

*Our Lady of Lourdes*  
**OUR LADY OF LOURDES**  
CATHOLIC SCHOOL



**2009-2010**

**Parent & Student Handbook**

**School Information :**

4701 NW Franklin Street  
Vancouver, WA 98663  
(360) 696-2301  
(360) 696-6700 FAX

**Parish Information :**

4723 NW Franklin Street  
Vancouver, WA 98663  
(360) 695-1366  
(360) 695-0610 FAX

**School Website :**

[www.lourdesvan.org](http://www.lourdesvan.org)

**PowerSchool Link:**

<http://powerschool.lourdesvan.org>

**School E-mail Address :**

[lourdes@lourdesvan.org](mailto:lourdes@lourdesvan.org)



Dear Parents and Students,

Welcome back to Our Lady of Lourdes Catholic School for the 2009-2010 school year. Please take time to read the *Our Lady of Lourdes Parent and Student Handbook*. It is a valuable reference book to help you and your family understand our School's values, policies, processes, and procedures. Also included is information to help you manage the lives of your children and answer questions that may arise during the school year. It is important that you not only read the *Our Lady of Lourdes Parent and Student Handbook*, but also discuss it with your family and uphold it in your homes.

**Once you have read the Parent and Student Handbook, we ask that all students and parents of your household sign the following page and return it to the School Office. If you are reading this online, you may print off page 3, then sign and send it to the School Office.**

It is important to note that because policies and situations change as the year progresses, this is a document that may be modified at any time by the administration at Our Lady of Lourdes Catholic School. In the event that any changes need to be made to the handbook, parents and students will be notified.

As always, we want to affirm that we consider participating with families in the formation of their children a privilege and an awesome responsibility. We encourage healthy and direct communication between all members of our community. Never hesitate to contact us with a question or concern.

Sincerely,

Brian Anderson, Principal

## 2009-2010 Our Lady of Lourdes Catholic School Policy Agreement

As members of Our Lady of Lourdes Catholic School community, we have read and agree to be governed by this handbook. We understand our responsibility is to conduct ourselves, whether inside or outside school, in a manner that brings credit to the Parish and School. Failure to do so may result in removal from the School community.

Furthermore, we realize situations may arise that require the administration to make changes to the handbook. If changes are required, we expect to be notified promptly.

Please sign and return this page to the school office. Thank you.

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STUDENT SIGNATURE

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PARENT SIGNATURE

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PARENT SIGNATURE



## SCHOOL MISSION STATEMENT

The Our Lady of Lourdes Catholic School community guides students to become faith-filled followers of Jesus, lifelong learners, and active citizens who work for the common good.

## SCHOOL PHILOSOPHY

Our Lady of Lourdes School is a Catholic parish community offering an environment that supports the Christian development and dignity of all its members. The school is committed to the Church's educational mission of teaching the Gospel message and building community. Our students strive for academic excellence, accept the responsibility of service towards others, and embrace the Church's call to social justice.

Our teachers and staff value education as a life-long process, with its roots in the family. We support the family in our conviction that a lively faith, high academic standards, self-discipline, and mutual support provide a strong student-centered foundation for the growth of every child.

## OUR LADY OF LOURDES SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

A graduate of Our Lady of Lourdes School is a *faith-filled person* who:

- Demonstrates a strong knowledge of Catholic beliefs and traditions
- Demonstrates compassion, consideration, and respect for self and others
- Attends Mass and celebrates the sacraments regularly
- Participates in a variety of prayer and liturgical experiences
- Celebrates, understands, and applies the Gospel values of faith, hope, and love

A graduate of Our Lady of Lourdes School is a *life-long learner* who:

- Thinks creatively, independently, and critically
- Sets goals, monitors progress toward goals, and evaluates achievement of goals
- Organizes time, materials, self, and space successfully
- Communicates effectively in a variety of situations
- Knows how to find, access, and utilize resources needed to facilitate learning
- Is prepared for future academic pursuits
- Strives for excellence based on individual potential and interest

A graduate of Our Lady of Lourdes School is a *good citizen* who:

- Is involved in community service
- Demonstrates an awareness of the world and an appreciation of diversity
- Values and appreciates the thoughts and ideas of others
- Demonstrates a strong work ethic and collaborative group skills
- Integrates respect for life in the community

## SCHOOL CURRICULUM

Our Lady of Lourdes Catholic School believes firmly in the value of learning both as a process and as a goal. Thus academic learning in the following areas is of prime importance:

Religion	Physical Education	Language Arts	Health
Mathematics	Computer Education	Social Studies	Music
Science	Instrumental Music	Art	Leadership Training
Study Skills	Foreign Language		

Educational opportunities abound in each curricular offering. Teaching strategies include cooperative learning, concept attainment, integrated thematic units, team teaching, hands-on learning, multiage projects, independent research, and real life applications structured to meet the needs, talents, and abilities of all learners. Communication skills, team work, use of technology, critical thinking, and problem-solving skills are emphasized in order to prepare students for success. One-on-one or small group tutoring is available for those students with physical or learning needs that require it. Diagnostic testing is available through the public schools, ESD, and qualified professionals in private practice. School staff members frequently work in tandem with specialists outside the school and with parents to jointly plan the most appropriate strategies for each individual child.

In addition, Our Lady of Lourdes Catholic School provides guidance and encouragement in the areas of personal, social, and spiritual growth within an atmosphere of Christian community. From this experience, it is hoped that each child will

come to understand how to apply the Catholic value system to his or her life.

Finally, Our Lady of Lourdes Catholic School invites parents to become actively involved in working with school personnel to maximize their child's educational opportunities. Since parents are the first and primary teachers of their own children, it is important that a cooperative relationship be established between home and school, with the child's best interest being the primary goal.

## **OLL SCHOOL HOMEWORK POLICY**

At Our Lady of Lourdes Catholic School, homework is recognized as an integral part of the learning experience. Homework assignments give students the opportunity to practice skills they are learning in school and to extend their learning beyond the school day. Homework is also a way to help students develop work and study habits that will assist him or her throughout the years spent in school and beyond. While types and amounts of homework will vary from class to class and year to year, the following is generally applicable.

