

**ELEMENTARY
FAMILY HANDBOOK**

Pre-K through 6th Grades

**OUR LADY OF LOURDES REGIONAL SCHOOL
2001 Clinton Avenue
Coal Township, PA 17866-1699
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Updated 6/2017

HISTORICAL SKETCH

The plan for Our Lady of Lourdes Regional School was begun in December 2005, when Bishop Kevin C. Rhoades announced the merger of Holy Spirit Elementary School, Mt. Carmel, and Our Lady Queen of Peace School, Shamokin and Our Lady of Lourdes Regional High School for the school year 2006-2007. Our Lady of Lourdes Regional High School would become Our Lady of Lourdes Regional School housing grade K thru 12. Ironically, each school was formed by a series of mergers over the past 112 years.

Our Lady Queen of Peace School, Shamokin/Coal Township became a Consolidated School in 1985, bringing together the former St. Stanislaus, St. Edward and West Catholic (former St. Joseph's and St. Stephen's). The Primary Building was located on the East end of town. It was part of the original St. Edward School founded in 1892. The Middle Building was located on the west end of town at Our Lady of Hope Parish site; it was the original St. Joseph School which later became West Catholic.

Holy Spirit School, Mt. Carmel began back in 1964 being the first consolidated school in the nation. At the time of the consolidation the school comprised nine parishes, Our Lady of Mt. Carmel, Our Mother of Consolation, St. Peter, Holy Cross, St. Paul, St. John Baptist, St. Joseph, St. Ignatius, Centralia and St. Joseph, Locust Gap. The new school was named Holy Spirit by the Most Reverend George L. Leech.

In 1955 students from eight other parishes were invited to attend St. Edward High School. The name changed to Shamokin Central Catholic School. Soon after this the facilities became inadequate. A successful drive was begun to build a new school in 1956 in the Edgewood section of Coal Township. The school was completed and dedicated in September 1959 in honor of Our Lady of Lourdes. Five years later the school expanded adding another wing to the school. Our Lady of Lourdes Regional High School serves students from seven supporting parishes and three non-supporting parishes.

MISSION STATEMENT

The mission of Our Lady of Lourdes Regional School, a faith-centered community rooted in the Roman Catholic faith, is to challenge students to strive for personal excellences and responsible citizenship. Our mission is to empower the mind, body, and spirit of all children from first learners to lifelong learners by providing a broad balanced education

Belief Statements

Our Lady of Lourdes believes

1. Children learn at different rates and in different ways.
2. Differentiated learning is beneficial to all students.
3. Life-long learning is essential for success in a changing society.
4. Self-esteem is essential for success in a changing society.
5. All children have a right to safety, love, and learning.
6. Effective education develops the whole person- spiritually, intellectually, emotionally, socially, and physically
7. Nurturing a deep faith and prayer life of our Lourdes family enriches the entire community.

ADMISSION POLICY OF OUR LADY OF LOURDES REGIONAL SCHOOL

Any student living within the territorial limits of Our Lady of Lourdes Regional School which includes all of Northumberland County and parts of Montour and Columbia counties may attend Our Lady of Lourdes Regional School provided admission requirements are met.

Our Lady of Lourdes Regional School admits students of any race, color, religion, national or ethnic origin, sex, age, or handicap to all rights, privileges, programs, and activities generally accorded or made available to its students.

Our Lady of Lourdes Regional School does not discriminate on the basis of race, color, religion, national and ethnic origin, sex, age, or handicap in its administration of its education and admission policies, scholarship and financial assistance programs, athletic and other school-administered programs.

Any student transferring into Our Lady of Lourdes Regional School from any public school or any Catholic school outside the territorial limits of Our Lady of Lourdes Regional School must be approved by Administration. An application must be completed.

Any transfer student may be accepted provided his/her program adapts to the Our Lady of Lourdes Regional School educational programs as established by the administration and/or Board of Education.

Any student may matriculate at Our Lady of Lourdes Regional School whose parents or guardians consent to the payment of fees and tuition and costs in accordance with payment Schedules established by the school. (Tuition assistance is available).

Any student, regardless of creed or religion, must take the prescribed Religion courses and attend services and programs regularly scheduled for the students.

A non-refundable registration fee must be paid upon application into the school.

The admission process for transfer students presumes that all records from the previous school which include health records, academic transcript, and the like will be received upon request and that a transfer of records has been signed by the parent or guardian. Such a student will be considered for grade level placement according to the competence indicated and judged by the Principal to be consonant with the local program.

