



Our Lady of Lourdes Catholic School

Parent/Student Handbook 2022-2023

2015 National Blue Ribbon School

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I. MISSION AND PHILOSOPHY

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.

This mission statement was developed in 2008. At the beginning of the 2022-2023 school year, our mission statement was re-evaluated and it was determined that it should remain as written.

PHILOSOPHY:

Spiritual development of the student is the primary purpose of Catholic education. Academic excellence is pursued in the context of this development. In every subject area teachers incorporate knowledge and skills that will enable students to be good citizens and be of service to their school, parish, and the larger community. The goals of academic development are inseparable from the development of spiritually healthy students who become responsible young adults.

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 faith and to a rigorous educational experience for all children in our care. We accept the challenge to reflect the mandate given to us by the Church to teach and live the Word of God.

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

Our Lady of Lourdes School exists to develop the moral, intellectual, social and physical potential of each child in the school. In this venture, the school shares responsibility with the family and the Catholic Church. Our Lady of Lourdes School is a community of faith composed of parents, students, clergy, staff, and teachers. We strive to guide each child as he or she grows and matures in knowledge and in faith. The school community is enriched by the presence of students from a variety of family backgrounds, faiths, nationalities and cultures.

An appreciation of the liturgy is developed through weekly participation in the Mass and through daily religious instruction and prayer. Preparation for Reconciliation and First Holy Communion form the core of religious instruction in grade 2, and preparation for Confirmation takes place in grade 8. All students participate in the liturgy and prayer, however, only Catholic students receive the Sacraments of Reconciliation, Holy Eucharist, and Confirmation. Opportunities are made for those students and parents who wish to study for and receive the Sacrament of Baptism and be welcomed into the Catholic Church.

We believe that 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 Masses 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.

III. ADMISSION AND REGISTRATION

Archdiocesan Admissions & Non-Discrimination Policy: The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

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 school while ensuring that all students will receive adequate attention and excellent instruction.

- All students entering grades 1-8 will be considered for admission or re-enrollment based on academic and discipline records and a family interview.
- Students in the Kindergarten class must be five years old by September 1.
- Preschool students must be toilet-trained and be independent in the bathroom. Students in the Little Group program must be three years old by September 1 and students in the Pre-K program must be four years old by September 1.
- Registration of students is ongoing through the school year as space is available.
- Applications, including documentation and payment, will be completed online through TADS.com. (online tuition collection site)
- Returning families will reapply for the coming school year in January, using the TADS website.

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
2. Siblings of current students

IV. ACADEMICS

Our Lady of Lourdes School follows the Archdiocesan Academic Standards. These standards delineate objectives and learning goals at each grade level. The standards provide parents, teachers, and students with a template within which instruction is planned and delivered; learning takes place and is assessed; and progress is reported.

ACCREDITATION:

Our Lady of Lourdes School is accredited through Cognia.

STUDENT PROGRESS AND REPORT CARDS:

The primary communication device for student assignments, grades, classroom information, links for classroom activities and resources at Our Lady of Lourdes is via Rediker PlusPortals. All parents of LG-8th grade students, as well as students in grades 6-8, have access to Rediker PlusPortals.

Parents are encouraged to check on student progress in PlusPortals throughout each quarter. Progress reports are generated and sent home as needed through PlusPortals.

Report cards are issued quarterly for students in first through eighth grades. Students in Little Group, Prekindergarten and Kindergarten receive semester reports and mid-semester progress reports. Report cards are sent home with students. Reports are also accessible on PlusPortals.

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 report unsatisfactory 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. Keeping up with student progress in PlusPortals, report cards, phone calls, emails, and conferences are ways to ensure that parents and teachers are all working with the student toward the goal of academic success.

HOMEWORK:

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 should review homework assignments nightly to ensure completion and accuracy. Credit is given for completed homework, and missing assignments can 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. In addition, students should enjoy at least 20 minutes of reading time every day from a book, not a screen.

