

Parent-Student Handbook

2011-2012

14000 SW 112th Street Miami, Florida 33186

Phone: 305 386-8446 Fax: 305 386-6694

Website: www.ololjaguars.org



Msgr. Kenneth Schwanger, Pastor
Rev. Luis Largaespada, Parochial Vicar
Rev. Patrick Charles, Parochial Vicar

Mr. Thomas E. Halfaker, Principal
Mrs. Laura G. Sanchez, Assistant Principal

INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

HISTORY AND PHILOSOPHY OF THE SCHOOL

Mission Statement

We at Our Lady of Lourdes Parish School, encourage the development of our God-given gifts as future Catholic leaders. We achieve this by promoting excellence in spiritual, academic, social and physical growth. With God, we will accomplish this.

The mission statement of Our Lady of Lourdes Parish School will be posted in every classroom and will be recited every morning during announcements.

Belief Statements

- We believe that our children and school community should model Catholic beliefs through prayer, while living a Christian life.
- We believe that attending weekly school Mass, Holy Days of obligation and Sunday Mass is essential in fostering one's spiritual character.
- We believe as Catechists, we model and incorporate the Catholic Faith on a daily basis.
- We believe that each child's uniqueness and individuality is celebrated through our weekly recognition with Christian awards for exemplary behavior.
- We believe that reciting our Mission Statement on a daily basis will strengthen our pledge to Our Lady of Lourdes Parish School.
- We believe that every member of our community is encouraged to strengthen their relationship with God through adoration of the Blessed Sacrament.
- We believe in providing a strong academic curriculum to impart knowledge necessary to be successful.
- We believe in developing a healthy mind, body, and soul.

School Philosophy

Our Lady of Lourdes Parish School believes that each child is a gift of life given to parents by the Heavenly Creator. Children have been placed in our care so that we can produce a community of individuals whose moral values and decisions are deeply rooted and modeled after the life of Jesus Christ. In cooperation with the parents, the parish, the administration, teachers, and staff we aim to educate the child as a citizen of two worlds - heaven and earth. We strive to

provide a healthy, loving, caring, and stimulating environment. Our environment is enriched by a culturally diverse population, which further enhances the child's opportunity to grow and develop spiritually, intellectually, socially, emotionally, morally, and academically, accepting Christ as the center of his/her life. We strive to teach as Jesus did by our modeling and example. We understand that children are what they learn, and they learn what they live.

Goals and Objectives

Spiritual- To proclaim the "Good News" and to model Jesus Christ, the Master Teacher and to provide the children the opportunity to develop their spiritual life by practicing their faith, participating in liturgies, parish life, programs, celebrations and daily religious instruction.

Intellectual- To recognize the varied and unique talents of our children. To provide them the opportunity to develop the desire for knowledge, the habit of logical thinking, persistence, perseverance and self-discipline.

Academic- To provide a strong academic curriculum. To give the children the opportunity to acquire the knowledge and skills necessary to live in a changing world, in a changing society, in a new century.

Social- To create a community of Christians. To provide the children the opportunity to accept and respect others as self, and to develop the sense of team spirit, good sportsmanship, and positive peer-pressure. These sentiments stimulate the love of God, self and others.

Emotional- To create an environment where children are accepted as unique individuals. To provide them the opportunity to develop self-esteem and respect for themselves and others.

Moral- To educate responsible citizens who cultivate democratic principles. To provide the children the opportunity to develop the sense of right and wrong within the precepts of the Catholic faith.

School Hours

School begins at 7:45 A.M. with prayer, a salute to the American flag and announcements for the day. The students' birthday may be announced every day. Once the morning prayers and announcements begin, a student may be considered late. Do not drop your child off before 7:00 A.M. Before 7:00 A.M. the school is not responsible for the supervision of your child. The first dismissal is at 2:45 P.M. and the second dismissal is at 3:00 P.M. The teachers will bring the students outside for dismissal. Parents will wait outside in the car line. Parents are not allowed to walk up to the school to pick up the child. Walkers will be dismissed from the office after the second dismissal. No students will be dismissed between 2:00 P.M. and regular dismissal time. Teachers and office personnel are responsible for enforcing this policy. At the end of the second dismissal, any student left in school may be sent to After School Care at the parent's expense. Students and/or parents may not be allowed to return to the classroom for forgotten items.

Office Hours

The school office is open from 7:15 A.M. to 3:15 P.M., Monday through Friday, on days that school is in session. The school office will be open from the week before teachers start until two

weeks after the end of the school year. While the school is not in session, the office will have special hours.

