



# Lourdes Academy

RESPECT, RESPONSIBILITY, AND RIGHT CHOICES...

A MINISTRY OF OUR LADY OF LOURDES CATHOLIC COMMUNITY

## 2019-2020

*The contents of this handbook will remain in effect during the entire enrollment of a student. Individual pages may be replaced with updated information over time. Parents will be notified via email when changes are made. Parents and students are expected to abide by the policies stated and are responsible for understanding the contents of the Parent & Student Handbook.*

*School policies and procedures are subject to change at any time at the principal or pastor's discretion.*



2006 National Blue Ribbon  
School of Excellence

1014 North Halifax Avenue  
Daytona Beach, FL 32118  
Phone: 386-252-0391

**IMPORTANT:** The fact that a child has been registered at Lourdes Academy indicates that its policies, rules, regulations and consequences have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules and regulations and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), other parents or guardians or with others in general. Education is a partnership. The parent is the primary educator: the school supports the parent in this endeavor. However, in the view of the administration, if there is a breakdown in this partnership, parents may be asked to remove their child from the school.

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## 1.00 FACULTY AND STAFF

### 1.01 Characteristics

Our faculty and staff are highly qualified. All of our teachers are certified by or eligible for certification with the Florida Department of Education and/or the Early Learning Coalition of Volusia and Flagler Counties and are qualified according to the guidelines established by the Florida Catholic Conference, which is the accrediting agency for our school and the Catholic schools in the State of Florida.

### 1.02 Early Childhood Center

VPK Teacher: **Andrea Mele**  
(Full day) *B.S. Early Childhood Education*  
Florida State College at Jacksonville  
Certified PreKindergarten/Primary Education  
[amele@lourdesacademy.net](mailto:amele@lourdesacademy.net)

VPK Teacher: **Beverly Francois**  
(Half day) *B.S. Nursing*  
Ursuline College  
*Associates Degree in Early Childhood Education*  
Lakeland Community College  
Certified Staff Credential, Director Credential with VPK endorsement  
[bfrancois@lourdesacademy.net](mailto:bfrancois@lourdesacademy.net)

Kindergarten Teacher:  
**Diomara Perez-Chaparro**  
*B.S. Education*  
Boricua College  
Certified Elementary Education (K-6)  
[dperez@lourdesacademy.net](mailto:dperez@lourdesacademy.net)

### 1.03 Elementary School

Grade 1: **Shelby Christopher**  
*B.S. Elementary Education*  
Daytona State College  
Certified Elementary Education (K-6), Certified VPK Teacher, Endorsements in Reading and English for Speakers of Other Languages  
[ssalyerds@lourdesacademy.net](mailto:ssalyerds@lourdesacademy.net)

Grade 2: **Shawn White, Alumnus**  
*B.S. Elementary Education*  
University of Central Florida  
Certified Elementary Education (K-6), Endorsements in Reading and English for Speakers of Other Languages  
[swhite@lourdesacademy.net](mailto:swhite@lourdesacademy.net)

Grade 3: **Bryanna Mundrean**  
*B.S. Exceptional Education*  
Daytona State College  
*M.Ed. Elementary Education*  
University of Central Florida

Certified Elementary Education (K-6), Endorsements in Reading and English for Speakers of Other Languages

[bmundrean@lourdesacademy.net](mailto:bmundrean@lourdesacademy.net)

Grade 4:

**Paige Chromy**

*M.A. Education*

Colorado College

*B.A. Communications*

University of Colorado

Certified Elementary Education

[pchromy@lourdesacademy.net](mailto:pchromy@lourdesacademy.net)

Grade 5:

**Leonor Diaz**

*Juris Doctor*

Nova Southeastern University

*B.A. Political Science*

Florida International University

Certified Social Science (5-9)

[ldiaz@lourdesacademy.net](mailto:ldiaz@lourdesacademy.net)

## 1.04 Middle School

Middle School Social Studies/Grade 7 Homeroom:

**Bernie O’Leary, Master Teacher**

*B.A. Journalism*

University of Central Florida

Graduate Studies in Early Childhood Development

Nova Southeastern University

Certified Elementary Education (K-6)

[boleary@lourdesacademy.net](mailto:boleary@lourdesacademy.net)

Middle School English/Grade 8 Homeroom:

**Melanie Wilson**

*B.A. Humanities*

University of Maryland University College

Certified Elementary Education (K-5), English (5-9)

[mwilson@lourdesacademy.net](mailto:mwilson@lourdesacademy.net)

Middle School Science/Grade 6 Homeroom:

**Leslie Powers**

*B.S. Agriculture, major in microbiology*

University of Florida

*Doctor of Veterinary Medicine*

University of Florida

Certified General Science (5-9)

[lpowers@lourdesacademy.net](mailto:lpowers@lourdesacademy.net)

Middle School Mathematics/Middle School Lead Teacher:

**Joseph Potter**

*B.S. Mathematics Education*

University of Tennessee

Certified in Mathematics (6-12)

[jpotter@lourdesacademy.net](mailto:jpotter@lourdesacademy.net)

## 1.05 Special Subjects

Art and Middle School Religion:

**Nancy Sturm**

*B.A. Humanities*

Thomas A. Edison State College, NJ

Certified Advanced/Master Catechist and Theology of the Body

[nsturm@lourdesacademy.net](mailto:nsturm@lourdesacademy.net)

Music / Band / Choir:

**Jason Hastings**

B.M. Music

M.M. Music

University of Michigan

[jhastings@lourdesacademy.net](mailto:jhastings@lourdesacademy.net)

Physical Education:

**Jessica Gardella**

*B.S. Physical Education*

University of Central Florida

Certified Physical Education (K-12), Exceptional Needs – Mild to Moderate Interventions

[jgardella@lourdesacademy.net](mailto:jgardella@lourdesacademy.net)

## 1.06 Administration and Staff

Pastor:

**Rev. Philip J. Egitto**

*B.A. Psychology*

*M.Ed. and Ed.S. Counselor Education*

University of Florida

*Master of Divinity*

St. Mary's Seminary & University, MD

[office@ourladyoflourdesdaytona.com](mailto:office@ourladyoflourdesdaytona.com)

Principal:

**Mr. Stephen Dole**

*B.A. History*

Siena College, NY

*M.S. Education*

The College of St. Rose, NY

*M.A. Educational Leadership*

University of Notre Dame

[sdole@lourdesacademy.net](mailto:sdole@lourdesacademy.net)

**Michelle Watkins, Alumnus, Assistant Principal & Director of Curriculum**

*B.A. Liberal Studies*

Education Credential Program

San Diego State University, CA

*M.S. Catholic Educational Leadership*

Barry University, FL

Certified Elementary Education (K-6)

[mwatkins@lourdesacademy.net](mailto:mwatkins@lourdesacademy.net)

**Amy Matzke, Director for Student Services & ECC Director**

*B.A. Elementary Education*

University of Montana

*M.S. Catholic Educational Leadership*

Barry University, FL

Certified Primary Education (K-3), Exceptional Needs – Mild to Moderate Interventions

[amatzke@lourdesacademy.net](mailto:amatzke@lourdesacademy.net)

Guidance:

**Anne Quinones**

*B.S. Psychology*

*M.Ed. Counselor Education*

Certified School Counselor

Licensed Mental Health Counselor

Assistant to the Principal:

**Laurie Brissette**

[lbrissette@lourdesacademy.net](mailto:lbrissette@lourdesacademy.net)

Enrollment Specialist:

**Mirtha DeWitt**

*B.S. Administration*

Barry University

[mdewitt@lourdesacademy.net](mailto:mdewitt@lourdesacademy.net)

Receptionist:

**Natasha Sochan**

[nsochan@lourdesacademy.net](mailto:nsochan@lourdesacademy.net)

Nurse:

**Barbara Hinebaugh**

[bhinebaugh@lourdesacademy.net](mailto:bhinebaugh@lourdesacademy.net)

VPK Aide:

**Amy Cahn**

[acahn@lourdesacademy.net](mailto:acahn@lourdesacademy.net)

Kindergarten Aide: **Marlene DiLorenzo**

[mdilorenzo@lourdesacademy.net](mailto:mdilorenzo@lourdesacademy.net)

3<sup>rd</sup>-5<sup>th</sup> Aide:

**Marisa Tenaglia**

*B.A. Psychology*

University of South Florida

[mtenaglia@lourdesacademy.net](mailto:mtenaglia@lourdesacademy.net)

MS Aide:

**Dorothy McLallen**

[dmclallen@lourdesacademy.net](mailto:dmclallen@lourdesacademy.net)

After School Care Coordinator:

**Dawn Ritchie**

[dritchie@lourdesacademy.net](mailto:dritchie@lourdesacademy.net)

After School Care Support Staff:

**Andrea Miller**

[amiller@lourdesacademy.net](mailto:amiller@lourdesacademy.net)



**Karla Dorfler**  
[kdorfler@lourdesacademy.net](mailto:kdorfler@lourdesacademy.net)

Cook: **Bella Matias**  
[bmatias@lourdesacademy.net](mailto:bmatias@lourdesacademy.net)

Kitchen Assistant:  
**Karla Dorfler**  
[kdorfler@lourdesacademy.net](mailto:kdorfler@lourdesacademy.net)

Custodial Staff: **Dan Hinzman**  
[dhinzman@lourdesacademy.net](mailto:dhinzman@lourdesacademy.net)

**Doug Dupont**  
[ddupont@lourdesacademy.net](mailto:ddupont@lourdesacademy.net)

## 2.00 ABOUT OUR SCHOOL

### 2.01 Mission Statement, Vision Statement, and Beliefs

#### **Lourdes Academy Mission Statement:**

*Lourdes Academy changes lives each day in our school. Through our loving words and actions, we create a safe environment where all are welcome in our family. Working with one another, challenged by our Catholic education, we change the world!*

#### **Lourdes Academy Vision Statement:**

*Lourdes Academy students will be Christ-centered leaders inspired to pursue lifelong learning, seek justice, and welcome diversity.*

The school community is Christ-centered and recognizes the value and uniqueness of each person as a child of God. Lourdes Academy is committed to the development of the spiritual, social, and academic potential of each student. Through prayer, liturgy, service to others, and religious formation, students are encouraged to integrate their Catholic faith and values with everyday life experiences by sharing their time, talent, and treasure.

Lourdes Academy is structured around **our root beliefs and core values**. These are the non-negotiable beliefs that hold firm our mission and vision and that we pledge to live by each day.

Our root beliefs are: We believe that...

- The Holy Spirit brings us together to grow in knowledge and faith.
- We love the God we cannot see by loving the neighbor we can.
- Our gifts and talents are given to share.
- Every thought, word, and action is for the glory of God.
- Every moment matters.

Our core values are:

- Seek
- Persist
- Excel
- Love
- Serve

We also believe...

- The Church’s mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship, and to serve and understand others without distinction is integrated in a quality Catholic education; the responsibility for this integration is shared by all members of the parish and school community.
- A challenging curriculum infused with Catholic truths and moral values is the foundation of the school program.
- By establishing a supportive learning environment, we provide opportunities for students of all learning styles to reach their full God-given potential.
- Each student is recognized and valued as a unique child of God in his or her spiritual, social, emotional, and academic needs.
- Creating a safe and comfortable learning environment is a responsibility shared by all members of the church and school community ensuring success for all students.

## 2.02 Portrait of a Lourdes Academy Student

The Lourdes Gentleman and Lourdes Lady are...

**Concerned:** They think about others and their needs and work to improve their lives.

**Cooperative:** They work well with others and try to help when their classmates struggle.

**Curious:** They wish to understand the world and by doing so, develop empathy for others.

**Enthusiastic:** They are interested in and enjoy what life offers, motivated to experience more.

**Loving:** They want what is best for others and take action to help make it happen.

**Loyal:** They faithfully support and defend their faith, family, friends and classmates.

**Reflective:** They thoughtfully consider school, life, and others in an attempt to learn.

**Respectful:** They treat themselves and others in a way that would please God.

**Responsible:** They take ownership of their actions and ownership of their environment.

**Spiritual:** They pray often, have faith in God’s love, and strive to do His will.

**Studious:** They spend time trying to learn and excel in school.

**Talented:** They recognize the gifts God has given them and try to do their best.

**Trustworthy:** They always make the right choice, even when no one is looking.

## 2.03 Philosophy

Lourdes Academy exists for the purpose of assisting parents in the task of preparing their children to be witnesses of their Catholic faith by living according to Christian values.

Lourdes Academy is child-centered because our Lord was people-centered. Hand in hand with parents, the staff is committed to total development of body, spirit, mind, and heart to the best of our abilities.

Lourdes Academy provides the child with the fullest and best opportunity to realize the threefold purpose of Catholic Education: message, community and service (“To Teach As Jesus Did”).

## 2.04 Accreditation and Recognition

Lourdes Academy is accredited through the Florida Catholic Conference of Bishops (FCC). The school was granted its first accreditation in 1972, shortly after the FCC began accrediting schools. The school has been continuously accredited ever since.

In September of 2006 Lourdes Academy was recognized by the United States Department of Education as a National Blue Ribbon School.

## 2.05 History

Until 1886, mass was offered only twice a year in the Daytona Beach area by two priests who traveled from DeLand. The congregation met at private homes, the depot, and the opera house. In 1886, Daytona became a mission of St. Teresa’s, Titusville. Mass was then celebrated every Sunday in the opera house or armory. Father John O’Boyle was assigned to Daytona in 1895 and took up permanent residence here. Fr. O’Boyle built Daytona’s first Catholic Church in 1898, a wood frame building seating 400. Fr. William J. Mullally was appointed pastor in 1923 and began planning for the larger, more permanent church that is the Basilica of St. Paul today. The first mass was said at St. Paul’s on Christmas Day in

1927. St. Paul's parish grew to overflowing and then in 1953, a new parish was created from the area east of the Halifax River. That parish would become Our Lady of Lourdes.

Our Lady of Lourdes Catholic Church was founded on the Feast of the Immaculate Conception on December 8, 1953. Fr. Michael Kelly was the first pastor, serving until 1957. The parish was canonically established on March 24, 1954 by Archbishop Joseph Hurley of St. Augustine, and in 1968 became part of the new diocese of Orlando where William Borders served as the first bishop.

The plan for Our Lady of Lourdes Catholic Church included a church, school, rectory, and convent on what was originally a golf course. Initially, services were held in the Daytona Plaza Hotel. When the school's "cafetorium" was completed in 1956, it also served as the church, and continued to do so until the current Church was dedicated by Bishop Grady on the Feast of Our Lady of Lourdes, February 11, 1982.

The establishment of Our Lady of Lourdes School created the need for religious sisters who could serve as teachers and administrators. Archbishop Hurley had visited Ireland many times in the early fifties, inviting religious sisters and priests to come to Florida and preach the Good News. Through his invitation, in 1954 the Sisters of Mercy from the community in Navan, Ireland made their way to Daytona Beach on the Mauritania. Sr. Mary Clare served as the principal from the school's opening until her retirement in 1974.

