

STUDENT HANDBOOK



**OUR LADY OF LOURDES REGIONAL SCHOOL
2001 CLINTON AVENUE
COAL TOWNSHIP, PA 17866**

TABLE OF CONTENTS

Page	
2	Philosophy and Goals
4	History
6	School Seal / Alma Mater
7	Admission Policy
8	General Information
10	Medical Considerations
11	Religious Opportunities
12	Academic Policies and Programs
16	Attendance Policy
19	National Honor Society Induction Process
20	Guidance Services
21	Special Issue Policies
26	Discipline Policy
32	Useful Information
35	Dress Code
36	Conduct at Athletic Events
37	Regulations for School Bus Passengers
38	Dance Regulations / Field Trips / Prom
39	Emergency Plan (Severe Weather—Tornadoes)
39	Technology Policy
42	Extra / Co-Curricular Activities
42	Athletics

INTRODUCTION

Our Lady of Lourdes Regional School assumes the obligation to ensure its general and specific objectives according to the philosophy of our school. In this pursuit, the school maintains an atmosphere in which all may grow in the Christian life and may advance in academic excellence. Toward this goal, the school sets forth its *Student/Parent Handbook*.

Like any institution, Lourdes Regional establishes its rules and procedural guidelines to ensure orderly conduct on the part of the students. To aid us in providing for the good order of this institution, the administration of Lourdes Regional requires the parents of our students to comply with and support us in upholding these regulations.

PHILOSOPHY AND GOALS OF OUR LADY OF LOURDES REGIONAL SCHOOL

MISSION STATEMENT

The mission of Our Lady of Lourdes Regional School is to educate students to recognize and develop their gifts of nature and grace by fostering their worth and dignity as children of God, by reinforcing in them Catholic teaching, tradition, and values, and by demonstrating and encouraging among them loving service to the community of faith and the world at large, in order that they become living witnesses to the gospel of Jesus Christ.

Based on this mission statement, there are important core values in which we believe.

PHILOSOPHY

Our Lady of Lourdes Regional School is a distinctly Catholic community comprised of students, faculty, parents, and alumni working together to respond in faith to the educational mission of the Church. We present the message of salvation proclaimed by Our Lord Jesus Christ in the Gospel. Church documents, particularly *To Teach as Jesus Did* and *The Catechism of the Catholic Church*, guide the content and direction of the various curricula.

Community, as a lived reality, is the heart of Catholic education at Lourdes. This philosophy carries over into the way we live and work within the family, the parish, the neighborhood, and even the global community.

Lourdes is strongly committed to academic excellence and to the preparation of students to assume their roles as productive members of society. In addition to spiritual formation, this preparation encompasses the students' intellectual, personal, social, and physical development. From the school's mission and philosophy flow our statement of beliefs and our goals as an academic institution.

STATEMENT OF BELIEFS

We Believe

- That our educational tradition is and should be Christ-centered, family-centered, church-centered, and community-centered.
- That education at Lourdes continues the Catholic tradition, embodying the teaching mission of Jesus Christ, fostering the development of the entire person, and preparing him/her for a positive role in society and in the Church. Parents, as primary educators of their children, are partners in the ministry of Catholic education.
- That the Catholic identity of Lourdes permeates every facet of the school community, and that optimum learning takes place within a consistent, caring, and disciplined environment.
- That all students at Lourdes are unique, worthwhile, lovable human beings capable of achieving growth and realizing their potentials, and deserving of a quality, personalized education.
- That education should teach values for life, values both moral and pragmatic. Specifically, students must be educated in the basic tenets of their Catholic faith and afforded the opportunities to live them out.
- That Catholic education at Lourdes instills enthusiasm for life and engenders a respect for self and for others, demonstrated in the school community's sharing of joys, sorrows, and concerns.

GOALS

The Goals of the Program are:

Spiritual Development

- The students will have grown in their knowledge and appreciation of their Christian heritage and their Catholic identity.
- The students will have grown in the understanding of the Catholic faith and will be able to explain as well as practice it.

Intellectual Development

- The students will have developed the ability to identify a problem, generate alternative solutions to the problem, and decide on an effective course of action.
- The students will have developed an appreciation for learning and an understanding that it is a life-long process.

Personal Development

- The students will have developed a sense of purpose and self-respect.

- The students will have developed the ability to make decisions in the light of Gospel values.

Social Development

- The students will be able to appreciate cultural diversity, to be tolerant of other ideas and/or opinions, and to be able to respond in a positive manner.
- The students will have developed an awareness of the social graces and the need to practice them in their daily living.

Physical Development

- The students will have gained knowledge of and an appreciation for what contributes to a healthy body.
- The students will have graduated from Our Lady of Lourdes Regional School with a favorable attitude toward physical activity which can be continued into adult life.

HISTORY

Our Lady of Lourdes Regional School, located in the Edgewood section of Coal Township, had its beginnings as far back as 1892 when St. Edward High School was opened in the convent building on Webster Street in Shamokin. Lay teachers conducted a two-year secondary course in a one-room school for twenty-five students. Thus, it is the oldest secondary school in continuous existence in the diocese.

Lourdes Regional is also the oldest four-year high school and the first such high school in the diocese to receive state approval. During the pastorate of Monsignor Maurice M. Hassett, classes began in the four-year program in September 1921, with approximately one hundred students enrolled under the Sisters of Charity from Mount Saint Vincent-on-the-Hudson. The pastors of St. Edward directed the high school until 1953 when the first priest-principal, Father Daniel J. Mahoney, was named. The Sisters, Servants of the Immaculate Heart of Mary assumed charge of the school in 1935.

Students from the other eight parishes were welcomed at St. Edward High School and soon the school was, in fact, an inter-parochial high school. In recognition of this status the name was changed to Shamokin Central Catholic High School in 1955.

In 1956, Father Thomas A. Leitch was named principal and a program of internal expansion began with the broadening of the course of studies, the addition of lay teachers, and the following religious added to the teaching staff: the Franciscan Order of Friars Minor with headquarters in Buffalo, New York; Sisters, Servants of the Immaculate Heart of Mary, West Chester, Pennsylvania; the Franciscan Sisters of St. Joseph, Hamburg, New York; the Religious Sisters of Mercy, Dallas, Pennsylvania; and the Felician Sisters, Coraopolis, Pennsylvania. The enrollment had expanded to 425 students.

The facilities in the "old" building had become inadequate and indeed obsolete. In 1956, the pastors of the nine parishes in the Shamokin Deanery led a successful drive for funds to build a new school. A 22 1/2-acre site was purchased in Edgewood Park on May 31, 1957, and ground was broken for the new school by Bishop George L. Leech on January 26, 1958. In February of 1958, heavy equipment began to clear the land. In August of 1958, the steel superstructure began to take form. The culmination of more than three years' effort came on September 13, 1959, when the new educational complex was dedicated in honor of Our Lady of Lourdes. Highlighting the dedication ceremonies, Bishop Leech inserted the corner stone which had within it a waterproof copper box containing coins, a Holy Bible, a list of benefactors, copies of local newspapers reporting the event, and a document signed by each of the Pastors of the Shamokin Deanery.

There were at the time 432 students with a faculty consisting of two priests, ten religious, and six lay teachers. Lourdes was the first high school in the diocese to have a chapel of the Blessed Sacrament, provided from the will of the late Right Rev. Msgr. Peter S. Huegel. The chapel was named in honor of St. Bernadette.

In 1964, there was further expansion when Lourdes became a regional high school, serving the Shamokin and Mount Carmel Deaneries. A new wing was added, providing a new cafeteria, classrooms, a physics laboratory, a guidance suite, a new biology lab, a business suite, and a chaplain's office. A new religious order was added to the faculty in 1966: the Sisters of Saints Cyril and Methodius, Danville, Pennsylvania.

As a result of the Consultations Process in 1995, the number of parishes in the areas was reduced. Lourdes Regional currently serves students from seven (7) supporting parishes and three (3) non-supporting parishes and is staffed by professional educators (this includes administration, faculty, and support staff). The Board of Education, composed of the pastors of supporting parishes and lay members, directs the policies of the school.

In 2005, the Diocese of Harrisburg determined that Catholic education would be better served by combining elementary and high school, and preparations were begun to incorporate grade school classes into the high school building. The school year 2006-2007 was Lourdes' first as a K through 12 entity. In 2008, Pre-k classes were added.

Lourdes Regional endeavors to motivate students to desire academic achievement and to experience success according to their natural abilities. Its offerings are geared to college and **vocational** preparation as well as the business world. Approximately 90 % of Lourdes graduates pursue higher learning, while other students go directly into the business field. Those trained in the area Vocational-Technical School are assured a position and/or further training. Through these programs, the school strives to encourage the "emergence of intellectual/moral leaders."

EXPLANATION OF THE SCHOOL SEAL

The seal of Our Lady of Lourdes Regional School is blue and white, symbolic of Our Blessed Mother. The letter "M" and the fleur-de-lis also symbolize Mary, as do the twelve (12) golden stars described in the Book of Revelation.

The mountains of the area are symbolized by two black peaks. Two black diamonds are designed to represent the heritage of our Anthracite Region.

The upper two discs are from William Penn's coat-of-arms to show our affiliation with the Diocese of Harrisburg.

Our school seal embodies the elements of our faith and heritage.