SCHOOL POLICIES

Open Admission Policy

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Our Lady of Lourdes Parish School is a parochial Catholic school. Given the mission of the school as an agent of Catholic Christian Formation, the school will accept those students whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission. Our Lady of Lourdes Parish School gives preference in admission to Catholic students living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries in parishes without Catholic schools; thirdly to students from other parishes because of special considerations (in this case a letter from the Pastor is necessary recommendation); fourthly to other non-Catholics, without discrimination of race, color or religion. Some students may not be accepted because the school's educational program and facilities are not able to meet their needs.

Students will be accepted at Our Lady of Lourdes Parish School on a probationary period for up to one school year. During that period, the teachers and administration will evaluate the student. The school reserves the right to accept or retain only those students whose needs can be met within its educational program and whose families participate in the life of the parish. As a result, many factors may be considered in evaluating applicants. In matters of admission, registration and re-registration, the decision of the local pastor and principal are final.

Registration

To register at Our Lady of Lourdes Parish School all new students must present proof of:

- a) Birth Certificate
- b) Health Certificate
- c) Baptismal Certificate (if Catholic)
- d) Church registration #
- e) Building fund pledge card.
- f) Letter of recommendation from Pastor for non parishioners.
- g) Final Report Card
- h) First Communion Certificate (if applicable)
- i) Copies of Standardized Test Results (if applicable)
- j) Copy of any evaluations (academic/psychological) done by another school or private consultants

All students must be fully toilet trained before starting school.

Immunization

Each student must have in his/her file both HRS certificates (680 and 3040) before the beginning of the school year. These forms may be obtained from a private physician or from the Miami-Dade County Department of Public Health. The required vaccinations are DPT, or DT, polio, measles, rubella, and mumps. Seventh grade students must update their immunizations. Students in 7th grade will be tested for scoliosis (curvature of the spine) at the school. No student will enter school without the required immunizations.

Age Requirements

To register for PK3, the student must have completed his/her third birthday by September 1st. To register for PK4, the student must have completed his/her fourth birthday by September 1st. To register for Kindergarten, the student must have completed his/her fifth birthday by September 1st. To register for First Grade, the student must have completed his/her sixth birthday by September 1st. These are requirements of the State of Florida and can not be changed by the school. If a new student moves to Florida from another state, and is presently entering a grade other than Kindergarten, considerations will be given to accommodate the student's needs on a special basis. The school reserves the right to test the student's academic performance for placement in the program.

Re-registration

Re-registration packets will go home on or before the 4th Friday of January. The deadline for re-registration will be on or before the 3rd Friday of February. **Parents are required to re-register by the 3rd Friday in February, or waive their right to placement.** It is important and necessary that parents report the birth of siblings in writing to the office, if the parent wants the child to register for PK-3 when age eligible. A PK-4 space will not be held for siblings who do not register for PK3. The siblings of students in good standing currently attending Our Lady of Lourdes Parish School will have priority in registering for school. Re-acceptance will be based upon regular Mass attendance, church contribution, active participation in the parish/school community, and space availability. Prior to re-registration the teachers will recommend to the administration the names of the students who should not return to Our Lady of Lourdes Parish School for the following year. The recommendation will be based upon the child's academic performance, behavior, and parent's willingness to cooperate with the child's educational needs.

Registration and HASA fees are paid at the time of registration. Registration and HASA fees are non-refundable. For new students, the school building fund down payment of \$250.00 is paid prior to registration and is non refundable.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Medication

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

- 1) An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
- 2) Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
- 3) If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
- 4) While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Note: We do allow peanut products at our school.

Communicable Diseases

Parents may be informed of any communicable diseases discovered at school to which their child may have been exposed. Students who are absent due to a communicable disease must present a doctor's note and medical clearance before returning to school. (Please see section on absences.)

Accidents

Parents/Guardians may be notified in case of serious illness or accident. In case of minor accidents (scratches and bruises), the school may inform the parents by sending a note home at the end of the school day.

Correspondence Received

We recommend to parents, and request from the teachers, that all correspondence be sent to school in sealed envelopes for confidentiality of school transactions. We recommend to parents that all correspondence sent to the office be addressed and labeled to the intended recipient.

Records

Students' official records (academic transcripts; academic testing; health records, and court orders) are kept in the school office in a folder. Only contents of the official record folder may be forwarded to another school. The Principal reserves the right to reverse this decision if other records are to benefit the child. **No transcripts will be released when a financial obligation is pending.**

Student transcripts may be sent to any school requesting them unless noted otherwise by the parent.