### Type of Activities

1. Completion of class work is only one part of homework.
2. Practice, preparation, or extension
  - a. Practice assignments reinforce newly acquired skills or knowledge; most effective when carefully evaluated by teacher, matched with student ability, and students are asked to apply recent learning.
  - b. Preparation assignments are intended to provide background information such as reading, gathering, or organizing information.
  - c. Extension assignments encourage individualized and creative learning emphasizing student initiative and research. These assignments frequently parallel class work and require students to apply previous learning.

### Suggested Time

An average of 10 minutes per night per grade (i.e., 10 minutes in 1st grade, 20 minutes in 2nd grade, etc.) is a good guideline for expected homework load. Our teachers all strive to stay within the recommended time frame. However, the suggested time is an average. Some evenings, or during particular units of study, your child may have more or less than the average. If you are concerned about the amount of time your student is working on homework (either too much or too little) please discuss the situation with your classroom teacher. Many teachers suggest a recommended amount of reading each evening. This reading is not necessarily included in the amount of time expected to be spent on homework.

## **SCHOOL CODE OF CONDUCT**

*"Being a Lourdes Lancer requires respect. Respect for our faith. Respect for ourselves. Respect for our teachers and staff. Respect for our fellow students. Respect for property. Respect for our school."*

Our Lady of Lourdes Catholic School endeavors to provide a climate which is appropriate for a Christian learning community and which fosters in its students self-discipline, responsibility for one's actions, problem-solving skills and respect for the rights and property of others. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruptions. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

Each teacher will discuss school rules and disciplinary action with students at the beginning of the school year. Each student, under the direction of the teacher, is responsible for helping establish rules and procedures for his or her own classroom. The following forms of conduct will be considered inappropriate and will necessitate disciplinary action. They apply to all students, but they are not inclusive.

1. Disruptive conduct which deprives other students of the right to learn.
2. Disobedience or lack of respect for authority.
3. Fighting or physical abuse, or use of harassment, both physical and/or verbal.
4. Use of abusive, profane, or obscene language or gestures.
5. Lack of respect for personal, school, or parish property.
6. Theft of property on the school or parish grounds.
7. The possession of cigarettes, drugs, weapons, or alcohol on school or parish property.
8. Non-academic personal property brought to school without prior permission of the teacher.
9. Other inappropriate conduct as determined by the school.

Infraction of school rules will result in disciplinary procedures subject to the age of the student and seriousness of the incident. The principal is the final recourse in all disciplinary situations and may waive a disciplinary rule at his or her discretion.

## **OUR LADY OF LOURDES SCHOOL PARENT COMMUNICATION FORMS**

Parent Communication Forms are sent home to parents for a variety of reasons, including, but not limited to: good news, missing work, general behavior issues, out-of-uniform, behavior directed at another student, requesting a conference, notifying silent lunch, detention, in-school suspension, etc. The parent is asked to sign the form and have the student return it to his/her homeroom teacher the next day. The teacher and principal both receive a copy of the form for their files.

**Following are the discipline policies for primary (K-2), intermediate (3-5), and middle school (6-8) grades.**

### **PRIMARY & INTERMEDIATE TEAM DISCIPLINE**

This policy will be used for recurring misbehaviors that continue to persist in spite of all regular interventions such as classroom management techniques, class meetings, and parental notification. The student and parents will be notified when this policy is going to be implemented. Formal documentation of subsequent occurrences of the undesirable behavior will begin at that time.

#### **Minor Offense**

Examples of: put downs; tardy after recess; poor church behavior; impoliteness; disruptive behavior; talking back; out of uniform; talking out loud excessively.

Possible consequences, may include but are not limited to: verbal reminder; classroom time-out; natural consequence; class meeting; note/phone call to parent.

#### **Serious Offense**

Examples of: disregard to safety of self or others; profanity/swearing; vandalism; leaving school grounds.

Possible consequences, may include but are not limited to: written apologies; classroom contracts; service back to school; note/phone call to parents; parent conference; lunch time away from classmates.

#### **Severe Offense**

A student can reach this level automatically by committing one of the offenses listed in the examples, or by committing a formally documented recurring offense from the previous level two times.

Examples of: physical fighting; sexual harassment/inappropriate conduct; major property damage; stealing; reckless endangerment.

Possible consequence, may include but are not limited to: sent directly to the principal; conference with parents; suspension; expulsion; any other consequences deemed appropriate by the principal.

#### **Grave Offense**

Acts of misbehavior that are recognized as legal offenses or that gravely endanger self and the school community. These include, but are not limited to: possession, use, or transporting of weapons, drugs, alcohol; physical violence.

Possible consequence, may include but are not limited to: students will be sent directly to the principal, parents are immediately called, and expulsion procedures begin.

#### **Suspension or Expulsion**

In case of severe or grave offenses, or repeated minor or serious violations, the principal may employ suspension (in-school or out) or, expulsion from school. In-school suspension removes the child from the classroom to another designated room for up to three days. Out-of-school suspension removes the student from school for five days or less.

1. The parent is informed as soon as possible of the removal and the reason for the action.
2. The parent, principal, and teacher(s) may arrange for a conference, and the student may be asked to be included.
3. If a solution seems possible, the student may resume attendance on probation or on a contract. In addition, the student is responsible for completing academic work which was assigned during suspension.

The principal is the final recourse in all disciplinary situations, and may waive any disciplinary rule at her/his discretion.

### **MIDDLE SCHOOL TEAM DISCIPLINE**

#### **Progressive Consequence Policy**

We believe that this discipline policy is clear, understandable, and workable for all middle school students. We do realize, however, that for various reasons some students choose to make negative decisions regarding their behavior and demeanor. *This Progressive Consequence Policy has been developed to address misbehavior and to establish logical, progressive,*

*and fair consequences for offenses ranging from minor to grave.*

The first three consequences for minor offenses will be a silent lunch. After a student has been issued three silent lunches, parents will be notified that the student is moving on to the next level of consequence, which is a silent lunch and a one-hour after-school detention.

