

## TABLE OF CONTENTS

I.	MISSION STATEMENT & PHILOSOPHY .....	2
II.	SPIRITUAL LIFE .....	3
III.	ADMISSION AND REGISTRATION .....	4
IV.	SCHOOL POLICIES AND PROCEDURES .....	6
V.	DRESS CODE .....	16
VI.	HEALTH & SAFETY POLICIES AND PROCEDURES .....	19
VII.	ACADEMICS .....	22
VIII.	DISCIPLINE .....	27
	STUDENT/PARENT ACKNOWLEDGEMENT....	30

## **I. MISSION STATEMENT AND PHILOSOPHY**

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### **MISSION:**

Our Lady of Lourdes School provides a solid foundation in the Catholic faith, fosters academic excellence, and educates children to be successful leaders who serve the world.

### **PHILOSOPHY:**

Spiritual development of the student is the primary aim of a Lourdes education. Academic excellence is pursued in the context of this development. Every subject area attempts to inculcate knowledge and skills that will enable students to function in society and be of service to the school, parish and community. The aims of academic development are inseparable from the development of physically healthy students who become responsible citizens.

Our values are mirrored in the goals of our programs and in their implementation. We continually endeavor to re-evaluate and renew our commitment to our values and to sustain quality education. We accept the challenge to reflect the mandate given to us by the Church to teach and live the Word of God.

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

All students in the school participate in service projects throughout the school year. Service projects are implemented in connection with instruction in the Principles of Social Justice and in the Corporal Works of Mercy.

## **II. SPIRITUAL LIFE**

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Our Lady of Lourdes School exists so that the moral, intellectual, social and physical potential of each student may be developed according to his/her age and ability. In doing this, the school shares a responsibility with the family and the Catholic Church. Our Lady of Lourdes School is a community of faith comprised of parents, students, clergy and teachers. This community strives to guide each child as he or she grows and matures in knowledge and in the Catholic faith as expressed in the Gospel of Jesus Christ. The Lourdes School community is enriched by the presence of students from a wide variety of family backgrounds, faiths, nationalities and cultures.

An appreciation of the liturgy is developed by the children's participation in the Holy Eucharist on a weekly basis and through daily religious instruction and prayer. All students participate in school liturgy and prayer; however, only Catholic students may receive the sacraments of Reconciliation, Eucharist, and Confirmation.

At Lourdes, we believe the parent is the primary educator of the child. In this regard, parents are urged to model and practice their faith by regularly attending Sunday Mass and by fostering the practice of the Sacrament of Reconciliation. The faculty shares this responsibility by modeling prayer, reflection and charity in the classroom, and by facilitating character development.

### **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Our Lady of Lourdes School. Preparation for Reconciliation and First Holy Communion form the core of instruction in Grade 2. Preparation for Confirmation takes place in the 8th Grade.

### **III. ADMISSION AND REGISTRATION**

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It is the policy of Our Lady of Lourdes School to make every effort to meet the educational, spiritual and social needs of all students who seek a Catholic education at our school. Every effort will be made to welcome applicants to our community while ensuring that all students can receive adequate attention and excellent instruction.

The following priorities will be used to accept students to Our Lady of Lourdes School when there are a limited number of available seats in any classroom:

1. Members of Our Lady of Lourdes Parish/Christ the King Parish
2. Siblings of current students
3. Members of other parishes
4. Non-Catholic students who are not related to any student already enrolled.

Application and Registration Procedures:

- New students entering grades 1-8 will be considered for admission based on academic and discipline records and a personal interview.
- New students to the Pre-K program must be four years old by September 1, and applicants to the Kindergarten class must be five years old by September 1 in accordance with Montgomery County regulations.
- New students to the Little Group program must be three years old and toilet trained before admission.
- Registration for new students is ongoing through October of each school year.
- While spots are available in the Little Group program, registration is ongoing.
- All applications for admission are to be accompanied by a non-refundable application fee as determined by the school administration.
- Applications are considered as they are received.
- Registration paperwork and fees are due within four weeks of receipt of acceptance letters.
- Registration for Pre-K students includes the assessment of a deposit fee for Kindergarten. This fee secures a kindergarten

spot for the Pre-K student, and is deducted from the tuition figure owed for Kindergarten.

Requirements for registration include:

1. Registration form
2. Tuition contract
3. Registration fee
4. Kindergarten fee(if applicable)
5. Baptismal certificate for Catholic students
6. Birth Certificate
7. Report cards, test scores and Psycho-educational assessment and IEP forms if applicable
8. Health and immunization records
9. Home and School Association volunteer form and fee.
10. Proof of Fingerprinting and Virtus training (for all parents wishing to volunteer in a situation where they will have contact with children).

