

**Our Lady of Lourdes High School
Poughkeepsie, New York**

Contract for 2009-2010 Parent / Student Handbook

We, the undersigned, have read and agree to the guidelines presented in the Student Handbook.

Student Name (Please Print)

Homeroom

Grade

Student Signature

Date

Parent Signature

Date

This page should be removed from the Handbook, signed by both the student and parent and returned to the student's home room teacher during the first week of school. Please note the form on the reverse side should be signed if you consent.

(OVER)

**Our Lady of Lourdes High School
Poughkeepsie, New York**

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(Names of Children, Parent or Guardian)

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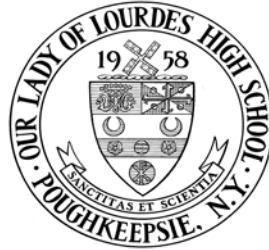
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Print Name of Parent or Guardian

Signature of Parent or Guardian

Date

STUDENT HANDBOOK 2009-2010



OUR LADY OF LOURDES HIGH SCHOOL

131 Boardman Road
Poughkeepsie, New York 12603-4821

www.ollchs.org

STUDENT NAME _____

GRADE _____

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INTRODUCTION

MISSION STATEMENT

Our Lady of Lourdes is a co-educational high school which seeks to offer a rigorous college preparatory education rooted in the teachings of Jesus Christ to a large and diverse community. Animated by the charisms of the Sisters of St. Dominic and the Marist Brothers, Our Lady of Lourdes strives to enable all students to achieve their fullest potential: spiritually, intellectually, physically, and emotionally. We are Catholic. The Gospel is the foundation and purpose of all that we do. Therefore, we seek to form young men and women in the image of Jesus Christ.

ROMAN CATHOLIC SCHOOLS POLICY

Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential quality of all people as rooted in the providence of God, Christ's love, and the supernatural destiny of every person.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or religious communities within the Archdiocese.

COAT OF ARMS



The coat of arms of Our Lady of Lourdes High School derives its symbols from the eighteen apparitions of the Blessed Virgin to Saint Bernadette Soubirous at Lourdes, France, beginning on February 11, 1858.

The story is told heraldically: The silver shield represents the white dress which Our Lady wore. The blue horizontal band represents the blue sash which the Blessed Virgin wore around the dress. The two golden roses on the band represent the yellow rosette which Our Lady wore on each shoe, and the circle with the wavy silver and blue lines connotes the spring, which miraculously burst forth at Our Lady's command. Our Lady's words, "I am the Immaculate Conception" are expressed by the two blue crescents which are the symbols of the Immaculate Conception based on the Apocalypse. "And a great sign appeared in heaven: a woman clothed with the sun and the moon under her feet, and upon her head a crown with twelve stars."

The crest of the Dutch windmill sail is from the coat of arms of the Archdiocese of New York and indicates that the high school was built by the New York Archdiocese and is under the Jurisdiction of this See.

The Archdiocesan Priests are designated by the blue circle displaying the Chi-Rho, the initial letters of Christ in the Greek language. The circle, as background for the Chi-Rho symbolizes the Host.

The upper third of the shield is divided between the coat of arms of the Dominican Sisters of Hope (right) and that of the Marist Brothers (left) who had taught at the school from 1958 through 1987 and from 1993 to the present.

SCHOOL POLICY

Once students have met the necessary admission requirements and have been accepted in Our Lady of Lourdes High School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Our Lady of Lourdes High School is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Our Lady of Lourdes High School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Our Lady of Lourdes High School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Our Lady of Lourdes High School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Our Lady of Lourdes High School agree to and accept the school's rule and policy that students, parents and guardians may not

bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

CAMPUS MINISTRY/WORSHIP

Our Lady of Lourdes High School has a Campus Ministry Office staffed by a full time Campus Minister. The school chapel is located off of the main lobby of the school on the Boardman Road side of the building. The chapel is open before, during, and after school for prayer and reflection. Students are reminded that the Blessed Sacrament is present in the chapel at all times, and are asked to maintain an appropriate level of reverence and respect.

Throughout the year, the Lourdes community comes together to worship God through the Holy Sacrifice of the Mass. Attendance is mandatory for all, and students are expected to maintain a reverent and respectful attitude.

Among the many spiritual activities at Our Lady of Lourdes, students have the opportunity for frequent confessions, Stations of the Cross, recitation of the rosary, and Exposition of the Most Blessed Sacrament. Daily Mass is offered in our chapel each day at 7:25 a.m.

RETREAT PROGRAM

Our Lady of Lourdes has in place a Retreat Program. All students are expected to go on one mandatory retreat in their sophomore year. Additionally, sometime during their 4 years in attendance they are required to attend one additional retreat of their own choosing from an approved list provided by the school.

ACADEMIC REQUIREMENTS

DIPLOMA REQUIREMENTS

REGENTS DIPLOMA	REGENTS W/ADV. DESIGNATION
A. <u>REQUIRED COURSES</u>	A. <u>REQUIRED COURSES</u>
Religion 4 units	Religion 4 units
English 4 units	English 4 units
Social Studies 4 units	Social Studies 4 units
Science 3 units	Science 3 units
Mathematics 3 units	Mathematics 3 units
LOTE 2 units	LOTE 3 units
Fine Arts 1 unit	Fine Arts 1 unit
Health 0.5 units	Health 0.5 unit
Physical Educ. 2 units	Physical Educ. 2 units
Sequence/Electives <u>1.5 units</u>	Sequence/Electives <u>2 units</u>
Total 25.0 units	Total 26.5 units
B. <u>REQUIRED EXAMS</u>	B. <u>REQUIRED EXAMS</u>
English Comprehensive	English comprehensive
Regents Math A	Regents Math A
Regents Global Studies	Regents Math B
Regents U.S. History	Regents U.S. History
Regents Science	2 Regents Science
	Regents LOTE

WEIGHTED GRADES

The weighted grading system acknowledges those students who excel in scholarship and who are enrolled in more difficult subjects. The weighting system assigns a factor to the raw grade in each subject when averages are computed.

<u>Course</u>	<u>Weight</u>
Regents Courses	1.00
Honors Courses	1.03
College Courses	1.04
Advanced Placement Courses	1.06

A.P. Courses - Students who are approved by the respective departments are eligible for Advancement Placement classes. A student may take more than two A.P. courses in one year only with approval from the Assistant Principal. Any student in an A.P. class must take the A.P. examination to receive class credit.

Freshmen and Sophomores must take and pass 7 credits. **Juniors** must take and pass 6 credits, provided they have earned a minimum of 14 credits. **Juniors** electing 7 classes must pass all 7. **Seniors** must take a minimum of 5 classes, provided they have earned a minimum of 20 credits. **Seniors** electing more than 5 classes must pass all subjects.

Students are NOT allowed to drop any course once course selection week is over and signed course selection sheets are submitted.

FINAL COURSE AVERAGES

Full Year Courses - Grades for the four marking periods, the semester (mid-term) examination and final examination are averaged to produce the final course average.

Semester Courses - Grades for the two marking periods and the semester (Half-year /mid-term) examination are averaged to produce the final course average.