Notification of Rights under FERPA: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Testifying in Divorce or Custody Proceedings:

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

Attendance of Students

By law, students have the responsibility to attend school 180 days each school year. A student who has more than 18 unexcused absences *may be retained*. Students who have over 25 absences, regardless of whether they are excused or unexcused, must attend summer school in order to be promoted. Teachers are responsible to inform the parents and the office of children's absences. Parents must ensure that students are present, unless illness or emergencies are of such severity as to prevent attendance.

Absences

- 1) Student absences may be recorded as excused for the following reasons:
 - a) illness of student when a doctor's note is present
 - b) family emergency (principal/parent conference necessary)

All other absences will be recorded as unexcused absences.

- 2) When a student is absent from school, a parent or guardian is requested to call the school office by 11:00 A.M. at (305-386-8446 Ext. 126) to request homework to be sent home with a sibling or to pickup up homework between 3:15 P.M. and 5:30 P.M. in the cafeteria.

- 3) Students returning to school after an absence must present a note explaining his/her absence to the homeroom teacher. Please use the school form found on the school website.
- 4) The office may inform the parents of any danger of failure because of absences with a failure notice.
- 5) All student work should be completed within the time frame specified by the teacher.
- 6) Students who are absent may not be allowed to participate in after school activities on the day of the absence.
- 7) An outdoor suspension is recorded as an unexcused absence.

Letter to the Teacher for Student Absence

Please use the form letter provided in your “end of year packet”. This form can also be found on the school’s website.

Tardiness

Students who are not in the building by the time the morning announcements begin may be considered tardy. They receive a “tardy slip” from the office. The student who is tardy will not be considered for a Perfect attendance Award. **On the fourth tardy per trimester, the family will be charged a fee of \$5.00 per child for each tardy thereafter during that trimester.** These charges will be billed at the end of each trimester. Families with students who are consistently late for school may be called for a meeting.

If the child is later than 8:00 A.M. he/she must enter the main office accompanied by an adult. There may be no patrols outside past 7:45 A.M. Parents or caretakers will need to bring the child inside.

Students arriving after 11:15 A.M. will not be admitted and will be marked absent.

Dismissal/Early Dismissal

Only the parents or guardian(s) may request, in writing, special permission regarding the dismissal of the child. Parents are urged to set up doctor and dentist appointments for after school hours and to keep the early dismissals to a minimum. No child will be allowed to leave school without a written permission from the parents or guardian(s). **Parents need to send a note to school when the student is expected to leave early. It should contain the date, the time expected for early dismissal, the reason and the signature of parent or guardian. If a student has an early dismissal, he/she may not participate in after school activities.**

Children may not be released to anyone other than the ones specified in the child’s registration form. No child will be allowed to go home with another family unless arrangements have been made previously. The school reserves the right to request the person’s identification if there is reasonable doubt. All requests for special dismissal must be done through the school office. Children will be dismissed from the office only and not from the classroom (exceptions may be made on early dismissals and before holidays). Children may not be dismissed between 2:00 and regular dismissal time.

Students will not be released to a faculty/staff member for dismissal unless there is an officially executed Hold Harmless Agreement on file. This form is available at the school office.

Emergency Closures

In the event of severe weather conditions, or unusual circumstances, Our Lady of Lourdes Parish School will abide by the decision of the Miami Dade County Public School guidelines for school closure. Our Lady of Lourdes Parish School will reopen when the building is determined safe to do so. Parents are advised to check the school website and to call the school, the main greeting of the phone system will be updated (power permitting).

GENERAL SCHOOL RULES

- 1) Students will respect the properties of self and others. Unauthorized possession of another's property without the owner's consent is stealing. Willful/malicious destruction and/or damage of another one's property are considered vandalism.
- 2) Students will respect and obey teachers and all school personnel. Verbal disrespect to staff or students and the use of profane language and gestures will not be tolerated.
- 3) Students will come to school on time and report to the assigned classroom. Students will be in complete school uniform each school day.
- 4) Chewing gum is not allowed.
- 5) Personal listening devices and/or video devices, video games, and all other toys are to be left at home. **Students are not allowed to bring these items to school.** Cellular phones must be left at the front desk upon arrival to school and can be checked out at dismissal time. If a student is found with a cell phone it may be confiscated until the parent comes to pick it up. Camera/video phones will be confiscated for the entire school year. The school is not responsible for the loss or damage of such.
- 6) The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled. The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school. At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. A school may conduct random searches as set forth in this handbook.