### **REGISTRATION FOR CURRENT STUDENTS:**

Returning families register for the coming school year in March. At that time a registration fee is due.

## IV. SCHOOL POLICIES AND PROCEDURES

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### ABSENCES AND TARDINESS:

Attendance: Regular school attendance is required by law.

When a student is absent because of illness:

- **Parents should call the school office at 301-654-5376 before 9:00 a.m. each day that the student is absent.**
- A note of explanation should be submitted to the teacher when the student returns to school.
- Students will be given one day to make up missed work for every day they were absent.
- In cases of extended illness, teachers will work with students and parents to create a plan for missed work.

When a student is absent because of a family vacation:

- Vacations during the school year are discouraged.
- Students who miss work due to family vacations are required to return to school with the missed work completed. It is the student's responsibility to collect his or her work from teachers prior to vacation absences.
- Parents should notify the office in advance if students will miss school for a vacation.

Tardiness: Tardiness is disruptive to the student entering the classroom late as well as to the class already in session. It is the responsibility of parents to ensure that their children are in school on time, in the gym, before the 8:00 a.m. bell rings. Students will be marked tardy if they are not present to walk with classmates to classrooms after 8:00 a.m. prayers. When a student is tardy, a parent or guardian must sign the child in at the front office.

### CARE OF SCHOOL PROPERTY – *RESPECT*:

Respect for each other and for the community we share is critical to the success of Lourdes. Students should not mark school furniture, walls, ceilings, floors or equipment. Anyone who willfully destroys school property through vandalism will make restitution for damages and provide service hours to the school as determined by the

Principal. Middle School students have the opportunity to use a locker for their coats and books. Students are responsible for keeping lockers clean and organized. Staff may inspect lockers for cleanliness and contents at any time, under the direction of the Principal.

### **LOST AND FOUND:**

Items left at school will be placed in the Lost and Found closet. After 30 days, unclaimed items will be donated to charity.

### **CHANGE OF ADDRESS:**

Parents and guardians should inform the office immediately of any changes of address; home, work or cell numbers; and emergency contacts and numbers.

### **SCHOOL DIRECTORY:**

Within the first month of the school year, the directory will be printed and distributed to all families. This directory is for use by Lourdes school parents. It is not to be used or sold for other purposes.

### **COMMUNICATION:**

In order to ensure that parents are informed, and that teachers and parents are able to work together to support the students of Lourdes, teachers will contact parents with academic or behavioral concerns. While parents are encouraged to contact teachers directly with their concerns, it is important to remember that all conversations about children should take place in a classroom or an office. Parents are encouraged to contact teachers to arrange a mutually convenient meeting time. Teachers will keep parents informed of academic progress through the use of quarterly report cards and progress reports which are sent mid-quarter, as well as by phone and e-mail. The Principal communicates with the weekly distribution of "Wednesday Words" and, in unusual circumstances, by using the "School Reach" telephone notification system. The Principal welcomes communication from parents. When possible, please e-mail the Principal to arrange an appointment.

Contact the school office at:

Phone: 301-654-5376  
Fax: 301-654-2568  
Website: [www.bethesda-lourdes.org](http://www.bethesda-lourdes.org)

Faculty and staff e-mail addresses use the individual's first initial and last name followed by @bethesda-lourdes.org. Two examples are shown:

[pmcgann@bethesda-lourdes.org](mailto:pmcgann@bethesda-lourdes.org)  
[lmerkel@bethesda-lourdes.org](mailto:lmerkel@bethesda-lourdes.org)

### **DAILY SCHEDULE:**

Pre-K – Grade 8: School begins at 8:00 a.m. Students gather in the gym by class before 8:00 a.m. Dismissal is promptly at 3:00 p.m. on full days and 12:10 p.m. on half-days. Students are not permitted in the building after school without the permission of faculty or staff. *Students who are not picked up by 3:10 pm ((or 12:20 pm on half-days) will be sent to After School Care (ASC). Parents must report to the ASC director to sign their child out and pick up their bill for ASC (\$10.00 each time).*

Supervision is provided in the gym beginning at 7:30 am. Parents are welcome to stay with their children during morning prayers and announcements.

### **VISITORS:**

For the safety of our children, all visitors are required to sign in at the office and to wear a "Visitor" name tag. All volunteers who will have contact with children in any way must be fingerprinted and take the Child Protection class before they may volunteer at school. This Archdiocesan requirement was instituted to ensure the safety of every student.