GRADES:

The grading system for **grades 4 through 8** is as follows:

A – 93-100

B – 85-92

C – 77-84

D – 70-76

F – Below 70

Students in grades 4 through 8 are assigned grades of E, G, S, I, and U for "Specials" classes such as Art, Physical Education, Spanish, and Music. E(excellent), G(good), S(satisfactory), I(improvement needed), and U(unsatisfactory).

Students in grades **Pre-K through Grade 3** receive Standards Based Report cards which indicate mastery of objectives or progress toward mastery. EE, ME, AE, NE (exceeds/meets/approaching/not approaching the grade level expectations at this time).

ACADEMIC HONOR ROLL:

At the end of each quarter Academic Honors are posted on our school's website.

- Principal's List - All A's
- Honors - A's and one B
- Students on Honor Roll are expected to earn a minimum of "G" in Specials classes.

STANDARDIZED TESTING:

Students in grades two through eight participate in standardized testing in reading and math three times each school year. In addition, students in grades 3-8 take the Faith Knowledge Assessment in the spring of the school year. Students in eighth grade take the High School Placement Test.

RETENTION AND REQUIREMENT FOR SUMMER SCHOOL:

Parents will be notified by the end of the third quarter if there is a possibility of class failure or a need for retention.

Retention in primary grades is dependent upon developmental maturity and mathematics and language arts skills. Retention in grades 4 through 8 is usually dependent upon academic achievement. Failure in two core subjects is the basis for retention. Frequent tardiness and absences are not usually grounds for retention, but may be a contributing factor.

HIGH SCHOOL ADMISSION PROCEDURE:

In November of their eighth grade year, students will receive a high school choice form. This form will be sent to as many as three Archdiocesan high schools if the child and his or her parents decide to apply to Catholic high schools.

Transcripts that record the final grades and standardized test scores from seventh grade and the first quarter grades from eighth grade are sent, along with teacher recommendations, attendance records and a principal's recommendation.

It is important to determine a "good fit" between children and high schools. Parents are encouraged to schedule a meeting with the principal before the choice form is completed.

Each private and Catholic high school has its own application form, available through the website or by calling the school.

Eighth grade students should plan 3 high school "shadow visits". Parents are asked to schedule these visits on days when there are no tests, or days when we are not in school. Students are responsible for all missed work.

HSPT:

Eighth grade students take the High School Placement Test at OLOL on a school day with their classmates. The test is usually administered during the first week of December. Many of the Catholic High Schools require the HSPT for admission, parents will determine whether their child will need to sit for this test based on the schools they are considering.

RESOURCE:

Resource teachers provide instructional support in classrooms for all students. Students with diagnosed learning differences, and students with low-incidence disabilities receive support in the classroom, and through individual or small group instruction when appropriate.

THE SAT PROCEDURE:

Teachers, administrators or parents can request an SAT (Student Assistance Team) meeting for a child who is struggling to meet grade-level expectations for behavior or academics.

The process is as follows:

1. Student is recommended to the Resource Director for SAT
2. The Resource Director seeks input from all teachers who teach the child.
3. The Resource Director or a designated resource teacher observes the student in the classroom.
4. SAT meets within four weeks of recommendation.
5. Recommendations are made to teachers who teach the child and to the parents if appropriate.
6. Date for the follow-up meeting is set (usually 6 weeks).

V. UNIFORM REQUIREMENTS

An Our Lady of Lourdes student shows 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 (LG-8) are required to be in full uniform each school day. On P.E. days, grades 6-8 will change into P.E. uniforms at school; grades K-5 will wear P.E. uniforms to school.
- 2 A child not in full uniform will be excused if a parental explanation is received in writing.
- 3 We strongly advise parents to label all clothing clearly and indelibly with the student's name.
- 4 Both girls and boys must keep hair clean, away from the eyes and not extreme in style (including dyed/colored hair, spiked hair, mohawks, shaved patterns, colored extensions and clip-on hair). Boys' hair will be trimmed to be off the collar, above the ears, and out of the eyes. Boys are to be clean-shaven at all times. Boys and girls are not permitted to have hair hanging in their eyes. Hair accessories must coordinate with the school uniform colors (navy blue, gold, and white) and remain in the hair at all times. Headbands must be thin, no wider than one and a half inches.
- 5 School shoes for the winter uniform are brown or black leather, lace, buckle or loafer, below-the-ankle, without colored logos or stripes; heels must be less than one inch high. If boots are worn to school they need to be changed upon arrival at school. School shoes for fall and spring are athletic shoes with laces or velcro.