- 7) Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

Anti-Bullying Policy

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- 1) physically, emotionally, or mentally harming a student;
- 2) damaging, extorting or taking a student's personal property;
- 3) placing a student in reasonable fear of emotional or mental harm;
- 4) placing a student in reasonable fear of damage to or loss of personal property; or
- 5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a) **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b) This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

This policy prohibits bullying that occurs either:

- a) on school premises before, during, or after school hours;
- b) on any bus or vehicle as part of any school activity; or
- c) during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a) Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated

and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- b) Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Threats of Violence Policies

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a) Immediate suspension from the school;
- b) Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c) If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d) The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

Cheating and forging of signatures will not be tolerated and may result in disciplinary action.

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.

4. Respect the principles of the Catholic school;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomforting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's Privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

Tryouts

It must be understood that all students that try out for a team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/Athletic Director will normally not discuss tryout results with parents. Each student must have a signed permission slip, waiver, current physical form and proper attire to attend a tryout and/or to be a team member. Students may not be eligible for a tryout if the tuition account is in arrears. If a student is absent from school, he/she may not participate in a game or practice. Inappropriate conduct during a game will not be tolerated. Sportsmanship is a vital ingredient for all team sports.

Displays of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention,

suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Search and Seizure Policy

The Principal or his/her delegate in our schools has access to the locker, handbags, desks, cars or any other objects that are brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

Those who violate any school rule will be subject to disciplinary measure of the school, including detention, suspension, or expulsion.

SCHOOL DISCIPLINE PROCEDURE

Student Conduct

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

Each teacher develops his/her classroom discipline. The parents (during parent orientation) and students (during the first week of class) are duly informed of the rules and consequences for undesirable behavior. In the teacher's disciplinary steps there will be recommendations for parent information, disciplinary action, visits to the counselor and other recommendations.

When the teacher recommends a child for discipline for the first time, a discipline referral will go home, and the school disciplinary process has started.

- 1st referral- this first referral is to inform the parents of the necessity for behavior change.
- 2nd referral- the second referral may warrant a conference with the teacher.
- 3rd referral- the third referral may warrant a conference with the teacher and administration.
- 4th referral- the fourth referral may be a suspension, either in-door or outside of school.
- 5th referral- the fifth referral may warrant suspension and a pre-expulsion conference with administration. Please call the office within three days of receiving this form to set up a conference with school administration.
- 6th referral- the sixth referral may warrant expulsion. We believe that if we can not work with a child, it is only fair to the child, the teacher, and to other students that another environment for the child be sought.

On days students are suspended from school they may not be allowed to attend after school activities. The referral process begins anew each trimester.

The Principal/Assistant Principal retain(s) the right to make exceptions to the above stated procedures. The Principal/Assistant Principal will be the final resource in all disciplinary situations and may waive or accelerate any disciplinary rule for just cause at his/her discretion.

Any student who receives a referral will not be eligible for the Principal's Honor Roll for that trimester.

Transportation

Parents/Guardians are responsible for providing transportation to school. If a teacher/staff member must transport children other than their own, a Hold Harmless Agreement must be fully executed and on file in the office.

Morning Drop-Off and Afternoon Dismissal

Our main concern is the safety of the children, and the expediency with which we carry out morning drop-off and afternoon dismissal. Parents are to follow carefully the directives given by school personnel at the beginning of the year. Children will not be placed in a car unless the proper identification is displayed. You will be asked to park and come in to sign your child out if the identification is not shown. They are not to leave their car while dropping-off or picking up a child in the car line. Student Patrol officers will help by opening and closing car doors. Drive slowly and be patient. Safety is extremely important. **Cars must be driven up to the sidewalk on either side of the building for student drop-off. Students cannot walk across the parking lot. All walkers must register with the main office.**

Follow directives given during Parent Orientation.

Uniform and General Appearance

In order to maintain a wholesome image, the school will insist that children wear their complete uniform, and no substitutions are made. In addition to wearing proper uniform, students are also expected to wear their hair in a conventional manner. The wearing of jewelry is discouraged.

General Regulations

- 1) Only a small religious medal cross or thin chain may be worn.
- 2) No bracelets are to be worn, unless for medical identification.
- 3) No rings are to be worn.
- 4) Girls-One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.
- 5) Boys-No earrings are permitted.
- 6) A simple watch may be worn.
- 7) No make-up, colored nail polish or artificial nails or tips.
- 8) No tattoos-real or fake.
- 9) Hats are not permitted. Girls may wear blue, white or black hair ribbons or bows.
- 10) Boys will be required to be clean shaven (moustaches, goatees, side burns or other trimmed facial hair is not permitted).

- 11) Boys' hair should be short on the sides and never touch the shirt collar. Extreme cuts, wedges, lines, coloring or shaved heads are not permitted. Side burns must be kept short and cut straight. Hairstyles are subject to the approval of the administration.