### **EARLY DISMISSAL:**

#### Medical Appointments:

Parents are encouraged to schedule medical appointments for after school hours. To be excused during school hours in unavoidable

cases, a written request from the parent or guardian must be given to the teacher. The parent or guardian must come **in person** to the school office to pick up the child at the requested time of dismissal. The sign-in/sign-out book in the lobby must be used by parents/guardians so that the school can ensure the whereabouts of each student. Children will not be released to anyone other than a parent or guardian without a parent's written permission. Non-custodial, unfamiliar adults planning to take a child from school must show acceptable proof of identity, such as a driver's license.

### Snow and Emergency:

Our Lady of Lourdes follows Montgomery County Public School system decisions for late openings, closings and early releases due to inclement weather. Please listen for radio announcements of the Montgomery County Schools, or check the Montgomery County Public Schools website for updates. In the event of an emergency closing of the school for any reason *other than inclement weather*, parents will be notified by a representative of Our Lady of Lourdes using the "School Reach" telephone notification system, and/or through radio announcements.

An emergency contact form is sent home at the beginning of each school year. A listing of three close neighbors or guardians should be on this form. If we are unable to locate you in the event of an emergency, we will attempt to reach your emergency contacts. Parents are responsible for ensuring that this form is current.

### **AFTER SCHOOL CARE:**

For an additional fee, students may be enrolled in the After School Care program. The hours are 3:00 - 6:00 p.m. on full school days and 12:10 - 6:00 pm on early dismissal days. Questions should be addressed to the ASC director.

### **EXTRACURRICULAR ACTIVITIES:**

A wide variety of extracurricular activities are available for Lourdes students. As students of Lourdes, our children are representatives of both our school and our faith. Lourdes students are expected to represent the school appropriately at all times.

## **FIELD TRIPS:**

Each class may plan field trips to supplement classroom learning. A permission slip will be sent home in advance of a field trip to be signed by a parent or guardian. Fees required for the trip should be sent in an envelope clearly marked with the student's name, class, and purpose of the money to the issuing teacher.

Students who have not returned a signed permission slip and fees for the trip on or before the deadline will not be permitted to attend the trip. Students who are not participating in the field trip will remain at school and will be supervised by a teacher.

*Students will wear the school uniform for all field trips unless otherwise indicated.*

## **FUNDRAISING :**

Lourdes asks every family to do whatever is possible within their means to support the school's fundraisers. Each year the school community holds a large fundraiser, and all parents are asked to take some role in this activity. Proceeds from fundraisers directly benefit the students of our school.

## **LUNCH:**

Students eat in the school cafeteria. Lunch may be brought from home or students may enroll in the catered hot lunch program served Monday through Friday, with the exception of 12:10P dismissals. An order form and new menus for healthy and delicious meals are sent home quarterly; beverages are not included. Milk is available for an additional, modest fee for the entire school year; an order form is sent home at the start of the year. Parents should not bring lunch from fast food or carry-out restaurants to students.

Parents are needed to assist with lunchroom and playground monitoring.

## NOTES AND MONEY:

Send notes and money to school in clearly labeled envelopes. Students are discouraged from bringing money to school unless it is for a specific purpose. If you have children in multiple classes, please send each with a separate envelope.

## PARENT INVOLVEMENT:

Education research has repeatedly concluded that successful schools are those that are supported by involved parents. Parent participation in school life emphasizes the importance of education and offers encouragement for all children.

### Home and School Association (HSA):

Our Lady of Lourdes Home and School Association (HSA) is run by the parents of our students. Membership includes administrative representation and the Pastor. The HSA is responsible for fundraising, promoting school spirit, building community and providing the "extras" for the school such as playground equipment, and educational assemblies. The association sponsors many programs during the school year. All parents are encouraged to take an active part in HSA activities.

### Parent Service Hours:

Services provided by parents supplement the school's operating budget. Every family is required to complete 20 hours of service each school year. This service can be done in the school, by working on school functions, or by taking work home and completing it there. **(Reminder: All volunteers who have contact with children must be fingerprinted, take the Archdiocesan Child Protection class and undergo a criminal background check.)** Parents are responsible for recording volunteer hours completed in the Volunteer Log Book located in the school lobby. The last day for completing volunteer hours is the last day of classes for the school year. Families who do not complete the required service hours will be billed at \$20.00 an hour.

### Room Parents:

Each classroom has two room parents who help teachers organize parties and other activities. It is important that all parents/guardians in the homeroom contribute fairly to materials needed for class parties, trips, etc.