REGENTS COURSE PASSING REQUIREMENTS

Students taking a Regents course must take the Regents examination in that course. Credit is granted upon passing the Regents Course. Students failing the course and passing the Regents exam must attend summer school to pass the course. Students failing a Regents exam but passing the class for the year must retake the Regents Exam. Regents examinations are intended only as partial measures of achievement. With a few exceptions, the Regents examination is averaged into the final grade as the final examination for that class. No school examinations will be given for Regents classes.

HONORS FOR ACADEMIC EXCELLENCE

Those students on the Dean's List for the first three quarters of the year will be eligible to be inducted into the **Principal's Club**.

Each quarter, students with an average of 95 or above and no grade lower than 90, including physical education, will be eligible for the **Dean's List**.

Students with an average of 90 or above and no grade lower than 85, including physical education, receive **First Honors**.

Students with an average of 85 or above and no grade lower than 80, including physical education, receive **Second Honors**.

NATIONAL HONOR SOCIETY

All members must fulfill all of the following requirements:

Academics: Members must have a GPA of 90% (rounded). Senior and junior members must have an average of 90% by the end of the third quarter in order to receive their cords or pins at the awards ceremony. Sophomores must have a 90% GPA by the end of their sophomore year in order to be inducted as juniors the next fall semester.

Character: All members must abide by the school rules as set forth in the school handbook as well as obey civil laws.

Service: Senior members will be required to complete forty hours of service, juniors are required to perform 30 hours of service and sophomores are required to perform 20 hours of service. At least half of the service hours must be completed for the benefit of the school.

Leadership: Members must exhibit the quality of leadership and will be required to fill out a form to show this. All leadership projects must have a minimum of 5 hours of work.

ACADEMIC FAILURES

A mark of 65 or higher is passing. Students who score lower than this should discuss the failure with the teacher, parents, Guidance Counselor, and Assistant Principal for Academics in order to plan and implement corrective action. Students

will have two (2) weeks to satisfy an INCOMPLETE GRADE. If the incomplete is not made up by that time, a failing grade will be given. It is understood that all classes taken at Lourdes must be passed for the year. Any failures will be made up in Summer School. The only exception is for subjects not being offered in Summer School. If a student does not attend Summer School or fails the subject(s) in Summer School, he/she is not eligible to return to Our Lady of Lourdes.

Students failing three (3) or more classes for the year may not return to Our Lady of Lourdes High School.

ACADEMIC PROBATION/INELIGIBILITY

Students failing two (2) or more classes or possessing a failing cumulative average for two (2) or more courses at the end of a quarter are placed on academic probation. Students on academic probation must take corrective action to insure that their grades are improved. Students on academic probation are also required to have weekly progress reports filled out by their teachers, bring them home for parent/guardian signatures, and return the completed forms to their Guidance Counselor.

Students failing three (3) or more classes for two consecutive quarters may be required, along with their parents, to meet with the Academic Board and show cause why they should remain at Our Lady of Lourdes. The board will make a recommendation to the Assistant Principal for Academics who will notify the parents/guardian of the outcome of the review.

Students on academic probation for any quarter are ineligible to participate in extra-curricular activities and any school trips for the entire quarter. The Assistant Principal for Academics will issue an ineligibility report on the day after report cards are printed. Exceptions to the policy may be made for proms ONLY. Students who are ineligible may appeal their ineligibility for to the Assistant Principal for Academics after quarterly progress reports are issued.

The Progress Reports serve a dual purpose:

1. They present a warning that a student is failing a course midway through the quarter, reminding them that they are in danger of being ineligible to participate in student athletics and activities if they fall below eligibility standards.
2. They provide ineligible students an opportunity for reinstatement of eligibility. If an ineligible student demonstrates that at the progress report they are meeting eligibility standards, they can become eligible for the remainder of the quarter. These status reviews are conducted by the Assistant Principal for Academics, Athletic Director, and the appropriate Guidance Counselor.

Eligibility begins or ends with the report card issue date at the close of each quarter. Each quarter will establish eligibility for the next quarter. Each quarter is assigned a subsequent eligibility period as follows:

Quarter 1 - establishes eligibility for Quarter 2 (Mid-November to late January)

Quarter 2 - establishes eligibility for Quarter 3 (Late-January to Mid-April)

Quarter 3 - establishes eligibility for Quarter 4 (Mid-April to June)

Quarter 4 - Final Grades - establishes eligibility for Quarter 1 of the next year

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A student athlete who fails two or more subjects in Quarter 4 will be eligible to participate in the fall season but must submit a special progress report to the Assistant Principal for Academics after the first three weeks of classes in September. If a student is failing any subject on this special progress report, that student will be declared ineligible until the next regularly scheduled progress report. If the student is not passing all subjects on the regularly scheduled progress report, he/she shall be ineligible for the remainder of Quarter 1.

UNETHICAL & IMMORAL BEHAVIOR: CHEATING/ PLAGIARISM

Cheating and plagiarism contradict everything for which Our Lady of Lourdes stands. These behaviors are detrimental to the student's academic, emotional, and spiritual development. CHEATING involves giving or receiving help on any exam; sharing or copying homework; storing information on an electronic device to be used during an exam; having or sharing prior knowledge of any question on an exam. PLAGIARISM is defined as the use of or passing off as your own, the ideas or writing of another. Plagiarism may be accidental or intentional, but ignorance of what constitutes plagiarism will not be considered an excuse.

Plagiarism includes, but is not limited to, the following:

1. Word for word plagiarism: using the exact words of a source without the required citation.
2. Paraphrase plagiarism: changing or rearranging the words of a source and presenting this as the student's own work.
3. Spot plagiarism: using key words or phrases from a source without citation.
4. Buying, stealing, copying, borrowing, or downloading words from a source without acknowledging that source.
5. Hiring someone to write for the student.
6. Submitting work done for one teacher and re-submitting it to another teacher without permission from the first teacher to whom the work is being submitted.

Source material includes, but is not limited to, the following:

1. Printed material, or material obtained from electronic devices
2. TV programs, musical scores, works of art
3. Personal conversations and interviews, speeches, lectures, or public appearances.

Penalties:

1. Students cheating on a homework assignment will receive a zero for the homework grade. Repeat offenses could result in parental notification or referral to the Assistant Principal for Academics. Students found cheating on a test will receive a zero for that grade. This will result in parental notification and referral to the Assistant Principal for Academics. Students caught cheating on a final exam will receive a zero for the exam and will be referred to the Assistant Principal for Academics. This may result in a loss of credit for the course.
2. The penalties for plagiarism are severe; they are described in the special publication on plagiarism which is distributed to all students. Since parents, as well as all students, are made aware of our policy, we do expect that parents will support our efforts to prevent any use of this form of illegal and unethical behavior.

HOMEWORK POLICY

Each student should devote at least two hours daily (exclusive of class time) to written and study assignments. Students must accept the fact that frequently they will have assignments that may take more than this time. It is assumed that when no written assignment is given in a subject, the student is expected to spend a reasonable amount of time reviewing the day's lesson, studying and reviewing class notes, and preparing for the next day's lesson. Considering the number of classes a student is required to take, there is never a time when a student "has no homework."

