

# Our Lady of Lourdes School



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**Parent/Student Handbook 2011-2012**

**"Middle States Accredited"**

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*\*Updates to this handbook may become available during the school year. If this is the case, you will be informed in writing of this new addition to the handbook and asked to sign off on receiving the update.*

# **Our Lady of Lourdes School: Parent/Student Handbook**

## **Introduction**

This handbook acquaints the reader with the philosophy, mission, and spirit of Our Lady of Lourdes School. It also informs parents and students about Our Lady of Lourdes' guidelines and policies. This handbook clarifies the contractual agreement between the student and the school, and between the parent/guardian and the school. The Administration retains the right to amend this handbook for just cause. Parents/Guardians will be given prompt notification if changes are in fact made.

## **Philosophy and Goals**

At Our Lady of Lourdes School, we believe that a true education should form a responsible individual who treats others with respect and has the ability to use his/her own mind and think for himself or herself to make the right decisions in life. Education should entail intellectual and academic development, in addition to the social and spiritual development of the individual.

At the center of our education are the Catholic Faith and its principles. We believe that faith provides a person with motivation to do well in life. It helps ground the individual and gives him/her an honorable set of standards to live by. We want to instill in our students Catholic principles, especially those of compassion, by encouraging the child to be a considerate individual who helps those in need. We see service as prayer in action. It is the best way in which one can be grateful for all God has given us.

In terms of academics, it is our belief that every child entering the classroom can learn and succeed. We recognize that academic achievement comes in many forms, varying from student to student. We seek to work with each child to ensure that he/she makes the best of his/her abilities and shines in his/her own way. However, there are basic skills valued highly by our academic institution that we want all students to acquire throughout their time at OLL. These skills are critical and analytical thinking, and problem solving. It is also extremely important that the child possess the ability to communicate clearly through verbal expression as well as written.

An OLL student should possess social maturity. For the sake of his/her personal life and his/her role as a citizen, it is crucial that an individual learn to properly interact with those around him. It is also crucial that the OLL student is respectful and considerate of others, always aware of human interdependency and the consequences of his/her actions. He/She should be able to resolve his/her problems through open communication, never through violence. As a citizen, the individual should be able to understand laws and policies and be aware of what is affecting their community, nation, and world.

The faculty, administration, and staff of Our Lady of Lourdes School strive to deliver the best education possible by being firm, yet loving. We accept students for who they are and work with them to perform to the best of their abilities. We recognize the important role that the school has as a forming force in the lives on children and we, as educators, take our role very seriously.

## **Mission Statement**

Our Lady of Lourdes School welcomes students of varied abilities and diverse ethnic backgrounds. The administration, faculty, and staff recognize the value of each individual and are committed to the spiritual, academic, social, and cultural development of each student.

## **Statement of Policy**

Our Lady of Lourdes School, a member of the Archdiocese of New York, is guided by the Gospel teaching of the equality of all persons before God. Thus, with discrimination so repugnant to its very nature and mission, this school has not and shall not discriminate on the basis of race, color, nationality, and ethnic origin in administration of educational policies, admission policies, athletic policies, and other school administered programs.

## **Academic Policies**

### **Academic Expectations**

Our Lady of Lourdes School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. Upon the grading of each test, the teacher will send the test home to be reviewed and signed by the parent. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Late assignments are only accepted in the event of an excused absence. Teachers will exercise professional discretion when assigning make-up work. In the beginning of the year, each student should find a "study buddy." It is the student's responsibility to contact his/her "student buddy" to collect any missed notes and assignments.

Any form of academic cheating is not tolerated at Our Lady of Lourdes School. If a student is found cheating, an academic review will take place and his/her participation in clubs/activities will be subject to review.

### **Homework**

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

*The time allotments for homework (written and study) are as follows:*

Grades Pre-K3/4 & K	<i>approximately 15 minutes</i>
Grades 1 & 2	<i>approximately 30 minutes</i>
Grades 3 & 4	<i>approximately 45 minutes</i>
Grades 5 & 6	<i>approximately 90 minutes</i>
Grades 7 & 8	<i>approximately 120 minutes</i>

Students are required to complete all homework. Parents of students in grades K—4 are asked to sign homework assignment notebooks daily.

## Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

## Grades and Grading Policy

Report Cards and Progress Reports are distributed four times a year for Grades 1 through 8<sup>th</sup>. Pre-Kindergarten and Kindergarten students will receive Report Cards four times a year. The Report Card and Progress Report are links between the school and the home.

- Test/Quizzes 50%
- Project/Portfolios 20%
- Class Work/Participation 20%
- Homework 10%
- Midterm 10% of Final Grade (Grades 5-8)
- End of Year Exam 10% of Final Grade (Grades 5-8)

## 8<sup>th</sup> Grade Achievement Awards

Both of these awards require recommendation slips from the faculty, however, the final decision is made by the school administration. Traditionally, the Valedictorian is the student with the highest academic rank. Similarly, the Salutatorian traditionally is the student with the second highest academic rank.

The following outline the requirements for these awards:

- **Valedictorian:** The highest GPA for two years consecutively. No grade lower than A or B in conduct. Must exemplify strong character development, citizenship qualities, participate in volunteer service to the school community, maintain exemplary attendance, and display leadership skills and good moral behavior.
- **Salutatorian:** The second highest GPA for two years consecutively. No grade lower than A or B in conduct. Must exemplify strong character development, citizenship qualities, participate in volunteer service to school community, maintain exemplary attendance, and display leadership skills and good moral behavior.

## Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade." This mark indicates that the student:

- 1) Follows class and school rules.
- 2) Shows care in the use of personal property.
- 3) Treats teachers with respect.
- 4) Treats other students with respect.
- 5) Exercises self-control.
- 6) Listens attentively.
- 7) Uses technology appropriately.

## Honor Roll

The criteria for inclusion in the Honor Roll are particular to each school. As an acknowledgement of achievement in academic, a suggested model would be:

<b>Grades 1-8</b>	Principal's List	<i>90% average with no grade less than 85%; A or B in Conduct and Special Subjects</i>
	Academic Honors	<i>85% average with no grade less than 80%; A or B in conduct and Special Subjects</i>
<b>All Grades</b>	Effort	<i>Students who demonstrate exceptional effort in a given grade</i>

Good conduct is a requirement to receive Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive Honors regardless if their marks warrant it.

## Report Card Distribution

Report Cards are distributed in November, January, March, and June. Report Cards will be withheld if financial obligations have not been met and fees are outstanding.

Report Cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, Report Cards will be mailed home.

## Promotion/Retention

Few decisions made by OLL's Administration regarding their students are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, he/she will progress to the next grade.