### Birthday Celebrations:

A child's birthday is a very special event. Cookies or cupcakes and/or juice boxes may be sent to class to celebrate. Please do not send cakes, individual gift bags or invitations for celebrations outside school. *A Christian reminder: Please avoid singling out classmates and excluding them from parties, even if your child is not "friends" with them. All our children need our unconditional love and acceptance.* This will help Our Lady of Lourdes remain a Christ-centered environment both in and out of the classroom. Students may come to school in "tag day" clothing (out of uniform) on their birthday.

### School Advisory Board:

Our Lady of Lourdes School Advisory Board provides advice and assistance to the Pastor and to the school's administrative team. Members of the Parish are appointed by the Pastor.

### **SCHOOL PICTURES:**

Both individual and class pictures are taken each year. Parents receive an announcement and order form prior to picture day. At the beginning of the school year, parents are asked to sign a publicity release, granting permission for their children to be included in school year book and newspaper, and local newspaper and TV coverage.

### **TELEPHONES:**

School Office personnel rely on the phone for daily business. Student use of school phones is restricted to emergencies only. If the student forgets something at home, it is his/her role to accept responsibility and potential consequences. Students are not permitted to use cell

phones in the school building. Children who bring cell phones to school must leave those phones in their lockers and turned off until dismissal.

## **TUITION AND FEES:**

Tuition is paid either through Tuition Management Service or directly to the school office. All tuition arrangements are made through the school office. Parents who pay the entire tuition balance in full prior to the start of school will receive a discount.

The tuition schedule for Our Lady of Lourdes School is established in accordance with the policies of the Archdiocese of Washington. The schedule is as follows:

Tuition for Catholic Students grades K-8 (must be verified by Baptismal Certificate)

Tuition for Non-Catholic Students K-8

Tuition for Catholic students in Pre-K and Little Group

Tuition for Non-Catholic students in Pre-K and Little Group

Tuition for students in Pre-K and Little Group is higher than for those students in grades K-8. These higher tuitions are based on the teacher to student ratio required to provide adequate supervision and instruction for young children.

Other fees that *may* be incurred during the school year include, but are not limited to: book and technology fee, testing fee, eighth grade graduation fee, field trip fees, hot lunch, milk, tag days, lost book fees, re-registration fee, transcript fees, after-school enrichment, After School Care Program, supplies, paperback novels, and room mother collections for parties and/or teacher gifts.

## **FINANCIAL ASSISTANCE:**

All families who seek financial assistance must complete the PSAS form annually. This form can be accessed through the Archdiocese of Washington website at [www.adw.org](http://www.adw.org). There is an early December deadline for current families to submit this form, and an early February deadline for new families to submit the form.

The following forms of financial assistance are available to families **after they have attended the school for one year:**

- Second and subsequent child grants – available to families who are active members of Our Lady of Lourdes parish.
- Shepherd Foundation scholarships of \$400-\$600 per child.
- Pat Long Scholarships of \$1,000-\$2,000 available to two or three middle school students who are students in good standing and of good character and have financial need. Recipients are recommended by faculty members and administrators.
- Collins Scholarships are awarded to families with demonstrated financial need who would not be able to keep their children in our school without financial assistance.

The following forms of financial assistance are available to families **after they have enrolled in the school:**

- Archdiocesan financial assistance as determined by PSAS filing.
- Emergency assistance is sometimes available from the Archdiocese of Washington.

**Applying for financial assistance:**

1. File PSAS forms which are available through the adw.org website. This form must be completed and re-submitted every school year.
2. Notify the Principal or the Pastor of the need for financial assistance.
3. Please note: The timeline for awarding financial assistance is based on processing by an organization outside of our school, and cannot be firmly set.

**Enrollment and Re-Enrollment:**

- An application fee is due with each application for a new student or a new family.
- A registration fee is due at the time of registration.

- Returning students must secure their spot for the next year by re-enrolling in January and February. This re-enrollment form must be accompanied by a registration fee.
- There is an annual fee associated with enrollment in Tuition Management Systems.
- There will be a \$25 returned check fee for all checks made payable to Our Lady of Lourdes School that are returned by the bank for insufficient funds.

#### Withdrawal Policy and Transcript Requests:

- Notification of withdrawal must be made in writing.
- Registered students who withdraw before the first full day of school are responsible for the registration and application fees as well as any fees paid to enroll in TMS. Any tuition pre-paid at that time will be refunded by check.
- Registered students who withdraw after the first full day of school are responsible for the tuition for the first semester of school as well as fees.
- Registered students who withdraw after the first full day of the second semester are responsible for the tuition for the second semester of school and fees paid.
- Exceptions are made for families who are relocated due to military service when documentation is provided.
- Transcripts are forwarded to three schools at no charge if all accounts at Our Lady of Lourdes School are current.
- Transcripts sent to more than three schools will incur a charge of \$40 each.
- **Transcripts will not be sent to high schools or transfer schools unless all accounts are current with Our Lady of Lourdes. We are unable to make any exceptions to this policy.**

## V. DRESS CODE

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Flynn and O'Hara provides uniforms for students at Our Lady of Lourdes School with the exception of P.E. uniforms which are purchased at the school. Used uniforms are sold through the school office.