INTERNET AND COMPUTER

The school has an Internet Acceptable Use Policy which each student, along with a parent or guardian, must read and acknowledge acceptance of by signing the handbook so a student can access the Internet at school. The Internet Acceptable Use Policy governs the conduct and responsibilities of each student while they are at school and/or utilizing school computer facilities, codes or sites. It is the expectation of this school, however, that student behavior when using the Internet will be exemplary both on and off school grounds. A Catholic school student always represents [his or her] school and the school community. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, cyberbullying, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet (or other technological medium or device) regardless of the time of day or the student's location. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website or blog that is of a nature which is threatening, profane, obscene, sexual, illegal, that defames another person or contrary to the Catholic mission of the school, will be subject to disciplinary action by the school.

Listed below are the behaviors expected from all students who will use the Internet and computers.

- A. Follow the directions and procedures of the teacher.
- B. Use the internet for educational purposes only, no games, no chat rooms, no instant messaging or text messaging.
- C. Observe the copyright laws regarding software, information, and authorship.
- D. Engage in legal activities only.
- E. Access material related to educational purposes; nothing that may be considered inappropriate or offensive by users, parents, teachers, or administrators.
- F. Do not purchase or bid on any commercial services or items.
- G. Do not place abusive or objectionable material on the internet.
- H. Do not engage in vandalism; that is, any attempt to harm, modify, and destroy data of others, or uploading or creating computer viruses or damaging hardware.
- I. Do not receive, transmit, or make available to others messages or materials that are racist, obscene, offensive, abusive, harassing to others, or sexually explicit.
- J. Do not change, in any way, the settings on the computer established by the teacher or librarian.
- K. Do not send anonymous messages, attachments, or files.

- L. Do not create web pages.

A student's failure to follow this policy will result in loss of the privilege to use the Internet and the school computers. When a student signs the compliance to the handbook regulations they are also signing this Internet and computer policy.

STUDENT SERVICES

GUIDANCE

Guidance personnel are available to assist the Lourdes student in profiting from the educational experience of Our Lady of Lourdes High School and to help the student plan realistically for the future. The Guidance program is designed to help students in the course selection, test interpretation, academic difficulties, and career planning, as well as to aid them in clarifying and overcoming personal and familial difficulties, which may impede their personal, social, and vocational development.

GUIDANCE APPOINTMENTS

The guidance counselor will issue a pass to the student. If the appointment is during a regularly scheduled class, it is the responsibility of the student to inform his/her teacher of the appointment by presenting the guidance pass to them before the beginning of class.

HEALTH OFFICE

When ill or injured, students should inform their teacher immediately and then report to the School Nurse located in the Health Office. The Health Office is located on the 1st floor, to the left of the student bus entrance.

A Registered Nurse is on duty to help students with their health problems. If a student needs to see the nurse, there are certain procedures to be followed. A student should:

- A. Come for first aid immediately following an injury.
- B. Get a pass from the subject teacher to see the nurse during school hours.
- C. Be sure an accident is reported to the faculty member in charge of the activity at the time of the accident so that he/she can file a written accident report in the Nurse's Office.
- D. Pick up accident insurance claim papers from the school Finance Office when a claim must be filed with the school insurance company.
- E. **Medication** - If it is necessary for a student to receive any medication during school hours, the following must be done:
 - 1. There must be a written request from the parent.
 - 2. There must be a written request from the physician to the school nurse. It must contain the following information:
 - a. Name of student
 - b. Name of drug
 - c. Illness for which drug is being given
 - d. Directions (amount and frequency of dose)
 - e. Name and signature of physician
 - 3. The medication should be delivered directly to the

- nurse by the parent.
4. The medication should be clearly labeled and have the student's name on it. The medication should be safely locked in a drawer or file cabinet in the health office.
 5. The nurse will administer the medication. The medication should be administered in the health office.
 6. Medication requests must be renewed at the beginning of each school year and as needed.
 7. With proper written authorization from a doctor or primary health care provider, a student may carry and self-administer Inhaler medication.
- F. All excuses from P.E. class must go through the nurse's office.

The nurse cannot legally dispense any internal medication to students unless the above instructions have been fully carried out.

STUDENT AND PARENT RESPONSIBILITIES

A basic goal of Our Lady of Lourdes High School is that students learn to base human relations on Christian principles of justice, service, and love. The highest priority is given to the students' spiritual development, happiness, and productivity. Students are expected to accept responsibility to grow in character, to respond to advice and suggestions, and to learn to accept school rules as expressions of mutual freedoms and responsibilities.

It is the duty of the students, parents, and school to create a social climate which is characterized by courtesy, honesty, and pride in one's work, and is conducive to the exercise of respect for others and their property. Through well-formed policies and procedures, the students will be educated to develop responsibility and self-control.

Parents, guardians, students, or other such persons are expected to refrain from insulting or physically or verbally abusing any teacher, coach, administrator, or other employee of the school, either on or off school grounds. If a parent/guardian wishes to speak to a teacher or administrator, they are encouraged to call the school in order to make an appointment at a mutually agreeable time. If a parent/guardian seeks further recourse, they may, after meeting with the teacher, make an appointment with the appropriate administrator.

STUDENT BEHAVIOR

Lourdes students are expected to demonstrate Christian behavior both on school grounds as well as off school property. We believe that the four high school years represent a period of crucial physical, emotional, intellectual, and spiritual development. We recognize, also, that students' reactions to the adolescent period vary: some students cope successfully with the changes and challenges, while others find this period in life more difficult. To help all students develop an attitude of responsibility for their desires and actions as they seek individual and group satisfactions, we believe that guidelines and steps in disciplinary procedures are necessary. In establishing those guidelines and procedures, we recognize that all disciplinary situations cannot be handled in exactly the same manner. Often there will be circumstances that will necessitate variation in procedure. However, stated guidelines and recommended steps in procedures will lead to

relative consistency as we work with students on matters of discipline. The code of conduct is intended to provide an understanding of the behavior patterns expected of our students and the procedures used in maintaining that standard of conduct. It is likewise expected that a student's behavior off school property will be dealt with as though it occurred in the building. Students in trouble with the legal authorities will be subject to school discipline.

TRANSFER STUDENTS

It is understood that any transfer student will be accepted at Lourdes for a one-semester period of academic/disciplinary probation. A review of studies and overall behavior will be done during the semester and a decision to continue the student or remove him/her will be made.

ATTENDANCE

Regular and punctual attendance for school and class is essential if a student is to realize his or her potential. Therefore, students are expected to be present and actively involved in class every day. If a student exceeds five (5) absences from any class in a quarter, the student may incur a grade of 60 for the quarter and is subject to disciplinary action. All extenuating circumstances, including medical notes, are subject to Administrative review. The Principal will make the final determination on any exceptions to the five (5) absences rule.