## Accidents

A student accident insurance fee is added to every child's Book bill. In the event of an accident at school, you may obtain a Claim Form from the Main Office.

*Please note: the school accident insurance is usually secondary to the parent's own medical insurance coverage.*

## **Admission Policies**

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in the Archdiocese of New York do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities within the Archdiocese,

### *Admission Process*

Parents must complete the school application form and provide all required documents. Following an interview and screening, the parent will be notified of his/her child's admission status.

Our Lady of Lourdes School gives preference in admission first to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

## **After-School Program**

Our Lady of Lourdes After School Program will begin **September 12, 2011** and will run Monday—Friday from 2:45PM—6:00PM. The program includes daily homework time, snacks, arts & crafts, music and dance appreciation. Weather permitting, students may go to the courtyard for additional playtime. Payments may be made weekly or monthly. The cost is \$60.00 per week. Additional after-school services for existing afterschool attendees for half days are available for \$15. Please see the Main Office for an application form.

## **Announcements**

Informational announcements are handled through the school PA and speakerphone system.

## **Assemblies/Religious Services**

Throughout the scholastic year, the greater OLL community gathers for religious services and school assemblies. These celebrations mark significant moments in the life of our religious community and scholastic community. Celebrations include weekly liturgy, Thanksgiving Food Drive, Christmas Celebration, Lenten preparations for Easter, and Honor Assemblies to recognize merit and student achievement. Students participate in all these celebrations by assuming a variety of leadership roles.

## Assessments

In addition to class, midterm, and final exams, your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

*Standardized Tests are administered in the Fall of each Academic Year.*

<b>ITBS</b>	<b>Grades 1 to 8</b>	<b>October</b>
<b>ITS (optional)</b>	<b>Grades K</b>	<b>October</b>
<b>COGAT</b>	<b>Grades 2,4,5, and 7</b>	<b>October</b>

### *Archdiocesan Tests*

<b>Religion Test</b>	<b>Grades 3–8</b>	<b>June</b>
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### *NY State Tests*

<b>English/Language Arts</b>	<b>Grades 4,6, 8</b>	<b>May</b>
<b>Math</b>	<b>Grades 4, 6, 8</b>	<b>May</b>
<b>Science</b>	<b>Grade 4</b> <b>Grade 8</b>	<b>June</b> <b>June</b>
<b>Social Studies</b>	<b>Grade 5</b> <b>Grade 8</b>	<b>November</b> <b>June</b>

The faculty of Our Lady of Lourdes School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

## Attendance

Excused Absence: A child is legally absent from school for the following reasons:

- Sickness; Sickness or Death in the family; Impassable roads or extreme weather

All other absences are deemed *unexcused* by OLL and the Archdiocese of New York.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school, a completed absence form must be given to the teacher. This form is included at the end of this handbook and contains the appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. **Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen.** If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed

ahead of time about such occurrences. When a child is absent, parents are required to phone the school by 9:00AM. Absence notes are still required in addition to the phone call.

## **Birthday Parties**

Birthday parties for grades Pre K3/PreK4—3<sup>rd</sup> grade may be held with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may bring small individual items. Such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students.

## **Books**

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under NYS Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Students are not allowed to loan their books to other students. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, parents will be held accountable by the school to pay the cost.

## **Assigned Textbooks**

When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires the following:

- The pupil's name be written in the space provided in each book
- The teacher make a record of the number of the book
- The teacher make a record of the condition of the book
- In September, each child will put a clean cover on each textbook received.
- In June, all workbooks and textbooks are collected. All extra materials and covers are removed accordingly.

## **Supplementary Books**

When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

Library books may be checked out through the school Library. The books may be borrowed for up to two weeks. Borrowed books that are returned late will acquire a late fee of \$0.25 daily. Lost books must be paid for in full.

## **Breakfast Program**

In accordance with NYS Law and the Child Nutrition Program, parents may not remain in the cafeteria during breakfast. Our Lady of Lourdes School provides breakfast through the Archdiocesan School Nutrition Program. To participate in a free or reduced breakfast program, parents must complete a form that will be distributed in September. Criteria for eligibility are noted on the form. **The Breakfast Program operates Monday through Friday from 7:15AM—7:45AM.**

## **Change of Address**

Our Lady of Lourdes School's Main Office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

## **Child Abuse Laws**

Under NYS Law, school officials are **legally obligated** to report any suspected cases of child abuse or neglect to the proper agency. In such reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. In fact, if the teacher or school nurse suspects abuse or neglect, he/she must immediately confer with the Administration to discuss aspects of the abuse and to determine which OLL staff member will report the alleged abuse to the proper agency.

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **Communication**

As parents, you are your child's first teachers. Because of this, you are our partners in education. The school's regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop various means of assisting students in areas of difficulty. There is a parent/teacher conference scheduled during the first quarter of the 2010-2011 school year. In addition to parent/teacher conferences in the fall, parents are encouraged to communicate with their child's teachers. Additionally, Progress Reports will be mailed out each quarter.

Parents are encouraged to e-mail faculty members whenever there is a concern. To contact a member of OLL's Faculty or Administration by email, use the first letter of the first and last names, followed by @ourladyoflourdesschool.net.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class hours at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the Administration.

## **Confidentiality**

There is a professional and moral ethic requiring all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust. Some guidelines listed below:

- If there is evidence or knowledge could impact the health or safety of an individual, the teacher is responsible to share the information with the Administration.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See *Child Abuse* section)

## **Crisis Plan**

See Emergency Evacuation Site. For further information concerning the Crisis Plan, parents may refer to the following:

<b>Radio</b>	<b>On the Dial</b>	<b>On the internet</b>
<b>WCBS</b>	<b>880 AM</b>	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
<b>WOR</b>	<b>710 AM</b>	
<b>WINS</b>	<b>1010 AM</b>	<a href="http://www.1010wins.com">www.1010wins.com</a>
<b>WADO</b>	<b>1280 AM (Spanish)</b>	
<b>WPAT</b>	<b>93.1 FM (Spanish)</b>	<a href="http://www.lammusica.com">www.lammusica.com</a>
<b>WSKQ</b>	<b>97.9 FM (Spanish)</b>	<a href="http://www.lamusica.com">www.lamusica.com</a>

## **Daily Schedule**

The following schedule will be observed by grades Pre-K–8<sup>th</sup> grade:

<b>7:15 AM</b>	<b>Breakfast Program</b>
<b>7:45 AM</b>	<b>Breakfast stops being served</b>
<b>8:00 AM</b>	<b>k–8 assemble in Auditorium, Pre-K in cafeteria</b>
<b>11:00–11:25 AM</b>	<b>Pre-K Lunch in Cafeteria</b>
<b>11:30–11:55AM</b>	<b>Lunch grds. K–4</b>
<b>11:55–12:20PM</b>	<b>Recess grds. K–4</b>
<b>12:00–12:25pM</b>	<b>Lunch grds. 5–8</b>
<b>12:25–12:45pM</b>	<b>Recess grds. 5–8</b>
<b>2:45PM</b>	<b>Dismissal Pre-K–3<sup>rd</sup> grade</b>
<b>3:00PM</b>	<b>Dismissal for 4<sup>th</sup>–8<sup>th</sup> grade</b>
<b>2:45PM–6:00PM</b>	<b>After School Program (optional)</b>

Before 7:15AM and after 3:00PM, Our Lady of Lourdes School does not have staff available to be on the lookout for problems on school grounds or to supervise children on school

grounds. **Students should not arrive on the school grounds prior to 7:15AM and parents must arrange pick-up at dismissal times.**

**In the event that students do in fact arrive on school grounds prior to 7:15AM, Parents must provide for their protection and supervision.**

To avoid interruption during the school day, any messages, forgotten lunches, books etc. must be taken to the **Main Office** and not to classrooms while school is in session. The Main Office will then make sure that the child receives such items.

Grades Pre-K—3 will be dismissed through the doors exiting from the auditorium. Grades 4—8 will walk with the teacher and dismiss from the corner of Amsterdam Avenue. Students should not loiter in front of the school building once they have been dismissed. Students may not return to the school building unless accompanied by a teacher.

**Due to safety concerns, all parents are asked to remain outside the school building throughout dismissal.**

### **Discipline Code for Student Conduct**

- Parents choosing Catholic education for their children frequently cite our commitment to structure and discipline as primary motive behind their decision to invest in our school. Our students are required to exemplify Christian behavior and to exhibit the values of their family, the Church, and our school community at all times.
- Good classroom order and a tight school structure help to insure the safety of all children, to facilitate the learning of all students, and to promote self-control and self-respect as exhibited by each individual child. While most parents find our approach to discipline to be very favorable, there are instances in which a child must accept the consequences of his or actions. In such instances, parents may feel compelled to debate the fairness of the school policy or make excuses for their child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school, the parent agrees to and is supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions: for not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; and, his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified. Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Administration of the school immediately by students or parents.

- Please note: Administrators, Teachers, and other professional personnel may question student(s) regarding his/her own conduct/behavior or another student's conduct/behavior. Students are expected to provide information asked of them in regards to conduct/behavior.

- Professional personnel are not required to contact parent/guardian before questioning occurs.
- The parent/guardian will be informed of available information regarding their child at the discretion of the administration.

It happens that some classroom discipline issues are referred to the administration of the school. This would include major problems such as, but not limited to, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or, the possession of drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as failure to follow school policies, classroom rules, and uniform, students are often given detention for these infractions or their parents/guardians are directly notified by their teacher. Students who commit the abovementioned violations will not be able to attend school sponsored field trips. Repeated violation of these rules and regulations may result in suspension from school, or the inability for the child to re-register for the next school year.

For more serious acts of misbehavior (i.e. fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, harassment) the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition to its owner, or the cost of the replacement is borne by the parent before the child may return to school.

In cases in which a child engages in a fight, causing injury to another child or adult, the police will most likely be called and parents will be subsequently notified. Likewise, the possession of drug or alcohol by a student will be reported to the police. In such instances, the school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are notified, and parents are called immediately thereafter. The school reserves the right to expel a child for possession of weapon(s).

Our Lady of Lourdes School expects exemplary student behavior on and off school grounds. Whenever a child is wearing the school uniform, he/she represents his/her parents/guardians, as well as the collective OLL community. Accordingly, the school reserves the right to punish students for acts such as, but not limited to: fighting, vandalism, and stealing off grounds when the child is in the vicinity of the school or wearing his/her school uniform. This could result in any number of punishments including the possibility of suspension or expulsion. A child's arrest for a crime on or off school grounds, within or beyond the vicinity of the school at any time, could result in suspension or expulsion. A child convicted of a crime committed on or off school grounds, within or beyond the vicinity of the school, will likely result in an expulsion.

## **Demerit Records**

Demerit Records are compiled within the Student's Planner issued to all students in grades 5 through 8. Students must have their planner with them at all times throughout the school day. Please review your child's planner weekly. Infractions receiving demerits are:

- 1) Disruptive/Uncooperative Behavior
- 2) Out of Uniform/Improper Attire
- 3) Eating/Drinking/Chewing Gym
- 4) Unexcused Lateness to Class
- 5) Improper Use of Locker/Cellular Phones/ Electronic Devices
- 6) Internet Policy Infraction

If a student receives 3 demerits, he/she will stay for after school detention from 3:00 to 4:00 PM on the Friday falling on the same week in which the student received the 3<sup>rd</sup> demerit. If a student receives 6 demerits, a mandatory parent conference will be scheduled. 9 demerits will result in disciplinary probation that may ultimately result in the student being requested to leave OLL immediately, or not being invited to return to OLL the following school year.

## **Detention**

Classroom teachers deal with discipline problems pertaining to their specific grade level. All students will be given at least 1 day notice before serving detention. Repeated disregard of school rules will result in parent notification by teacher in either writing, by phone, or through a parent conference requested by teacher.

## **Disciplinary Probation**

Disciplinary Probation is official notification detailing a student's unacceptable behavior and/or attitude. A student is placed on Disciplinary Probation after meeting with the parent/guardian, student, and member of the Administration. Students on disciplinary probation are NOT allowed to participate in clubs, activities, or athletics. A student may be asked to leave Our Lady of Lourdes School if he/she violates the terms of the probation.

## **Dress Code**

Your school uniform confirms your attendance at Our Lady of Lourdes School and is a symbol of unity within the school community. It minimizes distractions from the learning process. It is important that students take pride in their appearance by wearing their complete uniform. Students must remember that when wearing their OLL uniform both inside and outside of the classroom, and beyond school walls, they are representing OLL. Accordingly, student behavior should be a credit to both the students and their school community.

## **Uniform**

**Winter Uniform** is mandatory for all students in grades K through 8. Optional Summer Uniform may be worn until October 13, 2009.