ALMA MATER

*Sons and daughters of Our Lady,
Raise your voices joyfully.
In the praise of Alma Mater
Lourdes, we pledge our loyalty.*

*Gathered 'neath her royal banner,
Strong, united, here we stand;
Through the years we'll march together,
Joined in heart and mind and hand.*

*Young ambitions surging onward,
Young hearts eager for the strife,
Firm in faith and hope and knowledge,
Forward, then, to love and life!*

*Hail to you, dear Alma Mater!
Love and gratitude we bring,
As the streams of Wisdom's virtue
From this mystic Grotto spring!*

SCHOOL COLORS	Blue and White
ATHLETIC COLORS	Cerise and White
TEAM NAME	Red Raiders
YEARBOOK	Grotto

ADMISSION POLICY OF OUR LADY OF LOURDES REGIONAL SCHOOL

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

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

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

Any Catholic or non-Catholic boy or girl who is promoted from a Catholic elementary school is automatically a candidate to attend Lourdes Regional.

Any student transferring into Lourdes Regional from any public school or any Catholic school outside the territorial limits of Lourdes Regional must be interviewed by the Principal prior to approval. An application must be completed.

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

Any student may matriculate at Lourdes Regional 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.

Lourdes Regional reserves the right to refuse admission to any student.

TRANSFERRAL OF STUDENTS

Students wishing to transfer to Lourdes Regional at any time must secure, complete, and submit an application.

Upon receipt of the application, the Principal will schedule an interview with the applicant and the parents or guardians.

The interview will be used to determine how well the applicant will be able to benefit from the program of studies and the overall goals and philosophy of the school.

The applicant and parents or guardians should have school records with them to document the student's status.

Notification of acceptance or rejection will be given by the Principal with any provisos deemed necessary.

The accepted student's name will be given to Guidance for follow-up student services.

A release of information form must be completed by the parent or guardian with the attendant signature.

Upon completion of the student's roster, the homeroom teacher and classroom teachers will be notified to add the student to the roll.

II. GENERAL INFORMATION

The School Day

1. Students must be in their homerooms by 7:53 AM. Any student arriving after 7:53 AM must sign in late in the Attendance Office. The warning bell will ring at 7:50 AM.
2. At 8:00 AM the students will stand for the prayer and the Pledge of Allegiance. This is followed by announcements. Attendance is taken during the homeroom period. Students are not to be in the halls during homeroom period.
3. Three minutes are allowed for change of classes. At the end of three minutes, a bell will signal the beginning of the next class. Anyone seeking to enter the room after the bell (whether classroom, study hall, or gym) must present a teacher pass or a late slip.

The Homeroom

At the beginning of the school year, each student is assigned to a particular homeroom. The homeroom moderator is to each student, in his or her homeroom, a friend and counselor. Students' problems, successes, failures, doubts, hopes, however small or seemingly insignificant they may be, will always be given a ready and sympathetic hearing.

Attendance

Every student should strive for perfect attendance. Only by being in school every school day can a student gain the maximum from his/her school years. Since daily recitation and explanation of subject matter by the teacher are essential in our educational system, an absence of even one day may, understandably, result in lower grades.

Students who participate in a school-sponsored activity during school hours will not be marked absent.

College Visitation

Students are permitted three college visits which may be taken during the second semester of junior year or during senior year. Students who wish to visit a college or trade school are to present a note of permission from parents to the Dean of Students or Principal and notify subject teachers ahead of time. When the student returns from a school visit, he/she must bring a note or letter from the college verifying that the student actually visited the school. This note should be signed by a college official and should include the date of the visit.

Student Withdrawal

The Public School Code of the state of Pennsylvania requires that every child of compulsory school age having a legal residence in this Commonwealth attend a school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language. Our Lady of Lourdes Regional School meets these standards.

Legal school age in Pennsylvania is 17. To discontinue school before then, a person must have permission from the public school authorities in the school district where he/she resides.

If students who attend Our Lady of Lourdes Regional School or their parents indicate a desire for that student to leave Our Lady of Lourdes, either as a matter of transfer or termination, the student shall report to the Director of Guidance.

A counseling session with one of the school counselors will clarify the reasons for withdrawal as well as explore alternatives available to the student and parents. The student will then be referred directly to the Principal to complete withdrawal forms. There is a \$50.00 withdrawal fee for those who withdraw during the school year.

Whenever a student wishes to terminate his formal education at Our Lady of Lourdes Regional School before age 17, Our Lady of Lourdes Regional School will notify the appropriate public school authorities.

If a student withdraws from Lourdes to attend another area school he/she may transfer back to Lourdes within the same school year at the discretion of the administration.

MEDICAL CONSIDERATIONS

1. Emergency Authorization Form - Parents are required to complete the Emergency Authorization Form which gives permission for any emergency medical treatment to students while they are under the supervision of Our Lady of Lourdes Regional High School.
2. Chronic Medical Conditions - Parents are requested to provide information about any chronic medical or psychological problem that may impair a student's performance in school by completing the form sent home by the school nurse.
3. Emergencies during School - Students who become ill or are injured during school hours are to be referred to the school nurse or the office secretary for first-aid. If the student must leave school because of sickness or injury, a member of the school personnel will call some member of the family to arrange transportation home. Those who may grant permission for a student to leave school are the Principal, Dean of Students, or School Nurse.
4. Medication Guidelines - Parents are asked to administer medications to their children before and after school whenever possible. If students must receive prescription medication at school, please follow this procedure:
 - All prescription medication must be in the original, properly identified container, labeled by a pharmacist or physician. The container must be accompanied by a form listing the following information:
 1. Student's name
 2. Name of prescribing physician, with his/her directions
 3. Name of medication, amount to be taken, frequency of dosage, reason for medication
 4. Curtailment of school activities, if any
 5. Other medications being taken
 6. Parent/guardian permission
 - Students who self-administer prescriptions may do so only with proper consent and physician recommendation. The nurse is responsible for maintaining a medical log and medical storage. Medicine is not to be carried by a student or stored in a locker. All medication MUST be kept in the nurse's office. This includes over-the-counter medications which will be administered to students only with the written permission of the parents.

- Parents must complete an authorization form for prescription or non-prescription medication. The forms are on the website and must be filled in at the beginning of the year or as needed during the year.

RELIGIOUS OPPORTUNITIES

As a Catholic School, the basic practices reflect a Christian orientation to God. Prayer is an essential part of this orientation and should be integral to all elements of the school.

The Spiritual Life Committee lends support to the Lourdes community as it directs efforts towards fostering and freeing the inherent gifts in each person and aiding each one in recognizing his/her unique contribution to the community of Lourdes and the larger community of Church. This committee serves as a resource in coordinating, planning, and directing opportunities for communal prayer as well as spiritual growth and renewal.

Opening Prayers

Each school day begins with prayer, a reminder of our essential relationship with God, and our union with Jesus our brother as He brings the world closer to the Father through the work of the Holy Spirit. Throughout the day these intentions are recalled. During the homeroom period, all members of the Lourdes community join in Morning Prayer which is led over the public address system. At this time we unite our daily intentions with Jesus and offer all our actions throughout the day.

Before Classes

At the beginning of each class, time should be taken to remember the presence of God. A brief prayer may be directed by the teacher or by the pupils.

Mass and Paraliturgical Celebrations

On occasions of importance, Mass and/or special liturgies are celebrated in the gymnasium for the entire school community. Because these are formal school functions, they are not optional. Students assist in the preparation and celebration of school liturgies with the assistance of the Spiritual Life Committee. Reverent participation and decorum are expected.

Exposition of the Blessed Sacrament

On the first Friday of each month, the Blessed Sacrament is exposed in the chapel for adoration by the entire Lourdes community.

Retreats

As part of its total educational mission, the program of Lourdes Regional includes an opportunity during the school year for the students to reflect on their lives as Christians. This is done by means of annual retreat programs or a day of reflection. The Chaplain coordinates the annual retreats. All students are required to participate in the class retreat each year.

Christian Service

An integral part of the Gospel message requires living a life of service. Various opportunities are provided for students to volunteer their services to the school or surrounding communities. These service activities are coordinated by various school organizations.

III. ACADEMIC POLICIES AND PROGRAMS

Our Lady of Lourdes Regional School has developed a comprehensive curriculum of academic and non-academic programs. Lourdes offers a rigorous honors program. Course offerings are designed to meet the needs of students on all levels. Through the non-academic aspect of the school's curriculum, students are encouraged to explore other interests and talents through athletics, organizations, and clubs.

GRADUATION REQUIREMENTS

Graduation from Our Lady of Lourdes Regional School depends upon successful completion of all required courses, as mandated by the Pennsylvania Department of Education, Our Lady of Lourdes Regional School, and the Superintendent of Education of the Diocese of Harrisburg. Completion of a course is to be interpreted as the receiving of a grade of at least 70 for the year.

A minimum of 26 credits accumulated throughout four years of study (freshman through senior year) is required for graduation from Our Lady of Lourdes Regional School. A student must, therefore, pass all subjects totaling no fewer than these 26 credits. Credits are acquired from the following:

Religion	4 credits	Social Studies	3 credits
English	4 credits	Arts or Humanities	2 credits
Mathematics	3 credits	Health and Phys. Ed.	1 credit
Science	3 credits	Electives	6 credits

It is strongly recommended that a student take, at the minimum, a two-year sequence in a foreign language.