Students are to wear their PE uniform to school on P.E. days and bring a complete uniform to change into. If P.E. falls immediately before or after lunch and recess, students may keep the PE uniform on for that time only. A uniform sock will be required for grades 3-8. They will be available at Sunshine Uniform. PK3-2 grade may wear a plain white sock with a full-length cuff. Girls in K-8 grade wear a tie; boys (and girls when wearing pants) wear a belt everyday. Updated information about uniforms will be sent to Sunshine Uniforms, (9660 Sunset Drive - Miami, FL - Telephone 305 595-5200) and published in the Grotto News. Information about uniforms is sent to parents at the beginning of each year. PK3 and PK4 students only are encouraged to purchase sneakers and shoes with Velcro. **On jean days, students are required to wear closed toe shoes.**

Visitors/Volunteers

Anyone, visitor or volunteer, coming to school unexpectedly or by appointment, must first report to the Reception Area. Appropriate attire is required when volunteering in school. Animals/pets are not allowed in the school building.

To encourage the children to develop responsibility, the following items may not be delivered to children during the day: forgotten assignments; PE clothes/shoes; sports uniforms and projects. Delivery of forgotten lunch is discouraged. Exceptions will be made at the administration's discretion.

Parents are asked to leave siblings at home when coming to school to volunteer. Parents are not allowed to walk their children to class in the morning. Instant conferences are not allowed. Teachers may be dismissed for violating this policy. **All parent/teacher conferences will be documented.**

Any adult who works directly with the students must file an Archdiocesan volunteer application, comply with Archdiocesan fingerprint requirements and have clearance for TB or other communicable disease. All volunteers in the Archdiocese of Miami must complete the "VIRTUS: Protecting God's Children for Adults" workshop offered by the Archdiocese. Those who have taken VIRTUS must show annual evidence of on-line up-dating. In order to participate in any field trip, you must have a complete volunteer file.

The school strongly encourages parents' participation. Each class has a designated homeroom parent. In consultation, the teacher and the principal choose the Homeroom Parent. Parents need to be in good standing to become a homeroom parent.

Homework

Homework is an essential part of a good school program. It reinforces the skills taught in class. It encourages sense of responsibility and initiative for student's own progress. Homework also provides an opportunity for parents to participate in the child's scholastic growth. Early elementary education will include family projects to be done on weekends. If the child is not

bringing homework to do at home, parents are requested to check with the teacher. Studying for a test, reviewing assignments, or reading is also considered homework. An important reminder to parents is to encourage the child to seek help when s/he needs it, but let the homework be the child's responsibility.

Each student will receive a homework journal - an agenda - to keep an accurate record of daily assignment. Replacement agendas for lost cases can be purchased at the office. The agenda needs to be brought to school on a daily basis and will serve as a tool for communication.

Teachers will assign homework that is relevant, and not simply busy work. It should reinforce what was learned in class. Teachers will not ask children to do homework on material not taught, unless it is a reading or research in preparation for a lecture.

Suggested Homework Time:

PK3-K	10 (PK3) 15 (PK4) to 30 minutes for K
Grades 1- 3	approximately 40-50 minutes a night
Grades 4 - 5	approximately 60 minutes a night
Grades 6 - 8	approximately 90 minutes a night

Student Performance

Report Cards

Report cards are issued three times a year in November, March and June. Report cards may be withheld pending settlement of financial obligations.

Intermediate Progress Report

Daily work, homework, and tests are sent home for parents' signature on a weekly basis. This information is to be used by the parents as Intermediate Progress Reports. Other forms of the progress report are issued during the seventh week of each trimester. It is also required that an Interim Progress Report be sent to parents at any time a student's need arises.

Weekly Progress Report

Weekly progress reports are also available for children who are having academic or behavior problems. Consult with teachers for suggestions.

Grading System

Achievement Code

Skill Code

A five-point scale will be used to average letter grades.

100 - 93	A	O	Outstanding	4	Exceeding
92 – 85	B	G	Good	3	Developmentally Appropriate
84 – 77	C	S	Satisfactory	2	Needs Improvement
76 – 70	D	I	Needs Improvement	1	Unsatisfactory
69 – 0	F	U	Unsatisfactory		

PK3-Kindergarten:

C=I Can

W=I am working on it

N=I need more time

Student Evaluations will be conducted by the teacher who will use objective tests, homework, projects and classroom participation. Each teacher will have available for the parents the requirements and standards for his/her class during Parent Orientation Night. Teachers need twelve grades per trimester to average the child's academic performance.

