirt (with School Monogram)
Navy Sweat Shorts
Navy Sweat Top (with School Monogram)
Navy Sweat Pants (winter)
Sneakers

- a. **Hair:** A student’s hair must be neat, clean and well groomed and kept simple. Hair color must be one that is found naturally on human beings. Girls’ hair accessories must be navy blue or white. Boy’s hair must be neatly trimmed and length in back must not extend below collar. Ponytails or braiding boy’s hair up to make it appear shorter is not permitted. Extreme hair styles expressing the latest fads are not acceptable. This includes punk, razor designs, tracks, tails, spikes, and dyed or frosted long or short, thin or spread. Students may not have haircuts judged by the faculty to be usual. Boys facial hair, specifically beards, mustaches and extreme sideburns are not permitted. Boys must come to school clean-shaven. Any hairstyle on a boy or girl that is deemed a distraction or inappropriate by the pastor, principal, or teachers must be immediately changed before that student is readmitted to classes.
- b. **Make up:** Students may not wear any make-up, which includes colored lip-gloss and sparkles. Visible tattoos of any kind are not permitted. Students are not allowed to wear colored nail polish, artificial nails, clear nail polish is acceptable.
- c. **Jewelry and Accessories:** All jewelry and accessories should be appropriate for school. Students may wear a small medal and chain, one small ring and a watch. Hoop or dangling earrings are not permitted. Boys may not wear earrings; girls may wear one set of small earrings no larger than a quarter. Nose rings and other jewelry used for visible “body piercing” is not permitted. Excess earrings on the girls and boys who choose to wear earrings must be taken off before entering the school building. They are not to be put back in until after the student has exited the school property. School is not responsible for the items brought to the school. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all ropes, yarn and beaded neck, wrist and ankle bands.
- d. **Other:** Sunglasses and hats may not be worn in school. Failure to cooperate with these regulations will result in a demerit.
- e. **Please label all belongings. Our Lady of Lourdes Catholic school is not responsible for lost uniforms or other items. In matters pertaining to dress code, the Pastor and Principal make the FINAL determination as to what is appropriate and acceptable.**

DRESS DOWN DAY

Special days will be designated as a “Dress Down Day.” “Dress Down Day” is a privilege. A donation of \$1.00 per child is requested. The money collected is used for educational materials or for charity. On these days students are permitted to be out of uniform and must wear clothes appropriate for school. Students who do not cooperate with this regulation will need to be excluded from school until appropriate clothes are obtained.

EARLY DISMISSAL

A request for an early dismissal should be put in writing and given to the teacher in the morning. Students leaving school early wait for parents at the school office; parents do not go directly to classrooms. Before the student leaves school the parent must sign the “sign-out book” at the office. If it is possible, parents should schedule doctors’ appointments on days and times when school is not in session. Only in emergencies may parents call the office and request an early dismissal without prior notice.

ELWYN SERVICES

The Elwyn teachers are a support staff provided to the school through State Funding. They provide psychological, reading, counseling, vision, and speech services to the school. To receive any of these services parents should put the request in writing and submit the request to the teacher who will forward the request to the office. Students receive Elwyn services based on need. Students tested for the MG (Mentally Gifted) program must meet certain criteria. The student must be at least in second grade, be in the superior range IQ (120+) on the Terra Nova Testing and have above average grades.

EMERGENCY SCHOOL CLOSING

In the event of severe weather conditions an emergency school closing will be announced on the radio station KYW (1060 AM). Schools in Philadelphia County do not have a school number therefore parents must listen for the announcement “ALL PHILADELPHIA PUBLIC AND PAROCHIAL SCHOOLS.” Announcements stating that schools are closed indicate that Our Lady of Lourdes Catholic School is closed for the day. If the announcement states that schools are open and the weather is inclement students and teachers are expected to come to school as soon as possible. Lateness will be waived depending on the distance and difficulty of the students’ travel. Once school is in session and an emergency closing is announced students will remain at school until parents are notified. We will not dismiss students without parent permission.

In the event of an emergency closing of school, Round Robin System will be used. Note: Please do not call the convent or Parish Office about the school closings.