Quarter courses are considered Arts/Humanities credits.

COURSE CREDIT

A course requiring a full year of instruction will equal 1 credit. A course requiring a half-year of instruction, commonly called a semester course, is equal to .5 credit. A course requiring a quarter year of instruction, or quarter course, is equal to .25 credit.

No credit from Our Lady of Lourdes Regional School will be given for courses taken in college, and quality points from college courses will not be assessed toward the student's class standing. The college courses and marks received, as well as credits earned from the college, will be listed on the student's permanent record.

LEVELS OF STUDY

Our Lady of Lourdes Regional School offers two levels of study, distinguished by the comprehension and depth of subject matter exploration. These levels are both designed to lead to higher study. These tracks or levels are Academic and Honors.

- Academic: a traditional academic course with subjects leading to higher study at the college, university, or business school level.
- Honors: a college preparatory course which requires advanced work or in-depth study beyond the traditional academic courses.

In order for a student to gain admittance to an Honors course, he/she must have demonstrated through previous course work and testing that he/she will be able to handle the rigors of the course. The course instructor may also employ other objective criteria for the evaluation of students electing to take an Honors course. The approval of the instructor who teaches the Honors course is mandatory for students who are applying to take such courses.

The status of a student who is taking an Honors course and yet fails to maintain at least an "80" average in the course can be reviewed and changed with the approval of both the instructor and the Principal.

ASSESSMENT - General Average, Cumulative Average, Class Rank

Periodically, a student's work is assessed to determine honors, awards, and class rank. This determination is based on the following terms and criteria:

1. Type of subject: major or minor. A major subject is one that meets regularly throughout the year and is assigned one credit upon its completion. A minor course is one that meets on a semester or a quarterly basis. Successful completion of these courses will yield a 1/2 or 1/4 credit, respectively.
2. Level of Course: Honors or Academic. Honors courses yield more quality points than Academic courses. For example:

Grade	Academic Quality Points	Honors Quality Points
99	3.92	4.72
90	3.2	4.0
80	2.4	3.2
70	1.6	2.4

3. **General Average:** the computation resulting by summing the assessment mark for each subject listed on the report card for each quarter and dividing that sum by the number of subjects. The conduct grade is not included in the general average.
4. **Class Rank:** the computation resulting from the "type" and "level" of the subject. Only subject areas leading to credit in a school year are used to determine class rank. Quality points are assigned based on the level of the course. A quality point average is found by dividing the total quality points by the total number of credits attempted. This average is used to determine the rank. Cumulative rank will be recorded on the report card in June. Cumulative rank will also be calculated for the seniors in **January and after the senior final exams, in order to determine the top five students.**

HONOR ROLL

Our Lady of Lourdes Regional School honors those students who distinguish themselves academically each quarter. Good grades in conduct and regular attendance are also required to achieve these honors.

Courses will be averaged together and then categorized into these three honor groups:

1. **DISTINGUISHED HONORS:** students who have a marking period average of 95 to 99, inclusive, with no grade lower than a 90, and a 95 in conduct.
2. **FIRST HONORS:** students who have a marking period average of 90 or above, with no grade lower than an 85, and a 90 or more in conduct.
3. **SECOND HONORS:** students who have a marking period average of 88 or above, with no grade lower than an 80, and a 90 or more in conduct.

THE TOP 5 STUDENTS are chosen on the basis of quality point average over a student's four-year high school career. This determination is made after the senior final examinations. In order to be considered for the top five, a student must be enrolled at Lourdes for all of his/her junior year and all of his/her senior year.

SCHOLASTIC POLICY

At Our Lady of Lourdes Regional School each student is expected to pass each subject each year. The passing grade is 70%.

Progress Reports: Progress reports are issued to students who are failing a course. Teachers retain one copy, send a copy to the Principal's Office, and issue a copy of the progress report to the student. The student's copy of the progress report is to be signed by the parent or guardian and returned to the teacher who issued it within three days. Failure to do so will result in the student's receiving demerits. (*See Discipline Code*).

Teachers often are in communication with parents by issuing both oral and written reports throughout the quarter. These reports can be issued at any time during the quarter and can focus on the student's academic progress, attendance or conduct. A parent desiring a special progress report should contact the teacher or Guidance Office.

Report Cards: Report cards are issued quarterly. The grades on the cards are an evaluation of a student's progress through homework, class work, tests, etc. The report cards will be distributed to the students on the dates indicated on the school calendar. Parents or guardians should take note of these dates. This copy of the report card will be kept by the parents or guardians.

Make-up Work: Students with unexcused absences will not be allowed to make-up work or tests. Students with excused absences will be given 3 school days to complete missing assignments. Extended absences will be handled on an individual basis. Failure to complete the work will result in a failure for the incomplete work. It is the responsibility of the student to arrange with the teacher to finish those assignments he/she missed when he/she was absent.

“Incomplete” on the Report Card: Because of prolonged illness or other special circumstances, a student may receive an "I" or "incomplete" on his/her report card. Failure to make up work will result in a failure for the missing assignments. This, in turn, may result in a failure or withdrawal from the course itself. It is the student's responsibility to make arrangements with his/her teacher to complete the assignments. Exceptions to this procedure can be granted only by the Principal.

Withdrawal: All students are strongly encouraged to remain in the courses they selected. A student who must withdraw from a course may only do so during the first two of the six day cycles of the school year and with the permission of his/her parent(s), teacher, Guidance Director, and the Principal. No student may drop a course after this time.

When a student withdraws from a course, the grade of WP (withdrawal while passing) or WF (withdrawal while failing) will be given.

Failures: A student's failure results from grades earned during the course of the year. The failure is not removed even if the parents have not received notice. All failures in courses required for graduation must be made up in summer school. In the event that the course is not offered in summer school, the student must retake the course the next school year or before graduation.

A failure in a quarter course must also be made-up. No more than two academic credits failed within a year may be made up in summer school.

Any student with three or more full academic credit failures in major subjects must repeat the year.

Any student who is repeating the year, and who continues to carry two or more credit failures, or is non-cooperative or a disciplinary problem may be asked to withdraw from school.

Any senior who on his/her final grades receives a failure in a subject in which the credit will be needed by the student for graduation will not be granted a diploma. Furthermore, the diploma will not be granted until after successful completion of the subject course in summer school or by special arrangements with the Principal. **Any senior with three (3) or more failures in major subjects must repeat the year and does not participate in any senior class practice, event, or ceremony after final senior exams.**

Buckley Amendment: The school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records, and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school.

Student Failures and Extracurricular Involvement: A student who is involved in an extracurricular activity, including athletics, is expected to maintain satisfactory grades in conduct and in academic subjects. Failure to do so may result in the student's being suspended or dismissed from that activity.

Students who are failing two or more credits will be ineligible to participate in extracurricular activities. A review of student achievement will take place weekly (Thursday by 3pm); if the student is failing two or more credits, he/she will be ineligible to participate for the next week (Monday 8am to Monday 8am).

If a student has two failures in a quarter, the student will be placed on academic probation for the following quarter. The student will be ineligible to participate in any extracurricular activities for a period of fifteen (15) school days. Progress in grades will be reviewed at the end of this time, and eligibility may or may not be restored.

Semester Exams: Cumulative exams are administered to all students at the end of each semester. For college-bound students, the exams serve as important preparation for test taking in college. For all students, they provide an evaluation of their achievements during the semester.

Three days are allotted for exams each semester. Students are dismissed when their exam schedule for the day is completed.

The semester exam grade is computed as 20% of the student's semester grade.

ATTENDANCE POLICY

Tardiness

Tardiness in the form of being late for school or class can negatively affect a student's academic performance. Students are required to be in their homeroom at 7:53 am. A warning bell rings at 7:50 am to remind students they have three minutes to report to their homeroom. A bell rings at 7:53 am marking the beginning of the school day.

All homeroom teachers will take roll immediately after the 7:53 am bell. Any student not in homeroom at that time will be marked absent. Any student reporting to homeroom after the 7:53 am bell must report to the attendance office to sign in and obtain a tardy pass. Tardy students will be listed on the absentee sheet as tardy (T).

For security reasons, all doors will be locked after the 7:53 am bell.

If a student reports to school tardy and does not have a signed note from a parent or guardian explaining the tardiness, the student will be issued one demerit. Parents or guardians who phone and report that their child will be tardy must send a signed note in with the student. Students who report to school tardy three times without a signed note from a parent or guardian will be assigned a detention which will result in the lowering of their conduct grade by five points. A letter will be sent to the parents of any student who accumulates three unexcused tardies. Additional detentions will be assigned every time a student accumulates three additional

tardies without a signed note from a parent or guardian. Additional tardies may require a parental conference.

Exceptions (cases involving extenuating circumstances) will be evaluated on a case by case basis by the Principal.

If a student arrives at school after 10 am without a doctor's note or a pre-approved excuse issued by the school Principal, the student will be ineligible to participate in any school extracurricular activities on that day. By extension, students who leave the building or school grounds before the usual end of the school day are also ineligible to participate in any school extracurricular activities on that day.

Absences

Our Lady of Lourdes Regional School expects students' attendance to meet the requirements of both the Diocese and the Commonwealth of Pennsylvania.