According to the New York State Attendance Code, there are six reasons for an excused/legal absence:

- 1) Personal illness or death in the immediate family
- 2) Extremely bad weather
- 3) Impassable roads
- 4) Recognized religious holidays
- 5) Required attendance at court
- 6) Quarantine

If a student is absent from school, a parent or guardian must report the absence to the attendance office on the day of the absence, between the hours of 8:00 a.m. and 9:00 a.m. This must be done by calling the school at 845-463-0400 ext. 1126. For any type of absence or lateness to school, the student must provide a note on the day he/she returns to school. For each day that the student fails to provide the school with a note, that student will receive three demerits. These demerits will not be removed under any circumstances. The note must indicate the days and dates of absences. It is not permitted to report an absence by sending a note to school with another student. Notes written by the student are considered illegal and will result in a one-day in-school suspension. No student will be admitted to class without securing the proper attendance pass from the attendance office. For absences of (3) days or more, a note from a physician is required along with the parent note.

If a student is late to school (and/or dismissed early) five (5) or more times for any reason in a given quarter, the student is subject to disciplinary action. Also, if a student is late to school (and/or dismissed early) ten (10) times within a year, it equals one absence.

In the case of any type of absence, the student will assume complete responsibility for all work missed during his/her absence. Any student who wishes to attend a funeral for someone other than a family member must present a note from his/her parent or guardian to the attendance office **prior to the day of the funeral**. No student will be excused on the day of the funeral with a phone call from a parent or guardian. No student is permitted to absent himself/herself from school on the presumption that the absence will be excused by a note from a parent or guardian when the student returns to school.

A student who is absent from school may not attend any social function or participate in any extracurricular activities, including athletic events, on the day of the absence.

An unexcused absence for vacations, reunions, parent or family business is not a legitimate absence and will be penalized.

EARLY DISMISSAL

Students who find it necessary to leave school because of illness must wait in the nurse's office until a parent/guardian comes to pick them up. Parents must come into the main office and then proceed to the attendance office where they will sign their child out. The child will be called from the nurse's office and sent down to the attendance office. A student who requests permission to leave school for reasons other than illness (example: doctor or dentist appointment) must present a note to the attendance office stating the date, time of dismissal and the reason for leaving. If students are driving themselves, they must present the white pass given to them by the attendance office to their teacher and then proceed to the attendance office to sign out. If students are being picked up, they are to wait in their classroom until they are called for. Students will be called down to the attendance office when their parent/guardian arrives. A parent/guardian picking up their child must come into the main office and then proceed to the attendance office to sign their child out. In addition, a student must present a note from the doctor/dentist upon his/her return to school.

In the event of an unexpected, school wide early dismissal, if the parent/guardian arrives early to pick up their student, the parent/guardian must come into the main office to sign the student out.

A student who leaves school before 12:15 p.m. may not attend any social function or participate in any extracurricular activity, including athletic events, on that day, without the permission of the Deans of Students.

LATE TO SCHOOL

Students are expected to report to school on time. Any student arriving after 8:15 am is late. Notes from parents are required upon the student's arrival at school explaining the lateness. If a parent is not available to write the note on the day of the lateness, a phone call must be made to the Attendance Office by the parent with a note to follow the next school day. Students coming from a medical appointment must have a note from the doctor, on the doctor's stationary, to verify the lateness. The administration will decide if a lateness is excused.

A half-day absence will be credited to the student who arrives after the start of 3rd period. A student who reports to school after 9:45 a.m. may not attend any social function or participate in any extracurricular activity, including athletic events, on that day, without the permission of the Deans of Students. Students who drive to

school may lose their driving privilege for a period of time if they have excessive lateness in a marking period. Inclement weather means that students should start out earlier to avoid being late or driving at unsafe speeds.

COLLEGE VISITS

Seniors and second semester juniors are permitted 3 out-of-school college visits during the academic year, September through May. We encourage all students to use vacation and school holidays to make college visits. To obtain permission for a visit on a school day a letter from a parent must be brought to the Director of Guidance at least one day before the visit explaining where the student is going and with whom. Phone or voice-mail messages will not be accepted as legitimate excuses. This letter will be submitted to the attendance office. Verification of the visit, on the college's letterhead, must be returned to the Director of Guidance within one day after the visit. **NO COLLEGE VISITS WILL BE PERMITTED AFTER THE END OF MAY.**

MAKE-UP ASSIGNMENTS

It is the responsibility of the student to obtain any assignment(s) missed during an absence. He/she should contact a fellow student or consult the school website. Only in prolonged absences (more than 3 days) should the parent contact the school to obtain missed class and homework assignments. If a student will be out of school for a prolonged absence because of illness or tragedy (not because of vacation) a request for work to be done at home can be made through the Guidance office. All missed work should be made up within five (5) class days upon the student's return to school. If work is not completed within five (5) class days, the teacher may give a grade of 'F' (0) for the incomplete assignments.

Students who are on homebound instruction and require assignments from their teachers should coordinate these requests between their home school districts and the Guidance office.

LATE TO CLASS

Students must be in the proper classroom when the bell rings at the start of each period. Any student who is not in his/her classroom when the period begins is considered late. Failure to report to class on time will result in demerits. Students who are repeatedly late to class may be referred to the Dean of Students. There are no late passes issued from the attendance office, main office, nurse's office, or the Dean's office for being late to class.

CUTTING CLASS

Any student who cuts class will receive ten (10) demerits and an additional detention. The student will also be given a grade of (0) which is the equivalent in point value to a test grade for the class cut. A second offense will warrant an in-school suspension or possible further disciplinary action.

TRUANCY/LONG TERM ABSENCE POLICY

A student is truant if he/she is absent from school without the knowledge and consent of a parent or guardian. The Dean of Students will contact the parents/guardians. Truancy will result in automatic suspension by the Dean. A second offense will be subject to further disciplinary action.

DISCIPLINE PROCEDURES

When a student's behavior becomes a problem in school, the teacher or administrator will point out the error in the behavior. If the student's behavior does not improve the parents/guardian will be notified. As warranted, any of the following discipline procedures can be put into effect.

1. The Demerit System

- A. A numerical Demerit System is used to reinforce school-wide rules.
- B. School-wide rules are posted in classrooms throughout the building.
- C. Demerit slips may be written by any teacher and/or staff member for the infraction of a school-wide rule.
- D. The Dean of Men/Women will assign demerits for the infraction and return the demerit slip to the Homeroom teacher
- E. Homeroom teachers will distribute the demerit notice to the student. The Deans retain the hard copy of the demerits assigned.
- F. Those students who accumulate 10 demerits are assigned an After School Detention and the parents/guardians are notified by mail.
- G. Once a student reaches 30 demerits and is assigned a 3rd detention, the detention will be held on Saturdays from 8:00-11:00 a.m., spent in school service. A \$25 fee is required. Any additional assigned detentions will be held on Saturdays.
- H. If a student accumulates 30 demerits, a conference is required with his/her parents along with the Deans of Students. It is incumbent upon the parent/guardian to contact a Dean to schedule an appointment. If a student accumulates 60 demerits, a conference is required with his/her parents along with the Deans of Students and the Principal. It is incumbent upon the parent/guardian to contact a Dean to schedule an appointment. Additionally, the student will be placed on a Disciplinary Contract. Students are no longer eligible for Merit Plan once a student reaches 60 demerits. Once a student reaches 60 or more demerits, that student may lose all extracurricular activities, including, but not limited to club activities, athletics, dances, proms, etc.
- I. Students accumulating excessive demerits/detentions will have their records reviewed by the Administration throughout the year. Excessive demerits/detentions may lead to more serious disciplinary actions.
- J. Questions regarding demerits and detention assignments should be referred to the Dean of Men/Women.

