

I. PHILOSOPHY

An appreciation of worth as a child of God and recognition of uniqueness as an individual are basic tenets of each student's spiritual and emotional development. Our Lady of Lourdes School fosters an atmosphere where children can come to accept themselves as individuals. Teachers and staff encourage students to develop a set of values and convictions commensurate with the teachings of Jesus Christ.

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, promoting the Christian ideals of peace and justice among all people.

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.

II. SPIRITUAL LIFE

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 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 re-enforcement. All students participate in school liturgy and prayer; however, only Catholic students may receive the sacraments of Reconciliation, Eucharist, and Confirmation.

Lourdes believes 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.

The guidelines established for the religious education of the children by the Archdiocese of Washington mandate that students be given the Catechesis of Penance and First Eucharist in Grade 2 and Confirmation in Grade 8.

III. PARENTAL INVOLVEMENT AND RESPONSIBILITY

Parents are essential partners with the school in the education of their children. Parental involvement in school activities through volunteer service is actively encouraged. Parents can be seen assisting in a wide variety of functions ranging from active assistance in classrooms (room parents) to fundraising events, to monitoring recess on the school's playground. The parents' role in each student's development and education is highly valued at Lourdes. If you are a parent with a special skill or talent that you want to use to enrich our community, we would very much appreciate hearing from you. ***Each Lourdes family contributes 20 hours of service to our school community each year.***

Our Lady of Lourdes Home and School Association (HSA) is run by the parents of our students. Members are predominantly parents, but also include faculty and administrative representation and the Pastor. The HSA is responsible for fundraising to promote school spirit and to help provide the "extras" for the school such as the computer lab, playground equipment, and other educational enhancements. The association sponsors many programs during the school year. All parents are encouraged to take an active part in HSA activities.

Communication between home and school is essential. The Principal writes a weekly letter to parents (Wednesday's Words) informing them of upcoming events and important information. Also, all faculty members have voicemail allowing parents flexibility in the initiation of communication. Lourdes faculty and staff can be contacted by email as well. Telephone extensions and email addresses are distributed at the beginning of the school year. Aware that parents who entrust their children to Our Lady of Lourdes are demonstrating their commitment to excellence of education in partnership, faculty and administrators welcome communication from parents.

The school makes every effort to ensure that parents are properly informed of activities. In addition to quarterly report cards and progress reports, Our Lady of Lourdes may communicate with parents in person, by phone, by email and through Student Update and Disciplinary Reports.

A. PARENTAL RESPONSIBILITIES

To foster academic success, the family is expected to provide a home environment that encourages good habits and responsible choices. As such, we expect parents to:

- Be models of the Faith in Church-home practices.
- Educate themselves and their children on the policies of the school.
- Read all communications from school and respond to all requests by the stated due dates.
- Support the administration, faculty and staff; bring concerns to teachers as they occur; and attend as many events as possible.
- Organize their schedule so children arrive and depart from school on time each day; ensure that children come to school in good health, having had adequate sleep and a quality breakfast, and prepared with a good lunch; provide all the materials and supplies needed, labeling all clothing, backpacks, lunch bags, etc.
- Inspire an interest in learning through family activities and reading; communicate expectations to your children, and praise them when they have done their best.
- Limit TV, video and computer games, talking on the phone, and instant messaging; activities should be age-appropriate and reflect and encourage the values taught at home, church and school.

IV. SCHOOL POLICIES AND PROCEDURES

A. ABSENCES AND TARDINESS

ATTENDANCE: Regular school attendance is required by law. Students absent more than 10 days in one quarter without medical documentation may be placed on probation. If attendance does not improve, the student may be required to leave school.

When a student is absent because of illness:

- **Parents must call the school office at 301-654-5376 before 9:00 a.m. every day that the student is absent.**
- A note of explanation must 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.

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 will be 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.

TARDINESS: Research shows that tardiness is disruptive to the student entering the classroom late as well as to the class already in session. It is the responsibility 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.