The Sisters went to live in a temporary home until they were able to move into their new convent in December 1961. The founding Sisters of Mercy played an integral part in the establishment of this great school. Throughout the sixties and seventies, they were the principal educators, instilling in their students strong moral values, discipline, and structure. In the early eighties, lay personnel became more involved as the members of the Sisters of Mercy retired and left the area. We were blessed that in the nineties, a few sisters were still part of our community. The last of our Sisters of Mercy with their great vocation, dedication, and spiritual uplifting, retired in May of 2000.

At first, classes were held in the former Halifax Hotel on the 400 block of North Halifax. This building was renovated by the Women's Club of the new Our Lady of Lourdes Church in preparation for the sisters' arrival, as it would also serve as their temporary convent. The current school facility, described by Archbishop Hurley as an "8-classroom school building and a cafetorium" opened in September of 1956 for 100 eager students in grades 1-4. There was also a bookstore, school office and waiting area, nurse's office, and music room. By 1957, the school served 210 students in grades 1-7. Grade 8 was added in 1958.

Originally, Our Lady of Lourdes parish put on a St. Patrick's day festival that drew in the local community. This lasted for many years. Fr. Phil, being of Italian descent, started the festival tradition again with our annual, Italian Festival. Our community rallies together each year to make the Italian Festival ("Festa") a success. During this weekend-long event, people from all over the greater Daytona Beach area come to our parish and enjoy food, rides, games, and camaraderie. Revenue generated at the Italian Festival goes directly to support the school. We encourage all families to volunteer during the 4-day festival, which takes place the first weekend of May.

Enrollment at Lourdes Academy has remained in the 200's throughout its history. With three Catholic schools within just a few miles of each other, the individual character of the school is what sets Lourdes apart. Families who visit often comment on how warm and friendly our school feels. Today, we have a very diverse student population (ethnically and in terms of religion and socioeconomic status). In 2015, Lourdes Academy was selected to partner with Notre Dame University's Alliance for Catholic Education as a Notre Dame ACE Academy. Throughout the course of three years, the University of Notre Dame provided assistance in the areas of Advancement and Curriculum, as well as many professional development opportunities for the entire staff. Though the Diocese of Orlando Catholic Schools no longer hosts any ACE Academies, we are pleased to continue our partnership with the University of Notre Dame through a variety of opportunities offered by ACE.

## 3.00 DIOCESE OF ORLANDO SCHOOL POLICIES

### 3.01 Acceptable Use Policy

An *Acceptable Use Policy* for all parishes, schools and entities of the Diocese of Orlando is located in Section 14 of this handbook and **must be signed and agreed to in Section 15.** This policy is important for the protection of Diocesan intellectual property, as well as assuring the safety of the users. This policy supersedes any other policy, which may have previously been signed regarding the use of the Internet. Lourdes Academy families must sign an acknowledgement that they have received and read the pertinent information and will abide by diocesan policy. This is particularly important for all grades, but especially for students in grades 6-8 as they will be issued a Lourdes Academy that will be used to enhance their education both in school and at home. **Students and parents will be required to sign an additional Lourdes Academy chromebook policy (titled “Best Practices for Students” and “Best Practices for Parents”, which reflects the same rules and guidelines as stated in the Diocesan Acceptable Use Policy.**

#### 3.01B Chromebook Use for Middle School students grades 6-8

The following rules are implemented to all Middle School students when using a chromebook at school, including After School Care:

- Chromebooks will be kept in the student’s backpack or left unopened until a teacher asks them to take them out
- Students will have one (1) browser with only one (1) tab open at a time
- Students will close out of their browser at the end of each class
- Search history can be recalled at any time
- The misuse of chromebooks, including: accessing YouTube or like sites, accessing an internet connection other than ‘LOURDES-STUDENT’, playing games not approved by the teacher, using any functions such as ‘Google Chat’ when not instructed, or working on other subject areas when not approved are subject to disciplinary consequences including: detention, suspension, removal of chromebook privileges and being asked to withdraw from Lourdes Academy

### 3.02 Child Abuse Reporting

Any clergy, religious, lay employee or volunteer in the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures.

- Contact the Florida Department of Children and Families toll free abuse registry hotline at 1-800-962-2873 within the same calendar day.
- Respond to the local DCF callback with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.
- **Parents must make note that the school can call DCF if a child is absent or tardy from school for an excessive period of time, as deemed appropriate.** It is the responsibility of each parent/guardian to ensure their child is in school and on time (arriving prior to 7:45AM) each day and that the educational needs of their child are not being neglected.

### 3.03 Custody

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the School Office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing to the School Office. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **3.04 Fingerprinting Policy**

The Diocese of Orlando requires all persons employed by the Diocese, or persons who volunteer in any capacity with children or the elderly, to be fingerprinted. The Florida Department of Law Enforcement or the Federal Bureau of Investigation, depending on the area of volunteerism, will complete a background check.

### **3.05 Safe Environment Training**

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. The Diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

### **3.06 Hazardous Materials Policy**

Lourdes Academy is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando.

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed is available without restriction for your inspection in the school office. We ask that you make an appointment if you wish to review the plan.

### **3.07 Inappropriate Behavior/Language Policy**

The Diocese of Orlando believes that all inappropriate behavior or language (harassment and/or sexual harassment) by students is unacceptable. As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment, or knows that students use sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken as deemed appropriate by the teacher and administration. This includes, but is not limited to inappropriate behavior performed via social media.

### **3.08 Media Consent Policy**

The Diocese of Orlando requires that all students have a signed Photo / Video Release form on file in the school office before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by Lourdes Academy and the Diocese of Orlando.

### **3.09 Review of Records**

The school voluntarily complies with the Buckley Amendment and allows parents to see their student's cumulative record file. A written request to the administration must be submitted by the parent, and will be complied with by the school within 24 hours.

### **3.10 Title IX**

Lourdes Academy adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **3.11 Child Protection**

Over the years, the Diocese of Orlando and the Office of Catholic Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children and we often ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this information is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice unless provided by a certified person.
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that telltale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment and the best Catholic education. Please call me if you have any questions or concerns about this information.

### **3.12 Faithful Citizenship**

- A. The Diocesan curriculum shall include the teaching of citizenship, government, and current affairs in an effort to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved.
- B. Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school or during school or school-sponsored activities.
- C. The posting of political materials in Diocesan schools or on a school's property is strictly prohibited.
- D. Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date).

## 4.00 ADMISSIONS INFORMATION

### 4.01 Acceptance

The Catholic school system is a private system. A parent's request to send a child to Lourdes Academy is consent to abide by the rules of the school. *Consequently, the philosophy and discipline of our system must be accepted. It may not suit every child or parent.* We reserve the right to request that a child pursue education elsewhere in the event of refusal to accept school rules and regulations. All students are accepted under the condition that they worship God weekly in Church. Likewise, families are asked to attend Sunday mass regularly. Otherwise, the Christ-centered philosophy of the school loses its meaning.

Student records from previously attended schools must be received prior to acceptance. This will assist the administration in determining whether Lourdes Academy programs will meet student needs. Any student for whom records have not been received prior to the first day of school may be prohibited from attending or tested to determine acceptable placement. *Students with behavioral/disciplinary problems at their previous school may not be accepted.*

All new students in grades Pre-K – 8 are accepted for a probationary period of 90 days. At 90 days the student will be evaluated and a decision will be made as to continued enrollment. Some students may be placed on longer probationary periods, as determined by the administration.

- Students applying for Pre-K 4 (VPK) must be four years old by September 1 of the year of entrance.
- Students applying for Kindergarten must be five years old by September 1 of the year of entrance.
- Students entering Grade One must be six years old by September 1 of the year of entrance.

### 4.02 Application, Testing, Interviewing

Application for all grades, Pre-K through 8<sup>th</sup>, is made during the month of March before the anticipated date of school entry. The completed application and \$125 registration fee should be returned to the school office as quickly as possible to reserve a spot. An entrance exam to determine our ability to serve your child's needs may be required at the discretion of the school.

Students entering grades 1-8 will be required to present their most recent report card, discipline record (if applicable), and standardized test results.

### 4.03 Nondiscrimination Policy

Lourdes Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### 4.04 Preliminary Records

Preliminary records required for new students include a complete medical examination form, **an up-to-date immunization form**, social security number, birth certificate, baptismal certificate (if applicable), current school records (if applicable) and emergency contact information. Students who do not have an up-to-date immunization form will not be eligible to begin the school year or return to school in the event that it has expired, until an up-to-date form is provided to the School Office.

### 4.05 Readmission

Students who leave or have been asked to leave the school and subsequently desire to return will be required to apply. Applications will be reviewed on an individual basis. Acceptance will be at the Pastor and Principal's discretion and

subject to conditions, including, but not limited to, a probationary period. Please also be advised that if a child has been asked to leave and then reapplies, they may not be accepted on the basis of their previous conduct in the school.

#### **4.06 Registration**

All accounts must be current, or arrangements for payment made with the Principal prior to the start of a new school year. Re-registration for students currently attending Lourdes Academy is held beginning in March each year.

Please note that active Catholics (attending Mass weekly, using the envelope system or electronic giving, and participating in church ministries) will be given first preference for seats in the event of over-enrollment.

- Please make every effort to re-register online in a timely manner. This usually begins March 1<sup>st</sup>. The School Office will notify parents of the date to re-register via email and weekly e-Homemail.
- Please be sure to enroll your child prior to the due date as specified and communicated by the school. This is usually by March 31<sup>st</sup>.
- Please understand that the number of seats in each class is limited, and early registration can guarantee your child's place in our school for next year. In many cases, a discount is given on the registration fee for families who re-register right away.

Families that do not complete their volunteer service each year will be moved to the end of the list for registration and will not be allowed to start a new school year unless arrangements have been made with the school.

### **5.00 FINANCIAL OBLIGATIONS**

#### **5.01 Tuition**

Tuition payments begin in July for the following school year. The remainder of the yearly tuition is paid monthly. The first tuition payment is non-refundable.

If tuition is more than one month in arrears, parents may be asked to find another educational facility for their child. Lourdes Academy reserves the right to use a collection agency to collect on family obligations. **For Students and McKay families may be financially liable in the event scholarship checks are not signed within one week of their arrival at school.** If your financial situation changes, please contact the Principal or School Office as soon as possible to avoid being sent to collection; communication is the key to a good relationship, and we are happy to help out when possible. All late fees and bounced check fees will be billed to the parent.

#### **2019-2020 Lourdes Academy Tuition Rate:**

\$6,700 for grades K-5 and \$6,800 for middle school grades 6-8.

\*A \$400 discount will be given to parents who pay tuition in full prior to the start of the school year.

\*\*A 3.5% transaction fee will be applied to any balances (tuition, sports, fees etc.) for all payments via credit card.

A \$125 non-refundable registration fee is required with the registration form for all students (K-8). Students in grades 6-8 must pay a \$200 technology fee. This fee assists with providing a chromebook (owned by the school) and other additional technology provided to students, not included in the tuition. **Students may not use their own personal chromebook – chromebooks issued must be a Lourdes Academy issued chromebooks.** The fee is not solely a “chromebook fee.” The fee also helps to pay for other aspects of technology and subscriptions. **8<sup>th</sup> grade students must pay a \$100 graduation fee.** The graduation fee helps cover the cost of cap/gown, pictures, and post-ceremony gathering, among other things. Graduation caps/gowns belong to each student and do not have to be returned after graduation. Please note that the tuition rate is inclusive of the following fees: tuition, book, instructional, technology, breakfast and lunch.



**Tuition does not include:** uniforms, after school care, band, athletic or extracurricular activities. Parents should plan ahead to purchase uniforms each year as they would regular clothes for public school or non-uniformed schools given that uniforms from previous years may not fit appropriately.

A return fee of \$30.00 will be assessed to your account for any returned checks.

## **5.02 Payment Options**

Tuition may be paid in the following manner:

- Entire tuition paid by August 1st directly to Lourdes Academy.
- Half of tuition paid at time of registration and remainder by January 1st, 2019, directly to Lourdes Academy.
- Payments through the FACTS Management program (4-12 payments total) beginning in July.

For the convenience of our parents, we accept credit cards as a form of payment when paying directly to Lourdes Academy. These payments may be subject to a surcharge. Payments made by credit card to FACTS can incur significant surcharges. Please read their online statement carefully. **All checks should be made payable to Lourdes Academy.**

The cost to educate a child is approximately \$2,000 greater than the price of tuition. Families with the means to do so are asked to consider paying the difference between the tuition and the Adjusted Instructional Cost (otherwise known as “the gap,” representative of the \$2,000 noted above). Every dollar helps to keep our school operating on the cutting edge of education.

## **5.03 Financial Aid**

Because we wish to keep our school affordable for our families, Lourdes Academy has scholarships and financial assistance available for families in financial need. We invite you to meet with our Enrollment Specialist for specific scholarship requirements.

Step Up for Students scholarships are available through [www.stepupforstudents.org](http://www.stepupforstudents.org). It is critical that families apply for this scholarship as soon as it is offered for the following year. Families must re-apply each year for this scholarship. The later families are in re-applying, the less chance you will be issued the scholarship for the following school year.

Help is also available for those families needing financial assistance, but not meeting the income guidelines or other requirements for the Step Up for Students. In all cases, families must complete the FACTS Grant & Aid Assessment. There is a fee to apply for aid through FACTS. Applications are available through our school website or online at [www.factstuitionaid.com](http://www.factstuitionaid.com).

## **5.04 Late Payment Policy**

If payments are not made on time there is a service fee payable to FACTS.

## **5.05 FACTS**

FACTS collects tuition for those families on payment plans.

## **5.06 Withdrawal and Refund Policy**

Families must notify the school in writing (complete an exit form) if a student will be withdrawn from the school. The first month's tuition is the book fee; it is non-refundable.

Attendance on any day of a month obligates payment for that entire month. Any month when a student attends for one or more days is non-refundable. (i.e. if a parent wishes to withdraw their child on October 1<sup>st</sup>, then the monthly payment for October must be made).

Months paid in advance but not attended will be refunded. For purposes of this tuition policy, a month is the calendar month regardless of the number of days scheduled for school during that month. Parents who wish to withdraw their child must also sign any scholarship checks that the school will receive at a later date, paying for their tuition for the time they

attended the school. (i.e. a family who has their child on Step Up For Students and withdraws their child on September 1<sup>st</sup>, must return to the School Office to sign the Step Up check when it arrives after the first distribution). If the check is not signed, records may not be released. This is also true if one child is on a scholarship/assistance but not the other(s). The School Office can hold records if a check has not been signed, if a remaining balance is owed to the school, or if items such as a chromebook or textbooks are not returned.