If the program of a particular sending school does not satisfy the special needs of a student or if there has been any previous record of a serious discipline problem or tuition delinquencies, etc., the Administration reserves the right not to accept said student. Our Lady of Lourdes Regional School reserves the right to refuse admission to any student.

ADMISSION POLICY FOR PRE-KINDERGARTEN

A student must be four (4) years of age before September 1st. Upon registration, the valid birth certificate, Baptismal certificate, social security number and an updated immunization record from the family doctor must be presented. There is a non-refundable registration fee payable at that time.

PARENT'S ROLE IN EDUCATION

We, at Our Lady of Lourdes Regional School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of Lourdes Regional School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Our Lady of Lourdes Regional School, we trust you will be loyal to this commitment. During these formative years (K to 6), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at Our Lady of Lourdes Regional School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;

- Completes assignments on time; and
- Has lunch money or nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To treat teachers and staff with respect and courtesy in discussing student problems.

ASSEMBLIES

Assemblies are scheduled throughout the year and are meant to expose students to a variety of educational topics. The majority of these assemblies are provided through the Fund raising efforts of the Home and School Association.

ATTENDANCE

A student's absence from school interferes with his/her academic progress. Regular attendance is extremely important for scholastic success. The school laws of Pennsylvania classify all absences as **illegal** except for illness of the pupil, death in the family and exceptionally urgent reasons which affect the student. Therefore, when students go on vacation, it is considered an unexcused absence.

ABSENCE/TARDINESS

When a student is going to be absent:

- A call by the parent/guardian should be made to the school the day of the absence to inform the school of the reason for the absence. The school should be notified between 8 and 9 AM.
- If a student is absent three days or more, a doctor's certificate is necessary.
- When a student returns to school after being absent, he/she must bring a written excuse from a parent or guardian explaining the absence. Absence from school for vacations during the school year is discouraged and is considered an illegal absence.
Teachers are not required to give assignments in anticipation of the vacation.
- Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.
- A student is late if he/she is not present in the classroom by 8:00 AM
(If a student's bus is late, the students will not be marked late)
 - **Tardy students must be accompanied by a parent/guardian to receive a late slip.** Students will not be permitted into class without a late slip.

Absence during the School Day

Parents/guardians should not request early dismissal except for urgent reasons. Should permission be necessary, it must be made in writing for consideration by the Principal.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as an absent for ½ a day. Three (3) early withdrawals or late arrivals due to appointments will be considered a one-half day absence.

AUXILIARY SERVICES

The same health services available to the public schools are extended to Our Lady of Lourdes Regional School Regional School by the local school districts.

HEALTH SERVICES PROVIDED INCLUDE:

- Planning and assisting with required physicals of all pupils.
- Providing vision tests each year.
- Providing hearing tests to grades
- Providing Tuberculin tests as required.
- Interpreting the health status of the pupil to parents/guardians and school personnel.
- Providing for dental exams at appropriate grade levels.
- Providing scoliosis testing at appropriate grade levels.

SERVICES PROVIDED BY INTERMEDIATE UNIT 16:

Remedial – Math and Reading
Speech Therapy
Psychological Services

FEDERAL PROGRAMS

Title 1 Reading

BAND INSTRUCTION

Instructional music lessons are available during the school day on a weekly basis or as determined by the instructor, and are open to any student in grades four through six

BIRTHDAY OBSERVANCE

Students in Grades K through Grade 6 may come to school dressed out-of-uniform on their birthday or half-birthday.

Due to our participation in the National School Lunch Program the following regulations have been followed at Our Lady of Lourdes Regional School since the 2012-2013 school year:

- Cupcakes may not be brought to school to celebrate student's birthdays.
- Students may bring pencils, erasers, and crayons for their classmates, fresh fruit or vegetables are also acceptable.
- Students are not permitted to visit other classrooms on their birthdays.

BOOK CARE

Book bags must be provided to carry books to and from school. Every child is responsible for the proper care of his/her books. **All textbooks and workbooks must be covered at all times.** Writing in hard cover books is not permitted. **All lost or damaged books must be paid for by the student.** The students receive their secular books from the Commonwealth of Pennsylvania, while Religion Texts are purchased by the school.

CANCELLATIONS

School cancellations and delays are announced over School Reach a phone messaging system. Do not call the school. Our Lady of Lourdes Regional School follows whatever Shamokin Area School District announces.