In general, there are two types of absences—excused and unexcused. Excused absences are those approved by the Administration. Absences not approved by school authorities are unexcused. It is important to note in this matter that parental signatures only indicate the awareness of the parent or guardian and do not guarantee approval by school authorities. In general, excused absences must be health or education related. Absences not belonging to these categories will be regarded as unexcused.

Sometimes, because of serious illness or special circumstances, an absence may be necessary. In such situations, students must follow these regulations:

1. The Attendance Officer must be notified prior to **7:45 am** at 644-0375 (Ext. 2) on the day of absence. (Any absence without notification will be considered unexcused.)
2. The parent or guardian should give:
 - a. his/her name
 - b. the student's name
 - c. the reason for the absence
 - d. a phone number where they can be reached if necessary to verify the call.

This policy will let the school know that the parents are aware of their child's whereabouts.

3. The day the student returns to school he/she must present a written excuse to the Attendance Officer explaining the reason for the student's absence. The note must contain:
 - a. the student's name and homeroom
 - b. date
 - c. day(s) of absence
 - d. reason for absence
 - e. parent or guardian's signature
4. Any student leaving the building after school is in session must present a note from the parent or guardian indicating the reason for and time of dismissal. A form in the attendance office must be completed before the student is dismissed. This will include the signature of the person responsible for providing transportation for the student. The student must also sign out in the attendance office. Students who sign out without prior approval will be listed on the following day's absentee sheet.

5. Any appointments for medical purposes must be accompanied by a note from the doctor indicating the time and date of the appointment. **It is preferable that appointments with doctors, dentists, etc., be scheduled during non-school hours.**
6. If a student knows in advance that an absence from school will be needed, a note to that effect must be presented to the Attendance Officer at least one day in advance. The note must be signed by the parent, doctor, dentist, or hospital personnel.
7. Any pre-planned absence for three (3) or more days must be submitted in writing a week before the absence and approved by the Dean of Students.
8. If a student is absent for three (3) consecutive days, a doctor's excuse may be required before admission to class.
9. If a student is absent four (4) or more times during a quarter, consultation between the parent/guardian and the Dean of Students may be required before a student's readmission to class.
10. In cases of excessive absence (10) days), the Dean of Students will meet with the parents. **The school reserves the right to retain a student in the same grade if he/she is absent twenty (20) or more days.**
11. Students who are absent from school for the entire school day are excluded from any and all school activities both curricular and extra-curricular on that day.

The Attendance Officer will call all parents who did not report a student's absence.

Students are permitted three (3) college visits that may be taken during the second semester of junior year or during senior year. These days will not count against perfect attendance.

Any student who reports that he/she is sick may be granted permission by the Dean of Students to lie down in the Nurse's Office for one period only. If after one period the student is still sick, he/she must contact a parent or guardian and make arrangements to go home. He/she may not participate in any extra-curricular activity that day/evening.

Perfect attendance certificates will be issued to students who are in school every day for the entire day.

Truancy

Those students who absent themselves from school with or without parent permission and without permission of school authorities will be considered truant. If a student is deemed to be truant, the following procedures will be implemented:

1. Parents will be notified whenever a student is determined to be truant.
2. First time carries a 70 in conduct and detentions equal to the number of days or partial days truant.
3. Second time carries a 60 in conduct and additional detentions. A parental conference to review the student's continuance at Lourdes will also take place.

NATIONAL HONOR SOCIETY INDUCTION PROCESS

CRITERIA FOR MEMBERSHIP: Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, character, and service by which they were selected. (NHS Handbook, 15).

The first step leading to candidacy for membership in the Father Filippelli Chapter of the National Honor Society at Our Lady of Lourdes Regional School is **ELIGIBILITY**. In order to be considered eligible, the student must meet the following conditions:

- The student must have completed sophomore year. Students in the junior and senior classes may be eligible for membership.
- The student must have been enrolled at Our Lady of Lourdes Regional School for at least one full semester.
- The student must have achieved a grade point average of 3.5. This GPA is based on a student's grades and level of difficulty of each course.

When the above conditions have been met, the student may pursue **CANDIDACY**. The NHS moderator will notify eligible candidates at the start of the fall semester and provide them with information necessary for the next step toward membership.

Having met the conditions of academic eligibility, candidates must provide evidence of the qualities of leadership, character, and service. This is accomplished by submitting the following materials:

- An original essay of 250-500 words. The candidate will discuss how he or she has personally demonstrated the qualities of leadership, character, and service. The essay must be typed and double spaced. It is expected that the final draft will be the result of considerable revision.
- Two letters of recommendation. One letter must be from the candidate's pastor, indicating the extent of the student's participation in parish activities. The second letter must be from another adult, excluding relatives, who knows the candidate well.
- A completed activity form as provided by the moderator. The completed form must include appropriate signatures from club sponsors, athletic coaches, employers, etc.

Each candidate must make six copies of the completed documents for distribution to the NHS Moderator and the five-member NHS Faculty Council. The time allotted for compilation of the packet will be one month from the date of its dissemination. The completed documents must be presented to the NHS Moderator on or before the due date. Candidates who submit late or incomplete documents will not be considered for NHS membership that year.

The NHS Faculty Council will convene with the Moderator to review the material submitted by each candidate. The Faculty Council determines which candidates will be selected for membership in the Father Filippelli Chapter of the National Honor Society. The Chapter Moderator will inform the candidates of the Faculty Council's decisions.

Those students selected for membership in the National Honor Society officially become members during the Chapter's Induction Ceremony.

GUIDANCE SERVICES:

The Guidance Services are organized school services that help the students do the following:

1. Evaluate ability, achievement, aptitude, interests, needs, and values
2. Plan for the future - whether for work or further education
3. Think through personal problems
4. Make the best adjustment to school situations, to other students, and to teachers.

Areas of service are counseling, student appraisal and testing, educational and occupational planning.

- **Counseling** seeks to help students assume responsibility for making plans and decisions and to encourage the development of positive qualities of self-esteem, confidence, and responsibility.
- **Student Appraisal** is gathering and organizing information about students' academic grades, standardized tests, completing student academic and personal information forms, conferences with parents, teachers, and students. This data is interpreted to students when dealing with decisions about future education and/or occupation.
- **Educational and Occupational Planning** involves providing students with information on post-secondary educational and occupational opportunities. This is accomplished by the following:
 1. Having a series of classroom activities and presentations which include career interest, occupational information, admission information from college and technical schools, and college financial aid.
 2. Coordinating job shadow opportunities for students.
 3. Career guest speakers for the monthly Career Spotlight.
 4. College representative class visits which include the annual Our Lady of Lourdes Regional College Fair.
 5. Coordinating field trips to career symposiums.
 6. Personal interviews with students to discuss future plans, which include assistance with high school course selection.
 7. Processing senior and graduate transcripts, college and scholarship applications and teacher recommendations.

TESTING:

- Grade 7 Iowa Tests of Basic Skills (ITBS)
- Grade 8 Iowa Tests of Basic Skills (ITBS)
- Grade 9 EXPLORE (ACT College Readiness System)
- Grade 10 PLAN (ACT College Readiness System)
- Grade 11 PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)
ASVAB (Armed Services Vocational Aptitude Battery)
- Grade 12 SAT I & II: Critical Reasoning Test; SAT II: Subject Tests
ACT (American College Test)

PROGRAMS:

SADD (Students against Destructive Decisions): A peer-to-peer youth prevention program. SADD's approach involves young people delivering education and prevention messages to their peers about making sound, intelligent and safe decisions. This is done through school-wide activities.

SALT (Student Assistance Lourdes Team): SALT is the Student Assistance Program. The team is comprised of a group of school personnel who have been trained to work with high-risk students. The SALT team identifies students who are having school related problems as a result of a family, social/emotional, alcohol or drug-related problems. SALT is also a method of assisting parents with finding services and assistance within the school, and if needed, county services which include Drug/Alcohol or Behavioral Health Services. SALT is an intervention, not a treatment program.

AUXILIARY SERVICES:

CSIU (Central Susquehanna Intermediate Unit)

CSIU offers the following services through ACT 89:

- Remedial Instruction – Reading and Math tutoring, study skills groups; educational diagnostic testing.
- Psychological Testing - diagnostic interviews and consultation
- Speech and Hearing Therapy – sessions for students identified with speech and hearing deficits.
- Equitable Participation - conduct child find and provide equitable services to parentally-placed private school children with disabilities.
- Project Elect- a counselor provided by the CSIU to work with pregnant students and to do group work on prevention.

Teens In Innovative Educational Structures (TIES) – A CSIU grant funded program which gives students the opportunity to participate in after school programs which include SAT prep, math tutoring, science programs, art and family consumer projects.

OVR (Office of Vocational Rehabilitation) - a counselor assists students with physical handicaps to pursue education and/or employment.

SPECIAL ISSUE POLICIES

Drugs and Alcohol - The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia, or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is a major disciplinary infraction. Also, being under the influence of illegal drugs, alcoholic beverages, or mood-altering substances on school property or at a school sponsored activity is forbidden and is a major disciplinary infraction.

In each case, the emphasis of the school staff will be on preventive and corrective action designed to enhance the education, health, and welfare of all students.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, prescription drugs, mood-altering substances, or drug-related paraphernalia is considered a special situation because of the possible harm to other students.