After three consequences at the detention level, student will receive an in-school suspension. At that time, a conference will be requested and a student will be put on a contract. The final level of consequence is expulsion.

A student progresses forward through the levels of consequences from the highest point at which they enter.

In addition to following the above steps, certain behaviors will merit consequences of a more grave nature.

### **Minor Offenses**

Definition: acts of misbehavior that disrupt the act of learning or school environment. These offenses include, **but are not limited to:** put downs; poor church behavior; impoliteness; talking back; out-of-uniform; spitting; and gum chewing.

Possible consequence, may include but are not limited to: student will receive, at the teacher's discretion, a silent lunch for offenses in this area.

### **Serious Offenses**

Definition: acts of misbehavior that are more serious in nature than those on the minor offense level. These offenses include, **but are not limited to:** profanity/swearing; property damage; failure to comply with a direct request from a teacher; and misuse of computers.

Consequence: these acts will immediately put a student at the detention level - one hour after school.

### **Severe Offenses**

Definition: acts of misbehavior that endanger self, others, and property. These offenses include, **but are not limited to:** physical fighting; sexual harassment; harassment; vandalism; stealing; leaving school grounds without permission; and skipping classes.

Consequence: these acts will immediately put a student at the level for short-term or long-term suspension. The length of time will be determined by the principal. A conference with the student, parents, middle school team, and the principal will also be held.

Note: A student may, at this point, attempt to have his/her record cleared. This means that a student may begin again at the first level of consequence. This can be accomplished by the student obtaining two recommendations, one from a teacher and one from a parent, listing the reasons why they believe this child should restart at the first level of consequence. Additionally, the student must write a letter stating why they believe they should be reinstated in the school discipline program.

### **Grave Offenses**

Definition: acts of misbehavior that are recognized as legal offenses or that gravely endanger self and the school community. These include, but are not limited to: use, possession, or transportation of weapons, drugs, alcohol; extreme violence.

Consequence: student will be sent directly to the principal, parents are immediately called, and expulsion procedures begin.

In case of serious or grave offenses, or repeated minor violations, the principal may employ suspension (in-school or out) or, with the consent of the pastor, expulsion from school. In-school suspension removes the child from the classroom to another designated room for up to three days. Out-of-school suspension removes the student from school for five days or less.

1. The parent is informed as soon as possible of the removal and the reason for the action.
2. The parent, principal, and teacher(s) may arrange for a conference, and the student may be asked to be included.
3. If a solution seems possible, the student may resume attendance on probation or on a contract. In addition, the student is responsible for completing academic work which was assigned during suspension.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule at her/his discretion.

**Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.**

## **BULLYING POLICY**

It shall be the policy of Our Lady of Lourdes Catholic School that the school shall develop and implement an effective program to prevent, reduce, and intervene in incidents of bullying behavior by OLL students. Our Lady of Lourdes Catholic School hereby adopts the following definition of bullying. This definition is taken from language developed by the Shoreline School District as paraphrased from Washington State Senate Bill 5528 (adopted 03-09-02.)

Bullying shall be defined as:

***An intentional written, verbal, or physical act against a student which is motivated by the bully's perception of that student's race, color, creed, gender, sexual orientation, or other distinguishing characteristics, when the intentional act:***

- > ***physically harms a student or damages his/her property,***
- > ***substantially interferes with the student's education,***
- > ***is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or***
- > ***substantially disrupts the orderly operation of the school.***

Furthermore, it shall be the policy of Our Lady of Lourdes Catholic School that in carrying out this policy, the building principal shall:

- > identify and conduct staff and/or parent educational or training activities necessary to carry out this policy,
- > establish an effective schoolwide data collection and reporting system,
- > implement appropriate prevention, reduction, and intervention strategies, and
- > implement an effective monitoring program and evaluation system.

## WHAT TO DO WHEN YOU HAVE A PROBLEM, CONCERN, OR SUGGESTION

The staff of Our Lady of Lourdes Catholic School works closely with parents in order to best meet the needs of each individual child. During the course of a child's time in this school, it is likely that every family will at some point have a question, a concern, a problem, or a suggestion. We welcome and encourage your close communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions, together we can meet any challenge and move forward in a positive manner. **The best rule of thumb is to go directly to the person who has responsibility for the situation.**

### To communicate a problem or suggestion concerning:

### Talk to:

Your child's attitude, progress, treatment, field trips, specific curriculum, homework, discipline administered by a teacher...	#1 The teacher #2 The principal if the teacher was not able to help you
An office procedure, attendance, a school event, hot lunch/milk, school communication...	Office Manager
A problem or suggestions concerning general school policy, school expenditures, parent participation in policy decisions, general admission policies, plant improvements, the direction of the school...	A School Commissioner
Fundraisers, parent volunteer opportunities...	Parents' Club Officer
Auction procurement, Golf Tournament, information about both...	Events Coordinator
Art Literacy program...	Art Literacy Committee
SCRIP...	SCRIP Coordinator
CYO sports, information regarding CYO...	CYO Athletic Director
Grant writing, newsletters, website, marketing, corporate matching funds, <i>Angels for Education Campaign</i> ...	Development Director
School improvement issues, curriculum ideas, ideas for new activities, classes, or schedules, setting up diagnostic testing or tutoring, setting up school coordination with a specialist or doctor, problems unresolved by any of the above groups, concerns or suggestions regarding school administration...	The principal
If the principal does not do a satisfactory job in helping you, you may go to a higher level...	#1 The pastor #2 The Archdiocese Dept. of Catholic Schools

## FUNDRAISING POLICY

The School Commission has resolved that steps must be taken to ensure that fundraising efforts do not negatively impact the learning environment of the school. Reliance on fundraising through the Annual Auction, Annual Campaign, and Parents' Club has increased in order to meet the continuing needs of the students at Our Lady of Lourdes Catholic School.