B. ARTICLES PROHIBITED IN SCHOOL

Any student found with the following items may be expelled from school:

- Any ***items resembling or related to weapons or ammunition***
- Illegal drugs or` alcohol

The following items are prohibited and will be taken from the student:

- Toys
- Novelty jewelry
- Water pistols
- Radios
- CD players (Walk men, I pods)
- Beepers
- Glass Containers

Please note: Students may have **cell phones** at school but may not use them during the school day or in the school building without the permission of the Principal or Assistant Principal.

C. CARE OF SCHOOL PROPERTY -- RESPECT

Respect for each other and for the community we share is critical to the success of Lourdes. Most students care for school property and are to be commended. 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. Suspension or expulsion may result. 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**, with the consent of the Principal.

D. 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.

E. COMMUNICATION

The Principal sends home a newsletter, "Wednesday Words," every Wednesday, and it can be emailed to parents at their request. Faculty and staff check voicemail regularly.

Contact the school office at:

Phone: 301-654-5376
Fax: 301-654-2568
Web: <http://www.bethesda-lourdes.org/>

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

pmcgann@bethesda-lourdes.org

lmerkel@bethesda-lourdes.org

F. DAILY SCHEDULE

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 12:20 p.m. on half-days. Students are not permitted in the building after 3:00 p.m. without permission of faculty or staff. *Students who are not picked up by 3:00 p.m. 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).* Parents who habitually pick up children after 3:00 p.m. will be required to enroll them in the ASC Program.

G. VISITORS

For the safety of our children, all visitors are required to sign in at the office and to wear a “Visitor” nametag. All volunteers who will have contact with children in any way must be fingerprinted and have a criminal record check before they may volunteer at school. This archdiocesan requirement was instituted to ensure the safety of every student.

H. EARLY DISMISSAL

1. 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 permission. Non-custodial adults planning to take a child from school must show acceptable proof of identity, such as a driver's license.

2. 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. The radio announcement of the Montgomery County School closing/delay/early release is sufficient indication of our policy. **Please do not call the school.** 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 and/or through radio announcements. Therefore, it is of vital importance that children know where they are supposed to go if parents are not home or cannot be reached. Plans should be made very clear to children and **repeated frequently**.

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 card. **Parents are responsible for ensuring that this form is current.**

I. 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 12:20 - 6:00 pm on early dismissal days. Questions should be addressed to the ASC director.

J. EXTRACURRICULAR ACTIVITIES

A wide variety of extra-curricular activities are available for Lourdes students. As students of Lourdes, our children are representative of both our school and our faith. All students are expected to represent the school appropriately at all times, particularly when involved in school-related activities. Failure to do so could result in disciplinary action.

K. 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.

L. FUNDRAISING

In March of each year the Home and School Association sponsors the school's greatest single source of funding outside of tuition and parish support--the annual **Auction**. Lourdes asks every family to do whatever is possible within their means to support the school's fundraisers. Proceeds directly benefit our students.

M. LUNCH

Students eat in the school cafeteria. Lunch may be brought from home or purchased through Catering Solutions. 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 are needed to assist with lunchroom and playground monitoring.

N. 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. Please do not combine your children's money into one envelope. **Send separate envelopes for each child and each event.**

O. PARENT INVOLVEMENT

1. Home and School Association (HSA)

The HSA supports the school through fundraisers to support assemblies and school and classroom extras, coordinates volunteers, and provides an opportunity for interaction between the pastor, school administration, faculty, and parents.

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.

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, or by working on school functions. **(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 reporting service hours to the school office. 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 \$20.00 an hour.

2. Room Parents

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

3. 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. But 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.

4. School Advisory Board

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

P. REGISTRATION FOR NEW STUDENTS

Registration for new students begins in late January. Families will be charged a \$500.00 nonrefundable registration fee, of which \$350 will be applied to tuition upon a student's acceptance for the upcoming school year. Requests for exceptions due to financial burden may be discussed with the Principal.

It is school policy that First Grade pupils present a Kindergarten record from a qualified 5-day Kindergarten program.

Q. REGISTRATION FOR CURRENT STUDENTS

When registering for an upcoming school year, families must pay a \$500.00 nonrefundable registration fee, of which \$350 will be applied to tuition for the coming school year.