### **DRESS CODE FOR LOURDES STUDENTS: *(Except Pre-K and Little Group)***

LOL students show respect for themselves and others through conduct and appearance. Discipline in following the school Dress Code is expected as an indication that school is a place for serious work and that one's appearance is a source of pride.

1. All students (K-8) are required to be in full uniform each school day. On P.E. days, grades 5-8 will change into P.E. uniforms at school; grades K-4 will wear P.E. uniforms to school.
2. A child not in full uniform will be excused if a reasonable parental explanation is received in writing.
3. We strongly advise parents to label all clothing clearly and indelibly with the student's name.
4. All haircuts should be standard. If parents or students have questions about the acceptability of a certain haircut, it is best to ask ahead of time, and avoid having to "undo."
5. School shoes are brown or black leather, lace, buckle or loafer, below-the-ankle, without colored logos or stripes; heels must be less than one and one half inch high.
6. Physical education shoes should be white.

### Boys Uniform Requirements:

#### **Fall and Spring:**

- Navy pants (long or short)
- White short sleeve polo shirt with Lourdes logo

- Navy or white crew socks or above-the-ankle sports socks
- Black or brown leather belt
- White athletic shoes or brown or black leather shoes
- Navy Lourdes T-shirt

### **Winter:**

- White button down collar shirt (short or long sleeve) (plain white T-shirt only underneath)
- Navy pants (long)
- Navy V-neck pullover sweater with Lourdes logo (K-5)
- Navy V-neck sweater vest with Lourdes logo (6-8)
- Grey Lourdes sweatshirt
- Navy or plaid boy's tie (K optional)
- Navy or white crew socks or above-the-ankle sports socks
- Black or brown leather belt
- Brown or black leather shoes (no evident stripes or logos)

### Girls Uniform Requirements:

#### **Fall and Spring**

- White short sleeve polo shirt with Lourdes logo
- Navy skort or plaid pleated skirt (6-8)
- White crew socks or above-the-ankle sports socks
- Navy or white knee-high socks
- Matching plaid scrunchie or headband
- White athletic shoes or black or brown leather shoes
- Navy Lourdes T-shirt

#### **Winter - Grades 6- 8**

- White short or long sleeve polo shirt with Lourdes logo (solid white t-shirt only underneath), or white long sleeved button down collar shirt (6-8)
- Green plaid 4 kick pleated skirt (6-8)
- White short sleeve button down collar blouse (6-8)
- Navy v-neck sweater vest with logo
- Gray Lourdes sweatshirt
- White crew socks or above-the-ankle sports socks
- Navy or white knee-high socks
- Navy or white tights

- Matching plaid scrunchie or headband
- No excessive jewelry, dangling earrings or make-up
- Only clear nail polish may be worn (no false nails). (Eighth grade girls may wear pale pink nail polish)
- A pendant (cross or medal) may be worn.
- Black or brown leather shoes (no evident stripes or logos)

### **Girls - Grades K– 5**

- Green plaid drop waist jumper (K-5)
- White short sleeve Peter Pan collar blouse (K-5)
- Gray Lourdes sweatshirt
- White crew socks or above-the-ankle sports socks
- Navy or white knee-high socks
- Navy or white tights
- Matching plaid scrunchie or headband
- No excessive jewelry, dangling earrings or make-up
- Only clear nail polish may be worn (no false nails)
- A pendant (a cross or medal) may be worn under the shirt
- Black or brown leather shoes (no stripes or logos)

### Physical Education Uniform Requirements:

**P.E. uniforms must be purchased from OLOL. This uniform is the *only* acceptable uniform for P.E. classes.**

- White Lourdes P.E. shirt
- Navy and Gold mesh nylon gym shorts with silkscreen
- Gray Lourdes sweatshirt (optional)
- Navy gym sweatpants with silk screen (optional)
- White athletic shoes

Please remember to label your child's PE clothing

## **VI. HEALTH & SAFETY POLICIES AND PROCEDURES**

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### **ACCIDENTS AND ILLNESS DURING THE SCHOOL DAY:**

Parents will be called if a child becomes ill or has an accident. These calls will be made at the discretion of the Administration. Parents are expected to retrieve their children if they are requested to do so by school personnel. School Administration reserves the right to contact emergency services and have a child transported to the hospital at all times.