In order to better manage the fundraising efforts of the school the following steps have been put into place. First, the only fundraising information and promotion that will be allowed in the Wednesday Envelope, *Messenger*, or banners/posters in the hallway will be for fundraisers for the Parish, Parents' Club, Auction, *Angels for Education Campaign*, and the 7th & 8th Grades Washington, D.C. trip. Classrooms may be given permission to hold brief fundraisers for service projects. Other groups that wish to conduct fundraisers are welcome to do so, but the promotion must occur outside of school. Promotion for fundraisers for the Washington, D.C. trip will be limited.

Second, all fundraisers of any kind must be approved by the Development Office and must not interfere with or coincide with previously approved fundraisers. All school fundraisers must also be logged on the official fundraising calendar managed by the Development Office.

## TUITION AND FEE PAYMENT POLICY

1. Registration fees are due at the time of registration.
2. All payment plans are managed by Our Lady of Lourdes, and must be kept current.
3. All tuition and fees for current year must be up to date prior to registration for the following school year.

Any deviation from this policy must be reviewed and approved by the pastor and the principal prior to registration for the following year.

## LATE TUITION POLICY

1. Payments 14 days late – a reminder letter to all families.
2. Payments 30 days late – another reminder is sent with a late fee assessment.
3. Payments 60 days late – a final letter requesting a personal conversation with the principal explaining the delinquency and future payment arrangements is required. If no contract is made with the principal regarding the delinquent payment, the account will be sent to a collection management service and your child will be withdrawn from school.

Deviation from this policy can be made at the discretion of the pastor and principal.

## SUBSIDY POLICY FOR OUR LADY OF LOURDES SCHOOL

The Archdiocesan school policy identifies families eligible for subsidy and those recognized as members of a parish by:

1. Their registration in the parish;
2. Their involvement in the parish through regular attendance at weekend liturgies;
3. Their identifiable support of their parish, through their time, talent, and treasure

As a rule of thumb, it is important to live stewardship and give to your parish a percentage of your income weekly. Families not attending church regularly, or not supporting their parish will not receive subsidy. If there are extenuating circumstances, contact your pastor. Families not following these guidelines will not be eligible for subsidy and will have to pay full tuition.

Catholic families of Our Lady of Lourdes, St. John the Evangelist, Holy Redeemer, Sacred Heart (and mission churches St. Mary of Ridgefield and St. Joseph of Yacolt), and St. James parishes are eligible for subsidy if individual parish guidelines are followed, along with a notification of their parish's agreement to subsidize.

## ADMISSIONS POLICY

Application to Our Lady of Lourdes Catholic School is on an annual school year basis. Preschool classes are limited to 20 students, and kindergarten through eighth grade are limited to 27 students. The class enrollment may be raised at the discretion of the principal.

Our Lady of Lourdes educates students in the Catholic tradition, integrating the Church's beliefs and practices with academic discipline. It is open to students of all religious faiths. Our Lady of Lourdes' goal is to graduate a student who is a faith-filled person, is a good citizen, and is a life-long learner, in accordance with our Schoolwide Learning Expectations.

All applicants must submit the required application materials. Families must participate in a personal interview with the

principal.

An applicant's admission to Our Lady of Lourdes Catholic School is evaluated based upon:

1. Relationship to Our Lady of Lourdes Parish, or other Catholic parishes;
2. Academic achievement;
3. Social development; i.e., age, control of behavior, ability to use the restroom, etc.
4. Family's involvement in faith formation;
5. Reasons for seeking enrollment;
6. Expectations of the school; and
7. Potential contribution to a diverse student body

The order of priority for selection of qualified students is:

1. Siblings of currently enrolled kindergarten-eighth grade students;
2. Children of Our Lady of Lourdes, St. John, St. James, Holy Redeemer, or Sacred Heart (and missions of St. Mary, Ridgefield and St. Joseph, Yacolt) registered, contributing parishioners, verified and subsidized by their pastor;
3. Children of members of other Catholic parishes;
4. All others

## STATEMENT OF NONDISCRIMINATION

The Catholic schools of the Archdiocese of Seattle admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all the schools. Our Lady of Lourdes Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

## ARRIVALS AND DEPARTURES

Our Lady of Lourdes has a drop-off and pick-up procedure for the safety of students and families. There are two options for you to use. The preferred option is for you to drop-off and pick-up your student on the south side of the school. Four cars drop-off or pick-up at a time, and the line moves steadily. **Do not pass other vehicles in this line, or let your children out of your car early; please wait your turn.** We ask that you do not park on the south side of the school during these times. You may enter this "lane" on Daniels Street off 46th.

You may still park in the north parking lot and WALK your child to class, or pick them up at their classroom door promptly at 3:00, and WALK with them to your vehicle. **Please do not park on Franklin Street, either to drop-off or pick-up your child.** Do not allow your student to walk in the parking lot unescorted by you. There is NO SUPERVISION in the parking lot. Park in the north parking lot only and walk to your child's classroom, or use the pick-up/drop-off lane. Please refer to the map sent home the first week of school, or pick one up in the school office.

For the safety of all students, we ask that no child arrive at school before 8:00 a.m., and no child under nine before 8:20 a.m. unless they are in LEAP. Classroom doors open by 8:20 a.m. All play equipment is off limits before school. When students are dropped off, they are to stand by their classroom door, not in the hallway, and wait for the room to be opened. For the general safety of the older students, we ask families to arrange for school arrival to be as close to 8:20 a.m. as possible. When school is dismissed, if you have not picked up your child at the classroom door promptly at 3:00 p.m., your child will be taken to the pick-up lane area on the south side of the school. If your child has written permission to walk home each day, he or she must do so immediately when school is dismissed. Students will not be allowed to "hang around." Students will not be allowed to wait for you in the north parking lot, or across the street from the school. You must either pick them up at the classroom door at 3:00 p.m., or in the pick-up lane area. In the afternoon, if you are delayed past 3:15 p.m., your child will be waiting in the hallway by the school office. You may pick your child up there. If you are not here by 3:30 p.m., your child will be taken to LEAP, unless you have made prior arrangement with the office on that day.