EMERGENCY CONTACT INFORMATION

It is imperative the school office has current information regarding address, phone number, emergency contact name and number, etc., for every student in the school. **Please notify the school in writing as soon as possible of any changes.**

FEES

Parents are encouraged to pay all fees by check since the canceled check can serve as a receipt. If paying by cash enclose the money in a sealed envelope. Indicate on the outside of the envelope the student's name, grade, and purpose of the enclosed payment. A receipt can be requested for cash transactions. Students must give all money to their teachers before the first period in the morning. The teachers are **NOT** responsible for any money lost because a child's money is not in an envelope.

FIELD TRIPS

Field trips provide a valuable addition to classroom instruction may be arranged by the teacher with the permission of the principal. No student has an absolute right to attend a field trip. However, students will be graded in the related subject of the field trip. If the parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent. Parents will be notified of an upcoming trip. A letter is sent home prior to the trip-indicating place, means of transportation, fees and a permission slip. Parents/guardians are expected to sign the permission form that releases the Archdiocese of Philadelphia, Our Lady of Lourdes Catholic School, the administrator, faculty, and chaperons from liability. Verbal permission, via the phone or incomplete forms will not be accepted. All school fees must be paid before a student is permitted to go on the trip. Any student proving to be a hazard to themselves, others or property will remain at school unless accompanied by his/her parent/guardian.

FIRE DRILLS

The state and federal regulations require OLL Catholic School to conduct ten fire drills throughout the year. Emergency Exit plan are posted in each classroom and Hallways. Regularly scheduled fire drills are monitored too familiarize students with emergency exit procedures. Pre-announced practice fire drills will be conducted during the first two weeks of school in order to acquaint students with signals and exit routes.

At the sound of the bell students and personnel are expected to maintain silence and walk toward the designated exit.

Exit the building quickly and in an orderly manner to insure the safety of the entire school. Students are to stand in line at designated area and remain silent until the return signal is given. Then they will return to their respective classrooms quietly. All fire drills are considered an actual emergency misbehavior during a fire drill will result in a demerit.

Everyone in the building at the time of a fire drill MUST leave the building as quickly and quietly as possible through the nearest exit.

SHELTER-IN-PLACE

A Shelter-in-Place plan is in effect in case there is a chemical substance released into the air. We will practice shelter-in-place drills periodically throughout the year.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies. The principal/pastor shall have the right not to certify the student's graduation. In order for a school to provide transcripts of the student's academic record to the parents, other school(s), or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

HEALTH SERVICES

The State Department of Health requires that all children have complete basic immunization before admitted and/or remain in school. The Philadelphia School District provides the services of a school nurse one day a week. The nurse maintains medical records for all students. Once a year students in selected grades are checked for hearing, sight, weight, and growth.

All students entering Pre-K, Kindergarten or any new students to other grades must have a physical examination by their private physician and return the report to our school nurse the first week of school in September.

Physical examinations are required for students in grades one and six and must be administered by the family doctor. The results of the physical must be forwarded to school for the student's medical record. The school nurse is responsible to inform parents if these requirements have not been met. Immunization requirements are listed in the back of the Parent-Student Handbook.

Students who are sick during the night or before school should be kept at home. If a student becomes ill during the day, the parents/guardians will be contacted immediately. The parent/guardian or authorized person will be expected to pick-up the student immediately. The student will be moved to an area away from the other students and carefully monitored from getting worse.

The principal may use discretion on all matters of health. At her discretion, she may address issues, have parent/guardian remove a student, and/or request a doctor's written medical release.

If a student is going to be absent, the parent/guardian needs to notify the school office as soon as possible. Student needs to be free of all symptoms for a full twenty-four hours before being readmitted to the classroom.

HOMEWORK

Homework reinforces the concepts and lessons taught in class. Homework is assigned to develop initiative responsibility, and self-direction in the student. Failure to do homework will affect the grades on a student's report card. A student will be held accountable for neglected homework.

Supervision of homework is the responsibility of parents. Parents should check and sign the assignment book on a daily basis. If parents have questions concerning homework they should contact the teacher immediately. Parents should assist by providing quiet time and a place conducive to study by checking for neatness and accuracy, and by listening to oral recitation. Parent should not do their child's homework. No student is excused from completing his/her homework for any reason. Parents may check their child/ren daily homework on the school web page.