1. Our Lady of Lourdes Regional School is interested in helping students with a drug or alcohol problem. Lourdes will assist students in obtaining professional help. A referral can be made to the SALT Team whose purpose is to evaluate, counsel and direct students to intervention. Students may also be referred to the local drug and alcohol agency for counseling. All SALT members abide by high standards of confidentiality.
2. A student, who possesses, uses or is under the influence of drugs or alcohol at school or school-sponsored activities will be suspended for three (3) days, will relinquish non-class time for a period of two weeks, and will not be permitted to participate in extra-curricular activities during that period. The student will also be required to undergo professional evaluation, approved by the school, at student expense.
If a student is found possessing, using, or under the influence of drugs or alcohol while participating in extra-curricular activity, he or she will also be dismissed from that activity.
A second offense by the student will subject him/her to expulsion.
3. A student found selling, distributing or passing illegal drugs, alcoholic beverages, prescription drugs, mood- altering substances, look-alike drugs or drug-related paraphernalia will be expelled immediately and the police will be notified.

Suicide - Any Our Lady of Lourdes Regional School employee, professional and non-professional, will report verbally and in writing any potentially suicidal student based on observation or assumption to the Principal and/or SALT member. Students who communicate an intention to commit suicide must be viewed with utmost seriousness. In case of life-threatening situations, the issue of confidentiality no longer applies.

Our Lady of Lourdes Regional School Suicide Prevention Guidelines

If any staff member or employee initially recognizes that a student is seriously planning suicide, these guidelines must be followed:

1. Administrative Information
 - a. The person directly involved shall contact the Principal and/or a member of SALT.
 - b. The Principal and/or SALT member shall be responsible for determining the seriousness of the threat.
 - c. The Principal will determine who will inform parents and who will be responsible for handling the situation and the follow up.
2. Response to the Student
 - a. Be calm
 - b. Open lines of communication
 - c. Ask questions: How do you feel? Do you want to talk about it?
 - d. Offer expressions of hope and be reassuring
3. The person directly involved shall complete the Report of Suicide Risk form for high-risk students. The original is filed and passed on to the next school district should the student transfer.

Marriage - The general policy of the Diocese of Harrisburg is that students who attend our schools should be unmarried. Any Catholic student who attempts to marry in any manner or form other than in accordance with the laws of the Roman Catholic Church and the Common Policy of the diocese will be subject to immediate dismissal from a diocesan school. In other situations - Diocesan Policy 5138.2 will be followed.

Pregnancy - Although Our Lady of Lourdes Regional School has as a primary objective the teaching of the practice of Christian morality and cannot in any way condone the actions which may lead to the conception of a child out of wedlock, there is the realization that this situation does occur. The students involved may continue in school during and after the pregnancy. Continuance in school will keep the young people in a supportive environment and do much to rebuild self-esteem and uphold the value of human life. With a genuine concern for the welfare of those concerned, the school will request that the student obtain appropriate counseling and medical attention. When for reasons of health and safety it is judged that it is no longer advisable for the young woman to attend classes, the school will try to make special arrangements for the continuance of her education.

Abortion - Right of the Unborn

The moral teaching of the Catholic Church in regard to human life cannot be wantonly ignored or willfully disobeyed by any student (male or female) at Lourdes. Any action by any student which leads to the procurement of a direct abortion will result in the student being asked to withdraw from the high school.

"God, the Lord of Life, has conferred on man the surpassing ministry of safeguarding life -- a ministry which must be fulfilled in a manner which is worthy of man. Therefore ... life must be guarded with the greatest care, while abortion and infanticide are abominable crimes." (Vat. II Constitution on the Church in the Modern World, IV, 51)

The Catholic Church, in its centuries of tradition, has promoted respect for human life. Any student who promotes, procures, actively assists or performs an abortion shall be dismissed unless the principal, after examining all aspects of the case in a pastoral manner, determines that there are mitigating circumstances.

In all cases, the Secretariat for Education must be consulted before a final decision is made.

Students with HIV/AIDS or related diseases - Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers, and students.

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

The Diocese and the school prohibit any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus.

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.

The School prohibits any form of harassment of or by employers, employees, students or volunteers. Any student who experiences some form of harassment should report it to the school administration. Prompt investigation of allegations of harassment, hazing, and/or bullying will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Confidentiality of all parties shall be maintained, consistent with the Lourdes Regional School's legal and investigative obligations. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal and/or written comments or physical contact relating to an individual's race, color, ancestry, sex, national origin, physical/personal characteristics, or handicap/disability which creates an intimidating, hostile or offensive educational environment.

Each student shall be responsible to respect the rights of the other students and to ensure an atmosphere free from all forms of unlawful harassment.

When a student believes that he/she is being harassed/bullied, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall contact a guidance counselor or administrator who will initiate the complaint procedure.

After the student's initial concerns have been addressed, the following courses of action are available: the student may lodge a verbal complaint, or the student may file a written complaint after the initial session.

A substantiated charge against a student shall subject such a student to disciplinary action, consistent with the student discipline code.

Sexual Harassment - The school prohibits any form of sexual harassment of or by employers, employees, volunteers, or students. Sexual harassment is defined as 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct containing sexual matter or suggestions which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs, or unwanted sexual advances;
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures including derogatory and/or sexually-oriented materials;
3. Unwanted physical contact such as assault, touching, blocking around movements, or interfering with work, study or play;
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc., or to avoid some other loss and offer of benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report sexual harassment.

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

Weapons Policy - Our Lady of Lourdes Regional School is committed to providing a safe environment where all students can benefit from the educational program that is provided. Since weapons on school property, or at school functions, present a danger to those present and a direct disruption to a safe and orderly environment, the following policy is established.

Students will not be permitted to possess, distribute, or use any weapon at any time, on school property or at any school function.

Terms which shall be considered an integral part of this policy are:

- Weapons shall include but not be limited to: any firearm, knife, or look-a-like weapon. The Principal reserves the right to define "weapon" in the case of objects other than the obvious ones mentioned above. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.
- School property shall include but not be limited to: all buildings and grounds, or vehicles and school buses that are owned, contracted, leased, or used by the school.
- School function shall include but not be limited to: any regular educational program, extracurricular activity, athletic event, or other activity sponsored or co-sponsored by the school whether on or off school property.
- Possess shall include but not be limited to; having possession of, to control, to have on one's person, concealed in one's clothing or belongings, in a locker, or in a vehicle.
- Use shall include but not be limited to: display, handle, load, operate, point, or discharge a weapon.
- Distribute shall include but not be limited to: transfer, transport, trade, or exchange in any manner, of any weapon to any person, when such act takes place in a setting in which students are under the jurisdiction of the school.

Possession or Distribution of a Weapon - The student will be immediately suspended from school for up to ten days. During that time, a meeting with the principal, dean of students, parents, and student will be held. The local law enforcement agency will be notified and criminal charges may be filed. A recommendation will be made that expulsion be considered. Expulsion is permanent.

Use of a Weapon - The student will be permanently expelled from school, the local law enforcement agency will be notified, and criminal charges filed.

Exceptions to this policy will be determined by the Principal after extenuating circumstances have been investigated.

Threat to Inflict Violence - 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/her self, 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.

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

1. An act or offense involving weapons.
2. Sale or possession 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. *{This policy reflects our commitment to the Safe Schools Act of 1997}*
4. Alerting Law Enforcement: Public or private schools must notify local law enforcement upon the discovery of any weapon. All diocesan schools should notify the local law enforcement authorities and the Diocesan Education Office whenever a weapon is discovered on the school grounds, or in the possession of a student under your care (i.e., school bus, etc.)

DISCIPLINE POLICY

It is our expectation that students who enroll in Our Lady of Lourdes Regional School desire to be here and want to be the best they are capable of becoming. Motivated by these intentions, students are expected to strive for excellence in academics and in the practice of the social graces and the virtues associated with living the Catholic faith exemplified in the Gospels and in our Christian Tradition.

Students must remember that their continued attendance at Our Lady of Lourdes Regional School is dependent upon their conducting themselves appropriately in school and out of school. Any dishonorable conduct outside of school that is deemed to have a negative impact on Our Lady of Lourdes Regional School may be subject to disciplinary action, including expulsion.

Catholic education rests on the good or bad behavior of the students. Each student bears this responsibility individually.

All students are expected to conduct themselves in all school-sponsored activities in the same manner that is required during the school day. Any misconduct during sporting events, bus trips, class trips, etc. will be considered serious and students will be liable for disciplinary action. Our Lady of Lourdes Regional School will discipline any student who uses school time or school property to promote any illegal, immoral, or inappropriate activity. Disciplinary action is not

limited to the reference list of infractions printed below. The Administration has the authority to deal with any situation during the school year that is not spelled out in this handbook. The final action for any unforeseen event lies with the Administration.

Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by the administration.

If the Board of Education updates a policy during the year, parents will be notified and the policy will be binding.

Demerits

A demerit citation is a notice issued to a student indicating that a minor or major infraction of school rules has been committed. Only teachers and administrators have the authority to issue demerits. The student is to be verbally notified of the demerit; and within 24 hours, the Dean of Students is to receive a copy (white sheet) of the demerit citation issued to the student. The demerit is to be issued as soon as possible after the infraction has occurred; if a situation, such as vandalism, should occur, a citation will be issued at a later date by the Dean of Students or the Principal. The number of demerits issued for each citation will be determined by the disciplinarian.