2. The Merit Program

Students may apply for the Merit Program in order to work off demerits. Students may pick up an application in the Dean's office. After the Deans accept the application the student must remain demerit free for 10 school days. At that time the student may begin to work off demerits.

3. Disciplinary Actions

A. Detention

The detaining of students for disciplinary reasons may take one of two forms:

1. Teacher Detention

A teacher may have a student report at the teacher's convenience for correction of misconduct or infractions of classroom rules. Those students who do not attend a teacher assigned detention will be assigned an after-school detention by the Deans.

2. Administrative Detention

Formal detention conducted after school by the Deans. Parents will be notified of detention by mail. Student detention lists will be posted throughout the building. Detention is held on Mondays and Thursdays from 2:40-3:40 p.m. and Saturdays from 8:00-11:00 a.m. in a classroom to be announced. After school employment and/or extracurricular activities are not sufficient reasons for missing detention. Failure to report to detention will result in more serious consequences.

B. Suspension

An infraction of the school rules may be serious enough for the Principal to suspend a student from classes until a conference with the parents/guardian can be arranged.

A suspended student is one from whom the privilege of attending school or school related activities has been temporarily withdrawn as a disciplinary measure. Suspension may be in or out of school at the discretion of the Principal.

A suspended student is personally responsible for any missed schoolwork. All assignments must be submitted the day they return to school. If a student misses a test while on external school suspension, the student must make arrangements with his/her teachers to arrange for a make-up. The student will also be placed on a Disciplinary Contract (see item C. below). Also, the student will be required to do two hours of certifiable community service for each day that the student is on external school suspension. This must be completed within 30 days of the student's return to school. Additional infractions of school policies may result in being dismissed from the school.

Certain infractions render a student liable to suspension and possible expulsion from school. These include:

1. Bringing public disgrace on the school
2. Rowdy conduct unbecoming or detrimental to the school
3. Insolence to a teacher or administrator
4. Flouting school authority or rules
5. Truancy
6. Disregard for rules on dress, alcohol, or narcotic substances
7. Illegal absence
8. Frequent lateness and numerous detentions
9. Cutting detention
10. Rebellious or negative attitude towards school authorities and regulations
11. Intimidation
12. Damage to school property
13. Fighting
14. Forgery
15. Texting--inappropriate language and/or pictures

C. Discipline Probation Contract

A student whose attitude or actions warrant very serious attention may be placed on a Discipline Probation Contract. The Probation Contract means that the student is in imminent danger of being dismissed from the school. A student on a Probation Contract may be required to meet with the Dean or a Guidance Counselor weekly.

D. Expulsion

Expulsion is dismissal from school for grave and severe reasons. Certain offenses may involve dismissal from the school. These may include:

1. Striking a teacher
2. Gambling
3. Stealing
4. The carrying of weapons
5. Possession or use of fireworks
6. Obscenity
7. Setting false fire alarms
8. Bomb threats
9. Inciting mob action
10. Extortion
11. Sexual or physical harassment of any kind
12. Discrimination
13. Possession, use or sale of alcohol or narcotics in school, on school grounds, or at school related or sponsored affairs
14. Violation of the internet policy

SCHOOL POLICY ON ALCOHOL, DRUGS, AND NARCOTIC SUBSTANCES

1. Any student providing, distributing, selling or "pushing" alcohol, drugs, steroids or narcotic substances in any form may be expelled from the school and may be subject to arrest by the Police Department.
2. Any student found with alcohol, drugs, steroids or narcotic substances in their possession, in their locker or in their car may be subject to expulsion and may be subject to arrest by the Police Department.

For any student who has been using alcohol, drugs, or narcotic substances, if the student voluntarily brings this information to the attention of school authorities, the school, through its guidance program and the school doctor or nurse, will try to work with the student in helping the student overcome this problem.

SCHOOL POLICY ON HARASSMENT AND SEXUAL HARASSMENT

Our Lady of Lourdes High School is committed to providing an educational environment that is free of harassment. Harassment is fully against the teachings of Jesus Christ and the Catholic Church and is therefore unacceptable. It will not be tolerated in any form. Further, it is a violation of this policy to condone harassment by another person. To condone harassment means to participate in such behavior by inciting, encouraging, fostering or otherwise giving support or approval to the harassment. To remain silent in the presence of harassment is also to condone it and a violation of this policy. Also prohibited is any retaliation

against a person because he/she complains of being harassed or assists a school investigation of harassment. Any intimidation, coercion or other attempted interference with an investigation of a harassment complaint will carry serious disciplinary consequences. The school will take seriously all complaints of harassment, the condoning of such harassment or retaliation and will have each such complaint thoroughly investigated.

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature. This includes student conduct at school related activities and their conduct on buses and any means of transportation to and from school or school related activities. Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined on a case-by-case basis. The following, though not meant to be inclusive, suggests examples of language and conduct which all members of the school community are warned to avoid: Comments to, or about, any students appearance; any sexually offensive verbal or written forms of communication; any physical contact of a sexual nature; sexually suggestive sounds or gestures; display of objects, posters, or pictures of a sexual nature.

All other forms of harassment are equally unacceptable and will not be tolerated. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members. Any student who believes that he/she has been subjected to harassment or sexual harassment, in any of its forms, or has witnessed such harassment to another person, should immediately report the incident to the principal or any other administrator. An investigation will immediately take place.

Any student found to have harassed/sexually harassed another individual is subject to disciplinary actions, up to and including expulsion from the school. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student because he/she has reported harassment will also result in disciplinary action, up to and including expulsion. Any student found to have condoned harassment by another might, depending upon the extent of their participation, be subject to disciplinary action. Any and all students involved in harassment of another individual are subject to the legal consequences as well as school actions.

It is the student's responsibility to conduct him or herself in a manner that contributes to a positive school environment.

DRESS CODE

Our Lady of Lourdes High School maintains the right to establish a policy of dress for its students. The school's dress code is designed to establish habits of neatness, good grooming and hygiene that reflect the standards of the community. By its dress code, Our Lady of Lourdes also attempts to create an appropriate atmosphere conducive to learning.

A student not adhering to the dress code will be barred from classes until compliance is met or until he/she notifies a parent or guardian to come and pick him/her up or bring appropriate attire for him/her to wear. It should be clear that

the final decisions in any dress code matter rests with the Deans of Students who have full authority to act in the name of the Principal.

As a private school, we reserve the right to set the dress and hair policy which conforms to our philosophy and objectives. We urge parents to monitor clothing worn to and from, as well as in, school. All school uniforms should be cleaned regularly and replaced when no longer presentable.