R. SCHOOL PICTURES

Both individual and class pictures are taken each year. Parents receive an announcement and order form prior to picture day. Pictures may be purchased. 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 yearbook and newspaper.

S. 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.

T. TEXTBOOKS

All hardcover books must be covered. Students should not accumulate papers in their books as it ruins the spine of the books. Workbooks should remain neat and without graffiti. The student's name and grade should be written on the inside cover of each book so if misplaced it can be returned to the owner. Other writing of any kind in a textbook is defacement of the book. ***Students will be assessed a fee for damaged or lost books.***

U. TUITION AND FEES

All families are required to register for a payment plan with Tuition Management Systems unless tuition will be paid in full before the first day of school. **Students will not be permitted to start school in the fall unless accounts are up-to-date.** Our Lady of Lourdes reserves the right to cancel registration for any student whose family fails to pay tuition.

A fee will be assessed for any checks returned to the school.

V. TRANSFER

If a family is leaving the community, the school should be notified so that transfer cards and other matters can be settled at the time of transfer. Records will be transferred to another school when all accounts are settled.

V. DRESS CODE

Flynn and O'Hara is the ONLY acceptable provider of uniforms for students at Our Lady of Lourdes School. Departures from uniform standards will not be permitted and will be considered an infraction of the Uniform Code.

DRESS CODE FOR LOURDES STUDENTS

(Except Pre-K Students)

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 the appearance of individuals is a source of pride.

1. All students are required to be in full uniform each school day. Grades 4-8 will change into P.E. uniforms at school. Grades K-2, will wear P.E. uniforms to school on P.E. days.
2. A child not in full uniform will be excused only if a reasonable parental explanation is received in writing.
3. A parent will be called if the student is out of uniform. Sanctions will be taken for those who repeatedly ignore the dress code.
4. We strongly advise parents to label all clothing clearly and indelibly with the student's name.
5. 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."
6. School shoes are brown or black leather, lace or loafer, below-the-ankle, without colored logos or stripes; heels must be one and a half inches high or less. Grades 4-8 will wear athletic shoes during P.E. only.

BOYS UNIFORM REQUIREMENTS:

Fall and Spring:

- Navy pleated twill pants (long or short)
- White short sleeve polo shirt with Lourdes logo
- Navy or white crew socks or above-the-ankle sports socks
- Black/brown reversible leather belt
- Athletic shoes

Winter:

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

GIRLS UNIFORM REQUIREMENTS:

Fall and Spring

- White short sleeve polo shirt with Lourdes logo
- Navy skort
- Navy or white crew socks or above-the-ankle sports socks
- Navy or white knee-high socks
- Matching plaid scrunchie or headband
- Athletic shoes

Winter

- White short or long sleeve polo shirt with Lourdes logo (solid white t-shirt only underneath)
- Green plaid drop waist jumper (K-5)
- Green plaid 4 kick pleated skirt (6-8)
- White short sleeve Peterpan collar blouse (K-5)
- White short sleeve button down collar blouse (6-8)
- Navy crew neck cardigan sweater with logo (K-8)
- Navy v-neck sweater vest with logo or navy crewneck pullover sweater with logo (6-8)

- Navy or white crew socks or above-the-ankle sports socks
- Navy or white knee-high socks
- Matching plaid scrunchie or headband
- Optional navy or plaid tie (6-8)
- No excessive jewelry, dangling earrings or make-up
- Only clear nail polish may be worn (no false nails)
- Small stud earrings only
- 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:

- a. Heather grey with navy trim ringer T-shirt with silk screen
- b. Navy micromesh nylon gym shorts with silk screen
- c. Navy gym sweatshirt with silk screen
- d. Navy gym sweatpants with silk screen
- e. Athletic shoes

The P.E. uniform is not to be worn oversized. It should be clean and without excessive wear. All pieces of the uniform must be labeled with the wearer's name.