In lieu of demerits, or at their discretion, teachers may assign a student(s) private detention. Private detention generally lasts from 5 to 30 minutes and is served in the assigning teacher's homeroom/classroom.

Demerits are cumulative during the year for detention and cumulative during each quarter for conduct grade. After a student accumulates ten (10) demerits, the Dean of Students will verbally notify the parents or guardians

Detention

Periods of detention are issued for some offenses and/or for an accumulation of demerits. Detention is normally scheduled on Thursdays from 2:45 - 3:45 PM. However with one (1) day's notice other detentions can be scheduled for one hour (2:45-3:45 PM) on Monday, Tuesday, Wednesday, and Friday. These additional detentions will be scheduled by the Dean of Students. Detention must be served on the next scheduled day of detention. Exceptions will not be made for work or other commitments. Students should carefully avoid behavior that would put such responsibilities in jeopardy. Students must make arrangements for their own transportation. If a student fails to report to detention, parents will be notified. Failure to report for assigned detention will add two (2) additional periods of detention for the students. Additionally, a meeting will be held with the student, his/her parents, and the disciplinarian. Students who fail to report two (2) times will be suspended out of school for three (3) days. During detention, the dress code will be enforced and no foods or drinks will be permitted in the detention area.

Suspension

In the case of a serious violation, the Principal and the Dean of Students have the right to suspend the student immediately. This suspension may be either in or out of school and may vary in time from one to ten days.

The following guidelines will be followed:

- A student(s) serving in-school suspensions will not be allowed to attend classes on those days nor communicate with his/her classmates. The student is responsible for:
 - contacting teachers for any school work he/she have missed.
 - requesting teachers to indicate on Suspension Make-Up Form what work the student is responsible to make up.
 - completing all make-up work within one week from the day the suspended student returns to class.
- Participation in any co-curricular activity is forbidden during the suspension period. This includes weekend activities.
- Parents are to be notified orally the day a suspension is incurred and in a written communication thereafter.
- At least one parent or guardian may be required to meet with the Dean of Students or the Principal before a suspended student is readmitted to class.

Expulsion

In particular cases, the accumulation of demerits and/or a serious offense may warrant immediate expulsion. If a student is expelled, the Principal will inform the parents/guardians of the student that they have the right to appeal the expulsion to the Judiciary Committee of the School Board. Such appeal must be made in writing to the Principal within 48 hours of the act of expulsion. Within one week of the appeal, the Judiciary Committee will meet to review the case. At the review, the student and his/her parents/guardians will have the opportunity to present grounds for the possible re-admission of the student. The decision of the Judiciary Committee is final. Only one appeal is permitted; in any subsequent expulsion, there is no appeal. The Judiciary Committee will consist of three members of the Lourdes Regional School Board of Education appointed by the chairperson of the Board. The student's Pastor, his/her school counselor, the Dean of Students, and the Principal will also serve on the committee in a non-voting consultative capacity. When an appeal over an expulsion is made by a student to the designated committee of the local school board, the appeal is made by the student and his/her parents or guardians. Neither the student nor the board will be represented by legal counsel.

Discipline Office Procedure

1. The discipline office staff will record the discipline grade for each marking period. The grades are as follows:
 - 95% --- 0 - 1 demerit
 - 90% --- 2 - 3 demerits
 - 85% --- 4 - 5 demerits
 - 80% --- 6 - 7 demerits
 - 75% --- 8 - 9 demerits
 - 70% --- 10 - 11 demerits
 - 65% --- 12 - 15 demerits
 - 60% --- 16 - 20 demerits

2. Suspension during a quarter lowers conduct grades:
 - One day suspension - ten points deduction
 - Three-day suspension - automatic 60%
3. It is the duty of the discipline office to keep accurate records of demerits and to file all demerits.
4. It is the duty of the Dean of Students to issue written and verbal notices to parents of students who are in jeopardy of detention due to the accumulation of demerits.

I. MINOR OFFENSES - A teacher may give a demerit or one-half hour of private detention. A fifth occurrence of the same minor offense may be cited as flagrant insubordination.

INFRACTION	1 st OFFENSE	2 nd	3 rd	4 th
1. Tardiness to school	1	1	1	1
2. Tardiness to class	1	1	1	1
3. Eating in undesignated area	1	1	1	1
4. Late slips, forms,	1	1	1	1
5. Failure to have necessary books and materials for class	1	1	1	1
6. Walking corridors without a pass/not in assigned area	1	1	1	1
7. Studying for one class in another class	1	1	1	1
8. Lack of cooperation	1	1	1	1
9. Running in corridors	1	1	1	1
10. Minor disturbance	1	1	1	1
11. Loitering in lavatories	1	1	1	2
12. Failure to adhere to dress code	1	1	1	3
13. Copying assignments	1	1	1	3
14. Unbecoming conduct	1	1	1	3
15. Inappropriate display of Affection	1	1	1	3
16. Not in assigned areas	1	1	1	3

II. MAJOR OFFENSES

A. Demerits plus one period of Detention

INFRACTION	1 st OFFENSE	2 nd	3 rd	4 th
1. Failure to report to private detention	2	2	2	3
1. Improper language spoken, written, or gestured	2	2	3	3
2. Disobedience or disrespect	2	2	3	3
3. Abuse of student rights i.e: any action that is deemed an infringement of a student right; e.g., berating or ridiculing a fellow student, name-calling, deliberately knocking books out of hands, bullying or cyberbullying	2	2	3	3
4. Shouting or screaming in the halls	2	2	3	3
5. Major disturbance	2	2	3	4

B. Demerits plus two periods of Detention

1. Lying	3	3	5	5
2. Unexcused absence from class (cutting a class)	3	3	5	5
3. Sitting in cars during school hours	3	3	5	5

III. SERIOUS OFFENSES.

- | | |
|--|---|
| 1. Possession of, smoking, or use of other tobacco | 1st offense –2 demerits plus two detentions
2nd offense – 3 day suspension out of school |
| 2. Failure to attend two (2) detentions | 3 day out-of-school suspension |

The following offenses warrant immediate referral to the Dean of Students/Principal, 1 to 5 days suspension (in or out of school), and, where warranted, referral to the proper outside authorities – police, etc.

1. Truancy or leaving school
2. Flagrant insubordination
3. Defiance
4. Theft or attempted theft
5. Careless driving in the vicinity of the school
6. Disrespect at Liturgy
7. Use of school time or property to promote illegal or immoral activities
8. Grave disrespect, abuse, and or bullying/cyberbullying toward school personnel or students
9. Damage to or misuse of school or student property
10. Possession of dangerous disruptive devices or substances

11. Possession, use, or selling of alcohol, drugs, or drug-related paraphernalia - Hours of counseling through a Public Agency will be mandatory for an offense of this nature.
12. Violations of PA Criminal Code
13. Fighting (immediate referral to the Dean of Students/Principal and an automatic 3-day out of school suspension for the first offense. Two or more acts of violence will be dealt with more severely.)
14. Students who use Internet, computers, social networking devices, and/or cell phones in an unethical manner will lose computer privileges at the school. Further disciplinary action will be determined by the Principal, Computer Teacher, and/or Dean of Students.(See Cyber bullying under Harassment)

ACADEMIC DISHONESTY POLICY

In a competitive academic environment like Lourdes High School, the temptation to cheat is ever present. Cheating is immoral and will be dealt with harshly. If a student is suspected of cheating, or attempting to cheat, on a quiz, test, exam, lab, paper (including plagiarism), homework, or project; or fails to follow directions concerning behavior during a test, he/she will be sent immediately to the Dean of Students who will conduct an investigation and determine both the guilt and the penalty. In cases where it has been determined that cheating has taken place, the ordinary penalty will be a "0" with a letter sent home. The Dean of Students will keep a record of the incident and place it in a file. Demerits and detention will also be added for the above listed infraction.

The Dean of Students and the Principal will handle the second and subsequent instances of cheating. Stricter penalties will result and the Principal, in conjunction with the Administration, may expel the student or students. Chronic/Severe cases will receive some or all of the following: probation, suspension, termination from NHS, and possible expulsion. For each instance of an act of academic dishonesty, as defined above, the teacher will file a report with the Principal. Depending upon the nature of the act or its frequency, the Dean of Students may contact the student's parents. Again, depending upon the nature of the act of academic dishonesty or its frequency, the Principal and/or the Dean of Students may suspend the student from Lourdes Regional School.

BEHAVIOR AT ASSEMBLIES/LITURGIES

Assemblies are for the students' enrichment. They supplement classroom instruction and contribute toward the attainment of the goals of education established by the Diocese and by the State. Therefore, it is expected that students' behavior is appropriate to the type of assembly. Attention is expected at all times. The sign of approval germane to our school is applause. Any other types of "sounds of approval" are not appropriate. This is particularly true at any Liturgy. The **Mass** is a sacred event for Catholic Christians and requires the kind of decorum associated with prayer. Any other kind of attention is a serious distraction and will be treated as such.