Birthday Exception: Students may come to school in "tag day" (out of uniform) clothing on their birthday.

***OLOL uniforms for students in K-8 (and preschool girls polo dresses) are sold by School Uniforms by Tommy Hilfiger. Orders must be placed online and shipped directly to the customer. See our website for all the uniform information and ordering links. www.bethesda-lourdes.org**

***OLOL sells all PE and Preschool uniforms (except polo dress). See our website for details and to order online. Items can be picked up at the front desk when notified.**

PRESCHOOL BOYS & GIRLS UNIFORM REQUIREMENTS:

(sold through OLOL school website)

- Navy nylon gym shorts with OLOL lettering
- Yellow t-shirt with school logo
- Navy sweatpants with OLOL lettering
- Gray sweatshirt with school logo
- Navy or white socks
- Athletic shoes or brown or black leather shoes

In addition, there is an OLOL Polo Dress option for preschool girls. (This is purchased through our online uniform vendor, School Uniforms by Tommy Hilfiger)

K - 8 BOYS' UNIFORM REQUIREMENTS:

Fall and Spring:

- Light blue polo shirt with embroidered school logo (short or long sleeve)
- Navy shorts or pants
- Gray fleece (full or half zip) or navy pullover or sweater vest
- Navy or white socks
- Black or brown leather belt
- Athletic shoes or brown or black leather shoes

Winter:

- Light blue polo shirt with embroidered school logo (short or long sleeve)
- Navy pants
- Gray fleece (full or half zip) or navy pullover or sweater vest
- Navy or white socks
- Black or brown leather belt
- Brown or black leather shoes (no evident stripes or logos)

K - 5 GIRLS' UNIFORM REQUIREMENTS:

Fall and Spring:

- Light blue polo shirt with embroidered school logo (short or long sleeve)
- Navy skort
- Gray fleece (full or half zip) or navy pullover or cardigan
- Navy or white socks
- Athletic shoes or black or brown leather shoes

Winter

- Classic Navy Plaid jumper

- Light blue polo shirt with embroidered school logo (short or long sleeve)
- Gray fleece (full or half zip) or navy pullover or cardigan
- Navy or white socks or tights
- No bracelets, 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)
- If boots are worn to school, they need to be changed upon arrival.

6 - 8 GIRLS' UNIFORM REQUIREMENTS:

Fall/Spring & Winter:

- Classic Navy Box Pleat skirt
- Light blue polo shirt with embroidered school logo (short or long sleeve)
- Gray fleece (full or half zip) or navy pullover or cardigan
- Navy or white socks or tights
- No bracelets, 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.
- ***Shoes for Fall/Spring:*** Athletic shoes or black or brown leather shoes
- ***Shoes for Winter:*** Black or brown leather shoes (no evident stripes or logos)
- If boots are worn to school, they need to be changed upon arrival.
- Skirts should be of a modest length (**no shorter than 2 inches from the top of the knee**) as determined by school officials.

PHYSICAL EDUCATION UNIFORM REQUIREMENTS FOR BOYS AND GIRLS:

This uniform is the only acceptable uniform for P.E. classes.

- Gray P.E. shirt with school logo
- Navy nylon gym shorts with OLOL lettering (appropriate length)
- Gray sweatshirt with school logo
- Navy gym sweatpants with OLOL lettering
- Athletic shoes

The school administration will judge the appropriateness of any fad or questionable article of apparel, jewelry, or hairstyle.

VI. SCHOOL PROCEDURES AND POLICIES

ABSENCES AND TARDINESS:

Regular school attendance is required by law.