## SCHOOL DAY

### Schedule

The full-day preschool and K-8th grade school day begins at 8:30 each morning and ends at 3:00 each afternoon, Monday through Friday. Occasionally school will dismiss at 12:00 noon for teacher inservices. Our half-day preschool begins at 8:30 each morning and ends at 12:00 each day, Monday through Friday.

Supervised care is provided for a fee in the Lourdes Extended Activities Program (LEAP), from 7:00-8:20 a.m. and 3:00-

6:00 p.m. LEAP is also available on noon dismissal and some no school days. LEAP is held in the Parish Lounge in the school hallway.

### **Lunches**

Full-day preschool has recess from 11:00-11:30 and lunch from 12:00-12:30; kindergarten through 2/3 multigrade have lunch from 11:30-12:00, and recess from 12:00-12:30; 3rd through 5th grades have lunch from 11:30-12:00, and recess from 12:00-12:30; and 6th through 8th grades have lunch and recess from 12:20-12:50.

### **ATTENDANCE**

If a child is not in school, an absence will be recorded. If a child arrives between 8:30 a.m. and 10:30 a.m., a tardy will be recorded. If a child arrives after 10:30 a.m., a half-day absence will be recorded. If a child leaves school before 1:00 p.m. and does not return, a half-day absence will be recorded. If a child leaves school between 1:00 p.m. and 3:00 p.m., an early release will be recorded.

#### **Absence Due to Illness**

When a student will be absent for the day due to illness, the parent must call the school office by 8:30 a.m. Leave a message if the office is not open yet, or the lines are busy.

#### **Make-up Work**

When students are absent due to illness, **the parent may request from the office by 9:30 a.m.**, missed assignments and needed handouts. Work may be picked up after 3:00 p.m., and before 4:00 p.m. in the office.

#### **Late Arrival**

Students are expected to be in the classrooms by 8:30 a.m. All students, preschool through 8th grade arriving after the 8:30 a.m. bell must come to the office for a tardy slip.

#### **Individual Early Release**

When it is necessary to leave school early, the student must bring a note to the office in advance. They will be issued an early release form to take to their teacher. For safety reasons, parents or a prearranged person must pick up their child from the office in cases of early release or illness. You will be asked to sign your child out of school.

#### **Absence for Vacation or Travel**

Washington law requires elementary school students to attend school. If parents choose to withdraw their child for vacation or travel during the required school days, they do so with the understanding that make-up work will be provided **after vacation** and completed under parent supervision. It should be understood that the student's report card grades may reflect his/her inability to participate in class activities during vacation time. Advance communication of discretionary absences must be given to both the principal and the homeroom teacher.

#### **Excessive Absences or Tardies**

If a student has a record of numerous absences or tardies, the principal and/or teacher may request a parent conference. The absences or tardies may affect the ability to promote the student.

### **PARTY INVITATIONS/GIFT GIVING/DELIVERIES**

If you wish to invite classmates to a birthday party, the invitations may only be handed out at school if all classmates of the same sex as your child, or the entire class are invited. This policy was made to reduce the feeling of rejection or cliques within the classroom. Please consider the ramifications of having parties where a few classmates are not included. Consider a small party of one, two, or three of your child's best friends in class, or all the boys, or all the girls.

If your child has a gift to give to a fellow student such as on Valentine's Day or Christmas, please arrange for delivery before or after school; such individual gift exchanges should not happen in the classroom.

We ask that you not send flowers, balloons, etc. to your child while they are at school. If they do arrive for your child, they will be held in the school office until school is released for the day.

### **HOT LUNCH/MILK PROGRAMS**

The hot lunch program is served by volunteer parents on Wednesdays, beginning in October. The price for a single serving entree lunch is \$3.20, a double serving entree sells for \$4.70. Tickets may be purchased in single, half-year, and full-year increments in the school office. Lunch for any Wednesday must be purchased by 10:00 a.m. on the Tuesday before. We must call in our order to our caterer on Tuesday at noon in order for food to be purchased.

Milk may be purchased by students in full-day preschool - 8th grade in September for the school year. The cost for milk is \$34 per student, per year, or \$17 for half a year. Milk will be delivered to homeroom classroom each day.

## **FORGOTTEN ITEMS**

Students are expected to arrive at school with materials needed for the day. Parents are asked not to disturb classes during the day to deliver such items. Each time we interrupt a class, students lose a valuable part of the instructional day. **Therefore, students will not be allowed to call home to retrieve forgotten lunches, jackets, homework, and school supplies.** The office will not deliver forgotten items to students during the day, except in an emergency. Parents may leave messages by phone or in person in the school office for students. These messages are delivered each day fifteen minutes before dismissal.

## **EMERGENCY SCHOOL CLOSURE**

In the event of a need to close or delay school because of weather conditions, we will follow Vancouver School District's decision. If they are opening one hour late, so will we; if they open two hours late, we will do the same, and there will be no half-day preschool. If they are closed, so are we. **Also, please keep listening to the radio or TV if we are having a delayed opening, because sometimes it is changed to a closure.** Extended Care is closed in the morning if a delayed opening is announced. If school is closed, so is Extended Care. A decision is usually made by 6:00 a.m. and called in to radio and TV stations by Vancouver School District. At times, the decision may come later, so keep checking during the early morning hours. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. **No announcement means that schools are open as usual.** If we have an emergency release because of weather, or non-weather reasons, please follow your emergency release plan on your Emergency Dismissal form filed with the school. You should keep a copy of this form at home. If weather conditions indicate a need for an early release, we follow VSD's decisions. Again, parents have the option of picking up their child early based upon conditions in their immediate area.