Students may not receive a "D" on their report card unless an Intermediate Progress Report was sent home first. A student may not receive a failing grade unless a conference between the parent/guardian and the teacher was previously held and failure notice was sent.

Promotion

Students may be promoted to the next grade when their achievement is satisfactory. A student may be required to take the equivalent of the entrance exam to determine if they are prepared for the next grade. Students who receive a **NEEDS IMPROVEMENT** passing grade may be recommended to attend Summer School.

Conditional Promotion

Students who receive one F or U, two D's or I's as their final average in any subject may be required to attend summer school and receive a satisfactory evaluation to be promoted.

Retention

Students who receive a 69 or U or below as a final average in two or more subjects may not be promoted to the next grade. A student who has more than 18 days unexcused absences may be retained or may be required to attend Summer School. Promotion for grades Pre-K through Kindergarten will be based on teacher recommendation and student performance. Students may be retained, required to pass the school entrance exam or attend summer school in order to be promoted to the following grade.

Teachers will keep records of all Parent/Teacher conferences and notes sent home regarding students' deficiencies or observations.

Trimester Awards

Principal's Award - All A's in major subjects, All O's in minor subjects and all 4's in effort and study skills and Personal and Social Growth

First Honors – Same requirements as Principal's Award with only one B, G, or 3 in any area.

Second Honors – No grades lower than B, G, or 3 in any area.

Good Christian Award – Given by teachers to the students who are caught doing Christian acts (behavior which OLLES is encouraging in school).

Perfect Attendance Award - Given to students who are not absent (**excused or unexcused**), are not tardy, and do not leave school for early dismissal.

The student who receives a disciplinary referral may not be eligible for the Principal's Award during that trimester.

8th Grade Special Awards: This applies to overall average:

Summa Cum laude 98-100

Magna Cum laude 96-97

Cum laude 93-95

Bernadette Award is awarded to a boy and girl student in eighth grade who represents the model Christian student.

Scholar Athlete is the boy or girl who plays two or more sports and has the highest academic average.

Tuition - Financial Obligations

Tuition may be paid over a ten-month period beginning on August 1st. The last payment is made on May 1st. Only delinquent monthly tuition bills will be sent. Payments received after the 10th of the month will be assessed a late fee, as indicated in the tuition payment booklet. Send tuition payments to the school office and building fund, maintenance fund and church contribution to the church office. Tuition rates are dependent upon Mass attendance and a minimum contribution of \$10.00 weekly, established through the Offertory envelope system (\$500 for old families, and \$160 new families). **Parish envelopes must be used for proper credit to be given.** Weekly Offertory contributions of at least \$10.00 per week and Mass attendance are required to maintain active participant status in parish and school. **The last day to pay Offertory contributions for the current school year is December 15th.** Students are subject to dismissal from school if financial obligations and Mass attendance are not kept current. **Parish envelopes will be used to track Mass attendance.** Students whose parents have delinquent accounts may not be allowed to attend class.

The building fund is \$4,000.00 per family (\$250 non-refundable, down payment and \$100 a month as long as the student is enrolled or when paid in full, whichever comes first and a final payment of \$50.00.) The pledge for the building fund is a separate fee from tuition. Once the child begins school, the pledge money paid is non-refundable. The pledge obligation payments must be kept current each month to maintain good standing. Once a family has finished paying the school building fund (June 30th of each year is the cut-off date) a yearly maintenance fee will be assessed in July.

All financial matters should be cleared with the office at least one week prior to report cards or report cards may be withheld.

The school offers a 5% discount for pre-payment in full of tuition. Full payment of the yearly tuition amount must be received by August 10th. Pre-payment discounts are not offered with credit card payments. **Families receiving financial aid from the school will not be eligible for the pre-payment discount.**

Book fees are to be paid no later than June 1st. After June 1st there will be a surcharge for special orders of books.

Registration fee is due when registration or re-registration is made, and it is non-refundable. Registration is contingent upon clearance of all financial obligations. Check the calendar for due dates. Book rental fees are due on or before June 1st. A portion of the fees (on a quarterly basis) will be reimbursed if the child leaves school during the year.

The school office will accept checks, cashier's checks, money orders and credit cards for payment. **The office can not be responsible for cash sent to school with the children.** The Office staff will receive cash payments from the parents only, in person, where a receipt is issued at the time of payment.

Check Policy

If the bank returns a check, it will not be re-deposited. The family will have to pay cash. No post-dated checks will be accepted. Families that consistently have NSF checks will be called to the pastor's office for a meeting. Future payments may be required to be cash. All checks returned by the bank for insufficient funds will carry a service charge, which shall be paid by the family.