ABSENCES:

- A. When a student is absent because of illness, call the front office or send an email to the child's homeroom teacher and **include** the front office (at office@bethesda-lourdes.org), by 8:30 am each day that the student is absent.
- B. Students are given one day to make up missed work for every day that they are ill. In cases of extended illness, teachers and parents will work to create a plan for covering missed work.
- C. Family vacations during the time when school is in session can adversely affect a child's success in school. Please notify the school office and the classroom teacher in advance if your child will miss school for a vacation or trip.
- D. Students who will miss school for a family vacation are expected to meet with the teacher to create a plan for missed assignments and return those completed assignments as directed by the teacher.

TARDINESS:

It is difficult for children when they arrive at school late. They can struggle to catch up to the classroom activities and it can be disruptive to the classroom instruction when they arrive late. Parents are asked to bring their children to school before the 8:00 am bell rings. This allows children to settle in, and begin the day with their peers. Students are marked tardy if they are not present at 8am.

EXCUSED ABSENCES:

The following information is included in this handbook under the direction of the Catholic Schools Office of the Archdiocese of Washington.

The following are valid reasons for excused absences from school (if properly documented upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by the chief administrator;

6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes;
7. Other absent(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

CARE OF SCHOOL PROPERTY:

Respect for one another and for the community we share is critical to the success of all. Students should not deface school furniture, walls, ceilings, floors or equipment. Anyone who willfully damages school property will be expected to make restitution for damages. Middle school students are responsible to keep their lockers clean and organized. The school administration reserves the right to inspect lockers.

CARE OF PERSONAL PROPERTY:

Lost and found items are placed in the Lost and Found Closet on the ground floor. After 30 days, these items are donated to charity.

CHANGE OF ADDRESS OR CIRCUMSTANCE:

Please be sure to change your address or contact information in TADS and Rediker PlusPortals when necessary. Please notify the school office personnel or administrators of any changes in your family situation. This updated information allows us to support your children through disruptions in routines and transitions.

DIRECTORY AND CALENDAR:

The family directory is available in Rediker PlusPortals. The school directory is not meant to be used or sold for other purposes. All families will receive a printed school calendar at the beginning of the school year. Extra calendars are available for a small fee. The online school calendar has the most current and up to date information and can be found on the front page of our website and in PlusPortals.

Website: www.bethesda-lourdes.org

PlusPortals: www.plusportals.com/olol

COMMUNICATION:

In order to ensure that parents are informed, and that teachers and parents are able to work together to support the students of OLOL, teachers will be in consistent contact with parents. Parents are encouraged to contact teachers directly when they need to discuss a child's progress or difficulties. It is important to remember that all conversations about children should take place in a classroom or an office, never in the gym or parking lot.

The principal communicates with school families through weekly updates, announcements in PlusPortals, and group emails.

The principal welcomes communication from parents by email, written note, phone call, or through scheduled appointments.

CONTACT INFORMATION:

School Phone: 301-654-5376

School Fax: 301-654-2568

Website: www.bethesda-lourdes.org

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

Exceptions are the school receptionist whose email is office@bethesda-lourdes.org.

VISITORS:

For the safety of our children visitors will enter and exit the building through the main doors. Visitors will be signed in at the office.

DISMISSAL:

Instruction is provided from 8:00 am through 3 pm. At 2:50 pm students pray together to end the school day. Parents will allow their children to remain in school until the school day ends. On the rare occasion a child must leave school before the day ends, parents will notify the school office and the classroom teacher before noon.

Children will not be released to anyone other than a parent or guardian without written permission from the parent. Non-custodial, unfamiliar adults will be required to show acceptable proof of identity.

SNOW AND EMERGENCIES:

Our Lady of Lourdes School follows Montgomery County Public School system decisions regarding late openings, closings and early release due to inclement weather. Listen for

radio announcements or check the website of Montgomery County Public Schools for updates. In the event of an emergency closing of our school for any reason other than inclement weather, parents will be notified by a representative of the school using one or more of the following: 1) a Text from Textedly (please make sure to sign up to receive these messages, the information is [HERE](#)); 2) a follow up email using our Rediker system.