## **LOCKDOWN INFORMATION**

As part of our continuing efforts to keep your children safe at school, several years ago Our Lady of Lourdes School compiled a comprehensive Critical Events Procedure Manual with the help of the Archdiocese of Seattle and local law enforcement agencies. We have set plans in place for emergencies of all kinds. Our classrooms each have a condensed version of our manual in the room, along with the emergency dismissal forms for each of the students and various other forms and information sheets.

There seems to be more and more incidents of schools being "locked down" for one reason or another. Because a lockdown is one of the emergencies we are prepared for, we want to let you know what parents and or guardians should do in the event we find ourselves involved in this kind of emergency.

In the event of a lockdown, all outer doors to Our Lady of Lourdes School will be locked and no one will be admitted until after the emergency has ended. We will not be notifying you, nor will we be answering phones during the lockdown. Parents are asked to go to St. Joseph School for information and to wait, if wanted, until our lockdown has ended. We will be in contact with the St. Joseph School administration, and they will keep you updated as to the situation here. Once the lockdown has ended, you will need to check your children out of school in our school office. You will not be allowed to pick them up in their classroom. If you are unable to come to school to check your child out, the person doing so must be listed on the Emergency Contact information you filled out at the time you registered.

Your child's safety is of utmost importance to us. If you have any questions or concerns about the safety of your child at Our Lady of Lourdes School, please do not hesitate to call.

## **LIBRARY POLICY**

To insure that all students have access to school library books, borrowers should return books in a timely manner. At the end of each trimester, report cards will be held for any books not returned to the library. Parents will be billed for any books that cannot be found.

## **UNIFORM POLICY**

The following uniform dress guidelines were revised by the School Commission over the course of the 2008-2009 school year. They represent the updated uniform policy that will be fully enforced during the 2010-2011 school year. (The delay in

enforcement is designed to allow students time to outgrow current uniforms.) Until the 2010-2011 school year, students may comply with either the updated or the old dress code.

As part of the new uniform policy, the school is adopting a new logo for our sweatshirts. All sweatshirts ordered from Parents' Club will now have the new "Three Crosses" logo stiched on them. (There are currently two other logos in circulation—the "Lancer" logo which is the oldest and features a knight from the waist up with a lance in his/her raised hand, and the "Rider" logo which is newer and features a rider and horse with a cross.) As with other uniform items, we are going to phase out the old logos. After this year, the "Lancer" logo should not be worn as a uniform item. The "Rider" logo will be phased out more gradually.

### UNIFORM POLICY K-5

ARTICLE	DESCRIPTION	COLORS	APPROVED VENDOR
Polo Shirt	Short or long sleeves, Plain Collar	White	Pieces may be purchased at any store as long as they MATCH IN STYLE, COLOR, AND TEXTURE to uniform pieces available at the Dennis Uniform Store.
Blouse	Short or long sleeves, Peter Pan or plain collar	White	
Turtle Neck	Cotton knit, no mock turtle necks	White	
Sweatshirt	Long sleeve, crew neck	Navy	Sweatshirts should have the Our Lady of Lourdes Catholic School logo (available only through Parents' Club)
Sweater	Cardigan	Navy	Dennis Uniform ONLY
Jumper/Shift/Skort/Skirt	Knee length	Plaid	Dennis Uniform ONLY
Walking Shorts	Cotton twill, pleated or plain front, cuffed or plain hem, knee length	Navy	Pieces may be purchased at any store as long as they MATCH IN STYLE, COLOR, AND TEXTURE to uniform pieces available at the Dennis Uniform Store.
Pants	Cotton twill, pleated or plain front, straight leg, no cargo or oversized pants	Navy	

### UNIFORM POLICY 6-8

ARTICLE	DESCRIPTION	COLORS	APPROVED VENDOR
Polo Shirt	Short or long sleeves, Plain Collar	Navy	Pieces may be purchased at any store as long as they MATCH IN STYLE, COLOR, AND TEXTURE to uniform pieces available at the Dennis Uniform Store.
Turtle Neck	Cotton knit, no mock turtle necks	Navy	
Sweatshirt	Long sleeve, crew neck	Red	Sweatshirts should have the Our Lady of Lourdes Catholic School logo (available only through Parents' Club)
Skort/Skirt	Knee length	Khaki	Dennis Uniform ONLY
Walking Shorts	Cotton twill, pleated or plain front, cuffed or plain hem, knee length	Khaki	Pieces may be purchased at any store as long as they MATCH IN STYLE, COLOR, AND TEXTURE to uniform pieces available at the Dennis Uniform Store.
Pants	Cotton twill, pleated or plain front, straight leg, no cargo or oversized pants	Khaki	

### UNIFORM POLICY K-8

ARTICLE	DESCRIPTION	COLORS	ADDITIONAL INFORMATION
Non-uniform shorts (K-8)	Girls are encouraged to wear shorts with shifts, skirts, etc.		Shorts should not be visible below the hemline
Socks (K-8)	Socks must be worn and visible	White or navy	
Tights (K-8)	Girls may wear tights under shifts, skirts, etc.	White or navy	Tights should include a foot and be appropriately sized
Shoes (K-8)	All shoes must allow for safe play and be secured with a buckle, laces, or velcro	Navy, black, brown, or white	<b>Shoe colors listed should be the predominant color of the shoe.</b> Shoe laces should be tied and match the shoe color.

## FREE DRESS GUIDELINES

Students may wear free dress on specially designated days. In general, free dress is attire that is appropriate for school activities, not distracting to self or others, and not demeaning or degrading to others.

- All clothing and appearance should reflect the values of Our Lady of Lourdes School.
- All clothing must fit appropriately and respectfully. No oversized or form-fitting apparel may be worn. Tops must cover the chest modestly. See note below for not allowed clothing.
- All clothing should be clean, neat, and in good repair - not torn, frayed, ragged edges, holes, or patches.
- Shorts may be worn during the same time frame as uniform shorts. Length must be no more than 3 inches above the knee, and not hang below the knee. Athletic shorts, cut-offs, bike shorts, and lycra shorts are not allowed.
- Also not allowed: sagging pants, mini skirts, bare midribs, sheer blouses, tank tops, camouflage items, athletic pants, sweatpants (cotton or otherwise), and pajama bottoms or tops.