Uniform Excuse

A note from the parent will TEMPORARILY excuse a student from the uniform requirements. Students breaking any part of the uniform code without a note from their parents will lose the privilege of being out of uniform on days when the uniform is optional.

VI. Health Safety Policies and Procedures

A. ACCIDENTS

Parents will be called if a child becomes ill or has an accident. Therefore, **it is imperative that parents keep emergency information forms current.** If the person designated on the emergency form cannot be contacted and the injury is considered serious the student will be taken to the hospital or the dentist at the discretion of school personnel.

B. EMERGENCY INFORMATION FORMS

An emergency information form will be sent home each year with the oldest child. **Forms should be completed and returned *promptly*.** Please note any medical difficulties or allergies. Information will be kept confidential.

C. FIRE AND EMERGENCY DRILLS

Regular fire and emergency drills are held throughout the year. Any person in the school during the drill must participate along with students and teachers.

Students are instructed to maintain proper conduct during drills, which means: stay silent, stay in proper lines and follow instructions given by the teacher. Inappropriate behavior may result in disciplinary action.

D. HEALTH RECORDS AND MEDICATIONS

Our Lady of Lourdes has no school nurse. Office staff maintain all necessary health records and tend to the medical needs of students. Please cooperate by returning records promptly when they are requested. State law requires immunization records to be complete before school begins for all in-coming students.

No prescription or over-the-counter medications will be given to students without written permission and specific instructions by a physician and parent. All medications will be kept on file in the office and administered by the staff as directed. **Students are not permitted to carry medications of any kind—including cold pills, aspirin and Tylenol--into the classroom or around the school..** *All medications must be brought to the school office by a parent or guardian.*

E. PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Immunization and health records must be presented and kept up-to-date for students enrolled at Our Lady of Lourdes. Students will not be permitted to attend classes if all records are not on file in the school office by the end of the first week of school. We encourage parents to check with pediatricians early in the summer regarding immunizations required, to avoid difficulties at the beginning of the school year.

F. PLAYGROUND

Students must respect and follow the directions of the playground supervisors (teachers and parents) to ensure the safety and well-being of students. Classes are to leave and enter the building quietly. If a child consistently disobeys the rules on the playground, the privilege of recess may be temporarily revoked.

G. SHORT-TERM ILLNESS

Children should not be sent to school if they are sick and cannot function adequately. Any child who is too ill to go outside should not be in school. If your child has a fever, has vomited or had diarrhea within 24 hours, has pinkeye, conjunctivitis, head lice or any other contagious illness, please keep him or her home. The school's policy is to send ill children home. Upon returning to school after an absence the student must present a note from a parent or guardian to the teacher.

H. LONG-TERM ILLNESS

If a child is absent from school for 3 or more days due to illness, please talk to the teacher about educational accommodations.

VII. ACADEMICS

A. GRADING

The curriculum and standards for evaluation at Our Lady of Lourdes are in accordance with Archdiocesan regulations and guidelines. The grading system for grades 4 through 8 is as follows:

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

Grades for K-3 represent their level of accomplishment:

- Excellent E
- Good G
- Satisfactory S
- Improvement Needed I
- Unsatisfactory U

Similarly, all students are assigned grades of E, G, S, I, and U for “Specials” classes such as Art, P.E., Music, and Spanish.

Report cards are issued quarterly to assess academic performance. They are to be used by parents to monitor the child’s progress.

B. ACADEMIC PROBATION

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 in an academic subject at this level. Parents will receive progress reports, phone calls or requests for conferences when a child is in danger of failing a class.

When the school is not able to fulfill its educational responsibilities to a student, at the Principal’s discretion the school may discuss with the parent(s) the possibility of finding a more appropriate educational setting for the student.

C. HOMEWORK

Homework is assigned to reinforce skills taught in the classroom as well as to acquaint parents with skills being learned at school. Projects are assigned to help the student apply knowledge. Parents of students in the lower grades are expected to review homework assignments nightly to ensure completion and accuracy. Credit is given for completed homework. **Missed assignments negatively affect grades.** A homework policy will be distributed to each child during the first week of school and discussed at Back-to-School Night. Homework policies are strictly enforced.