PARENT-TEACHER COMMUNICATIONS

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Orientation

At the beginning of the school year, parents are invited to an orientation meeting. The curriculum, classroom rules and regulations and teachers' expectations will be discussed at this time. We encourage parents and guardians to be present for this meeting. This meeting is for parents/guardians only, **students should not attend.**

Parent-Teacher Conferences

Parent-Teacher conferences and good communication are a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children, therefore, every effort should be made for parents or guardians to keep informed about school programs, student progress, and special student activities.

Faculty members are always eager to discuss pupil progress with parents and guardians. Teachers are available for conferences, by appointment. OLLPS appreciates the interest parents show in their children's progress. It is, however, necessary that a conference be scheduled beforehand. Parents may do so by sending a request note, by sending an email, or by calling the school to schedule a conference. **"Instant conferences" are not permitted.** At all times, visitors are asked to report to the reception area. Parents' phone calls will be responded to promptly (within 24 hours). Teachers will document all conferences with parents. These notes should have the date, the time, persons present, subjects discussed and outcome. If there are follow-ups to be done, documentation is required as well. In keeping with the Church's principle of subsidiary policy, all problems should be solved at the lowest level whenever possible. It is then advised that persons having a problem with another individual go directly to that individual before going

to that person's supervisor. The principal will hear parents' complaints about teachers only after the problems have been voiced to the teachers.

Field Trips

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Parent may always refuse to allow their child to participate in a field trip. Students are required to bring a parental permission slip which releases the school from liability to participate in a field trip. Students who fail to submit a proper form will not be allowed to participate in a field trip. Verbal permission will not be accepted in lieu of written permission. A copy of the field trip permission form will be provided to parents. This is the only format that may be used to allow a student to leave campus during the school hours. Archdiocesan policy not only discourages field trips that extend beyond school hours for elementary schools, but also forbids overnight field trips for elementary schools. The ratio of chaperones is one chaperon per five students in grades 1-8 and one per four students in PK3-Kindergarten. Additional chaperones can be assigned at the Principal's discretion. **All chaperones must have a complete volunteer file. Field trip fees paid are non-refundable. Siblings are not allowed to attend field trips. If a student does not participate in a field trip, the student may not be allowed to stay in school.**

Class Parties

Class parties are the responsibility of the classroom teacher. Parties should be planned and organized according to the teachers' plans. Parents are of vital importance in helping teachers, but it is the teacher's responsibility to organize, control the discipline, and set up the parameters for the celebration. This applies to all parties. A "surprise" party for a teacher needs to be cleared by the administration.

The students' birthdays will be announced every morning. The students may bring a simple snack to be served to the whole class immediately after lunch on their birthday (PK-8). No other birthday celebrations will be permitted. Limousines are not allowed to pick up children from school during dismissal time. Flowers, balloons and other demonstrations sent to school will not be permitted. Invitations may be handed out at school as long as every student in the class receives one. Whole school class parties will be scheduled: Thanksgiving, Christmas, Valentine's, Easter and End of Year. No moneys can be collected for parties of any form unless cleared with the administration first.

Lost and Found

There may be a LOST AND FOUND area in the Reception Area, and parents are encouraged to check it once in a while. Found articles will be kept in school for a period of one month, and then discarded. It is important that parents mark their children's belongings.

- Misplaced books will be returned to the classroom teacher, when properly identified.
- Jewelry should be left home. The school is not responsible for personal valuables brought to school.
- Make sure to label all of your children's items, especially all of their clothing (uniform and outerwear); it facilitates return.

Insurance

The cost of student accident insurance is included in the school fee. Additional 24-hour coverage is available through the school at an extra cost. All insurance information is sent home once received by the underwriting company. **This accident insurance works as a secondary policy.**

Sacramental Preparation

Second grade students are prepared for First Reconciliation and First Communion. Students need two years of Sacramental preparation to receive these sacraments. The 7th grade students receive the Sacrament of Confirmation. Students need to attend a one-day retreat prior to Confirmation, and provide 30 hours of service to others. Parents may be required to attend two meetings for these sacramental preparations.

Liturgies/Mass/Prayers

A religious atmosphere is maintained and fostered throughout the school, and in accordance with the school philosophy, religion receives special attention. Students participate in class liturgies scheduled in the beginning of the year. Masses for the entire student body are planned throughout the year. Students PK3 through 8th attend Mass. All students will receive ashes on Ash Wednesday. Parents are invited to participate in the liturgy with their children. The students will sit at their assigned seats, and the parents will take the other seats. Parents and students will not sit together to allow the teacher better control of the students. We ask the parents not to leave their seats to give their children the Sign of Peace. The intent of the Sign of Peace is to offer peace to those around you. It is very disruptive for the teachers, the priests, and the music ministry for you to be leaving your pew.