GENERAL NOTES:

- A. The dress code is in effect at all times, including the arrival and departure from school.
- B. Ripped or torn uniform clothing may not be worn at school. Ripped or torn school fleeces, school sweatshirts, or team apparel may not be worn on those days designated for the privilege of wearing such apparel.
- C. Warrior Fridays: Every first Friday of the month will be "Warrior Friday". This will be a privileged opportunity extended to show one's school spirit but is not a "free dress" day. Clubs, athletic apparel, Lourdes-issued sweatshirt or fleece will be permissible. Proper school uniform will be required under the club or athletic shirt, uniform or sweatshirt.
- D. Extremes in dress, jewelry and personal grooming are to be avoided at all times. If a question arises as to whether or not a certain manner of attire or ornamentation is in keeping with the code, the Dean of Students, acting for the Principal, will resolve the question.
- E. Failure to observe the following guidelines will exclude a student from attending his/her regularly scheduled classes.

The dates for the fall/spring uniform are 1st and 4th quarters. The winter uniform is to be worn during 2nd and 3rd quarters. Both boys and girls dress codes include regulation school pants. These pants will carry a school logo on the pocket. Regulation school vests/sweaters are required for all grades. School uniforms are to be purchased at the uniform company Li'l Darling. OLL polo shirts, senior sweatshirts and gym uniforms are available in the Bookstore.

Students not adhering to the dress code will be issued demerits.

GIRLS DRESS CODE The basic attire for girls consists of:

- 1. School Uniform Blouse
 - A. Oxford style (button down collar) colors: white, blue, pink, yellow
 - B. Only short-sleeved **white** T-shirts (no printed T-shirts with logos etc.) may be worn under the blouse. All blouses must be tucked in at all times.
- 2. Regulation School Uniform Pants
 - A. Colors: Navy or Tan
 - B. Pants must fit properly and be worn at the waist.
 - C. Pants should not have slits or be cut at the bottom.
 - D. Black or brown solid color dress belts, of simple design, are required with uniform pants.
- 3. School Skorts
 - A. Skort colors are navy and khaki.
 - B. Skorts should be worn no higher than 2" above the knee (measured from the top of knee).
 - C. All must be hemmed. Cut off or frayed skorts are NOT permissible.

- D. Students in violation of the skirt regulations may be required to wear school pants only.
4. Shoes
- A. All students are required to wear uniform shoes. The exclusive distributor of these shoes is: CO-ED Uniform Company, (201)796-4220, www.coeduniform.com.
 - B. Hosiery must be worn at all times and seen at the ankle. Only solid colors (black, blue, white, maroon, grey, or tan) are permitted. Open weave, including fishnet, are not permitted.
5. Lourdes Sweater/Vest
- A. The Lourdes sweater or Lourdes vest must be worn over the oxford blouse. This is a mandatory part of the winter uniform.
 - B. Colors: Navy, Maroon or Grey
 - C. The seniors have an option/privilege of wearing the Lourdes-issued senior sweatshirt throughout the whole school year. The school sweatshirt can be purchased in the Bookstore.
6. No faddish hairstyles (cut, color, etc.), excessive or faddish makeup (e.g. black) will be permitted. The Dean will determine whether a particular hairstyle or color is appropriate.
7. Girls may wear appropriate earrings but are not permitted any other jewelry associated with body piercing. Tattoos are prohibited.
8. The fall/spring uniform for girls allows the wearing of the school polo shirt in place of the school sweater and blouse. Polo shirts do not have to be tucked in but may not be oversized and of excessive length. The approved colors, which can be purchased in the bookstore, are navy, royal and white. Only the **current** design can be worn.

BOYS DRESS CODE The basic attire for boys consists of:

1. School Uniform Shirt
- A. Oxford style (button down collar) colors: white or blue
 - B. Only white T-shirts may be worn under the shirt. No printed T-shirts with logos, etc., may be worn.
 - C. All oxford shirts must be fully buttoned and tucked in at all times.
 - D. Ties must be worn with the Oxford shirts. No bowties allowed. Ties must be worn appropriately.
2. Regulation School Uniform Pants
- A. Colors: Navy or Tan
 - B. Pants must fit properly and be worn with a belt at the waist.
 - C. Pants should not have slits or be cut at the bottom.
 - D. Black or brown solid color dress belts, of simple design, are required with pants.
3. Shoes
- A. All students are required to wear uniform shoes. The exclusive distributor of these shoes is: CO-ED Uniform Company, (201)796-4220, www.coeduniform.com.
 - B. Socks must be worn at all times and must be seen at the ankle.
4. Lourdes Sweater/Vest
- A. The Lourdes sweater or Lourdes vest must be worn over the oxford shirt and tie. This is a mandatory part of the winter uniform.
 - B. Colors: Navy, Maroon or Grey

- C. The seniors have an option/privilege of wearing the Lourdes-issued senior sweatshirt throughout the whole school year. The school sweatshirt can be purchased in the Bookstore.
- 5. Boys are to be clean-shaven at all times. Hair must be well groomed, may not be lower than the bottom of the ear or cover the eyes, and may not hang below the collar at the back.
 - A. No faddish hairstyles (cut, color, etc.) will be permitted.
 - B. Dyeing of hair in any form is not permissible.
 - C. Sideburns are to be no lower than the bottom of the ear.
- 6. Boys are not permitted to wear earrings or any other jewelry associated with body piercing. Tattoos are prohibited.
- 7. No hats may be worn inside the building.
- 8. The fall/spring uniform for boys consists of regulation school uniform pants and a school polo shirt. Polo shirts do not have to be tucked in but may not be oversized and of excessive length. The approved colors, which can be purchased in the bookstore, are navy, royal and white. Only the **current** design can be worn.

EXPECTATIONS

AFTER SCHOOL SUPERVISION

In order to effectively supervise students after school, the cafeteria will be open and supervision will be provided for any students waiting for practice, rides home, etc., from 3:00 – 5:00, Monday through Friday. If a student is not in a supervised activity, they must be in the cafeteria. All students that are not in a supervised activity should be picked up by 5:00. Please note on half-days there will no after school supervision.

BUSES

Students should be courteous and considerate on buses. The bus driver is the responsible authority in charge of the school bus, and requires from the student, as a passenger, courtesy and consideration for himself/herself and fellow passengers. Students can contribute to safety if they obey the bus driver, remain in their seat until the bus has stopped and keep their conversation at a normal level. The privilege of riding the bus can be withdrawn from any student who consistently abuses rules of safety and courtesy. In dealing with bus behavior problems, the administration of Lourdes will view the driver in the same light as a teacher and will support the driver in handing out punishment or bus suspension.

For the most part transportation is provided by local school districts; however, in the exceptional circumstance that transportation is not provided, it is the responsibility of the parent/guardian to see that they students are brought to school.

CAFETERIA

The following guidelines apply to cafeteria use.

- A. No food or drink is to be brought beyond the cafeteria area.
- B. Tables are to be left clean. This is everyone's responsibility.
- C. No student is allowed in the Gym area during lunch/free periods
- D. No student is to go to lockers, go upstairs, or stay in corridors during the lunch period.
- E. No students are allowed to leave school grounds.

CELL PHONE & ELECTRONIC DEVICES POLICY

The Administration recognizes that many students have cell phones for emergency contact with parents or to arrange rides home after school and practice. Cell phones are to be kept in the student's locker during the school day (8:00-2:30). They are not to be carried around in school. If a parent needs to get in touch with a student in an emergency, they should call the main office to get the message to the student. Phones in the locker should be turned off and not able to ring. If a student disregards these regulations, phones carried or used will be confiscated and an automatic 5 demerits and a detention given. Parents must call the Dean's office before a confiscated phone will be returned. Student will be required to pay a \$10 fine.