Archdiocesan homework time requirements include written and studied work and are as follows:

Grades 1-2	30 Minutes	Grades 5-6	90 Minutes
Grades 3-4	60 Minutes	Grades 7-8	120 Minutes

LIBRARY

All students in grades Pre-K through 8 have an assigned a library period. Students are responsible for all books that they sign out of the library. If books are not returned on the assigned day students may visit the library but are not allowed to sign-out the book. A fine will be levied on overdue books. Students/parents/guardians must pay for lost, damaged or late books. Appropriate conduct is expected at all times in the library.

LUNCH/CAFETERIA

The lunch period is designed to provide a balanced diet and proper nutrition, opportunities of socialization and relaxation. The cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others.

The Rules for the Cafeteria are:

- Student should eat at assigned tables.
- Students should be courteous to supervisors, volunteers, adult, and one another.
- Students should observe proper table manners.
- Students should stay in their seats and never run around the cafeteria.
- Students should not hang in the bathroom during lunch period.

LUNCH PROGRAM

The "Hot Lunch Program" is provided through Federal Funding. The program is administered by the Archdiocese through the Child Nutrition Office. Parents order and pay for lunches on a monthly basis, students may not buy lunches by the day. Families cannot be reimbursed for lunches missed during absence. Status for free or reduced lunch rates can be obtained by filling out the Application for Free and Reduced Lunch Rates. Applications are distributed in the Family Envelope at the beginning of the school year. We encourage all families to fill out this application in order for our school to be considered for Title I funding. Applications are sent to the Child Nutrition Office from school and approval is sent to school within two weeks. The school lunch manager informs parents when their family is on the approved list; parents must wait for approval. Students have the option of bringing lunch from home. Snacks and juice are sold in the lunchroom for students in Grades Five through Eight. Students who forget to bring lunch are not allowed to call home. They will be provided with a lunch. Delivery of fast foods, hoagies, and pizza are not acceptable.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life. Based on the principal/pastor's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades Pre-K through 6 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

MEDICATIONS

All medications should be given at home if at all possible. In the event that a medication must be taken at school, all medication is to be taken to the school office and an Administration of Medication Form must be completed.

Our Lady of Lourdes Catholic School **WILL ONLY** administer medications when:

- ✓ An administration of Medical Form has been correctly filled out, dated, and signed by the parent/guardian and send/deliver the medication to the school office with written permission to administer medication.
- ✓ We need an explanation as to how the medication is to be administered.
- ✓ Licensed Physician's order stating name of student, name of medication to be given, amount, time, and the diagnosis **MUST** be provided.
- ✓ Medication must have the current prescription label on the container.

Our Lady of Lourdes Catholic School **WILL NOT** administer:

- ✓ Over the counter drug, creams or lotions such as fever reducing medications, cough drops or syrup, lip balm, vitamin, fluoride supplement, sun block etc., without a physician's signature.
- ✓ Any medication that is not in its original container.
- ✓ Any medication that is labeled "as needed".

Students are not allowed to carry prescription/s or over the counter medication/s on their own. **The school reserves the right to check with parent/guardians for confirmation of any student medication needs.** For the safety of all students, parents/guardians must ensure the safe delivery of medication/s to the school. All students are responsible for going to the office for their medication. They will not be sent for or reminded except the Pre-K and Kindergarten.

Student with medical conditions such as asthma or severe reactions to insect stings where immediate medical attention may be required are asked to inform the Principal and/or the nurse of this existing condition and all appropriate precautions will be taken. Since we are entitled to have a school nurse biweekly, our school secretary will be administering the medicines in her absence.

HYGIENE

Hygiene is an essential element of health maintenance as well as having a significant impact on personal relationships. It is therefore very important that the children brush their teeth every morning and night. During lavatory use in school hand washing is essential before entering the classroom to prevent the spread of various conditions of diseases, and how to flush the toilet after using it. It is important that the children bathe daily and are provided clean clothes on a regular basis.

PARTY POLICY

During the year students are allowed to have three parties in their classroom: Halloween, Christmas, and Easter. Classroom birthday parties during school-time are discouraged because they take time from classroom instruction. Students' birthdays may be celebrated by sending cupcakes (not sheet-cakes) for the class. We are not able to monitor large birthday parties at school during lunchtime. We ask that parents check with the classroom teacher about the birthday treat. Distribution of birthday or any other kind of written invitations in the school are discouraged unless you are inviting or including everyone.