Amounts owed are based on a 10-month school year. Tuition per month for withdrawal and refund purposes is \$670 for grades K-5 and \$680 for grades 6-8. (Payment plans are a courtesy provided.) All scholarships are null and void when a student withdraws. Tuition is owed for months attended at the \$670/month rate for grades K-5 and \$680 for grades 6-8 – not inclusive of any fees rolled into the payment.

**Any fees, including 6-8<sup>th</sup> grade technology fee, are non-refundable. If your child has been issued a Lourdes Academy chromebook, it must be returned in the same condition it was given to the student prior to the student withdrawing from the school.**

## **5.07 Service Hours**

**All parents** who enroll their children in Catholic school, they are committing to provide **volunteer service to the school**. Twenty (20) hours of service are required per family per school year. Unlike what is required of student service hours (where students are encouraged to complete service hours throughout the community), parent service hours must be service hours to the school. Families that are unable to provide service to the school may choose to donate \$200 to support the evangelization mission of our school.

**Any family member may perform service and credit that service to the family, with the exception of a child that attends the school.** It is important that families read the weekly e-Homemail in its entirety for upcoming service opportunities. As service opportunities become available, they will be put into the e-Homemail. E-Homemail is sent via email each Friday during the school year, and sporadically throughout the summer. Families may also contact the School Office for information on service opportunities. **Families must write the hours of service they complete in the service hour book located in the main office. There is no other record of service performed. Signing in for a duty does not constitute recording the hours in the service hour book.**

Families who are unable to complete service hours have the following two options:

1. Donate \$200 to Lourdes Academy.
2. Donate necessary items, as requested, throughout the school year. (i.e. water and Gatorade for 5K, Field Day, Fun Run, supplies for Fall Festival). For every \$10 spent, one hour will be credited. The receipt must be brought into the School Office at the time of the delivery of the items.

Please be advised that written communication from the school may be provided to the families that have not met this obligation.

One of our school's core values is to serve. Providing service is something that is essential in our society and is a central belief of our church and school. All Lourdes Academy students and Our Lady of Lourdes parishioners believe that we love the God we cannot see by loving the neighbor we can. Providing service to others gives practical experience to students like nothing else. The purpose behind service is to create lifelong relationships and lifelong learning that changes lives – as stated in our school's mission statement.

**All middle school students** will be required to perform community service hours. At the beginning of the school year, a form will be made available for students to complete by the end of the school year. When the student completes community service hours, they must complete the service form and submit it to their Homeroom teacher. The completed form must be signed by the supervisor of the service agency (i.e. if a student volunteers to assist with Habitat for Humanity, the supervisor from Habitat for Humanity must sign to verify the student has completed the hours). Students are allowed to split up their hours between entities but **cannot count any hours that are performed during the school day** (i.e. the class goes to the VA together). Students that serve as altar servers at Mass may count these as their hours.

Students that do not complete this requirement may not be eligible for promotion to the next grade level. 8<sup>th</sup> grade students that do not complete this requirement may not be allowed to attend graduation or have their records transferred to the desired high school. Families will be further informed of the student service hour requirement at Back to School Night. For students receiving Confirmation (7<sup>th</sup> Grade), an additional 20 hours of service is expected (for a total of 35 community service hours). Service hours for National Junior Honor Society are also separate.

Students in grades K-5 will work on frequent service projects that will prepare them for the individualized community service in middle school.

The following community service hour requirement for middle school students is:

- 6<sup>th</sup> grade – 10 hours
- 7<sup>th</sup> grade – 15 hours (not including 20 hours for Confirmation, totaling 35 hours)
- 8<sup>th</sup> grade – 20 hours

### **5.08 After School Care**

After School Care is available every day (except for half-days, as indicated in e-Homemail and text messages) for a fee. Reservations are not required. The cost is \$5 for care until 5pm, and \$10 for care until 6:00pm. All school discipline policies are in effect during After School Care. Students are expected to conduct themselves appropriately, according to school rules. The After School Care staff is given the responsibility to issue disciplinary action (i.e. detention), as deemed necessary.

It is important that parents understand that picking up their child at 5:01 will incur the \$10 After School Care fee. We apologize that we cannot be flexible, as the cost provided is already discounted.

In the event a parent picks up a child after 6:15pm, a penalty will be imposed. Pick-ups between 6:16pm and 6:30pm incur a \$50 fine. Pick-ups after 6:30pm incur the original \$50 fine plus a \$5 per minute fine. All fines must be paid prior to any child being allowed in After School Care again.

**Parents who do not pay for After School Care at the end of the week (Friday) will not be permitted to use After School Care services until the account is paid in full. Any unpaid balance at the end of the school year or unpaid balances as a result of a child withdrawing from the school must be paid immediately in order for parents to have access to student grades or to have their child's records sent to another school.**

All parents who intend to use After School Care will be required to sign an additional document during the first week of school (or on their child's first time utilizing ASC), reminding parents of these expectations.

## **6.00 HOME/SCHOOL RELATIONS**

### **6.01 Parents' Role in Education**

At Lourdes Academy we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Your personal relationship with God, with each other and with the school and church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Your child needs constant support from both parents and faculty in order to develop morally, intellectually, socially, culturally and physically. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach potential. It is vital that both parents and teachers

remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child takes responsibility for grades earned and be accountable for homework, major tests, service projects, and any work required by teachers or missed due to absence. Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she is capable of becoming.

## **6.02 Parents as Partners**

As partners in the educational process at Lourdes Academy, we ask parents:

- to set rules, times, and limits so that your child:
  - gets to bed early on school nights;
  - arrives at school on time (no later than 7:45am) and is picked up on time at the end of the day;
  - is dressed according to the school dress code;
  - completes class assignments on time;
  - has brought lunch every day, if not receiving lunch at school;
- to actively participate in school activities such as the Italian Festival, the Home and School Association, and fundraising;
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- to notify the school with a written note or phone call to the school office when the student has been absent or tardy;
- to notify the school office with a written note of any changes of address, email address, or important phone numbers;
- to meet all financial and service obligations to the school, including tuition, fees, and service hours;
- to inform the school of any special situation regarding the student's well-being, safety and health;
- to complete and return to school any requested information promptly;
- to review and sign your child's planner and behavior form as required;
- to read school notes, homework sheets, emails, e-Homemail and to show interest in the student's total education (this may include signing documents sent from school to home);
- to support the religious and educational goals of the school;
- to support and cooperate with the discipline policy of the school;
- to treat teachers and staff with respect and courtesy;
- to re-register your child promptly for the following school year;
- to complete in its entirety any scholarship forms and re-enrollment requirements;
- to sign and return any school communications each day as requested.

## **6.03 Resolution of Conflict with Teachers**

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. **We request that parent-teacher contact occur before contact with the Principal is initiated.** Only when parent-teacher contact has been ineffective are parents encouraged to confer about a teacher conflict with the Principal.

We respectfully request that negative or hurtful conversation about teachers, staff, or students be avoided at all costs, as this is detrimental to all relationships in the school and not reflective of Catholic/Christian values.

In the case of teachers who receive continued complaints, the following process is in place:

- The Principal will keep a record of complaints.
- Teachers will be consulted about the complaints and asked to modify any behaviors that may not be in keeping with good educational practice or Christian values.
- An action plan for correction will be created with the teacher and monitored by the Principal.
- If complaints continue, the teacher will be required to change behaviors in order to continue employment for another school year, in accordance with diocesan employment policies and contract law.

Please note that employee relations (employee files, discussion records, etc.) are confidential and details cannot be shared.

## **6.04 Communication with the School**

Stakeholders are a vital part of providing a high quality education to students. All stakeholders should feel welcome at Lourdes Academy. In other words, we are here when you need us; we are here when you have an idea to share; we are here if you wish to tell us of your joys and frustrations. Likewise, we may call on you when we need help or when we have information that must be shared.

In keeping with Catholic-Christian values, please consider the following when communicating with the school:

- Petitions, or letters and e-mails signed by multiple parents, are not productive communication methods and must be avoided. Any such communication will not receive a response from the school.
- Group meetings with “concerned parents” are usually counter-productive. The Administration will meet with an individual parent or family, but not with a group.
- Anonymous e-mails, letters, or phone calls will never receive a response from the school. If there is a serious issue to be addressed, we count on you to let us know and to provide evidence necessary for us to take action. This can only happen honestly when all parties involved are known.

Together we will make Lourdes Academy the best school it can be. Divided, our children suffer.

## **6.05 Parental Behavior**

It is with every intention that a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, if parents/guardians significantly reduce the school’s ability to effectively serve its students, the parents/guardians may be requested to remove their child(s) from school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to the diocesan or local policies and regulations.
- Interference in matters of school administration or discipline.
- Failure to respect professional confidentiality in matters related to school staff, families, children or school occurrences.
- Speaking negatively against the school, especially on social media.
- Any other behaviors that jeopardize the mission of the school.

In such cases, reasonable efforts to elicit the minimum parental cooperation shall be made and documented. In the event the parent/guardian has caused a serious disruption, the parent/guardian may be restricted from being present on the school premises or attending school activities. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that the family withdraw their children.

Documentation signed by the principal and the parent/guardian, as well as any other information or evidence of consultation with parent/guardian on the matter, must be retained on file. If the parent/guardian refuses to accept the recommended withdrawal, the procedures for expulsion may be followed.

## **6.06 Home and School Association**

The primary purpose of the Lourdes Academy HSA is the organization and implementation of parent volunteer programs for the school, and a commitment to fundraise each year to enhance the education of our students. Each family is asked to contribute towards and assist in our HSA efforts. This year’s events include a Yankee Candle fundraiser, Halloween “Trunk or Treat” in October, Barnes and Noble days, World’s Finest Chocolate bar sale, the Italian Festival and more!

## **6.07 Advisory School Board**

The purpose of the Lourdes Academy School Board is to support the long-range mission of the school. It is a consultative board - a board that operates by advising the school Principal concerning school policies, but never enacting policy.

## 7.00 GENERAL INFORMATION

### 7.01 School Hours

Drop Off: Every Day between 7:00 and 7:45 am under the pavilion. **Breakfast is served from 7:00-7:30 only!**

- 7:45 am – 3:00 pm Monday, Tuesday, Wednesday, Friday
- 7:45 am – 2:00 pm Thursdays

If an emergency should occur and parents realize that students will not be picked up from school on time, please notify the School Office before the end of the school day since it is not safe for children to be left alone on the school grounds. Students who are not picked up by 3:15 will be sent to After School Care in the school cafeteria and parents will be subject to the After School Care fee if picked up after 3:30.

Additionally, in rare occasions, an arrangement can be made with the School Office to drop off your child before 7:00am to allow for parents to get to work at their scheduled time. To access this service, we ask that you please contact the School Office, as we need to ensure that coverage is made available for your child. The cost for this is \$5.00 per child, per day. We apologize that we cannot accommodate any earlier than 6:45am. Please note that the arrival of a child to the School Office at any point between 6:45am and 6:59am will result in a \$5.00 per child charge.

**Students must be in church for Morning Prayer no later than 7:45am. Students arriving after 7:45 am will be marked tardy.**

Picking up students prior to the conclusion of the school day is a disruption to the educational process. Picking up students between 2:30pm and 3:00pm is not permitted unless there is an emergency. The Principal on a case-by-case basis evaluates emergency situations. Picking up a child early could result in unexcused absences.

The school office is open daily from 7:00am – 3:30pm. Please be advised that we cannot guarantee that any member of the faculty or staff will be available prior to 7:00am.

The morning drop-off (arrival) and afternoon pick-up (dismissal) procedures are outlined below:

### **2019-2020 Arrival and Dismissal Procedures**

#### **Arrival**

All families enter the school campus via Chipeway Ave. and drive through the back driveway (nearest the Rummage Sale building and back lawn).

#### ***VPK and Kindergarten only:***

7:00 - 7:30 park in the ECC lot (all cars must be parked in a parking spot), walk your child through the black gate under the pavilion, VPK sign-in with Mrs. Cahn in the cafeteria, and get breakfast.

7:30 - 7:45 park in the ECC lot (all cars must be parked in a parking spot), walk your child to the white double-doors – either Kindergarten or VPK, depending on the grade of your child. VPK parents must sign their child in and out each day!

Mrs. Mele (VPK Teacher) will be ready to receive students in the classroom beginning at 7:30am.

#### ***Grades 1-8***

7:00-7:45 drop off under pavilion. Students will enter through the black gate under the pavilion and go to the cafeteria for breakfast (served until 7:30). Staff will be present to ensure student safety when entering the campus.

\*Students who attend for breakfast (offered only 7:00-7:30) will be dismissed from the cafeteria to go to the Church (2nd-8<sup>th</sup> Grade) or Mrs. Cahn will bring students to ECC classrooms (VPK-1st Grade).

## **School begins at 7:45am in the Church**

### **Dismissal**

Enter campus by the driveway off of Chipeway Ave. (same as arrival procedures). Gates will open at 2:50 in order to clear traffic congestion. However, students will not be dismissed until all students in grades K-8 are under the pavilion.

**VPK and Kindergarten only:** Parents park in parking lot closest to the ECC (Early Childhood Center). VPK parents sign out at VPK door. Doors open at 2:55pm. VPK and Kindergarten parents exit through open gate onto Halifax Ave.

**Grades 1-8:** Pull up alongside pavilion to pick up students.

3:10 - Gates close and students are dismissed to After School Care in the cafeteria.

**After School Care pick-up:** Parent parks in ECC lot or main parking lot and walks under pavilion, through black gate, and signs out their child in the cafeteria.

### **7.02 Early Arrival**

Normal supervision of students begins at 7:00am in the Cafeteria. For their safety, students must not be dropped off at school when no adult is present to supervise. It is not safe for children to be left alone on school grounds. Parents who drop their children off before 7:00 and who leave them alone may be asked to meet with the Principal to discuss continued enrollment.

### **7.03 Attendance**

While learning can occur in many places other than school, state law requires daily attendance, except when illness interferes. Additionally, extended absence can affect the educational process.

No student can be absent in excess of 25 days, excused or unexcused, without an academic progress plan approved by the school administrator. If the number of days (25) is exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.

In situations where the student exceeds 25 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school. The school may also report the issue to DCF.

**Students are expected to be in attendance for 181 days each school year.** Excessive absences during a marking period may affect a student's grade for that marking period.

Because absence impacts learning, parents who allow their child to be absent without a medical excuse may be asked to find another school for their child. This includes excessive early dismissals or late arrivals (tardy) – of which three (3) tardies or early dismissals count for one (1) absence. Parents who allow their child to be truant – missing school without a doctor's note – may be brought to the attention of authorities.

Students who are frequently absent or tardy will receive a letter via U.S. mail after 10 tardies and/or absences informing them that their child is approaching the allotted number of absences/tardies for the entire school year and may be required

to meet with the Principal if the issue continues (see Absence below in 7.05). This letter is intended as a warning for parents to ensure they make the necessary arrangements to have their child in school and on time each day that school is in session.