## PARENT/FAMILY VISITATION

Parents and/or family members are welcome to visit classes at any time with permission of the teacher or principal. For security reasons, **all visitors in the school during school hours are required to report to the office to obtain a visitor badge.**

## NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, or visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## SCHOOL RECORDS

Parents may inspect or obtain a copy of their children's permanent record file with 24 hour advance written notice. When a student transfers from OLL, all financial responsibilities must be paid in full before student records will be forwarded.

## PARENTAL RESPONSIBILITIES

### Standards For Parents of Children Attending Catholic Schools

Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish (appropriate to their resources,) and conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- Be a partner with the school in the education of your child.
- Understand and support the religious nature of the school.
- Read all communications from the school and request clarification when necessary.
- Be as actively involved as you can be in the life of the school, and to volunteer assistance when possible.
- Be sure your child attends school daily and is on time.
- Make certain that your child is clean and dressed appropriately in accordance with the school's uniform code.
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.
- Teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Know and understand the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.
- Encourage in your child a desire to learn and a respect for self and others.
- Support the school in word and deed with positive communication and marketing of the school.

It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.

## **VOLUNTEER PROGRAM RULES AND GUIDELINES**

A volunteer program is a means of letting responsibility for success of school programs be shared by all. It asks families to examine what their true commitment is to the education of their children at Our Lady of Lourdes Catholic School. The manner of affirming this commitment is made available through the volunteer program.

The volunteer program, while an obligatory program, hopefully will be perceived as an invitation to all to become more a part of the Our Lady of Lourdes faith community, and an opportunity to have a greater role in your children's school life.

We believe that parents of Our Lady of Lourdes students have placed a high priority in their children and their education. We are offering the volunteer program as an opportunity to act on these priorities.

All parents are required to support the efforts of the Parents' Club pledging **25 hours of work per family per year (10 hours for \*single parents)** in various fund-raising and service activities. Only 10 hours (4 for single) may be credited for classroom work, i.e., in the classroom, field trips, etc. The remaining 15 hours (6 for single) must be fulfilled outside of the classroom, i.e., Health Room, Auction, Fundraisers, Hot Lunch, Parish Ministries, etc. This is a wonderful way to become acquainted with school parents and grow in the spirit of Our Lady of Lourdes Catholic School community, while helping minimize the increasing annual cost per student. If you have questions, direct them to [volunteer@lourdesvan.org](mailto:volunteer@lourdesvan.org).

**\*Single parents are defined as those not having any spousal support, both in finances and in the raising of the child/ren. Divorced families, where both parents are still taking part in the upbringing and finances of the child/ren, are considered a two parent family under these rules and guidelines, and will be subject to the same guidelines and rules of a two parent family.**

### **IN AN ATTEMPT TO AVOID MISUNDERSTANDINGS, A FEW BASIC GUIDELINES FOR THE VOLUNTEER PROGRAM ARE LISTED BELOW:**

- The volunteer program will run from the first day of school through the last day of school.
- Each family is to accumulate a minimum of 25 hours (10 hours for single parents) of volunteer program service and report at the designated time. **Please do not quit your volunteer hours once you reach 25 hours, your help is needed all year!**
- If you are unable to meet the volunteer hours obligation, you have agreed in your tuition contract to compensate the school at the rate of \$10 per hour for those hours you are unable to complete. You will be billed at the end of the school year.
- There will be no carry-over of extra hours to the next volunteer program year, and no trading of hours between families.
- If you sign up for a fund-raiser, or activity at the beginning of the year, it is your responsibility to contact the chairperson or teacher to see what can be done.
- Field trip helpers count straight hours for the duration of the field trip.
- **Art Literacy volunteers, hot lunch volunteers, and health room volunteers count straight hours. However, anyone who accepts this responsibility is expected to keep their commitment for the entire year and not quit after they have put in 25 hours.**
- All coaches will count the hours of practice as well as game time.
- If parents feel they are not receiving ample opportunity to work the hours they pledged, it is their responsibility to contact the principal to see what can be done to rectify the situation.
- Parents are asked to track their volunteer time and turn it in to the office in May. Forms are available in the office.
- Suggestions of volunteer activities: Health Room; Tool Time; Auction; hot lunch; Art Literacy; Halloween carnival; classroom aide; library aide; Campbell Soup labels; Scrip seller; room parent; Parents' Club committee; etc.

## **PRAYER FOR VOLUNTEERS**

Dear Lord, just as Christ said: "Let the little children come unto me," so too may we follow in His footsteps to honor and serve the learners in our care. We thank you for the blessing of volunteers whose time, energy, and talents enrich our school and support our educational efforts. We ask for Your wisdom as we work with the learners of our school. Help us understand their needs, share their challenges, and celebrate their progress. Guide our steps in this act of service as we strive to follow

in the path of Christ as teachers, working with the learners who are made in Your image. Grant us wisdom and patience when they are needed. Help us see how best to support, without restricting. Bless our efforts with success. Amen.

## **VOLUNTEER'S CODE OF ETHICS**

- **CONFIDENTIALITY** – A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students.
- **COMMUNICATION** – Always direct other parents' concerns to the classroom teacher. Written notes and comments are most helpful to the teachers because of time. If there is a conflict or difference in opinion, please go directly to the source and deal with the challenge. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.
- **QUALITY WORK** – If you don't think you can do the job, please be honest and talk to the teacher involved. If directions need clarity, please ask. Please work in the classroom, or in the parish lounge if space is available. Please do not work in the faculty room.
- **DEPENDABILITY** – The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.
- **RESPECT FOR OTHERS** – Children learn from watching you. Practice patience and understanding toward the children and staff which helps our students value and apply these qualities.
- **ROLE** – At all times, a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the Archdiocese.