The family shares the responsibility for fostering good study habits in work done outside school. Here are some constructive points to keep in mind for promoting good study habits and an excitement about learning:

1. *Have a set time for studying in a quiet environment.*
2. *Arrange an environment conducive to studying; table or desk and proper lighting, no TV, radio, walkman or ipod, no opportunity for instant messaging while doing homework.*
3. *Promote interest in outside reading and enrichment activities.*
4. *Know your child’s best work and commend these efforts.*
5. *Insist that homework be done neatly and carefully and in accordance with the teacher’s directions.*

6. Be willing to listen to what the child has learned.
7. Stress that studying includes more than completion of written work.
8. Encourage use of the public library if possible.
9. Contact the teacher as problems arise.
10. See that homework and important papers and supplies are organized and placed in the backpack in the evening.

*** A good measure of your child's homework – we follow the “ten minute rule”. If your child is in first grade he/she should average about 10 minutes of homework each night. If your child is in seventh or eighth grade he/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.**

D. ACADEMIC HONOR ROLL

Each quarter honors will be given to students in grades 4-8 for academic accomplishments:

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

First Honors - A's and B's and S or better in all specials

Second Honors – No more than one C and S or better in all specials

Students in grades K–3 receive awards for attendance and spelling.

E. HIGH SCHOOL ENTRANCE

In December prior to graduation, 8th graders will receive a high school Choice Form. This form will be sent to two Archdiocesan Catholic high schools of their choice along with:

- 1) Results of standardized testing scores – Terra Nova from Grades 7 and 8, and High School Placement Test from Grade 8
- 2) Final 7th and first quarter 8th grade academic grades
- 3) Evaluations by members of the Middle School Team
- 4) Attendance records, including tardies
- 5) 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. Eighth grade 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.

F. GRADUATION

Our Lady of Lourdes' graduation is held in June. At the ceremony diplomas and special academic awards are presented. Diplomas will not be given to students who fail two or more academic subjects, fail to complete the necessary requirements, or whose parents have failed to pay any outstanding tuition balance.

G. LIBRARY

Most classes visit the library once each week, and all students are encouraged to utilize the library's resources. Students receive an introduction to a wide variety of reading and audio-visual materials as well as instruction on library skills. Borrowed books are to be returned each week. No additional books may be checked out until all overdue books are returned and fees are settled. Families will be billed for damaged, lost or unreturned materials.

H. PROGRESS REPORTS

The reporting system in the Archdiocese of Washington is divided into four quarters. Progress reports for students who are struggling academically in grades 3-8 are sent to parents each marking period.

I. REPORT CARDS

Written evaluations are issued four times for students in grades 1-8. Pre-K and Kindergarten receive progress reports in January and June. In order to remain aware of each student's progress, the Principal randomly reviews student work regularly throughout each quarter.

Parents or guardians may request conferences with teachers. It is most important in the interest of the child's progress that conference appointments are kept. If an emergency arises that keeps the parent from the appointment, the school should be contacted so that the teacher can make other arrangements. Concerns about a child's progress should only be addressed at a formal conference. Please

bring all of your concerns directly to the attention of your child's teacher.

J. 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 the 8th grade will take the High School Placement Test in the fall. The 7th and 8th grade tests are particularly critical, as they are included in the records submitted for admission to high school. Parents receive copies of their children's test results. These tests offer additional information regarding the child's academic progress and can be reviewed along with regular teacher evaluations. It is important that students avoid absence and tardiness during the testing week. Make-up testing must be administered by a teacher without distraction; therefore, students will be allowed to make up missed tests only if time permits. High School Placement Tests are made up on Saturday mornings at various high school locations.

1. Early Prevention of School Failure

All incoming Kindergarten students in the Archdiocese of Washington are required to participate in this assessment program. This testing assesses students on a wide variety of developmental skills to identify strengths and weaknesses and to make recommendations for interventions if needed.

2. Retention and Required Summer School

Parents will be notified as soon as possible if there is any 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. A student in grades 4 – 8 who has received a D in an academic subject may be required to attend summer school. Written proof of attendance and a passing grade may be required before promotion to the next grade.