USEFUL INFORMATION

Books are helpful tools for learning. Each student has the responsibility to care for the books in his or her possession and to keep them covered at all times. Books which are loaned to the student by Lourdes or by the State are to be neat, clean, and in good condition. If a book is lost or returned in poor condition due to mishandling, reimbursement will be required for replacements.

Bulletin Boards are located near the high school entrance and the Guidance Office. The cork board strips around the building may also be used for student organizations. Moderators of the student organizations must approve the posting of any notices. Use of the bulletin board by the Guidance Office is reserved for that department.

The **Cafeteria** is available for lunches. Students may not eat or drink in the halls or in the classrooms. Demerits will be issued for violations. Since it is the place where all meals and snacks are to be eaten, it is everyone's responsibility to keep the cafeteria in good order. Each person is to clean his or her eating space and deposit rubbish in the designated barrels. Particular attention should be given to sorting silverware and placing it in the proper bin for cleaning. Each day the Dean of Students or the proctor will assign students to wipe the tables and sweep the floors.

The **Daily** Schedule is a 6 day cycle, A - F. There are 6 variations of the schedule to account for assemblies, Mass, meetings of student organizations, extended homeroom, etc. At 7:50 AM the **first bell** will sound indicating that students should begin moving to homerooms. **Homeroom** will begin at 8:00 AM with Prayer, Pledge of Allegiance, and announcements. During the Prayer and Pledge of Allegiance, all activity in the building is to cease and everyone is expected to stand in homeroom and in all other parts of the building.

Homeroom doors will be open for students by 7:50 AM. If the homeroom teacher will be absent, his/her substitute will ensure this policy is in effect. Any student who arrives after 7:53 AM without a note from the attendance office is late. The student must be sent back to the attendance office. Attendance will be taken immediately at 7:53 AM and the attendance sheet is sent to the attendance office. Tardiness carries an automatic demerit that will be handled by the Dean of Students.

The following procedures will also be in place:

1. All trash cans are to be placed in the hall outside each classroom door at the end of the last school period. The maintenance personnel will be in charge of emptying them.
2. No one should be given permission to go to the bathroom during homeroom. If this policy is in question, send the student to the Dean of Students.
3. If a teacher must meet with a group of students, clubs, etc., he/she may do so provided he/she has the approval of the Dean of Students the day before the meeting is to take place. Extenuating circumstances will be handled by the Dean of Students.

The passing time between homeroom and 42-minute classes and lunches is 3 minutes. In order to facilitate getting to the next class on time, students are advised to take all the materials needed for a few classes at a time. If properly organized, students will not need to go to lockers after

every class. It is expected that students will be respectful toward other classes which may be in session during some passing times by moving quickly and quietly to their next class.

Study Halls may appear on a student's schedule. These are opportunities to review, do homework, or do some additional study or reflection. These times are to be spent in silent work. If group work is needed, direction and permission must be sought from the study hall moderator. To be excused from Study Hall, written permission from both teacher and study hall moderator is required.

Backpacks may be brought into school but they are to be placed in the student's locker for the remainder of the day. Students should carry as many books as possible needed for classes so he/she will not have to go to his/her locker during class time. Lateness for class because of a student's need to go to a locker will be dealt with from a disciplinary standpoint.

Cell Phones and other electronic devices must be turned off before entering the school building and placed in a student's locker. They may not be turned on again until after dismissal.

Fire Drills will occur during the year. It is most important to follow the directions posted in the room in which you are located at the time of the drill, moving quickly and quietly. Talking is neither permitted nor acceptable during a fire drill. Remain in the designated outside area until directions are given to re-enter the building.

The Gym serves as the auditorium for assemblies and as the gymnasium. Normally, athletic shoes are to be worn when walking on the gym floor. Shoes may be worn for walking on the gym floor in only 2 cases: (a) when the tarp is covering the floor, and (b) when certain assemblies require us to use only the bleachers. When going to and from physical education class, to and from the locker rooms, and to and from the stage area, only the sideline areas should be used.

Lockers

Students are issued lockers at the beginning of the school year. Every student is required to have a lock on his/her locker. All students who use an unassigned locker will be subject to disciplinary action. All locks must be purchased from the school. The Dean of Students will keep a special key for all student locks.

Lockers and desks are school property and the school has every right to examine them and their contents. "The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice."

Locker Search Policy - The Administration reserves the right to search lockers anytime there is reasonable suspicion of contraband, weapons, or drugs/alcohol. The police will be notified if contraband, weapons, or drugs/alcohol are found.

Weight room procedures are as follows: The athletic director will assign a responsible adult to monitor the weight room after school hours. During school, the weight room can be used by students during gym classes under supervision of their teacher. No student or group of students may be in the weight room without proper adult supervision.

Office hours during the school year are 7 AM - 3:00 PM. For attendance, calls will be received by the receptionist beginning at 7:00 AM. The telephone number is 644-0375. Telephone messages for students will be delivered after the final dismissal of the day only. In case of an extreme emergency, the message will be given to one of the administrators who will relay it to the student.

Parking facilities are available for those who have cars. Spaces lined with yellow are reserved for faculty, staff, and administration. Spaces lined with white are for students. Cars are not to block other cars, entrances, exits, or bus lanes. In general, care should be taken entering and exiting the lot. Any form of fast or reckless driving is strictly forbidden and may result in the suspension of student parking privileges on school property. All vehicles entering the school parking lot must follow the marked arrows that indicate the direction their vehicles should go. The Dean of Students will determine the appropriate action for students who violate driving and/or parking rules.

School Delays or Closings may occur during the year due to inclement weather or other unforeseen events. We follow the Shamokin Area School District for delays, closings and early dismissals. The information will be communicated through the local radio and television stations, generally before 6:30 AM. Students who reside in districts other than Shamokin should always follow the directions of that local district. In any case, no one will be in the school office until 7:00 AM or later depending on the decision of the District and the Principal of Lourdes. Therefore, it is not advisable to call the school office.

Tuition is a fee that each family agrees to pay to the school in exchange for enrollment and education of the student. The amount is determined annually by the Board of Education. Parents are expected to pay one-tenth of the total tuition on the first of the month beginning August 1. The final payment is due on May 1.

Checks returned for insufficient funds will be charged \$25.00 for processing.

Visitors are welcome at Our Lady of Lourdes Regional School. Visitors must report to the Main Office when arriving at Lourdes. Visitors from other schools are welcome after permission is acquired from the Dean of Students/Principal at least 1 day prior to the anticipated visit. It is not acceptable for students to have visitors unless permission is first acquired from the Dean of Students/Principal.

ALL visitors must enter through the front doors, report immediately to the main office, sign in, and obtain a "Visitor's Pass." The Visitor's Pass must be worn while in the building and returned when he/she signs out to leave the school

DRESS CODE

FLYNN & O'HARA is the school provider for the appropriate uniform.

Boys

All young men must wear a white shirt, SOLID COLOR tie, and navy blue or khaki DRESS slacks with a solid color BELT. Dress shoes and solid color socks must be worn – NO BOOTS, SNEAKERS, RUNNING OR ATHLETIC FOOTWEAR OF ANY KIND. A navy or gray sweater, which is optional, must be ordered from the uniform company (Flynn & O'Hara.)

A Lourdes polo shirt is worn from the beginning of school until September 30. The Principal may choose to extend the time for polo shirts, depending on the weather. In the spring, the polo shirt may be worn from May 1 until the end of the year.

Boys are to be clean-shaven and must have neatly trimmed hair, no longer than the top of the shirt collar. Hair must be natural color. No earrings, necklaces, or other types of jewelry are allowed.

Girls

All young women must wear a white (oxford style) blouse, uniform skirt **that must be knee-length**, or navy blue or khaki DRESS slacks. A navy or gray sweater, which is optional, must be ordered from the uniform company (Flynn & O'Hara.) Dress shoes and SOLID navy blue or gray knee socks or tights must be worn. No fishnet, lace, or novelty socks or tights are allowed.

A Lourdes polo shirt is worn from the beginning of school until September 30. The Principal may choose to extend the time for polo shirts, depending on the weather. In the spring, the shirts may be worn beginning May 1 until the end of the school year.

Hair must be a natural color. Only one earring per ear is permitted. No dangling earrings are allowed.

Tattoos and body piercings of any sort are prohibited.

Gym Uniforms

Gym uniforms are red P.E. shirts and grey mesh shorts, which may be purchased at Academy Sports Center (Mt. Carmel) or the Sports Center (Shamokin).

Enforcement of the Dress Code

1. Homeroom teachers will make dress code checks each morning during the homeroom period. If there are any questions as to whether the student is in appropriate dress, the student should be sent to the Dean of Students.
2. Faculty members will issue demerits if students are out of dress code during the day.
3. When deemed necessary, parents will be called to bring in proper clothing for students dressed inappropriately.
4. The Administration will make the final determination regarding "extremes and fads."

Casual Dress Days

On certain occasions throughout the year, students may be granted permission to wear casual apparel to school. On such occasions, the following guidelines will be enforced:

1. No patched jeans; no shorts or cut-off jeans
2. No midriffs; no muscle shirts or tank tops
3. No hats
4. No sandals or flip-flops; socks must be worn
5. Proper undergarments must be worn
6. No inappropriate/offensive slogan apparel or accessories
7. All clothing must be neat and clean

Red & White Day – On Red and White Days, students will wear their red gym shirt and jeans.