#### **7.04 VPK Attendance Policy**

<u>AM Session</u>	Drop-off between 7:00-7:45 am
Program Hours M-F	7:45 am-11:45 am
	Pick-up at 12PM

<u>Full Day Session</u>	Drop-off between 7:00-7:45 am
Program Hours M, T, We, F	7:45 am - 3:00 pm
Program Hours Thursdays	7:45 am – 2:00 pm

\*This option requires tuition of \$4,156.40.

Please Note: Drop off and pick up for VPK students will take place at the Early Childhood Center (ECC) every day.

Daily attendance is mandatory for VPK children. Parents must sign in and sign out in the ECC building daily, using their legal signature (using first and last name) ONLY as proof of attendance. Your child may have three excused absences a month. Unexcused absences are those that are not properly documented. A doctor's note is a form of proper documentation.

Your child will be automatically withdrawn from our VPK program if he/she does not attend at least one instructional day during a calendar month. If your child's attendance record requires suspension of payment by the funding agency, and you wish your child to continue in the VPK program, the family will then be responsible for all fees incurred.

The VPK program provides a scholarship that covers the half-day program in full. Students enrolled for our full day program will be billed at a rate of \$4,156.40 per year for the additional hours. Financial aid is available.

\*Policies and procedures for the VPK program follow, at the very minimum, the state requirements.

\*\*All Lourdes Academy students must be fully potty-trained in order to enroll and continue their enrollment. Students who do not demonstrate that they are fully potty-trained will not be allowed to enroll or will be asked to withdraw.

#### **7.05 Absence**

When a student is absent from school, a parent should call the office by 8:30AM each day of the absence. This practice is for the protection of our students and to keep an accurate attendance record.

No student can be absent in excess of 25 days, excused or unexcused, without an academic progress plan approved by the school administrator. If the number of days is exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.

In situations where the student exceeds 25 days (excused or unexcused) without an approved academic progress plan the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school. The issue may also be reported to DCF.

Students who are frequently absent or tardy will receive a letter via U.S. mail once a child reaches their 10<sup>th</sup> absence or 10<sup>th</sup> tardy for the school year. The purpose of this letter is to inform the parent/guardian that their child is approaching the allotted number of absences/tardies for the entire school year and may be required to meet with the Principal. This letter



is intended as a warning for parents to ensure they make the necessary arrangements to have their child in school and on time each day that school is in session.

- State law requires that students present a written doctor's excuse to the school (including the date(s) and reason for absence) in order for the absence to be excused.
- **State law requires students absent from school 15 or more days to provide a doctor's verification for subsequent absences.**
- Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.
- The school will try to contact parents and emergency contacts if an absence is not reported by 8:30 am.
- **Students absent from school for any reason may not attend nor participate in any after-school activities. This includes practicing or playing any sport.**
- If the school cannot contact parents/guardians whose children are absent for three consecutive days, the school will contact law enforcement to verify the family's well being.

The school protocols are as follows for excessive absences and tardiness:

- 10<sup>th</sup> absence/tardy = letter from Principal to raise awareness towards issue.
- 15<sup>th</sup> absence/tardy = meeting with Principal to discuss the issue.
- 20<sup>th</sup> absence/tardy = letter warning the student has only five (5) absences/tardies remaining before possible withdrawal.
- 25<sup>th</sup> absence/tardy = phone call to inform parent that if another day of school is missed or another tardy is issued, the child may be asked to withdrawal unless a letter has been sent noting otherwise.

The school calendar provides for extended weekends throughout the school year. **Parents are encouraged to schedule doctor appointments, trips or family outings during these times in order to minimize the need to interrupt a child's learning process. Scheduling vacations during school time is strongly discouraged.** Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence, plus one, to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given four school days to complete the missed work.

When a student is absent for three or more days due to illness, a doctor's note is required. Students are responsible to meet with teachers to ensure the completion of missed assignments. Homework assignments may be picked up at the school office between 2:00 pm – 3:30 pm. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. When ill, a child's main homework is to get better!

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No schoolwork will be given ahead of time in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Work not made up will cause the student's grade (in core courses) to be recorded as Incomplete. Excessive absence can be cause for a student to be retained in the current grade for another year if the student does not pass the grade. A student who has a grade of Incomplete in any core subject will not be promoted to the next grade until the missing work is completed. **Parents must be aware that once a child reaches 10 absences or tardies (excused or unexcused), they will be notified via U.S. Mail. This will serve as the initial warning to parents. After 15 absences or tardies (excused or unexcused), parents will be required to meet with the Principal. Continued excessive absences or tardiness, regardless of whether it is due to illness, may result in your child being asked to withdrawal from the school. Children who are on Step Up For Students scholarships must adhere to the school's attendance policies in order to be eligible to continue to receive the scholarship.**

## 7.06 Tardiness

Please plan ahead to make sure that your children arrive to school on time every day. It is important to be on time to school because:

1. Our morning prayer starts at 7:45 am. As a Catholic school, this is this is the most important class of the day! Students who arrive late or interrupt the prayer serve as a distraction to others.
2. Parents should realize that punctuality is a critical life skill that children can learn by arriving on time to any function. School is a child's first job, so on time performance is critical.
3. Arriving at school on time demonstrates respect for the educational process.
4. As a school we are charged with educating children, a job we take seriously. We cannot teach those who are not in class. Equally important is the distraction that late arriving students cause others.
5. Attendance at weekly Mass is part of the required school program.

Students are considered tardy if they arrive after 7:45 A.M. Once Morning Prayer and announcements have begun, it is a disruption to the entire class for a student to enter tardy.

After three (3) late arrivals to the start of the day, students will be required to serve a recess detention. The student will be allowed to read or study silently.

If parents and students who try to arrive at school between 7:30 and 7:40 would establish a family goal and plan to leave the house only 10 minutes earlier each day, the only tardiness would be in extreme emergencies. **Please practice leaving 10 minutes early.**

Excused tardies will not count against a student. A doctor's note, stating that the child was at the doctor's office that morning is the only excused tardy. Ensuring on-time arrivals leaves plenty of room for unexpected emergencies.

Diocesan policy states that students who do not comply with the school's published punctuality policy may be suspended, be required to withdraw, or required to withdraw.

**Parents must be aware that once a child reaches 10 absences or unexcused tardies, they will be notified via U.S. Mail and may be asked to meet with the Principal. Continued excessive absences or tardiness, regardless of whether it is due to illness, may result in your child being asked to withdrawal from the school. Children who are on Step Up For Students scholarships must adhere to the school's attendance policies in order to be eligible to continue to receive the scholarship.**

### **7.07 Insurance**

Every child at Lourdes Academy is covered by the diocesan insurance plan for the hours under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

### **7.08 Volunteers and Visitors**

All individuals who volunteer in the school must have cleared fingerprints through the Diocese of Orlando and participate in Safe Environmental Training through the Diocese of Orlando. All families are required to sign a Service Hour Contract each year. Parents/volunteers who observe inappropriate student behavior should make the supervising employee aware of the situation. Volunteers may not reprimand a student.

Volunteers and visitors to the school must follow the procedures below:

- A. Sign-in and sign-out in the main office. We may require a copy of your photo identification.
- B. Wear provided identification badge or sticker at all times. Kindly respond to identification requests.
- C. If you wish to observe a particular classroom, advance permission of the teacher is required.
- D. Visitors unfamiliar with our campus may be escorted to their destination.
- E. Visitors are not allowed to eat lunch with students.

\*Please note that the Volunteer/Visitor sign-in and sign-out procedures may be changed during the year. In the event of a change, the school will notify parents immediately. Please be sure to check your weekly e-Homemail, sent each week on Fridays.

### **7.09 Home to School Communication**

Every Friday the school will email our weekly communication called e-Homemail. This is provided via “Constant Contact” and should show up in your email box from “Lourdes Academy” and should have “Homemail” in the subject line. Please note that other emails may be sent outside of the weekly e-Homemail and it is critical that families read all communications sent.

Additionally, in order to ensure that all communication from school reaches home in a timely manner, Lourdes Academy will use email and text message communication as much as possible. Each parent and guardian is responsible to notify the School Office of their phone number to receive these communications. **If a phone number or email changes, please provide the updated number to the office immediately.**

The school to home email system is used for many communications (i.e. e-Homemail). Families of children whose parents reside in separate households must notify the Assistant to the Principal, Mrs. Laurie Brissette, if they would like to receive more than one communication from the school.

Our new student information system, RenWeb, provides access to important information regarding your child. Information regarding the system will be provided to parents at the beginning of the school year. Parents with Internet access are encouraged to check RenWeb for grades, discipline, and attendance information on a regular basis. Failure to pay unsettled balances may result in parents being prohibited from accessing the parent portal.

### **7.10 Change of Information**

Parents/Guardians are required to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, additional contacts/pick-ups, and/or phone numbers of emergency contacts. This will guarantee that contact can be made at all times.

### **7.11 School Telephone and Electronic Devices**

Permission to use the school telephone must be obtained from the School Office. The office phone is a business phone and students are permitted to use it only in case of an emergency. We believe in and hold parents and children to a “NO RESCUE” policy. **Children must learn the consequences of their behaviors; therefore we do not allow them to call home for forgotten homework, athletic equipment, etc.** Arrangements for after-school visits with friends should be made at home.

**Because of their potential for misuse, electronic devices (cell phones, music players, game consoles) are not permitted at school.** The use of chromebooks, tablets and other similar devices is only permitted at the discretion of the teacher for educational purposes. If brought to school, they must remain in the child’s bag at all times and **must be turned OFF**. Please be advised that the school is not responsible for any broken or damaged electronic devices and will not be held liable for repair or replacement in any situation. **If a personal electronic device is seen by a teacher, it will be confiscated, even if not being used, and the student will be subject to a detention.** Parents are advised to understand this rule completely and to require their child’s compliance at all times. Confiscated phones will be returned to the parent only; return must occur during normal School Office hours. If a student is found with a cell phone, they will be subject to disciplinary action. All 6-8<sup>th</sup> grade students and parents will sign the “Best Practices for Students and Best Practices for Parents” stating their agreement to utilizing the technology and abiding by the Diocesan Acceptable Use Policy.

### **7.12 Emergency Drills**

State Law requires that fire drills be held monthly. Please see the Diocese of Orlando Emergency Guide titled, “The Standard Response Protocol.” Posters are made visible in all classrooms and major areas of the school. Posters note the procedures to follow during drills. Faculty, staff and students have been informed about our procedures. The Principal

sends out the “Standard Response Protocol: Parent Information Guide” in August each year. We encourage all parents to review this information made available to you on our website under ‘Parent Resources’ and by clicking on ‘Forms and Downloads.’

### **7.13 Crisis Plan**

Lourdes Academy has developed a crisis plan in case of a lockdown or emergency evacuation. The plan has been developed in cooperation with local law enforcement to provide the best security for our students and staff.

### **7.14 Weather Emergencies**

For school closings due to weather, we will always follow Volusia County Public Schools, as directed by the Office of Schools, Diocese of Orlando. At the onset of bad weather, parents are encouraged to listen to local television and radio broadcasts regarding school closures.

Lourdes Academy reserves the right to re-open depending on our local campus situation. Communication will be delivered via text message and/or email, as long as it is possible. In cases where communication lines are down, the news stations will be contacted regarding information. Please use the following communications regarding the status of Lourdes Academy:

1. Lourdes Academy text/email.
2. Lourdes Academy Website.
3. Lourdes Academy Facebook page.

### **7.15 Lost and Found**

Any items found in the school building or on school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

### **7.16 Field Trips**

Field trips are considered part of the curriculum. All students are expected to attend class field trips or attend school for the day. A Diocesan Field Trip Permission form is sent to the parent for completion and returned to Lourdes Academy prior to student participation in the field trip.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal and e-mail permission cannot be accepted. Permission slips must be submitted by the designated due date and will not be accepted on the day of the field trip. The teacher sponsoring the field trip will send the school field trip permission slip and the letter of introduction home. This is the only permission form that may be used.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the expected experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
  - Students who receive a detention or suspension are ineligible for any field trip during the trimester of the suspension (and the month following the suspension, should that period of time be in another trimester).
  - Students who are suspended twice in a year are ineligible for any field trips for the remainder of the school year.
  - Inappropriate behavior as documented by a teacher or staff member may result in the student not being allowed to go on the field trip.
  - The above rules are also relevant and applied to 8<sup>th</sup> grade students and are inclusive of end of the school year field trips/class trips.

- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.  
**All monies collected for the field trip are non-refundable.**
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parent chaperones must be fingerprinted and not bring other children.
- When at all possible, teachers will engage the services of a charter or school bus for school trips. The cost will be reflected in the fee of the trip.
- Teachers retain the sole right to arrange student groups for field trips.

### **7.17 Food Service**

The Lourdes Academy breakfast and lunch program is provided five days a week for students in all grades.

Lourdes Academy is an authorized sponsor of the National School Lunch Program (NSLP). Because of our status with the NSLP, all students are eligible for free breakfast and lunch. If students do not plan to eat school lunch, they should bring a bag lunch.

Students are expected to use the same manners used in the classroom while they are eating lunch. Courtesy towards other students and cooperation with your teachers are in order at all times. Please note that microwaves are not available for student use in the school cafeteria.

For breakfast, students may be dropped off at the school office between 7:00 and 7:30. They will join the other students in the church for Morning Prayer when dismissed by a staff member. Students arriving to school after 7:30 will NOT receive breakfast. Early Childhood Center (PreK, Kindergarten and 1<sup>st</sup> grade) children may participate in the breakfast program. VPK Parents should park at the ECC parking lot and accompany their children to breakfast by entering campus under the pavilion. Once finished eating, ECC children are to be brought to their classrooms by their parents beginning at 7:30.

### **7.18 Health Services and Medication**

Students who are ill or injured are sent to the school office where only emergency care may be rendered. If conditions warrant, the parent will be contacted to determine the appropriate action to be taken.

When your child is ill, please do not allow her or him return to school until fever free and showing no signs of illness for 24 hours. This is mandatory for the safety and wellness of all students and staff.

#### **A. Administration of Medication by school personnel:**

1. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the physician and parent/guardian who gives written permission to the school for medication dispensation.
2. The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
3. The staff shall record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.

#### **B. Self-Administration:**

1. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form.
2. Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form permitting self-administration.

3. Medications that a student is not authorized to carry must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the school.
4. In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

#### C. Appropriate Containers:

It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

1. Prescription labeled by a pharmacy or licensed prescriber
2. Manufacturer labeled for non-prescription over-the-counter medication

#### D. Storage of Medication:

1. Medication received by the school in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the principal and his/her designees.
2. At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication.
3. A student may not share medications with other students.

Alternate emergency telephone numbers must be filed in the school office. If a child has a special medical condition, this information should be filed in the school office together with instructions on how to proceed.