VIII. DISCIPLINE

A. BEHAVIORAL EXPECTATIONS

The aim of Our Lady of Lourdes School is to assist parents in the mutual goal of developing their children into quality human beings who act according to the will of God. This is accomplished by the creation of a Christian environment conducive to learning in which the mutual rights and responsibilities of students, parents and teachers are recognized and upheld. Respect is a key element in the achievement of this goal. In a Catholic educational community, discipline is part of the teaching/learning process. The object is to move toward self-discipline so that the student learns to make wise choices.

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. Discipline forms are sent to parents/guardians whenever a disciplinary incident arises at school.

In building a mutual relationship and respect between students and the school community, it is important that both student and teacher have an understanding of the expectations that are placed upon members of the school community. These expectations are outlined in "Students' Rights" and "Students' Responsibilities" sections (see below).

Educators and parents recognize that they share in the responsibility to reflect in the school and in the home, the Christian ideals they seek to instill in their students and children. **Courtesy** should be one of the special marks of a child educated in a Catholic school. 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.

B. 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.

C. 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.

D. STUDENTS' PLEDGE

As a student of Our Lady of Lourdes Catholic School I will strive to:

- Conduct myself in a Christian manner at all times
- Respect the person and property of parents, teachers and fellow students
- Use proper and courteous language
- Be dressed in proper uniform
- Contribute to a caring and positive learning environment
- Approach each lesson with a willingness to learn
- Come to class prepared for each lesson
- Obey and respect all of the rules and regulations of the school

E. 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 does not respond to a first warning. If the misbehavior continues beyond the parent/teacher communication, the teacher may choose to include the administration in the dialogue.

Certain behaviors may result in immediate disciplinary action such as detention, exclusion from certain privileges, parent conferences and/or a suspension. Such infractions include, but are not limited to:

1. Disruptive classroom behavior.
2. Rudeness or disrespectful behavior toward others.
3. Failure to comply with the direction of teachers or other school staff.
4. Throwing food or any objects in the cafeteria or any other area in the school.
5. The use of improper or foul language.
6. Chewing gum on school property or eating outside of the lunchroom without permission from the teacher.
7. Being anywhere in or around the school unsupervised or without permission during the school day.

More serious behaviors may result in an immediate suspension and a parent conference. Such infractions include, but are not limited to:

1. Fighting
2. Bullying, threatening or verbally harassing a student, teacher or

staff member

3. Vandalism - destroying or damaging personal or school property.
4. Cheating or plagiarism
5. Stealing
6. Lying
7. Smoking on school property
8. Leaving school grounds without proper permission
9. Repeated infractions of the Student Code of Conduct.

Behaviors that threaten the safety and well being of the school community may result in expulsion. Such infractions include, but are not limited to:

1. Use and/or possession of alcohol or drugs on school property.
2. Use and/or possession of a weapon.
3. Arson or use of any type of fire or explosive materials.
4. Physical Assault and/or sexual harassment.
5. Extortion.
6. Repeated suspension (Principal's discretion).
7. Sale of any material(s) not approved by the School Administration.

F. DISCIPLINARY REPORTS

A Discipline Report will be sent to parents or guardians upon the occasion of a serious disciplinary infraction. **Three Disciplinary Reports** for similar repeated infractions may result in a suspension. Students who repeatedly violate the Code of Conduct may be required to leave Our Lady of Lourdes.

G. DISCIPLINARY CONTRACTS

Students who are having behavioral/conduct difficulties may be required to sign a Discipline Contract prior to participating in field trips or other activities with his or her classmates.

H. CONTINUING ENROLLMENT

Students who demonstrate a pattern of repeated violations and an unwillingness to change behavior may not be invited to enroll for the following school year. Lack of involvement and cooperation by the parents in dealing with academic and behavioral difficulties may also result in the non-renewal of the student's re-registration.

IX. LITTLE GROUP

A. ADMISSIONS

Lourdes Little Group operates for the convenience of our parish families and siblings currently enrolled in our elementary school. Your child should be three years of age by September and completely toilet-trained.