AFTER SCHOOL CARE (ASC):

After School Care is provided from 3:00 pm – 6:00 pm on full days and from 12:10 pm – 6:00 pm on half days, for an additional fee. Children must be registered to attend after school care.

All questions should be directed to the After Care Staff: Irma Oropeza at asc@bethesda-lourdes.org.

EXTRACURRICULAR ACTIVITIES:

A variety of extracurricular activities are available for OLOL students. These may include but are not limited to: choir, band, sports, drama, math, and language enrichment.

OLOL students are a reflection of both our school and our faith, and they will represent themselves and the school appropriately.

Participation in school life is important to our mission and our culture and will be used when considering re-enrollment.

FIELD TRIPS:

Each class will plan field trips to supplement classroom learning. Permission slips for all trips are required, and should be returned to the classroom teacher. The cost of class field trips are included in each student's tuition, unless otherwise indicated.

FUNDRAISING:

OLOL asks each family to do whatever is possible within their means to support the school's fundraisers. Each year there is our major fundraiser, The Kate Truax Lions' Roar 5K, as well as one or two smaller events supporting the Annual Fund. When every family contributes within their means, the Annual Fund will have adequate funds to ensure that our children are learning in a safe environment that reflects the value we place on education.

LUNCH:

Students can bring lunch to school in a lunch box or brown bag. We ask that parents not bring fast food or carry-out food to school for their children.

Parents can choose to order lunch up to 5 days a week from Mama Lucia. (All purchases are made on the school website.)

Daily milk can be ordered on OLOL's school website.

PARENT INVOLVEMENT:

Educational 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.

PARENT COOPERATION:

The following information is included in this handbook under the direction of the Catholic Schools Office of the Archdiocese of Washington.

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Our Lady of Lourdes School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Our Lady of Lourdes derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Our Lady of Lourdes School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Our Lady of Lourdes School.

HOME AND SCHOOL ASSOCIATION (H.S.A.):

The parent organization at Our Lady of Lourdes School is the Home and School Association. In union with the principal, teachers, and staff, the HSA promotes school spirit, builds up the school community, and provides the "extras" like educational assemblies and special events. All parents are members of the HSA and each homeroom has one or two HSA representatives who help to manage events, facilitate group interactions, and build a community of faith, excellence, and service.

VOLUNTEER COMMITMENT:

Services provided by parents supplement the school's operation in many ways. Every family is expected to provide volunteer service to the school each year. This can be done at school (helping at school sponsored events, etc.), by coaching CYO teams, providing a service, sharing a talent, or by completing work at home (washing toys, covering books). All families are expected to represent the motto of our school, "Faith, Excellence, Service", by participating in our community building activities and supporting the work of our school. All volunteers must complete the ADW Child Protection Program. (see the school website for details)

PARENT SUPPORT OF CLASSROOM ACTIVITIES:

Classroom celebrations during the school year are organized by the homeroom teacher. Grade level HSA representatives will help to organize volunteers to assist with purchasing food, set up, and clean up.

BIRTHDAY CELEBRATIONS:

Children are welcome to bring cookies or cupcakes and/or juice boxes to school to celebrate their birthdays. Cakes that need to be cut or large bottles of juice can be difficult to manage in the classroom. A reminder for parents – If your child is having a birthday party, do not exclude classmates from a party. If you need help with managing a birthday party situation, please contact Mr. Long. If children are excluded, you will hear from the principal or pastor.

Students may come to school in "tag day" (out of uniform) clothing on their birthday.

SCHOOL ADVISORY BOARD:

Members are appointed based on recommendations and requests for volunteers. This Board provides ongoing support and advice to the Pastor and school administrators with respect to school operations, policies and procedures.

PHONES AT SCHOOL:

Students will not bring cell phones (Apple watches, Smart watches, devices that can be used to send or receive electronic messages) to school. During the day if a child needs to contact a parent, they will use a school phone.

Our school is a cell phone free zone. Please do not use your phone in the school building or in the parking lot when you are dropping off or picking up your children.