Violation of the Dress Code

1. Failure to adhere to the dress code will result in demerits as stated in the discipline code.
2. Flagrant violations of the dress code will result in the student being sent to the Dean of Students. The student may be suspended from attending classes until the parents have been contacted and appropriate clothing is brought to school. It will be up to the discretion of the subject teacher whether or not the student will be permitted to make up missed work.
3. All students are expected to remain in the full school uniform until they exit the building to go home. This means that shirts remain buttoned and tucked in, ties stay in place, etc. The school uniform is one of the distinctions that separates Lourdes from most schools. This change will keep our uniqueness in place for that period of time after the final bell until the students leave and go home. Those students participating in any extra-curricular events must change in the locker rooms or restrooms and then proceed to that event. Parental cooperation in this matter is certainly anticipated and appreciated.

CONDUCT AT ATHLETIC EVENTS

1. Players should
 - strive to play within the spirit of the rules and learn to compete in a sportsmanlike manner
 - accept victory without boasts and defeat without excuses
 - compete in a controlled manner
 - regard officials and opponents as honest in intention.
 - be dressed according to school dress code when traveling to and from events
 - understand that all school rules are in effect at any extracurricular event
2. Cheerleaders should
 - see themselves as important representatives of the school
 - cheer positively, using cheers that boost their own team without antagonizing the opposing team
 - understand that all school rules are in effect at any extracurricular event

3. Spectators should
 - show appreciation for achievement
 - never criticize failure
 - never berate a coach or an official.
 - never engage in gambling, drinking, or use of drugs before or during an athletic contest
 - never use abusive language
 - understand that all school rules are in effect at any extracurricular event

Misconduct at athletic events may result in participants being removed from that activity and spectators being removed from the event.

REGULATIONS FOR SCHOOL BUS PASSENGERS

Good conduct and common courtesy are to be observed at all times on buses. Seats may be assigned at the discretion of the bus driver. Special bus stops will not be established for pupils to be delivered to places other than their own homes. Bus drivers may only make stops authorized by the Public School District Directors.

Lourdes students, while riding the bus, are also under the jurisdiction of the district supplying transportation. Disciplinary infractions will be reported in writing by the bus drivers to the Dean of Students. Pupils violating the code of bus conduct may receive a warning or may have bus riding privileges suspended for specified periods.

Local school districts are responsible for only their own students. Therefore, students from one school district may not ride on another school district's bus without prior permission. Such requests must be submitted in writing to the local district's transportation supervisor.

Our Lady of Lourdes Regional School students must observe the following regulations:

1. Be at the bus stop five minutes before the scheduled bus arrival time because the bus driver has a schedule keep and cannot wait.
2. Stay a safe distance, at least six feet, from the curb or road's edge.
3. Enter the bus without pushing or crowding.
4. Go directly to seats since the bus will not move until all students are seated.
5. Wait in an orderly manner between bus runs at areas designated by district directors.
6. Remain seated while the bus is in motion.
7. Open windows only with the driver's permission.
8. Be accountable for any damage caused to the school bus.
9. Keep all limbs inside the bus.
10. Place books and parcels on laps to keep the aisle clear.
11. Refrain from any act distracting to the driver and/or which endangers other passengers.
12. Observe the principles outlined in Lourdes Discipline Code.

DANCE REGULATIONS

The following shall be the rules and regulations for all school dances at Lourdes:

1. A group of four (4) parent chaperons shall be present at each school dance to chaperone the students and maintain order. Names of chaperones must be confirmed by the Moderator and approved by the Dean of Students three (3) days prior to the dance. Any disrespect to a chaperone will result in immediate referral to the Principal.
2. All students must sign in upon entering the dance. The doors will be closed and no additional students admitted when maximum safe capacity has been reached or at a specified time. Guests must be accompanied by a Lourdes student.
3. Along with the faculty moderator and parent chaperones uniformed security personnel will be on duty at all times. It is expected that students will courteously follow their directives.
4. Dress for dances at Lourdes is casual unless stipulated otherwise. Any student who is dressed in an unfit manner will be removed from the dance at the discretion of the responsible chaperon.
5. Proper behavior is expected of students at all times. There is to be no sitting on tables and no open displays of affection.
6. Since dances are school-sponsored activities, alcoholic beverages or drugs on Our Lady of Lourdes Regional High School's premises are expressly forbidden.
7. There shall be no loitering outside the building or in the parking lot. Students who enter the dance are required to remain inside the building until they wish to leave. Any student who leaves the dance will not be permitted to return. They must leave the property promptly.
8. Students who are guilty of misconduct at dances shall be reported to the Dean of Students.
9. The faculty advisor of the organization sponsoring the dance is an automatic member of the chaperones for that dance and is required to be present at the dance.
10. Request for use of music equipment must be made to the music director three (3) days prior to the date of the dance. Equipment must be returned to the music room the night of the dance unless other arrangements are made.

FIELD TRIPS

Field trips are privileges afforded to students, not absolute rights. Students can be denied participation if they fail to meet academic or behavioral requirements. Appropriate permission forms must be signed by parents/guardians in advance.

PROM

Any student who wishes to attend the prom must not be on disciplinary probation.

Tuition and Fees must be paid by May 1. The times for the prom will be set to comply with the Pennsylvania Junior Drivers License.

EMERGENCY PLAN (Severe Weather – Tornadoes)

In the event that our school is notified of an impending weather related disaster, the teachers in the classroom will:

1. Pull down all blinds or close curtains to cover the glass windows.
2. Close all windows.
3. Turn off lights and close all doors after everyone has exited the classroom.

Students, faculty, and anyone else in the following classrooms:

112A	202 (Library)	208
112B	202A	209
113	203 (Home EC)	210
114	205	211
115	206	212
116	207	213

will proceed to the cafeteria and then follow an established path to the garage and basement below the cafeteria.

All students in the **gym, gym area, and music rooms** will proceed as follows:

- Male students and faculty to the Boys Locker Room with assigned teacher.
- Female students and faculty to the Girls Locker Room with assigned teacher.

This drill will take place quietly and orderly. Everyone will remain in these locations until the emergency management office notifies the school that the disaster has passed.

TECHNOLOGY POLICY

This policy is designed to inform all students of their responsibility in the use of the Lourdes Network, Internet Access, and/or the students' personal technology. Social network sites and devices fall under the Lourdes Technology Policy

Computers and technology are valuable tools for education at Lourdes Regional School; the faculty/staff encourage the proper use of computer technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly.

Goals:

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technologies.
- To encourage critical thinking and problem solving skills which will be needed in the increasingly electronic and global society.

Responsibilities of User

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Lourdes students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense, and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used, but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet and social network sites

General Guidelines for use of the Internet:

- The use of the technology equipment/devices must be in support of the education or teaching environment at Lourdes Regional School and consistent with educational objectives and our Catholic School Mission.
- As users of our technology, students will notify a teacher, the System Administrator, or the Technology Coordinator if any violations of the policy take place by students or outside parties.
- Games on school, personal, and/or social network sites must be part of a class assignment or project.
- Other students/teachers' work or data must be kept intact and protected.
- The Lourdes Technology, personal Technology, and/or social network devices and sites must safeguard people's dignity and integrity at all times, in keeping with our Catholic School Mission.
- All communication and information accessible via any Lourdes Network System should be assumed to be school property. The Network Administrator or Computer Teacher has the right to monitor and judge the acceptability of all activities.
- Use by students of any social network site or devices, cell phones, etc., is permitted only off the Lourdes Regional Premises.
- E-mail may be used in correspondence with professional subject matter relevant to research. The e-mail is only used with permission. Personal e-mails are not permitted.
- Chat rooms are off limits.
- The Lourdes technology is to be used in such a manner that will not harm the programs or communication system.
- Cell phones are not to be used by students inside the building. Cell phones must be kept in lockers and not used until the student is outside of the building. The cell phone will be confiscated if found on the student's person during the day.
- See the Harassment section on Cyberbullying.

EXTRA/CO-CURRICULAR ACTIVITIES

Our Lady of Lourdes Regional School is proud to offer students the opportunity to participate in a variety of clubs, including those listed below.

- Art Club (7-12)
- Boys Service Club (7-12)
- Chapel Aides (7-12)
- Chorus (7-12)
- Forensics (5-8)
- French Club (9-12)
- French Honor Society (10-12)
- GAL (Girls Action League) (7-12)
- *Grotto* (9-12)
- Junior National Honor Society (8-10)
- Lourdes Singers (7-12)
- Math Club (9-12)
- National Honor Society (11-12)
- Respect Life Club (7-12)
- S.A.D.D (7-12)
- Science Club (7-12)
- Spanish Honor Society (10-12)
- Student Ambassadors (7-12)
- Student Council (9-12)

ATHLETICS

Our Lady of Lourdes Regional School is proud to offer students the opportunity to participate in a variety of sports, including those listed below:

Boys Basketball

- Varsity
- Junior Varsity
- 7th Grade
- 8th Grade

Girls Basketball

- Varsity
- Junior Varsity
- 7th Grade
- 8th Grade

Boys Soccer

Girls Soccer
Golf
Softball
Volleyball

Students may participate in the following sports through a co-op program with Mount Carmel Area:

Baseball

Cross Country

Football

Football Cheerleading

Swimming

Track

Wrestling