PROBATION POLICY

Students new to the school are accepted on a probationary status. All students are on a probationary status and are evaluated at each report card period. Students experiencing academic and/or behavioral difficulties are recommended for probation. Parents will be informed of a decision concerning probation and after a meeting has taken place with the teacher and principal a Probation Plan will be given to parents. A designated time for improvement will be stated. The principal will contact parents/guardians of students experiencing difficulty. Students not demonstrating improvement both academic performance and classroom behavior will be referred to the Instructional Support Team for services. Students not demonstrating improvement after a probationary period and the services of the Instructional Support Team can be asked to leave the Our Lady of Lourdes Catholic School and/or will not be eligible for re-registration.

REPORT CARDS

Report cards are given to the students three times a year: December, March and June. Report cards are given to the student and must be signed by parents and returned to school the following day unless permission is given for a special circumstance. Parent-Teacher Conferences are scheduled at the Progress Report time, mid-way before report card distribution. Parents must respond to a teacher's request for a conference. Parents failing to respond to a teacher's request for a conference will result in the child being excluded from school until contact with the parent has been made.

First Honors	90 in all subjects	90 general average	3 or above in behavior
Second Honors	85 in all subjects	85 general average	3 or above in behavior

SCHOOL SCHEDULE

The school schedule for full day is as follows:

8:05AM	Bell Rings
8:10AM	Morning Prayers
2:50PM	End of School Day Prayers
2:55 PM	Dismissal

The school schedule for half day is as follows:

8:05AM	Bell Rings
8:10AM	Morning Prayers
11:50PM	End of School Day Prayers
11:55 PM	Dismissal

SICKNESS

Students who are sick during the school day are sent to the office. Parents are notified as soon as possible when a student is injured or very ill. Parents fill out emergency contact person/s and their immediate phone/cell number in the emergency cards at the beginning of the school year, which are kept on file. It is the parent's responsibility to notify the office when changes occur with emergency phone numbers.

SMOKING

The school premises are a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

TECHNOLOGY

Students are not permitted to bring any type of technology to school. Blackberries, this includes cell phones, video game players, DVD players, CD players, Ipods, etc. If students are found to have these items in their possession teachers will send the items to the office. Parents will need to come to school to request that the items be returned.

TELEPHONE/CELL PHONE

Students may not use the telephone/cell phone without permission except in an emergency such as illness and accident. Parents are asked to inform their children of any changes in their regular routine before the children come to school. Except in extreme emergencies the school office should not be asked to relay messages to students. Emergency changes in after-school pickup should be called in to the office before 2:30 PM. Beepers and cell phones are not permitted on an elementary school level. Students who need to use the phone must ask permission at the office. If for a serious reason a student needs to carry a cell phone parents must request this in

writing. All the cell phones are collected in the morning and kept in the school office during the school day. They will be returned to the students before they leave the school building.

Students are not permitted to call home for assignments, or any other articles they may have forgotten. Only important articles (assignment, family envelope, and medicine) that are forgotten may be brought to the school at the discretion of the parent/guardian before 10:00AM. These items should be left in the school office with the secretary who will have them sent to the student at a convenient time.

Under no circumstances are parents/guardians to bring these things directly to a child's classroom.

TRANSFERS

When a student transfers to another school during the school year, the following procedure should be followed:

1. Inform the current teacher
2. Inform the school office

All records will be forwarded to the new school upon request from the new school if all financial obligations at Our Lady of Lourdes Catholic School have been fulfilled.

TRANSPORTATION

Cars are permitted to come into the schoolyard in the morning but we ask that parents come in to the yard with caution. Many of our students and faculty are walking through the yard before school in the morning. It is suggested that children be left off at the curb on 63rd street where they can use the steps to come into the building.