TUITION AND FEES:

Tuition is paid through TADS. If tuition is paid in full prior to the first day of school, \$200 will be deducted from the tuition amount.

Tuition is one rate for all students. The tuition is consolidated to include traditional fees to cover materials, technology, HSA expenses, and Field Trips. A \$500 per student non-refundable tuition deposit is due upon enrollment.

An eighth grade student graduation fee of \$100 per student is due at the beginning of the school year. This fee helps to cover the costs of diplomas, plaques, graduation gowns, and one student yearbook.

Multiple child tuition credits are applied to all families with more than one child enrolled. The multi-child credit is applied as a percentage of each child's tuition. The second child receives a 10% deduction of tuition, the third a 20% deduction, and the fourth a 30% deduction. A fifth child will not incur a tuition cost.

TUITION ASSISTANCE:

All families who seek financial assistance must complete the TADS tuition assistance form and the OLOL Request for Tuition Assistance form annually. There is an early December deadline for families already in Catholic school, and a February deadline for families new to Catholic school.

Our Lady of Lourdes offers the following forms of financial assistance:

- Shepherd Foundation Scholarships,
- Msgr. James T. Beattie Financial Assistance Scholarships,
- Pastor's Scholarships for families with demonstrated need who are active parish members of Our Lady of Lourdes,
- Archdiocese of Washington tuition assistance for families who have completed, current applications on file that demonstrate significant need,
- Archdiocese of Washington emergency tuition assistance for families in unusual, unanticipated circumstances.

Application for Tuition Assistance:

1. File TADS forms which are available on the ADW.org website and the school website link. This form must be completed each year.

2. Complete the “Request for Tuition Assistance” online form on the Tuition page of our website.

We make every effort to provide our families with the tuition assistance they need to remain in our school. Because of the high volume of requests for tuition assistance, we are not able to provide any child with full tuition assistance.

APPLICATION AND ENROLLMENT:

Applications can be found online at TADS through our school website. Each first time application includes an application fee.

Once students are notified of acceptance, parents complete the enrollment process to secure a seat for the coming school year.

Current students reapply in January.

WITHDRAWAL OR TRANSFER:

- Registered students who withdraw from school after a semester has begun are responsible for payment of that semester’s tuition.
- Exceptions are made for families who are relocated due to military service when documentation is provided.
- Transcripts will be provided upon request.
- Transcripts will not be provided unless all accounts are current.

HEALTH AND SAFETY:

Emergency Medical Forms- Emergency Medical forms are completed on TADS for each child at the beginning of each school year. Please inform the school nurse and update TADS forms if there is a change in your child’s health status. **Your child’s current immunizations MUST be on file before the start of school.**

Health Records and Medications- All over-the-counter and prescription medications to be administered at school require written permission and specific written instructions from a physician. Medications must come to school in their original packaging with the child’s name on them.

Children should never carry medication of any kind with them during the school day, nor should they keep medication in their backpacks. All medication should be handed to the school nurse or office personnel.

Physical Examinations and Immunizations- According to state and county regulations, immunizations and health records must be up-to-date for students enrolled

in Our Lady of Lourdes School. **Students will not be permitted to attend school if all records are not complete and on file in the health room office before the start of school.** Parents are encouraged to contact pediatricians early in the summer to avoid difficulties at the beginning of the school year.

Illness- When your child is ill, he or she should not come to school.

A child who has a fever, has vomited, or had diarrhea, will remain home until symptoms, fever, or signs of a fever (chills, feeling warm, flushed appearance, or sweating) have been absent for 24 hours without the use of fever-reducing or other medication.

Students sent home with a fever, vomiting, or diarrhea may not return to school the next day. (24 hour rule)

Any child who has pinkeye, conjunctivitis, hand-foot-and mouth disease or any other highly contagious illness should remain home for 24 hours after medication has been administered.

Any child who has head lice will be sent home and can return once treatment has begun. Head lice can spread through a classroom very quickly. We recommend that parents wash coats, hats, sheets, blankets and stuffed animals in hot water.