**Children should be clearly instructed by the parents as to when they are to go to the office to take their prescribed medicine under the supervision of school personnel.**

#### Additional Information:

- Children under prescription for an Epi-pen will be required to fill out additional forms.
- The clinic of the school will only store medications for students who have a completed written authorization on file.
- Any questions or concerns regarding the administration of medication should be directed to the school office.

### 7.19 Gifts

Students should not exchange individual gifts at school. This gesture can create hurt feelings among other students. Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### 7.20 Birthday Observances

Students may come to school dressed out-of-uniform on their birthday or (in the case of summer birthdays) their half-birthday. Parents may send a small treat for distribution at lunchtime. The treat should be individually portioned, sufficient for all members of the class, and should not include peanuts, gum, candy or perishable foods such as ice cream. Treats should not need refrigeration or cutting. Treats are to be dropped off at the school office in the morning and will be distributed at the discretion of the teacher. **Treats are to be easily distributed. Cakes and large cookie cakes that need to be sliced are not to be sent in as they are difficult to distribute.**

## 8.00 UNIFORMS AND DRESS CODE

### 8.01 General Information

The school uniform is a statement of who we are as a school. It identifies students as a part of something larger than themselves. The uniform should be worn correctly at all times. Uniforms are to be worn beginning on the first day of school and throughout the duration of the school year. Uniforms are to be clean, neat and in good repair. Failure to dress in the correct uniform is an offense and subject to disciplinary action as defined in the Code of Conduct (section 11). Uniforms with holes, tears, rips, or that are ill fitting (too big or too small) are unacceptable. All uniform regulations and guidelines are subject to the discretion of the Principal.

**The Administration reserves the right to have students call home for a change of clothes if uniform pieces are not of appropriate length, size or condition.**

**Dress uniform (Mass uniform) is worn on Thursdays for mass and on other special occasions. Long pants for boys/young men are worn from approximately November 1<sup>st</sup> through March 1st on Mass days, unless otherwise noted by the Principal. Communication will go out regarding the start of “cold weather wear” in (approximately) November and “warm weather wear” in (approximately) March.**

## **8.02 Repeated Violation of Uniform Policy**

Students who consistently violate the uniform policy will be subject to the following disciplinary consequences. If the uniform violations continue and surpass 10 violations in one school year, the student may be asked to withdraw from the school. Wearing the Lourdes Academy uniform is a privilege that many students are not given. The uniform must always be treated with respect and worn appropriately. Students may be required to purchase new uniform pieces that no longer fit properly or are washed out. Parents and students are encouraged to contact the School Office if there are financial concerns regarding the purchase of a uniform piece. In most cases, a payment plan can be setup to assist families.

The following guidelines are currently in place in regards to uniform violations:

VPK-4<sup>th</sup> Grade: Students will be allowed five (5) uniform violations for the school year. On the sixth (6<sup>th</sup>) violation, the School Office will call the parent/family member and the parent/family member will be required to bring the correct uniform/uniform piece to school OR pay a \$20.00 uniform violation fine. This same procedure will be put into place for all subsequent violations, as well (i.e. the 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> violation etc.). If excessive violations continue, balances are not paid, or the Student Handbook policies are not followed, the child may be asked to withdraw from the school.

5<sup>th</sup>-8<sup>th</sup> Grade: Students will be allowed three (3) uniform violations for the school year. On the fourth (4<sup>th</sup>) violation, students will be subject to the following disciplinary actions:

- **4<sup>th</sup>-6<sup>th</sup> violations: students will serve an after school detention from 3:00-4:00PM on the designated day.**
- **7<sup>th</sup>-9<sup>th</sup> violations: students may be asked to serve a Saturday detention at school.**
- **10<sup>th</sup> violation: students will serve an In-School Suspension (ISS) for one day.**

**If a child exceeds 10 uniform violations, the child may be asked to withdraw from the school.**

Uniform violations will be recorded in RenWeb and will be visible to parents under the ‘behavior section’ of the RenWeb ParentsWeb. Together, teachers, staff and administration will continue to work with students and families to provide additional reminders (such as car line) and as other opportunities are presented.

We greatly thank each of you for your hard work in partnership with the school to ensure your child is dressed appropriately each day!

## **8.03 Approved School Uniform**

All uniform pieces must be purchased through our uniform company, Lands End. Shirts are embroidered or screen-printed with the Lourdes Academy logo and pants/shorts are embroidered on the back with a logo, signifying they have been purchased through Lands End. **Other companies or entities may not replicate our uniform logo.** Proper sizing of uniforms can be done at the school, as some samples may be available to try on. Students are no longer permitted to purchase any uniform pieces from other stores (i.e. Old Navy, Gap, etc.). Students that purchase shorts, pants, or other uniform pieces will be written up for the uniform violation.

## **VPK (Both Boys and Girls)**

(VPK students receive a credit for one free uniform composed of t-shirt and shorts)

- Navy blue Lourdes Academy t-shirt (PE uniform)
- Navy blue Lourdes Academy shorts (PE uniform)

## **K-5 GIRLS**

- Plaid skort (\*Must be worn on Thursdays (Mass Days))
- Khaki pants
- Khaki Bermuda shorts
- Black belt (worn with shorts and pants)
- Navy blue polo shirt with Lourdes logo (\*Must be worn on Thursdays (Mass Days))
- *Once cold weather has been announced by the school:* Tights (BLACK TIGHTS ONLY... no designs, no leggings, no white socks with tights) may be worn under girls' skorts (or jumpers if in Kindergarten or 1<sup>st</sup> Grade).

## **K-1 GIRLS ONLY**

- Plaid jumper and white shirt with "Peter Pan" collar (only black tights can be worn under jumper once cold weather wear is approved).

## **6-8 GIRLS**

- Plaid skort (\*Must be worn on Thursdays (Mass Days))
- Green polo shirt with Lourdes logo (\*Must be worn on Thursdays (Mass Days))
- Khaki pants
- Black belt (worn with shorts and pants)
- Khaki Bermuda shorts
- *Once cold weather has been announced by the school:* Tights (BLACK TIGHTS ONLY... no designs, no leggings, no white socks with leggings) may be worn under girls' skorts.

## **GIRLS MASS UNIFORM (K-1 may wear plaid jumper/white shirt with "Peter Pan" collar)**

- Plaid skort
- Navy blue polo (K-5) and green polo (6-8) with Lourdes logo

## **K-8 BOYS**

- Khaki shorts
- Khaki long pants
- Navy blue polo shirt with Lourdes logo (grades K-5)
- Green polo shirt with Lourdes logo (grades 6-8)
- Black belt (worn with shorts and pants)

## **BOYS MASS UNIFORM**

- White button down shirt with Lourdes logo
- School issue tie (gold/blue or green/blue) (K-4 pre-tied tie, 5-8 to-be-tied tie)
- Khaki shorts (when warm weather wear is being worn)
- Khaki pants (when cold weather wear is being worn)
- Black belt

## **FOOTWEAR**

The following applies to all grades, both boys & girls:

- Solid BLACK low-top sneakers
  - Must not have logos that are not black



- High-tops and mid-tops are not permitted
- No lights or wheels
- Must lace or Velcro
- Closed toe and full-closed back only
- WHITE ankle socks must be worn
  - NO colored stitching, patterns, or logos
  - Knee and sports socks are not permitted

#### **8.04 PE Uniform**

##### **ALL STUDENTS GRADES K-8**

- Navy blue t-shirt with school logo
- Navy blue gym shorts with school logo
- **Sneakers (can be any color)**
- White socks as described above
- Navy blue sweatshirt with school logo
- Navy blue sweatpants with school logo

#### **8.05 Jewelry**

One watch, one bracelet, and one necklace (not a choker) may be worn. Necklaces must be simple and thin with a religious medallion. The jewelry chosen must not be gaudy or draw undue attention. Understated is the rule. Watches cannot be an “Apple Watch” or any other watch in which a child uses as a means of communication.

*Girls may wear one pair of stud earrings only.* Decorative earring backings are not approved. Earrings may be worn on the earlobes only.

Boys may not wear earrings on any part of the body.

#### **8.06 Hairstyle and Personal Appearance**

For Boys:

- A business style haircut where hair is tapered and not kept long or tied back is most appropriate.
- Hair must be kept short and properly trimmed to ensure that hair is not touching the ears and is an appropriate length on top.
- The length should not present a ragged, unkempt, uncombed, or extreme appearance.
- Hair should be short enough that is not tied back.
- Hair should be neatly combed at all times. When combed down, it should not fall over the ears or touch the eyebrows.
- Sideburns will not be longer than halfway down the ear.
- Any facial hair must be shaved.
- Hair must be a natural hair color.

For girls:

- Hair must not cover the eyes.
- Hair must be a natural hair color.

For all students:

- Permanent marking of any part of the skin is not acceptable.
- Writing on the skin or clothing via pen, pencil, markers, or any other utensil is not acceptable. Violation of this rule will result in the student being asked to wash it off immediately and/or replace their damaged uniform at the expense of the parent.

- Make-up may not be worn to school or during the school day; this includes nail polish and artificial nails.
- Student hair must be a natural color.
- Hairstyles that are considered distracting in the classroom will be addressed and the student will be asked to correct it immediately.
- The Teachers and Principal reserve the right to judge the appropriateness of a hairstyle and altered color. “Trendy” hairstyles may not be permitted and a picture should be reviewed by administration prior to receiving the haircut.
- Mohawks and faux-hawks are not permitted and designs must not be cut or shaved into haircuts.
- Designs must not be cut or shaved into haircuts.

A student will be given **one week** to correct an unacceptable style/color. After one week, the student will not be allowed on campus until the problem is corrected.

### 8.07 Uniform Wear Guidelines

Please ensure adherence to the following guidelines:

- Pants must be worn at the waist.
- **All Shirts must be tucked in at all times.**
- Skirts and skorts must not be rolled at the waist.
- If students choose to wear a t-shirt under their uniform shirt, the t-shirt must be plain white with absolutely no writing or graphics. **Long sleeve t-shirts cannot be worn.**
- Parents are responsible for ensuring that students wear the uniform correctly. Parents also accept responsibility for purchasing new uniform pieces once old pieces no longer fit correctly or are faded/washed out.

The Administration has the right to judge the acceptability of apparel and jewelry. The school uniform must be purchased from our uniform company, Lands End.

**Students who wear uniform bottoms that are too tight or too short will be asked to purchase a proper fitting uniform and may be asked to change before being allowed back to class.**

### 8.08 Special Uniform Pieces

#### Classroom Cold Weather Outerwear

Both boys and girls may wear these items.

- Lands End Lourdes Academy sweatshirt only (navy blue)
  - Hoodie, plain sweater, or zipped

\*Students are allowed to wear any coat/jacket (non-Lourdes) to and from school and at recess but it cannot be worn in the classroom during the school day. Students must have the appropriate Lands End Lourdes Academy navy blue sweatshirt/sweater noted above.

\*\*Faculty and Staff hold the right to have students wear or take off a sweatshirt if weather is too hot or too cold. This is for the well being of your child to prevent health concerns.

### 8.09 Out-of-Uniform/Dress-Down Days

We believe that the uniform is an important part of creating a structured learning environment. For that reason, dress-down days are very limited.

When dress down days are issued, all clothing must be modest, and in the case of bottoms, that means loose fitting. All tops must have sleeves. Midriffs and backs may not show.

Students **may** wear

- jeans
- sneakers/tennis shoes

- loose-fitting shorts no shorter than three inches above the top of the knee
- skirts (females) no shorter than three inches above the top of the knee, with shorts underneath
- skorts (females)
- sweatshirts
- dresses (females)
- slacks

Students **may not** wear

- bottoms that are tight to the skin (e.g. sweats that are skin-tight, leggings or tights below short skirts/long sweaters)
- boots with heels
- flip-flop sandals
- open back shoes
- tank tops
- low-cut shirts or anything that shows skin at the midriff or shoulder
- torn or frayed jeans
- skin-tight clothing of any kind
- T-shirts with inappropriate writing or phrases
- tennis shoes with wheels or lights
- costumes
- bike shorts
- nail polish
- pajama pants
- make-up
- hats

**Rule of Thumb:** If you think you shouldn't wear it, you shouldn't. Many pieces of clothing that are deemed acceptable in our world today are not at all acceptable in a Catholic school; they tend to be immodest. *Teachers and the Principal make the final call in all clothing decisions.*

**Parents may be called to bring appropriate clothing to school if the child is found to be in violation of the above expectations. Students who, after one warning, wear inappropriate clothing on a dress-down day will lose the privilege of dressing down for the remainder of the school year.**

## **8.10 Field Trip Dress Code**

The Lourdes Academy school uniform will be worn on all field trips unless otherwise indicated. In many circumstances, students may be required to wear their dress (Mass) uniform.

## **9.00 ACADEMIC INFORMATION**

### **9.01 Evaluation of Students**

Students are evaluated for mastery of skills and content during each marking period. Each area – early childhood, elementary and middle school - has evaluation procedures suited to the levels of the students. The purpose of all evaluation is to document academic progress. Students are assessed - but not graded - on behavior and effort. Assessment is both formative (assessments that help students and teachers to understand current levels of learning – performed often) and summative (assessment that allows teachers to determine how well learning objectives were achieved – performed after several lessons).

Our policy of open communication invites parents to contact teachers whenever they feel it is necessary. This should always be done through the school and never at the home of the teacher. **Questions about grades must always be directed to the teacher, rather than to the Principal, as the teacher knows a student's achievement level much more closely.**

## 9.02 Grading Scale

### Pre-K - Grade 2:

Standards-based report card three times per academic year. This report shows the student level of progress toward attainment of the skills and standards required for each grade level.

### Grades 3 – 8

Traditional report card three times a year.

A = 89.5 – 100

B = 79.5 – 89.4

C = 69.5 – 79.4

D = 59.5 – 69.4

F = 59.4 or below

## 9.03 Report Cards

Report Cards are important tools for communication. Hard copies of the Report Card will **not be distributed** at the end of each trimester as they have in the past. Our new student database system, RenWeb, will provide report cards via email to parents. Progress reports will be issued once per trimester and will be emailed as well.

Parents are encouraged to keep up with student progress by monitoring RenWeb on a weekly basis.

Report cards may be held by the school office if any balance is owed to the school.

## 9.04 Parent / Teacher Conferences

A parent-teacher conference day will be held on Thursday, November 15<sup>th</sup> from 1:00-5:00 (dismissal at 12PM). Sign-ups for parent-teacher conference day will be available in the School Office. Parents are encouraged to contact the School Office to schedule an appointment with their child's teacher(s). If parents require conferences during the school year, they may make arrangements with the individual teacher. Please do not plan on having conferences during drop-off or pick-up. All conferences must be scheduled with the teacher. From 7:45 to 3:10, the teacher's responsibility is teaching and the supervision of the students; meetings during those hours are not permissible.