TUITION

The tuition charged represents a portion of the total cost to educate a child in our school. The difference between the actual cost per pupil and the tuition paid by each family is made up by funds from the parish and Fund Raising Events. The Supporting Parishioner Rate is given to Catholic families registered at and who attend Mass at Our Lady of Lourdes Church on a weekly basis and make a contribution of \$10.00 weekly in the collection. Catholic families who are on the approved list from St. Matthias, St. Callistus and St. Barbara parishes can also receive the Supporting Parishioner Rate if permission is approved by their pastors. The Non-Supporting Parishioner Rate is given to families who are not members of Our Lady of Lourdes parish and/or not approved by the aforementioned pastor

All tuition and fees are collected in the school office. Late tuition may be paid directly to the school or parish office. Forward all payments directly to the Our Lady of Lourdes School. To save money consider of having your tuition paid by automatic payment from your checking or savings account.

Tuition, registration, and registration fees are non-refundable.

SUPPORTING PARISHIONER ANNUAL RATE

Supporting Parishioners are Catholic families, registered at Our Lady of Lourdes Church; attend Sunday Mass on a weekly basis and contribute a minimum of \$550.00 through their Sunday Envelopes on an annual basis. The Parish Office will provide the School with a list of families who qualify for the “Supporting Rate.” Those families who fail to contribute to the Parish through the use of Sunday Envelopes, will have an additional \$550.00 added to their Tuition expense. Tuition accounts are reviewed on a quarterly basis. Catholic families registered at other parishes must contact their Pastor for supporting parishioner rate approval.

Book and Materials Fee are NOT included within the Tuition Rate

VISTING SCHOOL

All visitors, including parents and volunteers, must report to the main office of the school upon entering the school and leaving and sign the Visitor’s Log. This is for the safety and protection of our school community. No one is allowed to go to the classroom/s.

Teachers are not permitted to leave their classroom while classes are in session to either answer the phone or converse with parents/guardians. Please leave a message with the secretary or write a note to request a conference with a teacher.

VOLUNTEERS

Volunteers are considered a very special resource to Our Lady of Lourdes Catholic School. During the school year there will be opportunities for parents/guardians to volunteer their time and/or talents for a number of programs and activities. We encourage and greatly welcome your help and presence. Every student is expected to show courtesy and respect to all our school volunteers.

Please fill in the volunteer sheet form which will be sent home in the family envelope at the beginning of the school year. Volunteers assist in some of the following ways:

- Helping school fund-raising activities
- Helping to clean the school
- Homeroom Mothers/Fathers
- Library aides
- Lunch program supervision
- Morning arrival student supervision
- Class trips

At no time is there to be any money collected for any reason by any volunteer group without the approval of the principal and pastor.

STUDENT THREATS POLICY

We are all well aware of recent incidents of student violence in various parts of the country resulting in injury and/or death to others.

Often these incidents followed students' have given some indication with action and orally that they "would kill", "could kill", wanted others dead or vanished, etc.:

- Any and all student threats to inflict any harm to self or others will be taken seriously immediately.
- Whoever hears the threats are to report them immediately to the principal.
- Police will be notified immediately.
- The student will be kept in the principal's office under supervision until the police arrive.
- The parents/guardians of the student who has made the threat will be notified immediately.
- The student will be suspended and not permitted back into the school until there has been a psychiatric evaluation and the school principal has received a written statement from the psychiatrist that the student is not, does not pose a danger to self or others.
- Any adult or parent/guardian of any student who has been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately.

All referrals or any communications are to be signed by the parent/guardian as indicated by the teacher, principal or pastor and returned the following day in order for the student to be allowed in the classroom.

HARASSMENT

Our Lady of Lourdes Catholic School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Our Lady of Lourdes Catholic School affirms the dignity of every man, woman and child, and is committed to an environment in which, all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices. Example of harassment include but may not be limited to: verbal or written taunting, bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings, or other objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Allegations of harassment will be handled in a manner similar to allegations of sexual harassment.

SEXUAL HARASSMENT

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such materials in one's Possession in the school, on the school grounds or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds continuing and unwanted written or oral communication directed to another of a sexual nature; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene

nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents/guardians of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

PASTOR'S/PRINCIPAL'S RIGHT OF AMEND

The Pastor and/or the principal reserve and retain the right to include, amend, alter, delete, or modify any of the policies from the Parent/Student Handbook at any time for just cause. The contents of the Parent/Student Handbook apply to all students and programs at Our Lady of Lourdes Catholic School. Teachers, students, their parents/guardians, faculty and staff will be notified whenever there is a change in the stated policies or procedures set forth in the Parent/Student Handbook.