It is essential that parents keep emergency contact information forms current. If the person designated on the emergency forms cannot be reached, and parents cannot be reached, children will be transported to the hospital at the discretion of school administrators.

### **EMERGENCY MEDICAL INFORMATION FORMS:**

Emergency Medical Information forms are to be completed for each child at the beginning of each year. These forms are to be returned to the school office promptly. Please update medical information with the school office manager or the administration.

### **HEALTH RECORDS AND MEDICATIONS:**

No prescription or over-the-counter medications will be given to students without written permission and specific instructions by a physician and the parent. All prescription medication must be in an original container with the child's name on it. All prescription medication and over-the-counter medication should be brought to the school office, and will be secured by school personnel.

Students are not permitted to carry medications of any kind – including cold pills, aspirin or Tylenol during the school day. Students may not keep medications of any kind in their backpacks. All medications are to be kept in the school office.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:**

Immunization and health records must be presented and kept up-to-date for students enrolled at Our Lady of Lourdes School. Students

will not permitted to attend classes if all records are not on file in the school office by the end of the second week of school. We encourage parents to contact pediatricians early in the summer regarding required immunizations to avoid difficulties at the beginning of the school year. State law requires that immunization records be completed for all students.

### **SHORT-TERM AND LONG-TERM ILLNESSES:**

Children should not be sent to school if they are sick and cannot function adequately. Any child who is too ill to go outside and play should not be in school. If your child has a fever, has vomited or had diarrhea within 24 hours; has pinkeve, conjunctivitis or another contagious illness, keep him or her home until symptoms have been gone for 24 hours.

**If your child has HEAD LICE, he or she will be sent home. You are expected to treat the head lice with an approved OTC treatment or with Vaseline or other approved methods. Before your child returns to school, he or she should be completely free of nits. School personnel will check your child's head at the time of his or her return to school. If nits are visible, you will be asked to return home and retreat your child or visit your physician and return with a written verification that your child is free of lice and nits. In recent years, the problem of head lice has intensified, largely due to inadequate treatment of the condition. Head lice will infect the children in a class quickly. Coats, hats, sheets, blankets and stuffed animals should all be washed in HOT water. Furniture and carpets should be vacuumed daily until the infestation is cleared.**

If your child has an illness that will require long or frequent absences from school, please contact the Principal immediately. Arrangements can be made for some school work to be done at home if possible. School administrators will work with parents to determine a child's readiness for promotion when illness has significantly impacted attendance at school.

All health information regarding your child is considered confidential information, and will not be shared unless deemed necessary by school administration. Please speak to the Principal if you have

concerns about your child's health as it relates to school participation and attendance.

**FIRE AND EMERGENCY DRILLS:**

Regular fire and emergency drills are held throughout the school year. All students are expected to participate in those drills. Any adult in the school during the drill must participate in the drill.

In the event of an emergency that requires that students be kept in the school beyond the regular dismissal time, every attempt will be made to contact parents. School administrators reserve the right to hold students in the building until they are certain that circumstances have resolved. (For example; if there is a severe thunderstorm with lightning and high winds, or a hurricane or tornado warning during dismissal time, students will be held in the school until it passes, or if schools in the immediate area have been "locked down" for any reason, we will not dismiss until we receive word that our children will be safe if we dismiss.)

## VII. ACADEMICS

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### GRADING:

The curriculum of Our Lady of Lourdes is based on the Standards created by the Catholic Schools Office of the Archdiocese of Washington. Guidelines for assessment and evaluation of student work are received from the Catholic Schools Office and the Archdiocese of Washington. The grading system for grades 4 through 8 is as follows:

<b>A</b>	93-100	Outstanding
<b>B</b>	85-92	Above Average
<b>C</b>	77-84	Average
<b>D</b>	70-76	Below Average
<b>F</b>	Below 70	Unsatisfactory

Grades in K-3 reflect the following levels of achievement:

• Excellent	<b>E</b>
• Good	<b>G</b>
• Satisfactory	<b>S</b>
• Improvement Needed	<b>I</b>
• Unsatisfactory	<b>U</b>

All students are assigned grades of E, G, S, I, and U for “Specials” classes such as Art, Physical Education, Technology and Music. Spanish students receive a letter grade in grades 4-8, and Latin students receive a letter grade.