## **VOLUNTEER REQUIREMENTS**

**All volunteers working in Our Lady of Lourdes Catholic School are required to fill out a Volunteer Background Check and Authorization Form, and also attend a Safe Environment volunteer training session as required by the Archdiocese of Seattle. If you have not done both, you will not be allowed to volunteer in the school or parish buildings.**

If you filled out a background check last year, you do not need to do so this year. They are valid for 3 years. If you are not sure if one is on file, please stop by the office.

If you attended a Safe Environment volunteer training session during the 2007-2008 or 2008-2009 school years, and turned in your signed completion form or certificate, you do not need to attend another. **You must, however, complete an online update class each year thereafter.**

All volunteers driving on field trips must also have on file a driver insurance form. **This is filled out each year, and not carried over from year to year.**

If you are not sure if you are cleared to volunteer, please call either the school office, or Lisa Quimby in the parish office.

## **SCHOOL COMMISSION**

The overall purpose of the School Commission is to advise and support the pastor and the principal as they form policy and direct the ongoing development of the school. The Commission is advisory in nature—the operating principle is that the school or parish administrators accept the advice of the Commission when given, especially when consensus is reached.

The advisory process is collaborative. The Commission's role is to make the principal as effective as possible, giving him or her the benefit of the Commission's collective wisdom.

The OLL School Commission meets on the first Wednesday of the month. Parents wishing to add items to the School Commission agenda may do so by contacting the School Commission Chair.

2009-2010 School Commission members:

Jackie Wilcox	Annemarie Ryan	Rick Torres	Kathy McDonald
Kelly Osler	L'Rae Scherwinski	Jean Rigney	Jennifer Delgadillo, Chair
Permanent Members:	Fr. Michael Radermacher, Priest Administrator		Brian Anderson, Principal

## PARENTS' CLUB

The Parents' Club is an association of members whose primary function is community building within the school and parish. This association welcomes and encourages participation from all parents interested in working together to improve and strengthen our school. It is both a social and a service association which oversees a variety of volunteer endeavors at Our Lady of Lourdes Catholic School. The Parents' Club interfaces with the pastor, the school commission, the principal, and the faculty.

In support of the school faculty and administration, it is the purpose of the Parents' Club to cultivate and develop parental participation in school centered activities designed to enhance the educational and environmental experience of the students of Our Lady of Lourdes Catholic School.

## PARENTS' CLUB SCOPE OF RESPONSIBILITY

- The Parents' Club is responsible for developing and coordinating volunteer programs at Our Lady of Lourdes Catholic School.
- The Parents' Club is responsible to its members for the administration of all Parents' Club activities.
- The Parents' Club is responsible for working in a collaborative fashion with the OLL principal and faculty.
- The Parents' Club is responsible for coordinating its activities with the OLL school commission.

## ART LITERACY

A group of volunteer parents interested in enhancing art education at the school has been formed. The volunteers meet monthly to discuss the selected artist of the month and the classroom presentation. Parents interested in joining this group are asked to call the school office.

## STUDENT HEALTH

### Immunization Law

Washington law requires that every child entering into any Washington public, private, or parochial school for the first time, must have received all of the required immunizations or meet one of the requirements listed on the form supplied by the school. Out-of-state transfer students are given a 60-day grace period to obtain their immunization records, or to initiate immunizations.

### Health Records

Our Lady of Lourdes Catholic School staff want to understand and to provide for your child's needs as much as possible. Please inform the principal of any physical or emotional condition or handicap that would impact your child's performance in school. Teachers will be informed in a confidential manner.

### Communicable Diseases

Please notify the school **promptly** if your child contracts a communicable disease, i.e., chicken pox, head lice, etc. If you have any questions, please call the school office.

### Medication and First Aid

Children may not keep medicine in their personal possession while at school. All medications to be taken while at school must be kept in the school office accompanied by a signed form from your doctor, along with the parental signature, and directions for administration. The child is to come to the office at the agreed upon time, and the dosage will be taken under adult supervision. Band-aids and feminine supplies are available in the office if needed. Tylenol will be dispensed only with a parent's written permission, and a personal supply provided.

## WHEN SHOULD I KEEP MY CHILD HOME?

**PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL.** There could be some serious health problems for your child and other students. Some students have medical conditions which can become life threatening when exposed to measles, chicken pox, shingles, Fifth's disease, rubella, and hepatitis. Should your child be diagnosed during the school year with any of these diseases, please call our office immediately.

**Fever greater than 100° (orally)** – must have temp below 100° for 24 hours **without** use of fever reducing medications to return to school.

**Rash or rash with fever - new or sudden onset** – If diagnosed as Fifth's disease, or measles, please contact the

school office immediately. Rash must be gone, or have clearance from MD to return to school.

**Brown, gray, tan, green, or yellow drainage from nose, eyes, etc.** – If diagnosed as pink eye, please contact the school office immediately. Discharge must be gone or student must have been on antibiotics for 24 hours and have clearance from MD to return to school.

**Vomiting** – must be symptom free for 24 hours to return to school.

**Diarrhea** – must be symptom free for 24 hours to return to school.

**Cough - deep, barking, congested, or productive with colored mucous** – must be symptom free or on antibiotics for 24 hours and have consent from MD to return to school.

**White, clay colored, or bloody stool** – symptom free or consent of MD to return to school.

**Yellow color of skin and/or eyes** – symptom free or consent from MD to return to school.

**Brown or bloody urine** – symptom free or consent from MD to return to school.

**Stiff neck or headache with fever** – symptom free or consent from MD to return to school.

**Unusually sleepy, lethargic, or grumpy** – symptom free to return to school.

**Strep throat diagnosed by MD** – must have been on antibiotics for 24 hours and have consent from MD to return to school.

**Chicken pox** - please contact the school office immediately. – must wait 10 days from onset to return to school.

After an illness of two or more weeks, surgery, or other change in health status – written instructions from the doctor and parent regarding medication or special health needs must be provided to the school office and classroom teacher.