### **Boys Required Uniform**

#### **Grades: K—4**

- Grey school slacks
- Light Blue school shirt (long or short sleeve)
- Striped School tie
- Black leather belt
- Grey or Navy blue school socks
- Navy Blue cardigan button down sweater with school emblem

#### **Grades: 5—8**

- Grey school slacks
- Light Blue school shirt (long or short sleeve)
- Striped School tie
- Black leather belt
- Grey or Navy blue school socks
- Navy Blue v-neck pullover vest with school emblem **Mandatory**
- Navy Blue school blazer with school emblem **Mandatory**

### **Girls Required Uniform**

#### **Grades: K—4**

- Plaid Pleated jumper with school emblem
- White Collared OLL school blouse (short or long sleeve)
- Navy Blue knee socks
- Navy Blue Tights
- Navy Blue cardigan sweater with school emblem
- Navy Blue slacks (*optional for colder weather*)

#### **Grades: 5—8**

- Plaid Skirt
- White school blouse (short or long sleeve)
- Navy Blue sleeveless sweater vest with school emblem
- Navy Blue school sweater with school emblem
- Navy Blue knee socks
- Navy Blue tights
- Navy Blue slacks (*optional for colder weather*)

### **Summer Uniform (optional, may be worn after Easter Recess)**

#### **Grades: K—4 Boys & Girls**

- Light Blue knit shirt with OLL school emblem

#### **Grades: 5—8 Boys & Girls**

- White knit shirt with OLL school emblem

#### **Grades: K—8 Girls**

- Light Blue OLL Skirt

- **Shoes**

**All Grades: K—8**

*Boys:* Black or Navy; no sneakers or boots

*Girls:* Black or Navy; no sneakers, boots or high heels

- ❖ When boots are needed, the student must carry his/her shoes to school inside their backpacks or inside a plastic bag. Boots may not be worn in school. The final judgment regarding the appropriateness of a particular item with regards to personal appearance resides with the Administration.

**Physical Education Uniform**

*\*Required by ALL students including Pre-Kindergarten-3 and Pre-Kindergarten-4*

- OLL Navy Blue printed sweatshirt
- OLL Navy Blue printed sweatpants
- OLL Navy Blue printed tee shirt
- Sneakers are to be black or white

*School uniform* is optional for Pre-K students. We encourage sweatpants, sweatshirts, jogging suits, jeans, and sneakers.

*OLL Gym uniform* is mandatory for all Pre-K students on the assigned Gym days.

**Jewelry**

- Boys wearing earrings to school is prohibited
- Girls may NOT wear large hoop or drop earrings. Simple earrings only.
- Diameter of hoop earring can be no larger than circumference of pinky finger
- Chains and bracelets are to be simple and kept to a minimum.

**Nails**

*Only Applicable to Girls*

- Long and painted nails are not permitted in school. Permissible length: tip of finger.
- Clear nail polish is allowed.

**Hair**

*Boys and Girls are expected to keep clean, neat hairstyles at ALL times.*

- Unconventional hairstyles are NOT allowed. These include, but are not limited to: spikes, Mohawks, or shaved designs.
- Unnatural hair dyes are NOT allowed.
- Boys are to wear their hair NO LONGER than the collar of their shirts.
- Boys may NOT wear ponytails.

**Make-Up**

- Make-up is NOT allowed.

## **Tattoo Policy**

**Please note: It is illegal in the State of New York to receive a tattoo when under the age of 18.** Tattoos must be entirely covered up by clothing when at school. Students must wear long sleeves and long pants, or their equivalents, to cover all inked designs while working at the school or at a school sponsored function.

## **Drug and Alcohol Policies**

In recognition of the severity of drug and alcohol problems surrounding children, Our Lady of Lourdes School will follow the policy stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Administration immediately
- The Administration will verify teacher observation and will notify parents who must pick up the child immediately
- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school Administration if the child is to continue in the school
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or mandatory withdrawal from the school.

## **Electronic Devices**

Electronic devices (i.e. cell phones, sidekicks, I-pods etc) are to be kept in a student's backpack or locker on off-mode. Students may use their cell phone before entering the school building and after leaving the school building at dismissal.

Camera phones are NOT allowed in the school building.

Any electronic devices (i.e. sidekicks, gaming systems, I-pods) are prohibited from use during school hours. If found in use, the device will be confiscated and given to the Administration. Items will only be released to a parent. **OLL is not responsible for any lost electronic devices.**

## **Expectations and Responsibilities for Students**

Students attend Our Lady of Lourdes School to develop their God-given talents and capabilities fully. To accomplish this, students are asked to:

- Try to do their best work at all times.
- Treat all members of the school community (i.e. teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by refraining from cheating of any sort.

- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or a display of any disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from using inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on Casual Dress Days.
- Help care for school property and keep the school free from damage and defacement.

### **Extended Illness**

If a student is hospitalized or at home with a serious illness for more than one week, his/her Parent/Guardian should contact the school's Main Office. Arrangements will be made to help the student keep up with their class work and assignments.

### **Emergency Evacuation Site**

In the event of an evacuation, Our Lady of Lourdes School will report to:

**Annunciation School**

461 West 131<sup>st</sup> Street  
New York, NY 10027  
Phone: 212.281.7174

**St. Rose of Lima**

517 West 164<sup>th</sup> Street  
New York, NY 10032  
Phone: 212.927.1619

### **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (Class work and homework). To participate in any extracurricular activity, students must pass each subject on their report card and model exemplary behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment made by both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the Administration holds the final decision.

### **Faculty Meetings**

Faculty meetings are scheduled on the first Friday of each month. Parents are otherwise notified if changes need to occur. On these days, students will be dismissed on a half-day schedule.

## Field Trips

Field Trips must serve an educational purpose. Likewise, the value of any Field Trip must be an integral part of OLL's instructional program. They broaden the student's educational experiences. Field Trips are privileges given to students; no student has an absolute right to a field trip. Field Trips can be revoked if student fails to adhere to all school policies, rules, and regulations. Field trips are designed to correlate with teaching units and to achieve curricular goals.

- Field Trips vary depending on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the Administration reserve the right to restrict or deny student participation in any Field Trip due, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal or faxed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.
- Students who have a financial balance owed to the school are not allowed to attend a field trip.