When weather conditions during the day warrant early closings the school children will be dismissed according to conditions and time of day. You will receive a call from School Reach ***Parents/Guardians should have a plan devised for their children if early dismissal occurs and no one is at home.***

CELL PHONES

Cell phones are to be kept in a student's locker. Students may not bring them with them to the classrooms and may not be kept on their person.

CHILD ABUSE LAWS

Our Lady of Lourdes Regional School abides by the Child Abuse laws of the State of Pennsylvania. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Students in the elementary and secondary schools of the Diocese of Harrisburg are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their schools. Students are expected to have respect and to show consideration to the other students in the school and to the administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere.

Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for their remaining at the school. Students are expected to conduct themselves inside and outside of school and at school sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure **to do this may result in disciplinary action, including expulsion.** (Diocesan Guidelines, policy 5131)

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, laser lights are not permitted on the school campus. The school Administration, in accordance with state laws, regarding weapons will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

***The Principal reserves the right to determine the appropriateness of an action if any doubt arises.*

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Drugs and Alcohol

The use and/or possession of illegal drugs, alcoholic beverages, or any such substances, paraphernalia or the abuse of prescriptive drugs on school property or while attending or participating in any school sponsored activity is forbidden and is considered a major disciplinary infraction.

The selling, pushing or supplying of illegal drugs, etc., is to be reported to the parents/guardians of the student and ordinarily to the police.

If in the judgment of the Principal, there are no extenuating circumstances, a student committing such an offense will be expelled from school.

School Safety/Harassment, Bullying, and Cyber bullying

Our Lady of Lourdes Regional School provides a safe environment for all individuals.

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment.

The Diocese and Our Lady of Lourdes Regional School prohibits any form of harassment, including bullying or cyber bullying of or by employers, employees, volunteers, or students, on or off the school campus. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy.

Any employee, volunteer, or student who experiences some form of harassment or bullying should report it to the school administration. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. (Diocesan Guidelines, policy 5136A).

Off-Campus Conduct

The administration of Our Lady of Lourdes Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

COMMUNICATION

A communication envelope will be sent home to each family. The envelope contains the monthly calendar, the newsletter and all other pertinent information. The youngest member of the family will carry the communication envelope to and from school. Lost envelopes must be replaced at cost to the family. You may use these envelopes for Tuition Sense certificates.

COMMUNICATION PROCEDURE (for teachers)

Should there be a concern about a student regarding a particular circumstance in school, please follow this procedure:

1. Parents will receive communication from the respective teacher about their child indicating the need to be aware of a given concern.
2. Communication will be in the form of a telephone call, written letter, unsatisfactory work/discipline report or some form of electronic communication.
3. Parents are asked to respond accordingly.
4. If necessary, the teacher will arrange for an appointment with the parents/guardians to clarify the concern and the necessary action to be taken.
5. Resolutions will be made by the teacher and parents/guardians regarding the situation.

COMMUNICATION PROCEDURE (for parents/guardians)

Should there be a concern about your child regarding a particular circumstance in school **please follow this procedure:**

1. Place the concern in writing to the child's respective teacher(s). The written documentation should have the date, parent/guardian signature and the concern clearly stated.
2. Immediately upon receiving the written concern, the teacher will give a response by phone or written communication to the parent/guardian.
3. If necessary, arrange for an appointment with the teacher to clarify the concern.
4. If the written note and or meeting with the teacher did not meet with satisfaction, then submit the original concern with the meeting results in writing to the Principal.
5. The Principal, upon receiving the written concern will arrange to meet with the respective teacher regarding the problem.
6. If necessary, a meeting of the Principal, teacher and parents/guardians will be called to resolve the situation.
7. All communication, letters, phone calls, reports and meetings need to be documented in writing; date, time and names should be recorded.

CONFERENCES

Parent Teacher conferences are held to coincide with the distribution of the First Report Card, and progress reports for Pre- K, Kindergarten and Grade One. Parents/Guardians may request a conference at any time during the school year with a teacher. This may be done by phone call or a written form of request. In order to avoid class interruptions, conferences are not to be

impromptu but prearranged. **Telephone calls to teachers' homes are strongly discouraged. Please contact the school office to set up an appointment.**

CORPORAL PUNISHMENT

Catholic School teachers in the Diocese of Harrisburg should respect the dignity of all students. Classrooms should be places where students feel accepted and protected. Classroom rules should strive to develop positive Christian values and behavior. Therefore, corporal punishment in all schools in the Diocese of Harrisburg is forbidden. Ridicule and public humiliation are to be avoided at all times.