The use of electronic devices (e.g. portable music players, cameras or camera phones) is not permitted to be used during the school day. Devices used during the school day will be confiscated and returned only after informing the student's parent/guardian. Students are not permitted to bring sound and/or video equipment to school unless they are to be used as part of class projects and permission has been given by the Deans. Items brought in violation of this policy will be confiscated and held by administration for an indefinite period. Student will be required to pay a \$10 fine.

The Administration reserves the right to ban or prohibit the carrying/use of any item which it deems might be disruptive to the good order of the school.

FIRE DRILLS/LOCKDOWN DRILLS

Students are instructed to maintain COMPLETE SILENCE during all fire/emergency exercises. Students are expected to be aware of all exit routes. Students must walk swiftly, maintain silence, and listen for directions.

FIRE EXTINGUISHERS AND EQUIPMENT

All fire fighting equipment is checked periodically in order to be ready for any emergency. Students MUST NOT handle the equipment unless an emergency has arisen.

HALL PASSES

No student is to be in the hallways during regular class periods without a pass.

LOCKERS

Lockers are available to students and assigned at the beginning of the school year. The school assumes no responsibility for the safeguard of articles left in the lockers. The lockers are not designed for maximum security. Students are urged not to place valuable items in lockers for safekeeping. All lockers must be kept clean and in an orderly fashion. No inappropriate pictures or signs may be displayed on the inside or outside of lockers. Students are not to go to their lockers during class time.

Lockers are the property of the school and are under the direct control and supervision of the administration. The administration may inspect lockers, their contents, and personal belongings of the students at any time at its discretion. All students must use the assigned locker during the school year. Locker changes may only occur when permission has been granted by the Administration.

For the purpose of proper security, it is mandatory that lockers be locked and that only key controlled school issued locks be used for each student's hall and gym lockers. The gym locker is not to be used to store P.E. clothes and sneakers but only as a place to keep the regular school uniform while participating in P.E.

PARKING PERMITS

Students who wish to park in the school provided parking lot must purchase a school parking permit and sign a parking permit contract. All violators are subject to fines and/or towing charges.

PROTECTION OF PERSONAL PROPERTY

The school will not assume responsibility for the protection of personal property. All books and other personal objects should contain the student's name and should be stored in a locked locker when not in use.

PROPERTY

All property adjacent to Lourdes is off limits at all times to Lourdes students.

SCHOOL DANCES

Attendance at school dances is a privilege, not a right. Tickets are sold only in school, never at the door for any reason. Seniors attending in-school dances and juniors and seniors attending the proms may bring a non-Lourdes guest if they complete the proper form from the Deans. Each senior is responsible for the behavior of their guest. Students who withdraw from Our Lady of Lourdes High School may not attend school events. Students who do not comply with the stated dress code for dances will be refused admission. Students are referred to the sections of the handbook on discipline and regulations. All school rules and regulations are in effect at dances/proms as well as all school functions. No student or guest will be allowed to return to the dance/prom once they exit. Our Lady of Lourdes High School reserves the right to deny admission to any student to school proms or dances.

SMOKING

OLL is a smoke free campus. The administration has prohibited smoking on school grounds or property adjacent to the school, and in the school building. Tobacco products are not permitted on campus. Students in violation of this policy will be suspended.

SNOWBALLS

The making and throwing of snowballs is prohibited.

VANDALISM

Parents are financially responsible for all damage to equipment or plant caused by their sons and/or daughters.

GUM POLICY

Gum is not allowed anywhere on campus. Students will receive five demerits for each offense.

DISPLAYS OF AFFECTION

Displays of affection are considered inappropriate behavior on campus. An automatic five demerits will be issued to the students involved.

INAPPROPRIATE LANGUAGE OR SIGNS

Students must use appropriate language at all times. Students using or writing profane, obscene, vulgar or otherwise inappropriate language will be disciplined.

REGULATIONS

ELEVATOR

No student is allowed to ride the elevator at any time without proper authorization.

LOST AND FOUND

Items found around the school are turned in to the Attendance Office.

SCHOOL CANCELLATIONS AND EARLY DISMISSAL

In case of inclement weather, if OLL must delay opening or close, an announcement will be made to that effect on many area radio stations as early as possible in the morning of the closing. It will also be posted on the school telephone recording and website (www.ollchs.org).

TEXTBOOKS

The textbooks used at Our Lady of Lourdes are received from the various public school districts and are the property of these school districts and on loan to non-public school students on a year-by-year basis. An accounting must be kept of these books every year and forwarded to them. Textbooks are distributed to the students each September and every student will be responsible at the end of each school year to return that book or be charged by the respective school district for the cost of a new book. Should a book be lost or damaged during the year, the student will be responsible for paying for the replacement. Students who lose a book during the school year should check with the Main Office for possible recovery or to obtain a lost textbook request form and further instructions in order to obtain the necessary textbook. All textbooks are to be covered.

VISITORS

All visitors must report to the Main Office. Only persons who have official business with the school will be permitted to be on the school campus during school hours. Casual visitors are not permitted. Limited exceptions will be made with the approval of the Administration.

SCHOOL TRIPS, FIELD TRIPS, ATHLETIC TRIPS

In order to participate in a field trip, students must have a written parent/guardian consent note. Participation is a privilege, not a right. A student's academic and disciplinary record will be subject to review and students who have demonstrated their inability or unwillingness to cooperate and obey rules either in school, or on previous field trips, will jeopardize their opportunity to attend. Students are reminded that, while on a field trip, they are subject to the same rules of conduct and consequences as apply while they are in school. Students represent Our Lady of Lourdes High School when they go on a trip. Students on overnight trips who do not conform to the rules of conduct may be subject to return home by the most appropriate public transportation at parent or guardian expense. It is the parent's responsibility to come and provide the escort home for their student. If this proves impossible then they must bear the expense of the fees required for one of the chaperones to escort the student home.

Any student absent from class because they have gone on an authorized athletic event, field trip or school trip is held responsible for:

1. Handing in any homework assignments due on the date of absence, before leaving on a trip, if a teacher so requests.

2. Finding out and preparing on time, the homework assignments due the day of returning to class after being absent.
3. Completing exams or quizzes according to the time-line established by the teacher.

EXTRA-CURRICULAR ACTIVITIES

CLUBS AND ACTIVITIES

There are a number of clubs already well established at Lourdes. Some of these clubs are academically centered and many others are not. If a certain club does not exist, and a group of students show enough interest in that activity, they should address their ideas to the Student Council Class Officers or Executive Board for additional information and help. Some of the clubs already established are: Pro-Life Club, Art Club, Chess Club, Writer's Club, Math Team, Drama Club, Warrior (School Newspaper), Lourdean (School Yearbook), Student Council, National Honor Society, Ski Club, Campus Ministry, Foreign Language Club, Environmental Club.