## Financial Policies

- C&E Lockbox Services process tuition payments. All tuition must be mailed to C&E Lockbox. No tuition is accepted in the building.
- For the 20011-2012 school year, **out-parish tuition** is \$3,750 for grades K-8, not including fees.
- Your annual tuition is broken down into 10 payments. **Your first payment is due on August 1, 2011 and the final payment is due on May 1, 2012** (i.e. August 1<sup>st</sup> tuition covers that of September 2011 and May 1<sup>st</sup> tuition is June 2012's payment).
- Payment is due on the 1<sup>st</sup> of each month. Monthly tuition payment must be received by the 10<sup>th</sup> of the month in order to avoid a late fee. A late fee of \$25.00 will be applied beginning the 10<sup>th</sup> of each month. C&E Lockbox will charge a \$25.00 fee for all payments that are returned by the bank due to insufficient funds.
- If a check is returned for insufficient funds, all future payments must be made by money order. *ALL TUITION IS NON-REFUNDABLE.*
- Payment 10, the final payment of the year, must be pair with money order or certified check. No personal checks will be accepted for Payment 10.
- If you did not receive a coupon book at the end of July, please contact C&E Lockbox. Mail your payment, along with the proper coupon, to C&E Lockbox Services.
- Payments must be made by check or money order and should be made payable to Our Lady of Lourdes School.
- C&E Lockbox Services payment address:  
**C&E Lockbox Services**  
Our Lady of Lourdes School  
Post Office Box 299  
Emerson, NY 07630-0299

- C&E Lockbox Services toll free customer service line if 1-800-239-7646. If you do not receive a coupon book, or if you lose or misplace your book, please call the C&E Lockbox Office.
- Additionally, if you have any questions regarding the status of your account please feel free to contact C&E Lockbox. C&E Lockbox does not have bilingual personnel. C&E Lockbox hours are from 8:30AM—4:30PM, Monday through Friday.
- Students will automatically be suspended from classes after a 1 month delinquency. The full amount must be paid for student to return to class.
- Report Cards and Progress Reports will be withheld for unpaid tuition and fees.
- Failure to meet financial obligation may result in not receiving a re-registration packet, as well as restricted participation in field trips and graduation activities.
- Please try to pay all bills on time in order to avoid embarrassment to your child. If financial obligations are not being met, it is the responsibility of the parent/guardian to inform the administration of any family crisis that may warrant special consideration.
- Please note: Pre-K tuition is a separate flat-rate tuition that is not included in the Family Plan.
- See *Appendix* for tuition and fees.

## **Fire Drills**

Fire Drills at regular intervals are required by the law and are an important safety precaution. It is essential that everyone obeys promptly when the fire signal is given by quickly clearing the building by the prescribed route.

Students are not permitted to talk during a fire drill. Students must remain outside the building until a signal to return inside is given. Teachers will direct the students where to go.

## **Guidance**

A guidance program is a resource available to our students. Service may include counseling, psychological intervention and support for families experiencing difficulties.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. As a Catholic School within the Archdiocese of New York, Our Lady of Lourdes School has the formation of children in the Catholic Faith as its primary mission. All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school. The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our Church.

## **Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Our Lady of Lourdes School provides a safe environment for all. Verbal, physical, or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. Harassment of any type is not tolerated. The Administration investigates all complaints of harassment.

Students involved in harassment are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe your child is being harassed, please notify the Administration immediately.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in grades K—12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the **Archdiocese of New York do not discriminate on the basis of HIV or AIDS**. Students with HIV or AIDS shall not be excluded from the school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian) in partnership with the school Administration and Pastor. The conditions are:

- The student is not toilet-trained, inconsistent, or unable to controlling drooling.
- The student is unusually physically aggressive with a documented history of biting or harming others.

## **Illness**

If a child has a chronic illness, such as asthma, or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September. This will ensure that all parties are given ample time to become aware of the condition. In the event that a child needs to be taken to the hospital, an ambulance will be called and a parent/guardian will be notified. Students will either be taken to Harlem Hospital or Columbia Presbyterian Hospital.

**Harlem Hospital**  
506 Lenox Avenue  
New York, NY 10037

**Columbia Presbyterian Hospital**  
177 Fort Washington Avenue  
New York, NY 10032

## Immunizations

Students are required to have all immunizations as suggested by the Department of Health before admission to Our Lady of Lourdes School.

### Requirements for School Entrance and Attendance

#### ***New York State (exclusive of New York City)***

<b>Pre-K3, Pre-K4, Nursery, Daycare</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
<b>K-12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella; Varicella (born after 01/01/94)
<b>K-12 (born on or after 1/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
<b>College (born on or after 1/1/57)</b>	2 Measles, 1 Mumps, 1 Rubella

#### ***New York State (exclusive of New York City)***

<b>Pre-K3, Pre-K4, Nursery, Daycare</b>	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
<b>Kindergarten</b>	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
<b>1–12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
<b>1–12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
<b>College (born on or after 1/1/57)</b>	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19<sup>th</sup> Floor, New York, NY 10007 (212)676-2273  
 New York State Department of Health, Bureau of Communicable Disease Control – Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518)473-4437

### **Varicella Vaccine Required**

Immunization against Varicella (Chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against Varicella:

- All children born on or after January 1, 1998, and are entering Kindergarten in September 2003
- Children born on or after January 1, 2000 and are enrolled in any school.
- The administration of Varicella vaccine is not recommended for children under the age of 1.

The Administration of Varicella Vaccine was not required to be entered on the immunization survey form until September 2001.

## **Lateness**

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after 8:00AM is considered late and must sign in and receive a late pass at the Main Office before going to class. Repeated lateness affects your child's ability to be on the Honor Roll and could impede your child's re-registration for the coming year.

## **Library**

### *Library Mission Statement*

Our Lady of Lourdes School's library fosters the school's mission by supporting the New York State curriculum standards and that of Essentials of Learning. Through collaboration with faculty and staff, we are able to implement instructional programs that support student learning and ensure that students become effective users of information. In addition, it is the mission of the library to promote a love of reading and to offer opportunities to pursue that pleasure by providing adequate resources and access to a wide variety of literature.

### *Circulation Policy*

Circulation is open to students, faculty and staff of Our Lady Lourdes School. The Library has a diverse collection of books for all to enjoy. Books are cataloged in the automated system, **Athena**. Students may borrow books and magazines for a period of 2 weeks. A book may be renewed for another 2 weeks if there are no holds on the book or restrictions on the borrower's privileges.

Books that are necessary for classroom or school-wide projects (i.e. Science Fair) may be borrowed for the duration of the project provided the librarian is made aware of the assignment. Students are limited to the number of books they may borrow at one time depending on the grade level, the responsible borrowing history of the student and the discretion of the library teacher.

### *Number of books a student may check out:*

<b>Grades</b>	
<b>Pre-K3, Pre-K4 &amp; K</b>	1 book
<b>1-3</b>	2 books
<b>4-8</b>	3 books

Lost and/or damaged books must be paid for. The library teacher will inform parents/students of the fee. 25 cents will be charged for each day a book is late.

## **Liturgy**

All students in K through 8 will attend Mass twice a month. Mass will be held at 8:45AM in Our Lady of Lourdes Church on Friday. While this is subject to change, every effort will be made to alert parents of these changes when they take place. Parents are welcome to attend. Respectful participation of every child is required at school liturgies.