CURRICULUM

All curriculum policies and procedures are established by the Office of Catholic Schools of the Diocese of Harrisburg and are voluntarily consistent with the requirements of the Academic Standards of the Pennsylvania Department of Education.

Please note that the Curriculum Guidelines may be viewed on the Diocesan website at: <https://www.hbgdiocese.org/catholic-schools/diocesan-elementary-curriculum/>

Standardized Testing

A standardized testing program, the Iowa Test of Basic Skills (ITBS) is administered annually to all students in grades 3 through 7. Students in grade 3 and 5 will be tested each year using the Cog-at test, which is a Cognitive Abilities test.

DAMAGING SCHOOL PROPERTY

Restitution is expected for any damage done to school property. If the damage is great and/or done willfully, disciplinary action will be taken.

DISCIPLINE

The essence of Christian discipline is self-discipline. We at Our Lady of Lourdes Regional School endeavor to develop this self-discipline. Each teacher is responsible for his/her classroom. It is also the responsibility of each teacher to establish guidelines for classroom behavior. The guidelines will be presented to parents/guardians and students at the beginning of each school year. It is the responsibility of the teacher to notify the parents/guardians as soon as inappropriate behavior is recognized. By working with parents/guardians it is hoped that serious discipline problems will be prevented.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal or Teacher who monitors the detention. ***Detention takes precedence over appointments, practices, lessons, ballgames, etc...***

Suspension

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension.

Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians. (Diocesan Policy 5114.A)

Expulsion

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g., via Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu

of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process. (Diocesan Policy 5114.B)

Appeal Procedure for Expulsion

Parents/guardians have the right to appeal the expulsion of their student to a special Review Board.

A written notice of the expulsion shall inform the parents/guardians and the student that the decision of expulsion may be appealed to the Review Board and how the appeal is to be made.

For interparochial schools, the Review Board shall consist of a committee of the Board of Education of the school. In a single parish school, the Review Board shall consist of a committee of the Board of Education. If the parish operates in one of the optional modes of governance, a committee for this purpose may be formed from the Parish Pastoral Council's Education Committee, or the Review Board may be designated in the Parent-Student Handbook. Members of the Review Board shall not have any direct involvement in the case; e.g., the Pastor, Principal, teacher, or relative of the student.

The task of the Review Board is to hear both sides of the case, viz., the administration's and the student's, and to render an impartial judgment whether or not the proper procedures and policies were followed.

The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the Principal, who shall advise the Superintendent of Schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policy were followed.
 - a. Only those persons involved in some pertinent way may be present at the hearing. Legal counsel, or other support personnel are not admitted to an appeal before the Review Board.
 - b. The Review Board is to allow each party to present their case. The Review Board members may ask any questions they deem appropriate. The Review Board will discuss their findings in private, and come to a decision in the appeal.
 - c. The Review Board may determine that the Principal has followed the appropriate policies and procedures, and confirm the expulsion. The

Review Board may, however, determine that the policies and procedures employed do not sustain the decision to expel the student, and recommend that the Principal rescind the expulsion. The recommendation of the Review Board is to be communicated by the Principal to the Superintendent of Schools.

(Diocesan Policy 5114.C)

Safe School Act of 1997

NOTICE: it is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from our school, and is involved in any of the following infractions:

1. An act of offense involving weapons.
2. Sale or possessions of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

Weapons or Threat of Violence

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school.

The definition of “weapon” shall include but is not limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. In addition, the Principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. **Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.**

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon or threatening to inflict violence on another individual.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/herself, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

(Diocesan Policy 5137.5)

DRESS CODE/UNIFORMS

Pre K

1. Spring and Fall
 - a. Lourdes navy blue gym shorts
 - b. Lourdes navy blue T shirt

- c. Boys black Velcro sneakers white socks
- d. Girls white Velcro sneakers white socks
- 2. Winter
 - a. Lourdes navy blue sweat pants
 - b. Lourdes navy blue sweat shirt
 - c. Boys black Velcro Sneakers white socks
 - d. Girls white Velcro sneakers white socks