Parents may select from two-, three- or five-day programs. Extended care is available for an additional cost.

B. HOURS OF OPERATION

Monday through Friday, 9:00 a.m. to 11:45 a.m. A full day program is available 8:00 a.m. to 3:00 p.m. Punctuality is of utmost importance.

C. SNOW DAY POLICY

Please listen for announcements over local radio stations. Lourdes Little Group follows Montgomery County Public Schools for delayed openings and closings. For example:

- If Montgomery County schools will open TWO hours late, Little Group will start at 10:00 a.m. and dismiss the children at 12:30 p.m.

D. VISITING DAY POLICY

Starting in January, visiting day for potential registrants is any Thursday morning. No appointment is necessary. Please limit your visit to one hour. We welcome you and your child to visit and observe all areas of the program.

E. REGISTRATION

Registration for Little Group must be done through the normal procedure of the school. Preliminary approval from the Little Group Program Director is required before registration is valid.

A fee of \$150 is due at the time of registration, along with a \$350 pre-payment of tuition. **The total amount due with the registration form is \$500.** This money is non-refundable, unless your child is not admitted by the school's decision.

F. TUITION

Tuition varies, depending on the number of days your child is in the program and whether you utilize extended care.

G. MEDICAL REQUIREMENTS

Please notify us in writing if your child has any health or dietary restrictions or if your child should not participate in any physical activities in the gym or outdoors.

If your child contracts a contagious disease (such as conjunctivitis), please notify us immediately. Children should remain home when they have the following symptoms: fever, diarrhea or vomiting during the previous 24 hours. In such instances, children should not be sent to school, even if they say they feel fine that morning. When your child has a clear liquid or thick runny nose, do not send him/her to school. Also, some antibiotics have side effects, the most common being diarrhea. If your child is affected by antibiotics in this way, do not send him or her to school. Please call if your child is going to be out more than two or three days.

H. JUICE DAY

Once a month children are asked to bring one large plastic bottle or can of juice and one package of cookies or other snack on their assigned juice day. Homemade goodies are always appreciated. On their assigned days the children will serve the cookies and juice. Please refrain from sending pineapple, grapefruit, or unsweetened juices; the children will not drink them.

I. SHOW AND TELL DAY

Show and Tell Day goes hand-in-hand with Juice Day. Your child may bring ONE favorite toy or a short book for “Show and Tell” on his or her assigned Juice Day.

J. BIRTHDAYS

We will ensure that each child’s Juice Day is either on or near his or her birthday. You may send in something special on your child’s birthday if you wish (such as mini cupcakes).

We celebrate all summer birthdays with a pizza party at the end of the school year.

We ask that party invitations be mailed or extended by phone. NO INVITATIONS will be given out at school.

K. ORIENTATION

At first we will have only new children report in small groups to allow them to become familiar with teachers, each other, and the classroom. We ask that parents be readily available by phone during the first two weeks of school in case your child experiences an especially difficult adjustment.

L. CLOTHING

ALL clothing must be marked clearly with your child’s full name. (Sweaters, mittens, scarves, raincoats, coats, hats, and boots.)

As each new season begins, please mark each article of clothing. Children are to wear only sneakers or rubber-soled shoes with Velcro closures. NO EXCEPTIONS.

M. FIELD TRIPS

The Little Group will take a chartered bus on field trips to the Pumpkin Farm and the Zoo. There will be an additional fee to cover the cost of field trips. In addition, the police and fire departments will visit the children here at school,

N. PARENTS' PARTICIPATION

We expect to see all new parents (one or both) at Back-To-School Night, when you will have an opportunity to meet with your child's teacher. Parents are expected to bake for different special events or to chaperone field trips.

O. PROGRESS REPORTS

Several times during the year, the Little Group Program Director will discuss your child's progress with you.

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

Please **return this form** to the school office **no later than September 15, 2005**.
Direct all questions to the Principal.

I, _____, (parent's name)
and my child or children (PLEASE PRINT)

Child's Name

Grade

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)