Progress Reports are issued at the mid-quarter. These reports are used to communicate specific concerns or successes, and are meant to serve as supplemental communication forms to ensure that parents are kept up to date on their children’s progress and struggles.

Report cards are issued quarterly. Report card grades are reflective of the accumulated body of work of each student during the previous quarter. Grades are meant to be reflective of the student’s progress toward mastery of the objectives and standards in each grade level subject. Grades on the report card are not meant to be reflective of

behavior or discipline issues. They do, however, reflect the impact that behavior or absences may have on the student's progress toward mastery of the subject material.

A grade of "D" in an academic subject area is of significant concern. Parents and teachers should be in communication when a student is struggling at this level. Progress Reports, phone calls, emails and conferences are used to ensure that parents and teachers are all working with the student toward the goal of academic success.

Homework is assigned to reinforce skills taught in the classroom and to acquaint parents with the skills being learned at school. Projects are assigned to help students apply knowledge. Parents are not expected to complete projects for their children. Parents of students in the lower grades should review homework assignments nightly to ensure completion and accuracy. Credit is given for completed homework. Missing assignments negatively affect the child's retention of material. Teachers distribute information on homework policies at Back to School Night.

A good measure of your child's homework is the "ten minute rule". If your child is in first grade he or she should average about ten minutes of homework each night. If your child is in seventh or eighth grade, he or she should average about one hour and thirty minutes per night. If your child is spending far more or far less time than this on homework, please contact the teacher.

### **ACADEMIC HONOR ROLL:**

At the end of each quarter an awards ceremony is held. Students receive awards for exceptional academic achievement or outstanding display of positive character development, such as kindness, respect, effort and persistence. Parents are encouraged to attend these assemblies.

**Principal's List** - All A's and G or better in all specials

**First Honors** - A's and one B and G or better in all specials

**Second Honors** – All A's and B's with a G or better in all specials

## **HIGH SCHOOL ENTRANCE:**

In November of their 8<sup>th</sup> grade year, students will receive a high school Choice Form. This form will be sent to two Archdiocesan Catholic high schools of their choice along with:

- ✓ Terra Nova scores from Grades 7, and High School Placement Test scores from Grade 8.
- ✓ Final Grade 7 and first quarter Grade 8 academic grades.
- ✓ Evaluations by members of the Middle School team.
- ✓ Attendance records, including tardies.
- ✓ Principal's Evaluation.

It is important to consider schools that are a “good fit” for your son or daughter at this time. Please schedule an appointment to meet with the Principal before the Choice Form due date.

Each high school has its own application form that must be submitted in addition to the information sent from the middle school. Application forms can be obtained by calling high schools and at Open Houses in the fall. Grade 8 students are allotted three excused absences for high school “Shadow Visits.” These visits can be scheduled by contacting the schools’ admissions offices. Please do not schedule visits on a day when your child has a test, and make every attempt to schedule them when Lourdes is off school and/or has a half-day of school.

## **STANDARDIZED TESTING:**

Students in Grades 2 through 8 will take the Archdiocesan approved Terra Nova Test in the spring of the school year. In addition, students in grade 8 take the High School Placement Test in the fall.

Students in grades 5 and 8 take the ACRE test, a measure of religious achievement used in all Archdiocesan schools.

### Retention and Required Summer School:

Parents will be notified by the end of the third quarter if there is a possibility of retention or failure. Retention in primary grades is dependent upon developmental maturity as well as mathematics and language arts skills. Retention in grades 4 through 8 is normally dependent on achievement in academic subject areas. Failure in two of the academic areas is basis for retention. Frequent absence/tardiness will not be considered solely as a basis for retention but may be a contributing factor.

### Grouping, Resource Assistance, SAT Process, and Enrichment Opportunities:

In order to allow teachers to meet students' individual needs in middle school Mathematics and elementary Reading students are divided into instructional groups based on their needs at the time.

Students who have current (within 3 years) psycho educational assessments and/or an IEP on file at school are eligible to receive Resource services. Students who need pull out services, will be relieved of the Spanish requirement. During the time when classmates are in Spanish classes, those students will go to the Resource Room for individual and small-group instruction. Students who do not have testing on file, but are struggling to meet grade level objectives, can be referred to the Student Assistance Team by teachers, administrators or parents. The Student Assistance Team is comprised of a resource teacher, a teacher who teaches the child referred, a teacher who does not teach the child referred, and the Principal. The SAT is held to determine which interventions can be implemented by classroom teachers to allow the student to meet objectives. The process for SAT is as follows:

1. Student is recommended for SAT by teacher, administrator or parent via contact with teacher, resource director or Principal.
2. Resource director seeks input from parents and teachers regarding the child's strengths and weaknesses, as well as interventions that have been used in the classroom and response to interventions.
3. SAT Team meets within 4 weeks of original request.
4. Recommendations are made to all teachers who teach the child and to parents, if appropriate.
5. A date is set for a follow-up SAT meeting in six weeks.