SPORTS PROGRAMS

A wide variety of interscholastic sports are offered for all Lourdes students. The following sports are offered:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball*	Baseball*
Football*	Cheerleading*	Track
Volleyball*	Swimming (Boys)	Softball*
Tennis (Girls)*	Bowling	Golf
Soccer (Boys/Girls)*	Fencing	Crew*
Cheerleading*	Winter Track	Tennis (Boys)
Field Hockey (Girls)*	Wrestling	
Swimming		

* Sport is offered on Junior Varsity and Varsity levels.

CLUB AND ATHLETIC APPAREL

With regard to sweatshirts, warm-ups, and outerwear for athletics and clubs: The approved colors are white, grey, royal blue, and gold. Lettering should reflect blue and gold on all apparel and the Athletic Director and the Principal must approve the cost.

ATHLETIC CODE OF CONDUCT

Student athletes, coaches, and spectators at all sporting events are reminded that they represent the administration, staff, students, and alumni of Our Lady of Lourdes High School. For this reason, all are held to the highest possible standard of conduct and sportsmanship. Student athletes are to refer to the "Athletic Handbook for Athletes and Parents" for requirements, standards, and specific code of conduct for athletes.

Daily Attendance to Participate in a Sport: See "Lateness To School" in the Attendance Policy section.

Spectators are to refrain from interfering in any way with the athletic contest. While cheering is encouraged, spectators are not permitted to engage in abusive

behavior toward teams, game officials, other fans, or school officials. Examples of such behavior include, but are not limited to, the following: use of profane or vulgar language; abusive remarks or gestures; any form of disrespect shown toward the name, colors, symbols, insignias, etc. of either team; attempting to distract players or game officials; bearing signs or banners, or wearing clothing which are deemed by school officials to be offensive. Spectators engaging in such behavior shall, at the discretion of school officials, be removed from the event.

PHYSICALS

Athletic physicals by the school doctor are required annually to participate in interscholastic sports (including Crew and Cheerleading) at Lourdes. These physicals are offered as follows:

Fall Sports	- preceding May/June
Winter Sports	- Sept./Oct.
Spring Sports	- Jan./Feb.

Appointments are given through the Health Office. A parent permission card, obtained from the school Nurse must be completed within 30 days prior to each sport season.

Academic Eligibility to Participate in Sports: See "Academic Probation/Ineligibility" in the Academic Requirements section.

TUITION AND FEES POLICY

The Board of Directors of Our Lady of Lourdes High School will set the annual tuition cost for the school year. The designated agent used by Our Lady of Lourdes to bill and collect tuition is Tuition Management Systems of Warwick, RI. Their phone number is **1-888-713-7243** and their web site is **www.afford.com**.

The following policies are in effect for tuition and fees:

Two basic payment options are offered by Tuition Management Systems (TMS). Tuition can be paid in full for the upcoming school year by a designated date set by Our Lady of Lourdes. A small discount is offered for this type of payment. The monthly billing plan option will be 10 monthly installments starting in August and running through May of the school year. Monthly payments are due on the 10th of each month.

MONTHLY BILLING OPTIONS:

Those of you who choose the monthly payment plan can elect to use an automatic checking withdrawal option or receive an actual monthly bill. For those who choose the automatic checking withdrawal option, the tuition payment will be deducted on the 10th of each month from your checking account. Families on this option will not receive an actual monthly bill from TMS. If the 10th falls on a weekend or holiday, the withdrawal will be made on the next business day.

If you choose to receive a monthly bill and send a check for payment, all payments must arrive at TMS on or before the 10th of the month. Payments received after the 10th of the month will carry a \$30 per month late fee. This late fee will appear on your following month's bill and will need to be included with that next month's tuition payment to bring your account current. If you do not include this late fee with your

next payment, you will incur an additional \$30 fee in each subsequent month that your account is not current. Late fees accumulate if they are not paid. Please check each monthly bill carefully and take care of late charges or return check charges so that your account is current and not incurring monthly late charges. Please allow 6 to 7 business days for your payment to arrive by mail at TMS. (Returned checks to TMS carry a \$55 charge - \$25 for the returned check and a \$30 late tuition payment charge.) If you have any questions about your bill, please call TMS and one of their customer service representatives will help you. You can make payments over the phone. You can have TMS do a one time checking/savings account withdrawal, use a debit/credit card (NO VISA), or pay on-line at www.afford.com if this helps you to pay by the 10th of the month to avoid a late fee. These types of payments post almost immediately to your account. (TMS phone number is 1-888-713-7243, use option #3 to get directly to a customer service representative.)

Any student whose account falls 30 days in arrears will be subject to Financial Suspension. The student will be asked to leave Our Lady of Lourdes H.S. until all tuition is brought current. Students will not be allowed to take mid-term or final exams if tuition accounts are in arrears. Students who have tuition arrears will not receive quarterly report cards and may be removed from extra-curricular activities. No student will be allowed to go the prom, school trips or receive a yearbook if tuition is in arrears. School records will not be released for any student until all financial obligations are completed. All state loaned textbooks and sports uniforms must be returned or paid for as well, for a student's obligations to be complete and receive school records.

We encourage everyone to try and make tuition payments directly to TMS. If you need to make a tuition payment at the Finance Office of the High School, please note that we can only accept cash, money order or cashier's check.

Re-Registration Fee to Our Lady of Lourdes High School

Both new and returning students will be required to pay a non-refundable registration fee each year to Our Lady of Lourdes High School. For returning students you will receive all re-registration information in March with instructions regarding this fee and a form that needs to be returned to the school by the stated deadline.

Tuition Management Systems Re-Registration Fee

Tuition Management Systems (TMS) will be sending you a letter in April asking if your student will be returning to Lourdes. If you are on the monthly payment plan, you will need to send them their non-refundable fee of \$52. A remittance slip and return envelope will be in this envelope. Those of you on the automatic checking payment option will have this fee taken out of your account on the date specified in the letter from TMS

Note: The Our Lady of Lourdes H.S. and Tuition Management Systems Re-registration Fees are two separate fees.

New students registering at Our Lady of Lourdes will be asked to pay both these fees along with the general fee upon registration.

Refund Policy

For students who withdraw from Our Lady of Lourdes High School, tuition refunds will be issued on a monthly basis. Tuition is required to be paid for any month in which a student is registered as an active student at Our Lady of Lourdes. No other refunds will be allowed.

Tuition Assistance Grants

A limited amount of financial aid funding is available to qualified students whose families demonstrate financial need. A student must be in good academic, financial and disciplinary standing to be eligible for an award. Parents must pick-up a Financial Aid Package in the Finance Office of the school, properly complete all information, and submit this package to Private School Aid Service by the date specified. These grants can only be used to offset tuition and will be applied to the student’s account on a monthly basis. Currently, awards range from \$200 to \$1000. Student’s receiving financial aid must apply each year. Please note that a Financial Aid Grant does not automatically stay with a student each year.

ADMINISTRATIVE

The Administration of Our Lady of Lourdes High School reserves the right to amend this handbook – and any of its policies and procedures – at any time. Changes will be made known to students and families in a timely fashion.

PrincipalRev. John M. Lagiovane
Assistant Principal for FacultyBro. Gregory Dela Noy
Assistant Principal for AcademicsMr. Michael Krieger
Dean of WomenMrs. Maureen Myers
Dean of MenMr. Charles Junjulas, Jr.