Teachers may request parent conferences. When requested, these conferences become mandatory. Parents who do not schedule a requested conference may be required to withdraw their child.

A Back to School Night will be held on Wednesday, September 12<sup>th</sup> at 6PM.

## 9.05 Student Records

Schools request records/transcripts/recommendations on behalf of a student (parents do not request records). Records are only sent from school to school and never released to a parent.

**Families with any balance owed to the school who wish to transfer to another Catholic school will not be permitted to do so unless the balance is paid in full. This is diocesan policy.**

## 9.06 Testing

Students will not be permitted to retake a classroom quiz or test in order to improve their academic standing.

The Terra-Nova Assessments have replaced the Iowa Assessments and are administered once per year in March to students in Grades K through 8 and measures achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling and other areas. The ACRE Test (Assessment of Catechesis and Religious Education) is given in February to students in Grades 5 and 8. MAP assessments are given to students in grades K-8 three times per year

(August, January, and May). These tests measure ability and knowledge against a normed group. Please see the Diocesan policy on standardized testing below.

### **Standardized Testing in the Diocese of Orlando**

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

Additional testing, including diagnostic reading assessments, may be performed in Pre-K through Grade 5.

Middle School students (Grades 5 – 8) may be given a maximum of three quizzes or tests per day.

#### **9.07 Promotion, Retention, and Academic Withdrawal Policy**

Advancement to the next grade at Lourdes Academy is based on a student’s daily performance, recommendations of teachers, and the student’s ability to complete work successfully. Promotion to the next grade depends on successful mastery of grade-level standards. The Administration may recommend the repetition of a grade, or tutoring as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A student in grades 5-8 who receives a final grade of F in two or more core courses (English, Mathematics, Science, and Social Studies) will be retained. A student in grades 6-8 who receives a final grade of F in any core subject will be required to take that course again over the summer via the Florida Virtual School (FLVS) before being promoted. Failure to complete the FLVS course will result in retention. A student in grades K-5 who has not shown adequate mastery of standards will be retained. Likewise, a student who misses more than 15 days of school for non-medical reasons may be retained.

If the Principal determines that it is not possible to adequately meet the academic needs of the student and it is not in the best educational interest of the student to remain in the school, the Principal may ask the family to voluntarily withdraw the student. If the family in this situation doesn’t voluntarily withdraw the student, the school reserves the right to expel the student.

#### **9.08 Academic Probation**

Students in grades 6-8 who do not achieve a minimum “C” average in their core courses (English, Mathematics, Science, and Social Studies) in a trimester will be placed on academic probation for the following trimester. During academic

probation, participation in athletics is forbidden (i.e. any student with a grade of “D” or “F”). During the trimester of probation, the student is to attend to schoolwork and bring grades up. If students on probation do not bring their average in core courses up to at least a “C,” they may be required to withdraw from Lourdes Academy. Additionally, students on academic probation must not cause discipline problems. Behavior violations and disciplinary actions while on academic probation are cause for immediate withdrawal from school. The Principal or a member of the administration can place a student on academic and/or behavior probation at any point following insufficient grades and/or effort as well as for any behaviors infractions.

### 9.09 Homework

**All students in grades 3-8 are required to use a student planner, which is supplied by the school. The parent should sign the planner as required by the teacher.** Homework is reinforcement of instruction, research on a particular subject or project, study, or reading for enjoyment. It includes studying as well as writing. It is an important part of developing good study habits. The amount and type of homework given is appropriate to the child’s developmental level and/or needs. Homework is not graded, per diocesan policy, but must be completed to earn good grades on assessments and be eligible for privileges such as National Junior Honor Society and Student Government.

Students with missing assignments may be held from playing sports or participating in other special events, such as: field trips, class parties, etc.

The teacher will review all assignments, either individually or as a whole-group activity; this will allow children to understand how well they performed.

Suggested Time Allotments:

- Kindergarten – 10 minutes
- Grade 1 – 20 minutes
- Grade 2 – 30 minutes
- Grade 3 – 40 minutes
- Grade 4 – 50 minutes
- Grade 5 – 60 minutes
- Grade 6 – 90 minutes
- Grade 7 – 90 minutes
- Grade 8 – 90 minutes

\*This does not include reading assignments, which should follow the same minutes requirement above.

### 9.10 Academic Honors

The honor roll is reported for students in grades 3-8. Eligibility will be determined by reviewing students’ academic grades as well as their Learner Behaviors.

Report Card Standard	Principal’s List	Honor Roll
Academic Average	Grade of A or higher in every subject	Grade of B or higher in every subject
Responsibility	Score of 1	Score of 1 or 2
Participation	Score of 1	Score of 1 or 2
Assignment Completion	Score of 1	Score of 1 or 2
Interpersonal Skills	Score of 1	Score of 1 or 2

Students that do not make the Principal’s List may be eligible for the Honor Roll. Students on the Honor Roll must not receive a score of 2, more than eight times as displayed on their report card.

In unique circumstances, the principal retains the right to add or remove students from the Principal’s List and/or Honor Roll.

Students who receive a detention or a suspension are automatically ineligible for academic honors in the trimester during which the infraction occurred.

For the 2019-2020 school year, all 8<sup>th</sup> grade students will be invited to submit an anonymous speech for inclusion in the graduation ceremony; the selected writer as part of the graduation ceremony will give the speech.

Students in the 8<sup>th</sup> grade Honors Academy wear honor cords at graduation.

The National Junior Honor Society exists to recognize those students in grades 7-8 who excel in scholarship, leadership, service, and citizenship. Students who have an A average across all subjects and no grade of C or lower during the first trimester of the year will be tapped to apply. Membership is not automatic. A panel of teachers will determine, based in part on the application essay submitted by the student, whether that student meets the high criteria across all domains demanded by the society. Scores of 2 in any Learner Behaviors may be cause for exclusion or removal. Students are encouraged to demonstrate their desire to join NJHS through their essay, academic skills, and service throughout the year.

### **9.11 Student Placement**

After careful review of a student's standardized testing results, report card grades, class participation/former school recommendation, teacher recommendations, Lourdes Academy reserves the sole right to place a student in the class/group deemed most appropriate for the student. Decisions regarding students selected for Honors and/or Academic classes in 7<sup>th</sup> and 8<sup>th</sup> grade are determined by the faculty and administration during the summer. Scores from Terra Nova and MAP assessments as well as teacher recommendations are taken into account to best place students. Letters are sent home prior to the start of the school year informing students whether they will be placed in Honors or Academic classes.

### **9.12 Florida Virtual School**

While actual interaction with a teacher is the optimal way to learn, there are very rare occasions where Florida Virtual School assists in the education of a child during the school year. FVS may be required or recommended during the summer. Should it be deemed necessary for a student to take a virtual course, they must supply their own device to use.

## **10.00 STUDENT SERVICES**

### **10.01 School Counselor**

A school Guidance Counselor serves the needs of students, parents, faculty, and administration. This is accomplished through large and small group guidance classes, academic testing, and individual consultation. Appointments can be made with the counselor by calling the School Office. Students are free to seek out the counselor when they need someone to talk to. The counselor may seek out children based on teacher or administrator referral. If a parent does not wish for her/his child to be seen by the counselor, s/he must write a letter to the school detailing the objection. The principal retains the right to include the counselor in meetings with children even in the absence of parent permission. The counselor is allowed to speak to any student at Lourdes Academy, as needed.

### **10.02 Sacramental Formation Program**

The Lourdes Academy Sacramental Formation Program is under the direction of the Parish Director of Lifelong Faith Formation. Students in grade 2 are prepared for two sacraments – Reconciliation and First Eucharist (spring). Students in grade 7 are prepared for Confirmation (winter). Parents are required to be active partners in preparation of their children for these sacraments. The Parish will send home information about preparation for these sacraments in a timely manner.

### **10.03 Requests for Student Information**

Parents may need information from teachers regarding their child's academic, social and/or emotional progress in school when they are seeking outside help from professionals. Lourdes Academy will comply with requests for these documents to the best of our abilities. These documents are mailed directly to the entity requesting the information and not given to parents/guardians. Teachers are not permitted to complete forms unless the forms come through the school office.

## **10.04 Title I**

Title I is a federally funded program intended to enhance classroom instruction in reading and math skills. The criteria for acceptance into this one-on-one tutoring program include standardized test scores, classroom assessment portfolios, and teacher recommendations. In addition, Volusia County determines which of its public schools are Title I schools. Students who qualify based on test scores and teacher recommendation must also be zoned for a Title I public school. Title I instruction takes place during the school day and/or after school with a certified teacher contracted through a private tutoring company. Private and Catholic schools are not considered Title I schools. It is imperative that if your child receives Title I tutoring that they attend each tutoring session. The school reserves the right to dismiss any student from Title I tutoring if they have missed multiple sessions.

## **10.05 Media Center**

The school's Media Center exists to train students in the use of technology. Teachers schedule regular times in the Media Center to enhance classroom learning. After school clubs also use the Media Center, as well as tutors from Title I.

## **11.00 CONDUCT**

### **11.01 General Information**

In accordance with the creed of the school, which emphasizes respect, responsibility, and right choices, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other actions, which the students' sense of appropriateness will indicate to them.

**We expect our students to accept the responsibilities that have been assigned to them. Self-control and proper behavior is vital in being able to succeed in class and studies.**

The Administration reserves the right to determine the appropriateness of an action if any doubt arises. The Administration reserves the right to amend this policy dependent on circumstances.

### **11.02 Student Conduct Guidelines**

The foundation for our school rules is RESPECT, RESPONSIBILITY, and RIGHT CHOICES in conjunction with our root beliefs and living our core values.

#### **I. Getting To and From School**

##### **A. Parking Lot**

1. Students are to use extreme caution at all times while in the parking lot, mindful of the potential hazards of moving vehicles dropping off and picking up students.
2. Students must walk at all times and avoid any form of behavior such as pushing or shoving that might jeopardize their own or others' safety.
3. During pickup and drop-off times, students are not to be in the parking lot. Parents must wait in the car line until their child's name has been called and a staff member assists with getting them into the car.
4. Parents may park in the lot after dropping off if there is a need to come into the School Office.
5. Students must be dropped off at the designated location under the pavilion and not in the parking lot, forcing them to have to walk across the lot.

##### **B. Arrival At School**

1. Students may be dropped off according to the *Parking Lot Procedures* found toward the end of this handbook.
2. Students must not be on the school premises before 7:00A.M. since there is no supervision provided before this time.



3. Students arriving in the church for Morning Prayer or Early Childhood Center after 7:45 A.M. are considered tardy (unexcused). Students who arrive after 8:00 am must be escorted to the School Office by their parent to receive a tardy pass.
  - a. Students must not be dropped off in the parking lot at or after 8am.
  - b. The parent must enter the School Office to provide an excuse for tardiness.
4. For the safety of the students, parents are respectfully asked not to use their cell phones in car lines.

### **C. Consequences for Tardiness**

- See Section 7.06
- Students may be kept from participating in extra-curricular (sports, clubs etc.) on the day that they are late.

**Families may be asked to withdraw their child if there are an excessive amount of tardies, absences and/or requests for early dismissal as noted in the Absence/Tardy section of the Handbook.**

## **II. School Ground Behavior**

### **A. In Transit between Classes, to the Cafeteria, Specials, Recess Area, and Church**

1. Students must walk in a straight line at all times.
2. Students must show consideration for others by avoiding loud, inappropriate talking, shouting or any form of unruly behavior.
3. When using the drinking fountains and bathrooms students are expected to act in an appropriate manner. The cost for any destruction of school property will be billed to the parent/guardian of the child.
4. When an adult is present during transit, students are to stop courteously and allow the adult to pass.

### **B. Cafeteria**

1. Students are expected to wait in line in an orderly manner.
2. While in the lunchroom, the students are expected to show respect and be courteous to all individuals - adults and children.
3. Students are expected to use proper manners while eating.
4. **ALL** Students are required to ask permission to use the restroom.
5. Students are expected to leave the lunchroom clean and share the responsibility to clean up after lunch.

### **C. Restrooms**

1. Loitering in the restroom is prohibited.
2. Students must use the restroom located in the area of the building where they are in class.
3. Students are to properly dispose of paper towels in the trash bins.
4. Students using restrooms during class time are required to follow the procedures of the individual teacher.
5. Vandalism is prohibited and will require monetary restitution.
6. Restroom privileges may be revoked if abused.
7. Students are encouraged to use the bathroom during transitions from the classroom to another location.

### **D. Outdoor Recess**

1. Students are required to behave in such a manner that their actions are not harmful to themselves or others.
2. Body contact sports are not permitted: no pushing, tackling, piling, etc.
3. Unnecessary roughness is forbidden along with teasing, harassment, bullying or making mean comments.
4. Proper use of the playground equipment is expected.
5. Students must take turns using equipment, allowing students who arrive first to play first.
6. Vandalism is prohibited and may require monetary restitution.
7. Students must ask permission to use the restroom.
8. Students are to obey the requests of any school employee or volunteer during recess.

### **E. School Gatherings/Assemblies/Performances, Etc.**

1. Students will enter and exit assemblies in an orderly manner under the supervision of a teacher.
2. Booing, yelling, whistling or talking during assemblies is not permitted.

### **F. Church**

1. While at Mass, prayer, or other times of worship, students are expected to show respect for the Blessed Sacrament and one another at all times.
2. Talking and/or fooling around are prohibited.

### 11.03 Unacceptable Behaviors

These behaviors affect the offender or other people in the learning environment. Examples are listed, but not limited to the improper actions below:

- **Disrespect for teachers and/or other adults assisting in the school.**
- Disruptive classroom behaviors (loud or excessive talking).
- Stealing/cheating or any other form of copying from another student, books or other materials and plagiarism.
- Foul language either spoken or written.
- Sexual harassment in the form of inappropriate verbal or physical conduct.
- Physical or verbal abuse or violence of any form including fighting.
- Bullying behavior towards another student(s) or making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation, etc.
- Possession of intoxicants or illegal drugs.
- Possession or use of any weapon, or any device or instrument that could be used as a weapon.
- Use of electronics including cell phones without the permission of and supervision of a faculty member.
- Any unauthorized/inappropriate use of technology – internet and personal electronic devices (cell phones) is prohibited.
- Forgery of another person’s name.
- Plagiarism.
- Defacing property / books / materials. Cost for replacement will fall on the parent/guardian of the student and/or family member.
- Publicly challenging a teacher at any time, especially on a reprimand and/or consequence given to him/her or another student.

#### 1. Consequences of Unacceptable Behaviors

Discipline is generally handled by the classroom teacher. The Principal will support a teacher’s decision to issue a consequence for unacceptable behavior. In most cases, unless the severity of the action constitutes an immediate detention, suspension or withdrawal, a **verbal warning** is issued to the student to prevent the unacceptable behavior from happening again. It is expected that any student who receives a warning will immediately stop the unacceptable behavior and not engage in further unacceptable behaviors. In grades where “stamps” are used to mark behavior sheets, a stamp may be issued. Stamps can be issued by any Lourdes Academy employee. At any point, a conference may be setup to discuss student behavior and/or academic concerns. Teachers will communicate any unacceptable behaviors to parents via phone, email, face-to-face, or via classroom apps (i.e. Class Dojo, Remind).