Confidentiality- All health information regarding your child is considered confidential information, and will not be shared unless deemed necessary by school administrators in collaboration with parents. 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 and adults who are in the building at the time of a drill will participate in that drill.

In the event of an emergency that requires that students remain in school beyond the regular dismissal time, parents will be notified. School administrators will keep students in the building until they are certain that circumstances have been resolved. If schools in the immediate area are "sheltered in place," we will not dismiss until we receive word that it is safe.

EMERGENCY/CRISIS COUNSELING:

The following information is included in this handbook under the direction of the Catholic Schools Office of the Archdiocese of Washington.

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Our Lady of Lourdes. One-time, initial counseling

services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

VII. BEHAVIORAL EXPECTATIONS/ TECHNOLOGY AND INTERNET USAGE AGREEMENT

The following information is included in this handbook under the direction of the Catholic Schools Office of the Archdiocese of Washington.

As a Catholic school, Our Lady of Lourdes believes and teaches that each of us is called to love our neighbors and treat them with respect. Our Lady of Lourdes School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment and intimidation in any form, including cyberbullying. Bullying, harassment and intimidation of any member of the school community is prohibited. All reports of bullying, harassment and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential and thorough manner.

Bullying, harassment and intimidation means any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPad, etc.) that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

In the event of any actual or perceived threat of violence or other inappropriate/ illegal behavior, Our Lady of Lourdes School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

STUDENTS' RIGHTS:

Each student has the right:

- To be treated in a manner that exemplifies Christ's command to "love one another"
- To be treated respectfully by faculty, staff, visitors and peers
- To learn in a caring and positive atmosphere
- To expect that the school will provide a strong academic curriculum
- 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
- To approach each lesson with a willingness to learn
- To come to class prepared for each lesson

STUDENT CODE OF CONDUCT:

Each teacher will discuss with students the specific behavioral expectations for their class. Most misbehavior is addressed at the classroom level. Teachers will contact parents if the student's behavior is impacting classroom instruction.

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 school grounds without permission
- Use of cell phones, iPods, iPads or other items that will detract from the learning situation

More serious infractions will result in suspension or expulsion. These include, but are not limited to:

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

- Possession of drugs or alcohol on school grounds
- Possession of a weapon on school grounds or at school sponsored events

TECHNOLOGY AND INTERNET USAGE AGREEMENT:

The following information is included in this handbook under the direction of the Catholic Schools Office of the Archdiocese of Washington.

PURPOSE

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God’s children. With our schools’ ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the **International Society for Technology in Education**. For more information regarding each school’s individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

STUDENTS

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world.

T.PK8.DC.1. All Students:

- Shall always represent themselves in a manner that respects the values of the Catholic Church when using **electronic devices, network** and the **Internet** and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
- Shall only use accounts assigned to them or authorized by the school, supporting others’ positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
- Shall keep all accounts and password information private and secure.

2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2,

T.PK8.DC.3. All Students:

- a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;
- b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
- c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
- d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
- f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online. T.PK8.DC.4. All Students:

- a. Shall protect and **manage personal data** in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
- b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- c. Shall use school issued email accounts for authorized educational purposes only.
- d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere.

All Students:

- a. Shall demonstrate proper physical care for technology equipment;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
- c. Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent(s)/Guardian(s)

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Additional resources related to digital safety and digital citizenship;
<https://adwcollaborators.weebly.com/parent-resources.html>

Definitions:

Cyber-bullying/Harassment: of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values.

Harassment/cyber-bullying whether it is initiated on or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution. <https://cyberbullying.org/>

Data-Collection Technology for Tracking Navigation: Entities that track an individual's personal data when using networked devices, for example, website cookies, search algorithms return results based on past searches, website analytics, GPS on cell phones, the "Internet of Things" where data is exchanged between networked devices and objects

Digital Identity and Reputation: How an individual is represented online in the public domain, based on activities, connections or tagging. For example; social media posts, photos,

public online comments/reviews, awareness and monitoring of how others are depicting you online

Digital Privacy and Security: For example; activate privacy settings on social media accounts and each engines, recognize sites that use encryption, secure login and password information on shared devices, read and be conscientious about accepting privacy policies and access requests from apps and websites

Educational/Academic Purposes: Those tasks performed by students, which are directly related to the schools curricular assignments, projects or research.