## **Locks & Lockers**

Lockers and desks are property of Our Lady of Lourdes School. Locks must be purchased from the Main Office during the first week of school. Students will be given a personal combination which they may not share with any other student. If students lose their lock or share their combination they will need to buy a new lock from the Main Office.

## **Lockdown**

In the event of a lockdown, faculty will be notified and each classroom will be locked accordingly. Locks are installed on the inside of each classroom below the doorknobs in the event that a student needs access.

## **Lunchroom**

Our Lady of Lourdes School provides a hot lunch through the Archdiocesan School Nutrition Program. To participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility are noted on the form:

- Each class is assigned a seating area in the lunchroom and students are expected to remain there until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the yard.
- In inclement weather, students will line up in the lunchroom according to the instructions of the lunch room monitors.

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, the Catholic School must act in ways consistent with that commitment. Catholic Schools, elementary and secondary, sometimes face situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will carefully consider the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning student's continued school attendance is made by the Administration after consultation with his/her parents or guardians, and in considering the best interest of the students, the unborn child, and the school's educational expectations.

## **Medications**

Our Lady of Lourdes School has a full-time Registered Nurse. If your child requires daily medication during school hours, the parent must come and administer the medication to the child upon making prior arrangements with the school Nurse. No medication can be distributed by OLL Faculty, Staff and/or Administration.

If a student needs any kind of medication during the school day, the medication is to be brought to the school Nurse where the medication will remain. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- Student name
- Name and phone number of the pharmacy
- Licensed prescriber name
- Date and number of refills
- Name of the medication and dosage
- Frequency of administration

Medication should not be transported daily to and from school. Parents should ask the pharmacist for two containers—one for the home and one for the school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- Severity of health care problem, particularly asthmatic or allergic conditions
- Prescriber order directing the student be allowed to carry his/her medication
- Written statement from parent requesting compliance with prescriber order
- Student has been instructed in the procedure for self-administration and can assume this responsibility
- Parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

## **Money**

Money that is brought to school for a specific purpose (i.e. class trips, school photographs) must be put into an envelope with the child's name, grade, and amount of money enclosed. The child should give the money to his/her teacher immediately upon entering the classroom. Money should not be left in the child's school bag, coat pocket, lunch box, or desk.

**The school cannot be responsible for lost money.**

## **Non-Custodial Parent**

### **Release of Copies of Report cards, School Notices, etc.**

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **Release of Children**

Non-custodial parents may pick up a child only if prior arrangements have been made.

## **Parents as Partners**

Just as the parents look to the school to provide the facilities and trained personnel essential to their child's proper development, the school also looks to parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this will likely be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, report cards, studying conducted at home, and by reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with classroom teachers.
- Seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtues.
- Insisting on their child's regular school attendance, punctuality, and on complying with attendance rules and procedures.
- Making all tuition and fee payments on time, and participating in fund-raising activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing such in videos, movies, song lyrics, and on the Internet.
- Teaching their child respect for law, authority, the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments,
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to education evaluations and counseling.
- Attending all Parent-Teacher Conferences and all Parent Meetings.
- Always interacting in a respectful manner when speaking with, or about, the Administration, teachers, and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school Administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **Parent Organizations**

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- To create mutual support and understanding between home and school, and thus bring about a complete learning environment for students.
- To provide a medium for keeping parents informed of school activities, programs etc., and if any, parent service requirements.
- To assist the school in meeting its financial obligations, primarily through fundraising activities.
- To provide adult education programs.

## **Promotion/Retention Policy**

Very few decisions we make about children are more important than recommendations to promote or retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, he/she will progress to the next grade.

Testing, diagnosis, and actual performance, however, **sometimes** indicate that particular students **will benefit from repeating the school year**. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

**The decision of the Administration is final regarding promotion and retention.**

## **Recommendation Letters**

Parents requesting a letter of recommendation written for their child to transfer to another school will be charged a processing fee of \$25.00. *This fee is waived for all 8<sup>th</sup> graders needing letters of recommendation to enter high school.*

## **Re-Registration**

At the time of re-registration parents will be informed of their child's standing with OLL; whether or not he/she is being invited to return to the school in September. Re-registration will begin in February 2011. Half of the general fee and the registration fee will be required at this time.

## **Release of Students (during school day)**

Students must be signed out from the Main Office by an adult when leaving school prior to regular dismissal time. In the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child. *It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the Secretary will contact the name listed on the child's Student Information Sheet.* Student Information Sheets are completed in September and must be updated when necessary. Students cannot be called to the Main Office unless a parent/guardian is there to pick them up.

## **Security**

To assure the security of the building and the safety of each child, Our Lady of Lourdes School strongly enforces its policy requiring all visitors, including parents, to report to the Main Office immediately upon entry.

To avoid interrupting the learning process of our students, OLL does permit visitors to enter a classroom without permission from the Administration.

## **Sex Offender Policy**

The following points serve as a reminder of the importance of taking the proper steps to keep you child safe when he/she is participating in outdoor activities, including traveling to and from school. Please share the following safety steps with your child:

- Students should never go home with strangers
- Students should never talk strangers
- Students should never take things from strangers
- If students are approached by strangers while in the school's vicinity, they should immediately return to the school and inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

Additionally, the school may receive notification over the course of the school year from the New York City Police Department stating that, under the New York State Sex Offender Registration Act, a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be accessible to parents in the Administration's office. You can find information on registered sex offenders on website of the New York State Division of Criminal Justice Services:

<http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257

If OLL is notified that a registered sex offender has moved into the vicinity of the school, you will receive further notice. These procedures are part of the continuing effort to provide a safe environment for all children in this school.

## **Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the school building, on its parking lots, and in its playing fields. This prohibition applies to faculty, staff, parents, and all school visitors.

## **Special Learning Needs**

Students with learning differences are Children of God and members of the Church. Our Lady of Lourdes School makes every effort to meet the needs of every individual student. Sometimes, however, a student may have needs that inhibit him/her from benefitting fully from OLL's scholastic program. In such instances, the child's teacher and/or Administration may schedule a meeting with his/her parents to discuss the possibility of assessing the child's needs through an evaluation. Such evaluations can be done through the public school district (i.e. Committees on Special Education (CSE's)) or privately. Once the results of the evaluation are available, the Administration and the teacher will meet with the parents to discuss the results of the evaluation and explore possible options.

## **Summer School**

Because most summer schools offer Reading, Mathematics, and Language Arts, a student who has failed one or more of these subjects in three marking periods of the Report Card will be required to take a remedial course during the summer. Summer School may also be recommended if a student performs poorly in the classroom and/or on standardized tests.