The following consequences are used in *most* situations in which a disciplinary action is necessary.

##### a. First Offense

1. Warning (verbal warning or “stamp” issued, where applicable)
2. Conduct Referral - Teacher Detention – parent will be notified.
3. At the Administration’s discretion, any offense in this category may result in a parent conference and an In/Out of School Suspension, additional consequences (including mandatory psychological evaluation and/or drug/alcohol testing) and/or expulsion from Lourdes Academy.

##### b. Additional Offenses after the First Offense

1. Additional detention, suspension, or withdrawal/expulsion may be issued.
2. At the Administration’s discretion, any offense in this category may result in an Out of School Suspension, additional consequences (including mandatory psychological evaluation and/or drug/alcohol testing), and/or expulsion from Lourdes Academy.
3. After three (3) detentions in one school year, a student may be placed on behavior probation. Most commonly, students may receive detentions for insubordination, disrespect of a teacher/employee, and failure to complete assignments. A letter will be sent home to parents indicating that the student has been placed on behavior probation and will indicate that any further unacceptable behaviors may lead to the student being asked to withdraw from the school.
4. Students may also be asked to serve a Saturday detention in which it is the expectation that the parent drop the child off to school at the assigned time

## 2. Weapons

In order to provide for a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited.

The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices.

Students who violate this policy shall be subject to discipline up to and including required withdrawal or expulsion.

If a student is found to be in possession of a weapon at school/on school property or at a school sponsored event, the school will do the following:

1. Law enforcement will be called and the student turned over to law enforcement;
2. Parents/guardians will be contacted and informed of the situation;
3. Parents/guardians will be informed orally and in writing that the student has been suspended;
4. Complete cooperation with law enforcement will be provided by the school;
5. After the situation has been thoroughly investigated, the student may be expelled.

## 3. The behaviors listed below are not permitted in school and the student will face disciplinary action.

- Possession of (including use of) a cell phone.
- Gum chewing.
- Eating in the classroom without permission.
- Failure to follow the dress code.
- Tardiness to class.
- Eating in the dismissal area after school.
- Playing with toys, balls, etc. in the dismissal area after school.
- Failure to take proper care of books and materials /lost books.
- Failure to be prepared for class (materials, homework, tests not signed).
- Failure to follow teacher directions.

## 4. Typical Classroom Consequences

These may be administered as determined in the teacher's sole discretion.

- Separation from others in the classroom.
- Separation from others into another classroom.
- Silent lunch.
- Lunch detention
- Loss of recess for a time period to be determined.
- Cleaning duty (cafeteria, grounds, etc.).
- In-school or out-of-school suspension.
- After-school detention (to include service like cleaning or organizing).
- Loss of extracurricular activity privilege (athletic practice or game, dance, etc.).

**\*\*Detentions must be served on the assigned date. Skipping a detention may result in an out of school suspension.**

**Items taken away from students will be returned to the parent(s) / guardian(s) on the last day of school.**

## 4. Lourdes Academy Behavior Program

Below is a sample copy of the behavior form that will be used in grades 5-8. You will notice the form has a location for a specific stamp that will be placed after the specific action is committed. Students are allowed to receive five (5) stamps in one week before receiving a consequence, such as a detention. We recognize that students make mistakes and our hope is that they will learn not to make these mistakes continuously. While many schools using this program

implement a consequence after receiving four stamps, at Lourdes Academy we implement the consequence on the fifth (5<sup>th</sup>) stamp. The reason for this is that at times, students may feel as though they were “unjustly” stamped. This is our main reason for issuing a consequence on the 5<sup>th</sup> stamp instead of the 4<sup>th</sup> stamp. Therefore, eliminating any discussion or questioning as to whether a consequence is justified. The behavior program allows for students to achieve a monthly affirmation to honor students who consistently demonstrate appropriate behavior. The details for the program are explained below as well as on the form. This program will be explained to all students in grades 5-8 during the first week of the school year and to parents at Back to School Night.



**Our Mission:** Lourdes Academy changes lives each day in our school. Through our loving words and actions, we create a safe environment where all are welcome in our family. Working with one another, challenged by our Catholic education, we change the world!

**Our Vision:** Lourdes Academy students will be Christ-centered leaders inspired to pursue lifelong learning, seek justice, and welcome diversity.

## BEHAVIOR STAMPS

**Positive and Negative Stamps will now be placed in a student’s planner in the appropriate month calendar pages.**

### Behavior Stamp Codes:

**OR** = Overall Respect

**ET** = Excessive Talking

**HW** = Homework

**CS** = Chromebook and/or Supplies

**U** = Uniform + an infraction in RenWeb

**O** = Other/Off-Task/Disruption

**LC** = **Walking in the Light of Christ**

### WHAT DO STAMPS OR NO STAMPS MEAN TO ME?

#### Weekly Summary:

- 0-4 Stamps – Demonstrating Seek, Persist, Excel, Love, Serve – On My Way to My Affirmation Goal!
- 5-9 Stamps – Detention = **Possible** NO Field Trips for current Trimester/Grading Period at the discretion of Mr. Dole (based on infraction and/or previous behavior).
- 10+ Stamps- Meeting with Parent/Guardian and Saturday Detention = No Field Trips for current Trimester/Grading Period.

#### Monthly Summary:

- 0-5 Stamps– Affirmation Achieved
- 6+ Stamps – Affirmation **NOT** Achieved
- 20+ Stamps- Meeting with Principal/Parent/Guardian **and** No Field Trips for entire school year.
  - Possible In-School Suspension at the discretion of Mr. Dole depending on type of Infraction(s)

#### Trimester:

- 0 Stamps – Party Time

**Other:**

✓ **Lost/Missing Planner:**

- Day 1: 1 Missed Recess and 1 Silent Lunch
- Day 2: 2 Missed Recesses and 2 Silent Lunches
- Day 3: Detention and possible no Field Trips for that Trimester (depending on previous behavior/infractions)
  - We understand that “stuff” happens, if a planner is not found by day three the student will receive a detention and their planner WILL NOT be replaced but a new one will be purchased through the school office.

**Parent Signature:**

- ✓ In order to strengthen the partnership between home and school a Parent/Guardian Signature is required in two places in the planner:
  - **Academic/Weekly Homework Pages:**
    - **Parent/Guardian Signature is required** weekly. Parent/Guardian will sign planner on Thursday evenings of current week where homework is recorded. Signatures will be checked on Friday or next school day.
  - **Stamps/Monthly Calendar Pages:**
    - **Parent Signature required** only if student received stamps.
    - **Parent Signature is not required** if student did not receive any stamps for the week.
- ✓ No Recess **and/or** silent lunch until signed. It will be at the discretion of the staff to issue a more severe consequence if warranted based on previous actions and/or extended period of unsigned planner.

**Detentions - You may receive a detention for the following:**

- ✓ 5+ Stamps/Week and/or Lost/Missing Planner 3+ times.
- ✓ **Uniform Violations Within the Year:** Students are allowed 3 violations. 4<sup>th</sup> – 6<sup>th</sup> Violation – After School Detention; 7<sup>th</sup> – 9<sup>th</sup> Violation – Saturday Detention; 10<sup>th</sup> Violation – In School Suspension; 11+ Violations/Possible Withdrawal.
- ✓ **Automatic Detention:** Inappropriate use of Technology/Chromebook, Cheating, Lying, Fighting, Insubordination, any/other Behavior unbecoming of a Lourdes Academy Student.
- ✓ **Detentions** are not limited to the above-mentioned reasons, and are at the discretion of the Faculty/Staff and Administration of Lourdes Academy. **Two detentions also means no field trips for trimester/year depending on Infraction.** \*The Principal holds the right, depending on the infraction(s) and previous behavior, to prohibit a student from attending a field trip, even if only one detention is issued.

I understand that:

- Behavior Stamps will now go in my Lourdes Academy School Planner under the appropriate date/month.
- This Behavior Stamp sheet will stay attached to my planner.
- I will have my Parent/Guardian sign my Planner weekly on Thursday evenings.
- I will have my Parent/Guardian sign my Planner if I received any stamps.
- I will show my responsibility and walk in the Light of Christ by bringing my Planner to school each day.

Student: \_\_\_\_\_  
Printed Name Signature Date

Parent: \_\_\_\_\_  
Printed Name Signature Date

Teachers Stamp Symbol:

Mr. Potter

Mrs. Powers

Mrs. Wilson

Ms. O'Leary

Mrs. Sturm

Mrs. G.

Mr. Hastings

Miss Dottie

ASC

### Other Behavior Concepts:

#### Hallway Behavior

Student misbehavior in the hallways can be problematic in the Middle School. All staff members will enforce the following simple rules in the hallways:

- No talking unless absolutely necessary. Silent lines present the right example for our younger students and prevent disruption to classes in progress.
- No touching, pushing, shoving, or other physical contact between students. Keeping hands and feet to themselves prevents misunderstandings.
- No leaving assigned areas without permission. Being where one is supposed to be prevents opportunities for misbehavior.
- Line up in correct line order. Students may require physical separation from others... the line order allows this.

#### Potential Consequences for Repeated Violations (as determined by Principal):

- Loss of Field Trip Privileges
- Removal from National Junior Honor Society and possibly from Church Ministries
- "Does Not Meet Behavior Standards" on Report Card
- Loss of After School Care Privilege for Repeated Violations After School

#### Other possible impacts to consider:

- Father Lopez and IB Program Recommendations
- Academy and Magnet Program Recommendations
- League and High School Athletics Recommendations

### 11.04 Public Scandal Involving a Student

Students will be subject to disciplinary action for:

1. Actions gravely detrimental to the moral, spiritual and physical welfare of other students;
2. Actions, which are detrimental to the school's reputation;
3. Grave offenses which may include a violation of criminal law; or
4. Actions so outrageous as to shock the conscience or behavior of the community.
5. Actions, which are hurtful or detrimental to a teacher's reputation.

Students' off campus behaviors include inappropriateness toward teachers, students, or the school, or in the presentation of themselves in the realms of social media as well as other public forums.

Disciplinary action may include dismissal from the school.

### **11.05 Bullying Policy**

As a member of the body of Christ and part of the community of Lourdes Academy, each person has a right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. Bullying is repeated aggressive behavior that is intentional and that involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional/relational bullying); and sending insulting messages by email or text message (cyber-bullying). Please also see the Diocesan ‘Bullying Guidelines Flowchart’ on our school website.

#### **If a student feels that he/she is being bullied, he/she should follow these three steps:**

1. Tell the person doing the bullying to stop. Clearly state, “I don’t like what you are doing (saying) please stop” or report the incident to the teacher or adult supervisor.
2. If the behavior is repeated on another occasion, again tell the person doing the bullying to stop. Clearly state, “I don’t like what you are doing (saying) to me. Please stop.” or report the incident to the teacher or adult supervisor.
3. The next time the same student bullies you, report the incident to a teacher or adult supervisor.

#### **Teachers and assistants will follow these steps:**

1. Each reported incident of bullying will be documented in writing and signed by the supervising teacher.
2. If a second incident involving the same offender occurs, the offender will be sent to the office and a conference will be held immediately with the administration, parent and student. The student will not attend school until the conference has taken place. The administration reserves the right to take additional disciplinary actions as deemed appropriate, which may include suspension or expulsion from Lourdes Academy.

Listed by grade levels are some of the offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level at which they occur. These lists are samples and are not all-inclusive.

#### **Examples of Bullying by Grades (not all-inclusive)**

1. Primary Grades Pre-K – 2
  - Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
  - Taking and/or hiding another student’s possessions
  - Invading personal space
  - Starting or spreading rumors / gossip
  - Hitting, pushing, biting
  - Writing unkind notes / pictures
  - Disrespect to another person’s belongings
  - Falsely accusing another student
2. Intermediate Grades 3 – 4
  - Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
  - Pushing or poking
  - Writing and/or passing unkind notes
  - Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
  - Lying about another student
  - Negative gestures and facial expressions
  - Insults of any kind, belittling, put downs
  - Starting or spreading rumors / gossip

- Retaliating
  - Falsely accusing another student
  - Demanding another’s possessions, food or money
3. Upper School Grades 5 – 8
- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
  - Lying about another student
  - Starting or spreading rumors / gossip
  - Physical threats
  - Intimidation
  - Writing and/or passing unkind notes
  - Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
  - Negative gestures and facial expressions
  - Insults of any kind
  - Demanding another’s possessions, food or money
  - Sarcasm with intent to hurt another
  - Taking and/or hiding another student’s possessions
  - Falsely accusing another student

### **11.06 Returning to School After Dismissal**

Students are not permitted to return to the school building after 3:30 PM unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher face detention, suspension, or expulsion. Any student on campus must be under the direct supervision of a parent or faculty/staff member.

### **11.07 Required Withdrawal**

Diocesan policy states that the following behaviors are offenses that can lead to immediate required withdrawal:

1. Disobedience, insubordination, or disrespect for authority;
2. Language or behavior that is immoral, profane, vulgar, or obscene;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
4. Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyber bullying;
5. Unauthorized absence or continued tardiness;
6. Assault with, or possession of, a lethal instrument or weapon;
7. Theft or dishonesty;
8. Outrageous, scandalous, or serious disruptive behavior;
9. Habitual lack of effort leading to academic failure in classroom work;
10. Conduct at school or elsewhere, which would reflect adversely on the Catholic school and the Church;
11. Cheating;
12. Consistent disrespect for other students such as sexual harassment of another student; or
13. Violation of Diocesan Network Acceptable Use Policy.

Additionally, it is the school’s policy that a parent’s failure to comply with the requirements of this handbook is cause for immediate required withdrawal.

### **11.08 Substance Abuse Policy**

A. The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. All Diocese of Orlando Schools, including Lourdes Academy, are “smoke-free” and “vape-free” environments. The disciplinary process for possession/use of any e-



cig/vaping device is the same for tobacco products. The possession and/or use of tobacco/smoking/vaping products or devices by underage children is illegal in the State of Florida.

- Sale/distribution of nicotine dispensing devices or nicotine products to persons under age 18 prohibited.  
Fla. Stat. § 877.112(2)-(3) (2019)
- Possession of nicotine dispensing devices or nicotine products by persons under age 18 prohibited.  
Fla. Stat. § 877.112(6) (2019)

B. The definition of terms for this policy is as follows:

1. “Controlled Substances” are defined as illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, vaping, vaping devices, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.
2. “Abuse” or “Substance Abuse” means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned events.