Kindergarten Uniforms

- 1. Boys
 - a. Navy blue pants
 - b. White polo shirt with Lourdes Logo
 - c. Black Velcro shoes
 - d. Prescott Red Cardigan Sweater (Mandatory)
 - e. Black or white socks
- 2. Girls
 - a. Blue Plaid jumper
 - b. White Peter Pan shirt
 - c. Sturdy Black shoes
 - d. Prescott Red Cardigan Sweater (Mandatory)
 - e. Navy blue Knee Socks

****Boys and girls may wear Flynn and O’Hara shorts in the months of August, September , and May with White Polo shirts and white socks.**

****Girls may wear Flynn and O’Hara Navy Blue slacks during the winter months with their Lourdes Polo shirt and Prescott Red Cardigan Sweater.**

Uniforms Grades 1, 2, 3, 4

- 1. Boys
 - a. Navy Blue Pants
 - b. White Lourdes polo shirt with Lourdes Logo
 - c. Black dress shoes
 - d. Prescott Red Long Sleeve Pull Over Sweater or Red Sweater Vest (Mandatory)
 - e. Black or white socks
- 2. Girls
 - a. Blue Plaid Jumper
 - b. White Peter Pan shirt
 - c. Sturdy Black Shoes
 - d. Prescott Red Cardigan Sweater (Mandatory)
 - e. Navy Blue Knee Socks

****Boys and Girls may wear Flynn and O’Hara shorts in September and May with White Lourdes Polo shirt and white socks**

****Girls may wear Flynn and O’Hara Uniform Navy Blue slacks during the winter months with their Lourdes Polo Shirt and Prescott Red Cardigan Sweater.**

Uniforms Grades 5 & 6

1. Boys
 - a. Navy Blue Pants
 - b. White polo shirt with Lourdes Logo
 - c. Black dress shoes (no sneakers)
 - d. Prescott Red long sleeve sweater or Red Sweater Vest (mandatory)
 - e. Black or white socks (no short socks)

2. Girls
 - a. Uniform plaid skirt must reach the knee
 - b. White golf shirt, long or short sleeves (banded bottom) with Lourdes Logo
 - c. Sturdy Black Shoes (No Moccasins, Or Ballet Style)
 - d. Prescott Red Cardigan Sweater or Red Sweater Vest (mandatory)
 - e. Navy blue knee socks

****Boys and Girls may wear Flynn and O’Hara Uniform Navy shorts in September and May with white Polo shirts and (girls white bobby socks) (boys white crew socks)**

****Girls may wear Flynn and O’Hara Uniform Navy Blue Slacks in January and February with their Prescott Cardigan Sweater.**

****All gym uniforms must have the Lourdes Logo**

GIRLS:

- One pair of post earrings may be worn in the bottom of the ear lobe. No other jewelry is permitted.
- Make up is not permitted.
- SKORTS may not be worn in any Grade
- Fingernail polish is not permitted
- All head bands must match the uniform
- NO FAD HAIR STYLES FOR GIRLS

BOYS:

- May not wear earrings
- All boys in Grades K to 6 must wear a belts
- NO FAD HAIR STYLES FOR BOYS

EMERGENCY CARDS/HEALTH HISTORY

Emergency cards must be filled out for each student and kept on file in the school office. This form is to be kept up to date. Please notify the school office of any changes during the year.

ANY CHANGES MUST BE NOTED PROMPTLY

This is used as a communicated source in case of individual or school wide emergencies. Please note any special health problems on the card. Health histories are kept in the school office in a secure locked location.

GENDER IDENTITY QUESTIONS – STUDENTS

Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church.

The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin.

In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex.

This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in the immoral action and impose an unacceptable burden on others in the school community.

When parents enroll a child in a Catholic school in the diocese they agree that they will not publically act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

(Diocesan Policy 5112.6)

HOME AND SCHOOL ASSOCIATION

Our Lady of Lourdes Regional School has an active Home and School Association. The H&S works with the school to provide assistance for third-party funding and to offer a supportive role for school programs Membership is opened to all families.

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

The Diocesan Education Office highly recommends the following time allotments for written and studied homework at specific levels:

Grades 1-2.....	30 minutes
Grades 3-4.....	45 minutes
Grades 5-6.....	60 minutes
Grades 7-8.....	90 minutes

These time allotments may vary according to teacher preferences and for individual attention spans within grade levels. Parents are expected to cooperate with the teachers in making sure homework assignments are completed. Incomplete Homework may result in academic grade loss.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays. No projects will be due on Monday.**

Homework Policy Due to Illness

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness to makeup assignments. For example, a student who was absent three days should be given three school days to complete the missed work.