Students who have mastered or who quickly master material at grade level will be provided opportunities for enrichment – more in-depth instruction and understanding of the material at hand. In addition, the Enrichment Facilitator will provide teachers support within the classroom and resources to use as they enhance their instruction for all students in the classroom.

## VIII. DISCIPLINE

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### **BEHAVIORAL EXPECTATIONS:**

Discipline in a Catholic school must be founded on Gospel values. Teachers share with parents in the task of guiding students to an awareness of the importance of love of self and others, proper values and attitudes, and self-control. At times, it is necessary to modify behavior that undermines Christian development. When students experience difficulty in understanding their role as a member of a Catholic academic community, a constructive application of the discipline standards is required for the well-being of the student. In the event of serious behavioral problems, cooperative efforts between the home and school are essential so the student will achieve the highest possible standards of Christian behavior.

Courtesy is the hallmark of Catholic Education. This includes respect for teachers, school employees, other students and visitors. Good manners are encouraged to deepen a child's feeling of self-worth and confidence in relation to others.

### **STUDENTS' RIGHTS:**

Each student has the right:

- To be treated in a manner that exemplifies Christ's command to "love one another."
- To be true to one's self and God's purpose.
- To be treated respectfully by faculty, staff, visitors and peers.
- To learn in a caring and positive atmosphere.
- To receive support from faculty and staff.
- To expect that the school will provide a sound academic curriculum.
- To work with teachers who come to class prepared for each lesson.
- To have every opportunity to excel in a safe environment.

## **STUDENTS' RESPONSIBILITIES:**

Each student has the responsibility:

- ✚ To treat others in a manner that exemplifies Christ's command to "love one another."
- ✚ To show respect to faculty, staff, visitors and peers through the use of good manners.
- ✚ To contribute to a caring and positive learning environment.
- ✚ To seek support in an honest and appropriate manner from faculty and staff.
- ✚ To approach each lesson with a willingness to learn.
- ✚ To come to class prepared for each lesson.

## **STUDENTS' CODE OF CONDUCT:**

Faculty will discuss with their classes a specific code of conduct that applies to their classroom. Most misbehavior will be addressed at the classroom level. Teachers will contact parents if a student's behavior is negatively impacting classroom instruction. If the misbehavior continues beyond the parent/teacher communication, the teacher may choose to include the administration in the dialogue. Behaviors that negatively impact instruction include, but are not limited to:

- Disrespectful and rude behavior
- Use of foul or inappropriate language
- Chewing gum or eating in classrooms without permission
- Refusal to comply with instructions from teachers or administrators
- Being in any school space or leaving the school grounds during the school day without permission
- Use of cell phones, iPods, laser lights, pagers, mp3 players, cameras or other items that will detract from the learning situation.

More serious infractions can result in suspension or expulsion. Some of these are:

- Bullying, fighting, threatening or harassing
- Vandalism, stealing, smoking, using drugs or drinking alcohol

- Possession of alcohol or drugs on school property
- Possession of a weapon
- Verbal or written threats made against the physical or emotional well-being of any individual using e-mail, text messages, blogs, cell phones, social networking sites, or other technology tools (cyber bullying).

With the support of parents, classroom instruction that keeps students engaged and interested, and regular reminders of our responsibility to respect one another, we can avoid these more serious difficulties in behavior.

## **TECHNOLOGY AND INTERNET USAGE**

When using the school's technology equipment, students shall not reconfigure any school hardware, software or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school technology equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the internet for school-related projects and shall visit only the sites assigned by the teacher; shall not "surf" the internet or visit Facebook or other social networking sites while at school; shall not log on to the internet without permission; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers, or the name or location of the school.

Students shall use all technology equipment with care and respect, whether at school, at home, or elsewhere. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

Thank you for taking time to read and review the Student Parent Handbook.

Please **return this form** to the school office **no later than November 1st**. Any questions may be directed to the Principal.

I, \_\_\_\_\_, (Parent's name)  
and my child or children (PLEASE PRINT)

**Child's Name**

**Grade**

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have read and understand the ***Our Lady of Lourdes Handbook***. We agree to consult the handbook regarding procedures and policies, and we agree to abide by those procedures and policies.

Parent's Signature \_\_\_\_\_

Student Signature(s) (Grades 3-8):

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Date \_\_\_\_\_