In school, students will pray in the morning, before lunch, the Angelus at noon, and at dismissal. Individual classroom prayer will take place throughout the school year. Teachers will display an interest for prayer, so students will follow their example. No distractions should be allowed during prayers. Students and teachers should have a reverent attitude while praying. Children learn by example.

Sunday Parish Liturgies

Students and parent/guardians are expected to maintain a “regular” weekly attendance at Sunday Liturgies. Mass attendance is considered a pre-requisite to maintain an active in-parish status. Invitation to return to Our Lady of Lourdes Parish School may be contingent upon active participation in the life of the Parish.

Fire Drills

In an emergency, all effort is directed toward getting everyone out of the building safely. Teachers are instructed and routes will be posted in each classroom. Regular fire drill practices will be conducted.

School Lunches

PK students are requested to bring a snack for middle afternoon. Please pack healthy lunches and snacks. “Fast Food” lunches will not be delivered to the classrooms. If brought, they will

have to be eaten in the office. Please plan ahead for your child's needs. While we will never let a child go hungry, it is disruptive to the child's routine. Any student who does not have lunch will be offered a box of cereal and water and the parent will be billed. Extended Care students also need to bring a snack.

Safety Procedures

A separate Safety Manual is on file at the office.

Textbooks

Textbooks are school property. The students rent them for a fee. Students are required to cover and take good care of them. There will be charges for lost or damaged books.

Withdrawal

The parent who wishes to transfer a child should contact the Office. All financial obligations must be fulfilled and separation papers are signed before records are sent to another school. Student's grades at the time of withdrawal will be recorded. When a child withdraws from school, the family needs to take care of the financial obligations before transcripts are released. The school can not offer a letter of recommendation for a student to another school when the family has not taken care of their financial obligations. Financial obligations continue until the child is formally withdrawn from the school and all proper separation papers are signed.

Emergency Contacts

At registration, parents fill out the registration form with emergency contacts information. The school is authorized to act in an emergency when the parent, guardian or emergency contact cannot be reached. It is therefore of vital importance that the emergency information be kept accurate. Parents are required to inform the school of any changes. In an emergency situation, time is a critical matter.

Release of Students

Students will be released only to those persons who are listed on the registration papers. Parents must be sure that the school is notified in writing of any changes occurring with that information. Any situations involving court orders and legal documentation must be filed in writing. Other than the regular school dismissal procedures, students will be dismissed from the office only. This is a must. If a parent/guardian goes to the classroom to dismiss a child, they will be sent to the office. There will be no exceptions.

Custodial Rights

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matter of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

Room Parents

Each classroom has the services of a volunteer Room Parent. The function of a Room Parent is to help the teacher; therefore, coordination and planning of activities is to be done in accordance with the teacher's plans. The administration will authorize all Room Parents activities. See requirements for volunteering, please. Call the school for information. Room parents must follow the guidelines for volunteers set forth by the Archdiocese of Miami.

Fundraising

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs: cross, country, basketball, track and field, flag football, baseball, softball, cheerleading, dance team, student council, drama club, Adorers, Missionaries of St. Francis, altar servers.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Extended Care Program

The Extended Care program is designed to help the families who need after school supervision of their children. The After School Care Program is not intended to be a tutoring service for the students. Parents can find full policies and procedures in the *Extended Care Handbook of Policies and Procedures*.

Use of Photos

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

Principal's Right to Amend the Handbook

Any student action that is not in keeping with the philosophy of Our Lady of Lourdes Parish School is subject to the review of the administration and may lead to withdrawal from school. Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The principal and/or pastor are the final resource in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Mr. Thomas E. Halfaker

Principal- 2011-2012 Updated 6/30/11

**(Our Lady of Lourdes Parish School
Parent-Student Handbook Acknowledgement Form)**


I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies.

Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

The Grotto News is the "official" means the school uses to communicate with the parents. This newsletter may be published every other week and can be found on the school's website at www.ololjaguars.org. It contains dates, events, changes and additions to the school calendar, changes in policies and procedures, as well as classroom news.

The school will use the  SCHOOLANNOUNCEMENT system to communicate with parents' by method of voice mail, e-mail or text. **It is the parents' responsibility to register with this system and update contact information regularly www.schoolannouncement.com.**

I understand that dates published on the school calendar are subject to change.

Signatures of both parents/legal guardians are required:

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Date)

(Print Student Name)

(Grade)