Homework and Vacation

Teachers are not required to give assignments in anticipation of the vacation. Students may make up the work upon return to school.

INSURANCE

At the beginning of each school year, the Catholic Diocese of Harrisburg sponsors a Student Accident Insurance Program providing the opportunity for parents/guardians to obtain adequate insurance for students at Our Lady of Lourdes Regional School Regional School. The Application may be found on the school's website.

INTERNET POLICY

Our Lady of Lourdes Regional School has a policy regarding the use of the Internet. This policy must be signed by students and parents. Students may not have access to the Internet without the completed policy form on file.

LIBRARY

Students have access to the school library on a weekly basis. Students may borrow books for a one-week period. Each student is responsible for damages to the book borrowed and not returned. A small fine will be charged for late books. If a book is lost or damaged the student is responsible to pay for the book

LUNCH

All students are encouraged to participate in the school lunch program. Lunch envelopes are given out weekly to be returned by Friday of the previous week. Applications for reduced and

free lunches are made available at the beginning of the school year and upon request. All forms are to be returned.

MEDICATION: Administration in School Settings

The Diocese of Harrisburg recognizes that parent/guardians have the primary responsibility for the health of their children. Therefore, parents/guardians are requested to administer medication before or after school hours whenever possible.

Only medication in the original container and provided by parents/guardians may be administered to students. No other medication will be administered.

If it is essential that a student receive prescription medication during school hours, the following procedure is to be followed:

1. All prescription medication must be in the original, properly labeled container. The container should be “child-proof” and labeled by a pharmacist or a physician. The **original** container is to be accompanied by a form containing the information below:
 - a) student’s name
 - b) Name of physician prescribing the medication
 - c) Name of medication with physician’s directions including:
amount to be given, time to be given, date(s) to be given, and reason
 - d) Curtailment of specific school activities if any
 - e) Other medications which the student is taking
 - f) PARENTAL/GUARDIAN Permission
 - g) Form provided by school and signed by parents.
2. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student’s plan of care is required. The plan of care must be written and included as part of the student’s school health record.
3. Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances medication may be self-administered (by the student himself/herself) with appropriate physician/parental request and approval. In such cases, self-administration may vary, (in terms of needed assistance), depending on age, the degree of chronicity, the nature of the illness, parental consent, and physician recommendation.
4. Since most schools do not have the full-time services of a nurse, the Principal shall designate in writing, the person(s) authorized to administer medication or to monitor self-administration of medication in the absence of a school nurse. The Principal is responsible for insuring that the designated person(s) are thoroughly familiar with the principles of medication administration and the side and desired effects of specific medications, which are to be administered.
5. A Medication Log shall be maintained in the school office or Health Room. The physician and parental medication request form shall become part of the student’s health record.

6. All medication permission forms are to be retained for the duration of the prescription.

Over-the-counter (OTC) medication is to be administered only with the written permission of the parent/guardian and the approval of the Principal/designee. If it is essential that a student receive over-the-counter medication during school hours, the following procedure is to be followed:

1. All over-the-counter medication must be in the **original** container accompanied by a form containing the information listed below:
 - a) Student's name
 - b) Name of medication with parent/guardian's directions including: amount to be given, time to be given and date(s) to be given

Medications must be stored in a locked cabinet in a secured area which is convenient to the person responsible for administering the medication.

Students are permitted to carry on their person prescription medication only with the physician's authorization; over-the-counter medication with parent's/guardian's authorization. Students are not permitted to retain medication in the property assigned for their usage, such as a desk.

Specific procedures to implement this policy may be established by the local school.

(Policy, Diocese of Harrisburg – Adopted: June 14th 1996)

MUSIC

All students receive music instruction each week.

Instrumental Music lessons are offered to students in grades 4 through 6. The cost of renting the instruments and instructions concerning the music program will be announced.

PHYSICAL EDUCATION

Students participate in physical education classes on a six day cycle. Everyone is required to participate in physical education classes to the extent of his/her capabilities unless a written excuse from home is presented to the teacher.

PROGRESS REPORTS

Progress Reports are used by teachers to keep parents/guardians informed about their child's progress. These reports are usually sent home about four weeks before the end of each quarter. They are also announced on the school calendar. These notices are signed and returned to the school. Parents/guardians are encouraged to contact the teachers at any time during the school year with questions or concerns.