C. It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event.

D. A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal.

E. If a student is found to be in possession of Controlled Substances at school, on school property, or at a school-sponsored event, or if a student is found to be selling or distributing Controlled Substances at school, the following steps should take place:

1. Law enforcement should be called when prosecution could occur and the student would then be turned over to law enforcement.
2. Parents/guardians should be contacted and informed of the situation.
3. The parent should be informed orally and in writing that the student has been suspended.
4. Complete cooperation with law enforcement should be provided.
5. The Superintendent should be notified as soon as possible.
6. An incident report should be filed within 24 hours.
7. After the situation has been thoroughly investigated, the student may be expelled or otherwise disciplined.

F. The following process will be followed if there is a student suspected of being under the influence of Controlled Substances while at school, on school property or at a school-sponsored event:

1. The student will be required to take a drug test performed at the school’s discretion, whether a rapid drug screen or reference lab of the school’s choice. No chain of custody is required.
2. Parents will be contacted before and after the drug test is taken.
3. If parents refuse a rapid drug screen performed at school, they are required to immediately (within two hours) take their child to a school-approved lab for screening with MRO (medical review officer) accepted results sent to the school administrator required.
4. If a student is non-negative for any drugs tested, parents will immediately pick up the student and be required to participate in a follow-up program and/or counseling.

5. In a subsequent meeting with the parent, make suggestions for a follow-up program or counseling for the student. Follow-up counseling is required for re-admittance to the school, and the school has the right, even on a first offense, to expel the student if circumstances warrant.
6. Refusal to follow the recommendation for the drug test or to participate in follow-up counseling may result in required withdrawal.
7. Repeated instances of the student being found to be under the influence of Controlled Substances will result in required withdrawal.

### **11.09 Student Search**

A. The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

B. Given the Diocese dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

C. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

D. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, backpacks, purses, or articles of clothing that are left unattended on the school campus.

E. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the Principal, including random searches.

1. If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
2. If a student refuses to voluntarily empty pockets or to open his or her book bag or purse, the student will be detained under the supervision of an administrator until parents are contacted. Parents will be informed that the student is risking possible suspension or required withdrawal for refusing to comply with the directive.
3. If an illegal drug or controlled substance is seized, the school authority will contact local law enforcement to report; law enforcement may make an arrest. The school authority will then secure the student and the contraband until law enforcement arrives at the school.

### **11.10 Responsibilities**

A. Schools have a responsibility to provide:

1. A safe environment;
2. The best formation program to meet their needs within the limitations of the school's resources;
3. Security from physical, verbal and written harassment;
4. Treatment in a fair, consistent and respectful manner;
5. Instruction and assistance for social, emotional and academic concerns;
6. A clean and pleasant environment;
7. Confidentiality when reporting an inappropriate action of an adult.

B. Students have a responsibility to:

1. Share experiences in safe and pleasant surroundings;
2. Maintain attendance that is regular and punctual;
3. Act safely in everyone's interest; accept responsibility for their actions;
4. Practice good health habits;
5. Be honest and polite;
6. Not interfere with the leader's facilitation and the experience of others;
7. Show respect for the rights, feelings and property of others;

8. Seek help for social, emotional and academic concerns;
9. Adhere to rules during any related activities;
10. Work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate;
11. Respect ethnic, racial, religious, gender, intellectual and physical diversities of all people;
12. Report any inappropriate behavior to a responsible adult.

### 11.11 Parent Code of Conduct:

**\*Please read the document titled, “A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors in the Diocese of Orlando.”** This policy can be found on our school website by clicking the ‘Parent Resources’ tab, followed by the ‘Forms and Downloads’ icon. By signing this handbook, you are agreeing with the policies set forth by the Diocese of Orlando in relation to the Parent Code of Conduct mentioned above.

## 12.00 ATHLETIC POLICIES

### 12.01 Sports

Lourdes Academy is a member of Catholic Youth Sports. The athletic program may include the following:

- Boys (grades 6-8): Soccer, Basketball, Flag Football, Coed Track
- Girls (grades 6-8): Soccer, Basketball, Volleyball, Coed Track
- Coed (grades PK-5): Soccer, Flag Football, Track
- Summer Coed Basketball (grades PK-7)

Students may try out for as many of the sports activities as they wish. All fees for participation in sports are the responsibility of the parents. Students may not register/participate in another sport unless the previous season’s sport is paid for in full. If a child is absent on the day of a practice, game, party or meeting they may not participate. If a child goes home sick from school they may not participate in the practice, game, party or meeting – even if they “feel better.”

### 12.02 Sports Philosophy

We believe that the sports program should complement and work directly with the teachings and Catholic philosophy of Lourdes Academy to promote the overall education, growth, and development of our students. Individual responsibility is taught and expected of all involved. This is achieved through the cooperation and involvement of students, parents, coaches, and the youth sports league. The primary goal of the athletic program is to develop students who put forth a winning attitude toward life and school. Victory will come as a natural result of this attitude. Success is knowing you have done your best!

At Lourdes Academy we create an environment that encourages and allows for participation by students competing at all ability levels. We aim to promote character and teach many values to our students. Among the values that help our student athletes and competitors to become responsible adults include but are not limited to sportsmanship, leadership and character, commitment to one’s team or activity, critical thinking during practice and competition, time management, self-discipline, and enjoyment. We believe that students will gain these and other values by taking part in the athletic programs offered at Lourdes Academy.

### 12.03 Sports Standards and Fees

The criteria for the sports program will be provided to participating students and families by the Catholic Youth Sports league. Additionally...

1. Pay a **nonrefundable fee** for each sport which is payable when a child is accepted on a team.
2. **The child must have no grade of D or F on his/her most recent report card in any subject areas: or s/he will be prohibited from participation in sports. Students who end a year with a D or F on their report card may be permitted to participate in sports for a probationary period of one term.**
3. The team coach is responsible for discipline at practice and games.

4. It is a privilege to participate as a member of a Lourdes Academy sports team. The Principal reserves the right to remove a student, temporarily or permanently, from a team.
5. The rules, regulations, and behavior policies set forth by Catholic Youth Sports (both student and parent) are non-negotiable. If parents or students refuse to abide by the wishes of any coach, official, teacher, administrator, or Catholic Youth Sports representative they will be asked to leave immediately and may be required to withdraw from the sport.
6. **All unpaid balances must be paid in order for a child to participate during another sports season.**

## 12.04 Discipline

Student-Athletes are held to a high standard of conduct, both on and off the field. Students who have a detention or suspension will not be allowed to participate in athletic games during the week or on the weekend following the detention or suspension. They are still required to attend and participate in practices.

## 13.00 PARKING LOT PROCEDURES

### 13.01 General Guidelines

For the safety of our children, the following procedures have been developed:

- Grades K-8 drop-off will occur under the pavilion (same as pick-up in the afternoon).
- Pre-K (VPK) will have both drop off and pick up from the Early Childhood Center everyday, as parents will have to sign their child in and out of the classroom each day.
- Compliance with the drop-off and pick-up rules is required of parents and students at all times.
- **Parents are asked not to enter the parking lot from University Blvd unless they are late in dropping their child off or are picking their child up early from school. This parking lot is for faculty and staff only.**
- For parents who desire to join their child for Morning Prayer in the church (grades 2-8), parents must first drop off their child under the pavilion, pull through the yellow gates, and park in the faculty/staff parking lot until the conclusion of Morning Prayer.
- The system is one-way and parents are not permitted to park in the main parking lot and walk up the pavilion to receive their child at the end of the school day. Parents who disregard this system will be forced to wait until all cars have cleared the line.

**CHILDREN MUST NOT BE DROPPED OFF ON UNIVERSITY OR HALIFAX. Parents MUST take the responsibility** to drop their children safely into the custody of school officials. The school will not be responsible for children left on University, Halifax or any other undesignated area.

### 13.02 Grades K-8 System

Please follow the system as described:

- Gates will close at 7:43 am and open at 2:50 pm. This is to ensure that every child is in the church for the start of Morning Prayer promptly at 7:45am.
- Grades K-8 students will be dropped off and picked up from the pavilion.
- You will be directed to pull up to the pavilion and drop-off or pick-up your car pool.
- Please follow the instructions below:
  - Enter from Halifax Ave. onto Chipeway Ave.
  - Enter the school campus through the back (east) driveway – nearest the Rummage Sale and back lawn.
  - Follow the path to the pavilion.
  - Move from the pick-up or drop-off zone through the church parking lot to the exit on University.
- **Do not enter the school parking lot from University Blvd.**
- Please do not park or get out of your cars unless you will be joining us for Morning Prayer.
  - If you will participate in Morning Prayer, for safety, please park in the church parking lot **AFTER** you have dropped off your carpool under the pavilion.
  - No students should be walking in the parking lot.
- Please do not confer with your child's teacher during our traffic flow.

- Teachers are available by appointment.
- Appointments should always be scheduled through the School Office.
- If you have business in the school office in the morning, please park in the school parking lot **AFTER** you have dropped off your car pool at the breezeway.
  - No students should be in the parking lot.
- Students not picked up by 3:10 pm will be sent to After School Care.

### **13.03 Pre-K (VPK) System**

Pre-K (VPK) parents are asked to pick up and drop off their children at the Early Childhood Center. VPK parents must sign-in and sign-out their child everyday to ensure a proper attendance record is kept.

- Gates will close at 7:43am and open at 2:50pm. This is to ensure that every child is in the classroom for the start of the school day promptly at 7:45am.
- Please enter the school grounds from Halifax Ave. via Chipeway Ave.
- Turn right after the field and proceed straight ahead into the ECC lot to park your car.
- Please park your car in the spaces leading to the exit.
- Walk your child to the appropriate classroom door (there are two sets of white double doors).
- VPK parents must remember to sign in and out every day as a condition of enrollment.
- If you have older children, you may wish to accompany them to the cafeteria from the parking lot.

## **14.00 DIOCESAN ACCEPTABLE USE POLICY**

Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy

### **Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy 2019-2020 School Year**

#### **1.0 Introduction**

Lourdes Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Lourdes Academy network is intended for educational purposes.

- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- Lourdes Academy makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

## 2.0 Definitions

### 2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in Lourdes Academy
- **Faculty/Staff:** any person who is employed by Lourdes Academy, whether part-time or full-time, who provides instruction to students

**2.2 School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

**2.3 Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Lourdes Academy

**2.4 Technologies Covered:** Lourdes Academy may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Lourdes Academy may allow students to bring their personal devices, which will also be covered by this policy.

As new technologies emerge, Lourdes Academy will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

## 3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal’s attention, Lourdes Academy will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

### 3.1 Web Access

Lourdes Academy provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Policy, CIPA (Children’s Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review

### 3.2 Email

Lourdes Academy may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **3.3 Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Lourdes Academy may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Teachers will monitor posts, chats, sharing, and messaging and the sites will be protected from outside viewers. Students should be careful not to share personally identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

### **3.4 Mobile Devices Policy**

Lourdes Academy may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **3.5 Personally-Owned Devices Policy**

Lourdes Academy may allow students to bring personally owned devices to use in the classroom after the Technology staff has approved it. Students should keep personally owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally owned devices.

Students must to follow the same code of conduct for use of personally owned devices on Lourdes Academy campus or at other functions, whether on or off property, related to the Lourdes Academy.

### **3.6 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

### **3.7 Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

### **3.8 Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

### **3.9 Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

### **5.0 Cyber Bullying**



Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

## **6.0 Sexting**

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

## **7.0 Examples of Responsible Use**

The student will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## **8.0 Examples of Irresponsible Use**

I, the student will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school’s safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally identifying information, about others or myself.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Send or distribute obscene, lewd or sexually explicit images.
- ✓ Use language online that would be unacceptable in the classroom.

- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

### **9.0 Internet Safety Plan**

- ✓ Lourdes Academy implements an effective internet filtering and reporting solution that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure from unauthorized access, including “hacking” and other unlawful activities by minors online
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Lourdes Academy will hold an informational meeting to address the policy.

### **10.0 Limitation of Liability**

- ✓ Lourdes Academy will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- ✓ While Lourdes Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ Lourdes Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **11.0 Violations of this Responsible Use Policy**

Violations of this policy may have disciplinary repercussions at the discretion of Lourdes Academy, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

### **12.0 References**

- ✓ Children’s Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- ✓ Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- ✓ Protecting Children in the 21<sup>st</sup> Century - [http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData\\_PublicLaw110-385.pdf](http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf)
- ✓ Consortium for School Networking – <http://www.cosn.org>

**Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy**

**I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:**

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(Student Printed Name)

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(Student Signature)

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(Date)

**As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.**

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(Parent/Legal Guardian Printed Name)

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(Parent/Legal Guardian Signature)

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(Date)



# Lourdes Academy

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

## 15.00 LOURDES ACADEMY PARENT AUTHORIZATION

Please circle your choice in each box and sign at the bottom. The following have been addressed in the handbook.

Yes/No **15.01 Parent Agreement**  
 I have read the parent/student handbook, understand its contents, and agree to be governed by it and to support the school's policies and procedures, including the withdrawal policy. The Principal reserves the right to amend the parent/student handbook at his discretion. Parents and students will receive appropriate notification if changes occur.

Yes/No **15.02 Code of Conduct / Athletic Policy / Dress Code**  
 I have read and understand the code of conduct, athletic code and dress code included in this handbook. I will ensure that my child follows the rules and regulations specified here and agree to be bound by the consequences as outlined.

Yes/No **15.03 Diocese of Orlando Photo/Video Permission**  
 For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (We), the undersigned parent(s) or legal guardian(s) of the student named above, do hereby consent, authorize and grant permission to the Diocese of Orlando and Lourdes Academy, Daytona Beach, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes of the above named student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In granting such permission (I) (we) hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

Yes/No **15.04 Diocese of Orlando Acceptable Use Policy**  
 Diocese of Orlando technology users are responsible for abiding by all of the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance. Users who disregard or violate, in any way, the AUP may have their use privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP.

As the parent/guardian of this student, I have read the Authorized Use Policy and discussed it with my child. I understand that access to the Internet and emerging technology is designed for education purposes only. I hereby give my consent for my child to have use of the Internet and emerging technologies. I acknowledge that should my child, or any child for whom I am legally responsible, access information other than that which is intended for instruction, study or research related to the curriculum, the Diocese of Orlando will not be held responsible. I certify that the information contained on this form is correct.

Yes/No **15.05 Family & Student Service Hours**  
 I agree to provide 20 hours of family service to the school during the 2019-2020 school year. I understand that I may choose to donate \$200 to the school if I am unable to provide volunteer time. I understand that my child, if in grades 6-8, will complete the required service hours (6<sup>th</sup> grade – 10 hours, 7<sup>th</sup> grade – 15 hours, 8<sup>th</sup> grade – 20 hours) and are completely separate from my service hours as a parent.

Grades 5-8 Student Signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

***This page must be completed and returned to your child's teacher by the end of the first full week of school unless otherwise noted by the Principal or School Office.***