In June, the Archdiocese will make available a list of Summer Schools upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the Administration will directly notify the parent. The Summer School Report Card must be submitted to OLL in September. Failure to attend Summer School may result in retention. It is the parent's responsibility to provide documentation stating his/her child's successful completion of Summer School. In cases in which tutoring is allowed for remediation, a qualified teacher must be used.

## **Telecommunications Policy**

### **Student Expectations in Use of the Internet**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- 1) Use of computers at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to mission of the school.
- 2) Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
- 3) After School/Home Access requires students to follow the same student expectations

## ***Standards of Behavior***

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Illegal activities are strictly forbidden.
- Do not reveal your home addresses or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your messages before you send them.
- Never agree to get together with someone you “meet” online.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others’ passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages in bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (i.e. vulgar jokes, statements of belief that some might consider immoral etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending in the nature of the camera, camera phone, or personal electronic device use.
- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, camera, personal digital assistants (i.e. pda’s), chat lines, bulletin boards etc. outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the ***Discipline Code for Student Conduct, Harassment Policies, and the Summary Statement.***
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The Administration, faculty, and staff of the school may

request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described about will be dealt with seriously.

- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## **Use of School Grounds**

Our Lady of Lourdes School does not have staff available to supervise students present on school grounds before 7:15 AM and after 3:00 PM. Student must not arrive on school grounds prior to 7:15 AM and parents must arrange pick up at dismissal times.

## **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary. All books must be returned. All financial obligations must be met before records are transferred to another school.

## **School's Right to Amend**

Our Lady of Lourdes School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## **Summary Statement**

Once students have met the necessary admission requirements and have been accepted to Our Lady of Lourdes School, the school warmly welcomes these students for the coming school year and will provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Our Lady of Lourdes School is by invitation. It is not a "right" because this is a private school. Admission to, and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom. Students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Our Lady of Lourdes School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time for any reasons deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Our Lady of Lourdes School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the

philosophy and purposes of our school. Another important right all students at Our Lady of Lourdes School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his/her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student, and his/her parents or guardians, by their acceptance of enrollment at Our Lady of Lourdes School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedure or programs covered within this handbook.

Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his/her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasize that students and parents or guardians are not permitted to have legal counsel present during any meetings with school Administrators. School Administrators are not obliged to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his/her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

**Our Lady of Lourdes School**

2011-2012

Schedule of Tuition/Fees

**PRE- K3 and PRE-K4**

*Pre-K is not included in family Tuition Plan & Admits only ages 3 ½ and 4 years old.*

**Pre-K Registration Fee - \$ 100.00 plus 1\2 of the General Fee**

**General Fee - \$ 250 (per child)**

**Fundraising Fee - \$ 250.00 (per family)**

**Tuition - \$ 3,800 paid over 10 payments**

**Due upon Registration:**

\$ 350.00 – (\$ 100.00 plus 1\2 of General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 380.00 Tuition Payment # 1

**\$ 630.00 TOTAL**

**Monthly Tuition Schedule:**

Aug. 1 – payment #1 - \$ 380.00

Sept. 1 – payment #2 - \$ 380.00

Oct. 1 – payment # 3 - \$ 380.00

Nov. 1 – payment # 4 - \$ 380.00

Dec. 1 – payment # 5 - \$ 380.00

Jan. 1 – payment # 6 - \$ 380.00

Feb. 1 – payment # 7 - \$ 380.00

March 1 –payment # 8- \$380.00

April 1 – payment # 9 -\$ 380.00

May 1 – payment # 10 -\$ 380.00

**Our Lady of Lourdes School**  
2011-2012  
IN-PARISH Schedule of Tuition/Fees  
Grades K - 8

**Registration Fee - \$ 100.00 plus 1\2 of the General Fee**

**General Fee - \$ 250 per child**

**Fundraising Fee - \$ 250.00 per family**

**Tuition - \$ 3,300 paid over 10 payments**

**Due upon Registration:**

\$ 350.00 – ( \$ 100.00 plus General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 330.00 Tuition Payment # 1

**\$ 580.00 TOTAL**

**Monthly Tuition Schedule:**

**Aug. 1 – payment #1 - \$ 330.00**

**Sept. 1 – payment #2 - \$ 330.00**

**Oct. 1 – payment # 3 - \$ 330.00**

**Nov. 1 – payment # 4 - \$ 330.00**

**Dec. 1 – payment # 5 - \$ 330.00**

**Jan. 1 – payment # 6 - \$ 330.00**

**Feb. 1 – payment # 7 - \$ 330.00**

**March 1 – payment # 8 - \$ 330.00**

**April 1 – payment # 9 - \$ 330.00**

**May 1 – payment # 10 - \$ 330.00**

**Our Lady of Lourdes School**  
2011-2012  
**IN-PARISH Schedule of Tuition/Fees**  
**Grades K - 8**  
**FAMILY OF 2 CHILDREN**

**Registration Fee - \$ 200.00 plus 1\2 of the General Fee**

**General Fee - \$ 500.00 ( 250.00 per child)**

**Fundraising Fee - \$ 250.00 (per family)**

**Tuition - \$ 5,600 paid over 10 payments**

**Due upon Registration:**

\$ 700.00 – ( \$ 100.00 per child plus General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 560.00 Tuition Payment # 1

**\$ 810.00 TOTAL**

**Monthly Tuition Schedule:**

**Aug.1 - Payment # 1 \$ 560.00**

**Sept.1 - Payment # 2 \$ 560.00**

**Oct. 1 - Payment # 3 \$ 560.00**

**Nov. 1 - Payment # 4 \$ 560.00**

**Dec. 1 - Payment # 5 \$ 560.00**

**Jan. 1 - Payment # 6 \$ 560.00**

**Feb. 1 - Payment # 7 \$ 560.00**

**March 1 - Payment # 8 \$ 560.00**

**April 1 - Payment # 9 \$ 560.00**

**May 1 - Payment # 10 \$ 560.00**

**Our Lady of Lourdes School**

2011-2012

**IN-PARISH Schedule of Tuition/Fees**

**Grades K - 8**

**FAMILY OF 3 CHILDREN**

**Registration Fee - \$ 300.00 plus General Fee**

**General Fee - \$ 750.00 ( 250.00 per child)**

**Fundraising Fee - \$ 250.00 per family**

**Tuition - \$ 7,900 paid over 10 payments**

**Due upon Registration:**

\$ 1050.00 – ( \$ 100.00 per child plus General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 790.00 Tuition Payment # 1