REPORT CARDS

Report cards are issued quarterly during the school year. Conferences between teachers and parents are encouraged after reports are issued. Time for conferences is built into the school calendar, but may be scheduled at other times that are mutually convenient for parents and teachers.

SACRAMENTS

Individual parishes are responsible for the celebration of First Penance, First Eucharist and Confirmation.

SCHOOL BOARD

The Board of Directors of Our Lady of Lourdes Regional School Regional School is organized at the direction of, and under the complete control of the Bishop of Harrisburg with the understanding that the Board functions with limited jurisdiction and subject to the rules, regulations and school policies determined by the Bishop, either personally or through the Secretariat of Education of the Diocese.

SCHOOL FIELD TRIPS

Our Lady of Lourdes Regional School does not participate in field Trips for grade K thru 6. Through the efforts of Home and School Association prominent authors as well as many enrichment and educational programs are brought into the school during the school year.

SPORTS

The students are encouraged to participate in Parish CYO Programs. All sports program must be in compliance with the CYO Athletic Guide for the diocese of Harrisburg

SUPERVISION

The Principal is responsible for overseeing the supervision of students during the time when the students are under the direct care of the school authorities. Students are to be supervised while on school premises, both in the classroom and other areas of the school. All members of the faculty/staff share the responsibility and are to supervise the students.

TIME SCHEDULE

ELEMENTARY

Morning prayers	-all grades	8:00 AM
Class Day Begins	-all grades	8:05 AM

Dismissal	Car riders	2:20 PM
	Bus riders	2:30 PM
	Students riding with High school siblings	2:40 PM

TRANSPORTATION

Car riders/Bus Riders/Walkers

Parents must give advance notice in writing to the homeroom teacher regarding changes in after-school student transportation. This includes walkers, “car riders” and “bus riders” who change their method for going home. Students are only permitted to ride the bus they are assigned by the school district.

TUITION POLICY

Tuition is determined annually at the Spring School Board General Meeting. It is requested that all tuition payments to the school be made by check. This is done to insure protection of payment. Tuition may be made in full or in monthly payments. All tuition payments are done by computer through the bookkeeping office. Please call the Business Office ext. 117 with questions regarding tuition.

Failure to respond to the letter from the Principal will result in a mandatory meeting being set up with the Finance Committee of the School Board. Further action will be at the discretion of the Finance Committee and may include, the account being turned over to the school attorney for collection and/or a collection agency and/or District Justice’s Office for small claims adjudication. In the case of consistent delinquency, the Board reserves the right to proceed immediately to civil court for payment from habitual offenders.

Tuition accounts with balances after May 1, will be charged 1 ½% per month, on the unpaid balance.

No student will be permitted admission to Our Lady of Lourdes Regional School for a new school year until such time as his or her parent have fully paid all tuition balances still owing

Furthermore, any request for academic records made by any parochial, private or public school to which any former student is transferring will be denied unless all tuition owed to Our Lady of Lourdes Regional School is paid in full. Requests for academic records by any other person or institution for any other reason will similarly be denied pending complete settlement of past due tuition accounts. These policies are formulated by the Finance Committee.

VISITORS/VOLUNTEERS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be

picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Volunteers are subject to the Diocesan regulation for the Youth Protection Program. All volunteers must complete clearance forms and preview the Adult Educational Video provided by the Diocese of Harrisburg.

RIGHT TO AMEND

Our Lady of Lourdes Regional School reserves the right to amend this Handbook. Notice of any amendments will be sent home via of Family Envelopes. Any additions/changes made to the Internet Copy (Web page) of the Handbook will be in red type.

Telecommunications Use Agreement
Adapted from NCEA's From the Chalkboard to the Chatroom

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of Lourdes Regional School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will

result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Our Lady of Lourdes Regional School
2001 Clinton Ave.
Coal Township, PA 17866
570-644-0375

PHOTO-VIDEO RELEASE

To Whom it May Concern:

I hereby give permission for my son/daughter

_____ to be photographed or videotaped at Our Lady of Lourdes Regional School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of Lourdes Regional School

Signed: _____

Date: _____

Sign and Return to School

Our Lady of Lourdes Regional School

Parent Signature Page

I have read the Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

PLEASE SIGN AND RETURN TO SCHOOL