Electronic Device: Any device (personal or school-issued), including, but not limited to desktop computers, laptops, Chromebooks, Smartphones, iPads, tablets and e-Readers.

Ethical Behaviors: Interactions that align with one's moral code, for example, preventing or not engaging in cyberbullying, trolling or scamming; avoiding plagiarism; supporting others' positive digital identity

Legal Behaviors: Interactions that are mindful of the law. For example, abiding by copyright and fair use, respecting networking protections by not hacking them and not using another's identity.

Intellectual Property: Content or ideas created by an individual or entity, for example, music, photos, narration, text and design

Internet: A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Issued Device: Device that is the property of the school and is provided to a student as part of the student's educational program.

Managing Personal Data: For example, creating effective passwords, authenticating sources before providing personal information, sharing personal data conscientiously, not posting address and phone numbers visibly

Network: The system of devices, kiosks, servers, databases, routers, hubs, switches and distance learning equipment. **Online or Networked Devices:** For example, internet-connected computers or tablets, multiplayer gaming systems and cell phones

Parent: The biological or adoptive parent, legal guardian or person acting in the absence of the parent or guardian.

Permanence of their actions: Digital content is everlasting; even when individuals delete it or believe privacy settings fully protect them from scrutiny.

Positive Behaviors: Interactions that convey a portrait of the way you want to be perceived and healthy interactions with technology itself, for example, moderating the time online or gaming, ergonomic issues and balancing use of media with daily physical activity.

Rights and Obligations of Using and Sharing: Abiding by copyright and fair use, citing resources, gaining or giving permission to use (content), avoiding plagiarism, understanding and using creative commons.

Safe Behaviors: Interactions that keep you out of harm's way, for example, knowing the identity of who you are interacting with; how much and what kind of information you release online; protecting oneself from scams, phishing schemes and poor purchasing practices (e-commerce theft)

Student Authorized Users: Any student enrolled in this school who is assigned a username and password.

Technology (equipment): Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

Social Media Usage:

Our Lady of Lourdes School operates under the firm and informed belief that social media is harmful for children. The destructive effects social media has on young people's mental and physical health and development are severe, well documented, and permanent. Please contemplate the very real risks to your child, and other children, by allowing them to participate in this decidedly adult activity.

Teachers, staff, and administrators will continue to educate students on the powerfully negative impact this recent phenomena is having.

VIII. ACKNOWLEDGMENT

**SCHOOL HANDBOOK ACKNOWLEDGMENT ~ARCHDIOCESE OF WASHINGTON CATHOLIC
SCHOOLS**

OUR LADY OF LOURDES - SCHOOL YEAR 2022-2023

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

Please return this signed form to the school office no later than September 30th. Any questions may be directed to the Principal.

Print Student's Name and Grade Level for all children attending Our Lady of Lourdes School.

I/We, the undersigned parent(s), acknowledge that I/We have received the Parent and Student Handbook for Our Lady of Lourdes School.

I/We have read and reviewed the Parent and Student Handbook with my/our child(ren).

I/We accept and understand the policies and procedures of the school, and I/We accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal or non-renewal of re-registration of the child(ren) at the school.

I/We understand that if I/we have a question, concern, or issue pertaining to the policies and procedures of the school, then I/we will adhere to the following line of communication:

Student/Parent - Teacher - Principal - Pastor/Canonical Leader - Catholic Schools Office - Superintendent

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Our Lady of Lourdes School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Our Lady of Lourdes School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Our Lady of Lourdes. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the

primary educators, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Our Lady of Lourdes School.

Name(s) of Parent(s)/Guardian(s):

Mother

Father

Signature(s) - Sign and date

*All parents/guardians with legal authority to make educational and religious decisions on behalf of the child(ren) must sign this form.