**\$ 1040.00 TOTAL**

**Monthly Tuition Schedule:**

**Aug.1 - Payment # 1 \$ 790.00**

**Sept.1 - Payment # 2 \$ 790.00**

**Oct.1 - Payment # 3 \$ 790.00**

**Nov.1 - Payment # 4 \$ 790.00**

**Dec.1 - Payment # 5 \$ 790.00**

**Jan.1 - Payment # 6 \$ 790.00**

**Feb.1 - Payment # 7 \$ 790.00**

**March 1 - Payment # 8 \$ 790.00**

**April 1 - Payment # 9 \$ 790.00**

**May 1 - Payment # 10 \$ 790.00**

**Our Lady of Lourdes School**  
2011-2012  
OUT-PARISH Schedule of Tuition/Fees  
Grades K - 8

**Registration Fee - \$ 125.00 plus General Fee**

**General Fee - \$ 250 (per child)**

**Fundraising Fee - \$ 250.00 (per family)**

**Tuition - \$ 3750.00 paid over 10 payments**

**Due upon Registration:**

\$ 375.00 – ( \$ 125.00 plus General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 375.00 Tuition Payment # 1

**\$ 625.00 TOTAL**

**Monthly Tuition Schedule:**

**Aug. 1 – payment #1 - \$ 375.00**

**Sept. 1 – payment #2 - \$375.00**

**Oct. 1 – payment # 3 - \$ 375.00**

**Nov. 1 – payment # 4 - \$ 375.00**

**Dec. 1 – payment # 5 - \$ 375.00**

**Jan. 1 – payment # 6 - \$ 375.00**

**Feb. 1 – payment # 7 - \$ 375.00**

**March 1 – payment # 8 - \$ 375.00**

**April 1 – payment # 9 - \$ 375.00**

**May 1 – payment # 10 - \$ 375.00**

**Our Lady of Lourdes School**  
2011-2012  
**OUT-PARISH Schedule of Tuition/Fees**  
**Grades K - 8**  
**FAMILY OF 2 CHILDREN**

**Registration Fee - \$ 200.00 plus General Fee**

**General Fee - \$ 500.00 ( 250.00 per child)**

**Fundraising Fee - \$ 250.00 (per family)**

**Tuition - \$ 6,500.00 paid over 10 payments**

**Due upon Registration:**

\$ 700.00 – ( \$ 100.00 per child plus General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 650.00 Tuition Payment # 1

**\$ 900.00 TOTAL**

**Monthly Tuition Schedule:**

**Aug.1 - Payment # 1 \$ 650.00**

**Sept.1 - Payment # 2 \$ 650.00**

**Oct. 1- Payment # 3 \$650.00**

**Nov. 1 - Payment # 4 \$ 650.00**

**Dec.1 - Payment # 5 \$ 650.00**

**Jan.1 - Payment # 6 \$ 650.00**

**Feb. 1 - Payment # 7 \$650.00**

**March 1 - Payment # 8 \$ 650.00**

**April 1 - Payment # 9 \$650.00**

**May 1 - Payment # 10 \$ 650.00**

**Our Lady of Lourdes School**  
2011-2012  
**OUT- PARISH Schedule of Tuition/Fees**  
**Grades K - 8**  
**FAMILY OF 3 CHILDREN**

**Registration Fee - \$ 300.00 plus General Fee**

**General Fee - \$ 750.00 (250.00 per child)**

**Fundraising Fee - \$ 250.00 (per family)**

**Tuition - \$ 9,250.00 paid over 10 payments**

**Due upon Registration:**

\$ 1050.00 – ( \$ 100.00 per child plus General Fee)

**Due August 1, 2011:**

\$ 250.00 Fundraising Fee/ per family

\$ 925.00 Tuition Payment # 1

**\$ 1,520.00 TOTAL**

**Monthly Tuition Schedule:**

**Aug.1 - Payment # 1 \$ 925.00**

**Sept.1 - Payment # 2 \$ 925.00**

**Oct. 1- Payment # 3 \$ 925.00**

**Nov. 1 - Payment # 4 \$ 925.00**

**Dec.1 - Payment # 5 \$ 925.00**

**Jan.1 - Payment # 6 \$ 925.00**

**Feb. 1 - Payment # 7 \$ 925.00**

**March 1 - Payment # 8 \$ 925.00**

**April 1 - Payment # 9 \$ 925.00**

**May 1 - Payment # 10 \$ 925.00**

**Kindergarten Graduation Fee**

**\$ 150.00 Graduation Fee**

**Due December 4, 2011**

**Paid by check or Money Order**

**Graduation Fee includes:**

**Graduation set ( cap and gown, ring & sash)**

**Graduation Program**

**Diploma**

**Graduation Breakfast**

**Graduation ceremony**

**8<sup>th</sup> Grade Graduation Fee**

**\$ 250.00 Graduation Fee**

**Due October 5, 2011**

**Paid by check or Money Order**

**Graduation Fee includes:**

**TACHS Registration Fee ( \$50.00)**

**Cap and Gown**

**Graduation Program**

**Diploma**

**Awards/ Pins**

**Yearbook**

**Mass**

**Graduation Luncheon**

**Handbook Appendix**

**You are to keep the following forms in your possession to be used as references throughout the year. Additional copies of the forms requiring signatures have been included in the summer mailing.**

**Parent Signature Page**

*Please return September 9, 2011*

**We have received a copy of the school handbook and have read it.**

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(Parent's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

## **Student Expectations in Use of the Internet**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.

Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.

After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct” and “Harassment Policies” in the student handbook.

**Students must abide by the generally accepted rules of network etiquette. These include but are not limited to the following:**

### **Standards of Behavior**

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others’ passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.

- Do not post personal messages on bulletin boards or “list servers”. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any students who use a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda’s), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” Harassment Policies” and the “Summary Statement”.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed Form due September 9, 2011

**MEDIA AUTHORIZATION AND RELEASE**

**I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my child/children or child/children of whom I am the designated guardian**

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Names of Child/Children, Parent or Guardian

By my child's/children's school, the Department of Education, Archdiocese of New York and its parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (Our Lady of Lourdes School).

I hereby grant to Our Lady of Lourdes School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media not yet in existence including, but not limited to, video, print, television, Internet, and podcasts.

I forever grant, assign, and transfer to Our Lady of Lourdes School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my child/children by Our Lady of Lourdes School. I hereby agree to release, indemnify and hold harmless Our Lady of Lourdes School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

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*Print Name of Child/Children [if applicable]*

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*Signature*

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*Print Name of Parent/Guardian*

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*Signature of Parent or Guardian*

---

*Date*

Signed Form Due September 9, 2011

**Technology Use Agreement for 2011 - 2012 School Year**

**User**

**I understand and will abide by the technology use agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense.**

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User's name (please print):

\_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian**

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Form due September 9, 2011

**Absent Note**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_