

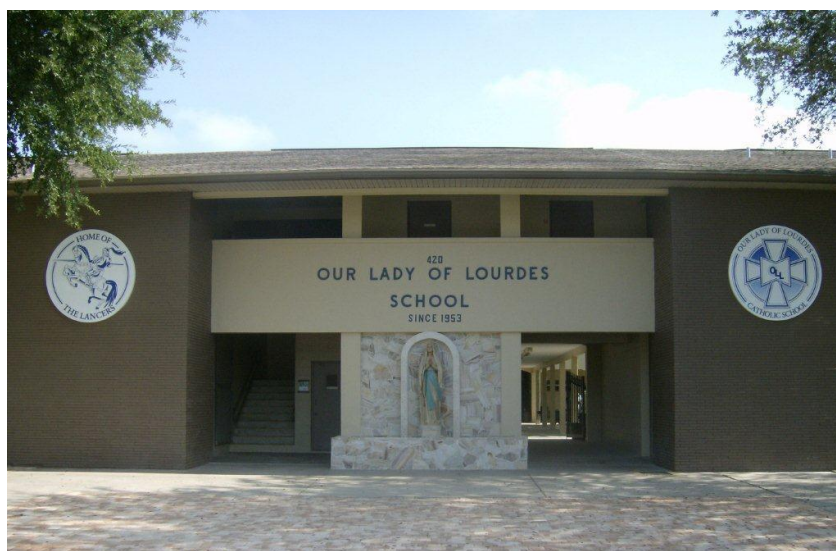
PARENT AND STUDENT HANDBOOK

2023-2024

(Revised 8/4/2023)

Our Lady of Lourdes Catholic School

Founded in 1953



Our Mission

“Our Lady of Lourdes Catholic School exists as a ministry of the Catholic Church to proclaim the Gospel message. Recognizing that each person is a unique creation of God, we endeavor to provide a strong spiritual, academic, and emotional foundation enabling students to realize their full potential.”

OUR LADY OF LOURDES CATHOLIC SCHOOL

420 E. Fee Avenue

Melbourne, Florida 32901

Phone: 321-723-3631 Fax: 321-723-7408

www.ollmelbourne.org

Dear Parent(s) or Guardian(s),

Thank you for partnering with us in the education of your children. This handbook is your guide for understanding the policies, regulations, and procedures of Our Lady of Lourdes Catholic School. Please read the handbook carefully and put it in a safe place for future reference. ***Parents, after reading the handbook and discussing it with your child, please sign and return the acknowledgement form to your child's teacher.***

Our Lady of Lourdes Catholic School is a school where all children learn and where each child is valued for his/her own abilities, talents and learning styles. In order for your child to be successful, he/she will need constant support from both parents and faculty. **We are a team and you are a vital link in your child's education. It is important that neither parents nor teachers doubt the sincerity of the efforts of their educational partnership in guiding the student to reach his/her potential. Please remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Our Lady of Lourdes Catholic School is a family-centered community for students from diverse backgrounds to grow spirituality and academically. We provide the opportunity for students to learn the history, traditions, reasoning, morals, and values of their faith while being able to celebrate it every day in their learning environment. Our curriculum incorporates 21st Century learning along with research based teaching methods and differentiated learning. We also offer various extracurricular clubs and activities to enable our students to become well rounded. We strive to create an environment where every student is given the attention necessary to reach their potential and achieve individual success. All of this is made possible by strong partnerships with our parents.

I am excited about the many fun filled and challenging educational opportunities for the children. I invite you to take every opportunity to volunteer and actively participate in our school. Together, we can empower each student to realize their full potential.

In God's Love,

Donna Witherspoon
Principal

STATEMENT OF BELIEFS

Our Lady of Lourdes Catholic School is one of the Catholic schools dedicated to serving the families of the parishes and the greater community of Brevard County. Guided by the teachings of Jesus Christ, the school provides children from grades pre-kindergarten through eight with an educational program of academic excellence, empowering them to become confident and contributing leaders in their families, church, community, and global society.

- ❖ We integrate our Catholic faith and values into every aspect of our environment.
- ❖ We apply the Church's mission in building a faith community through worship, service, prayer, sacrifice, and witness.
- ❖ We foster an understanding of God and a mutual respect for one another.
- ❖ We recognize that students learn in a variety of ways.
- ❖ We achieve academic excellence through meaningful, challenging, and culturally diverse learning experiences.
- ❖ We prepare students to become successful and productive life-long learners.
- ❖ We encourage a partnership among stakeholders in a shared responsibility for the growth and welfare of every student.
- ❖ We provide a safe and supportive learning environment.
- ❖ We recognize and value the social, emotional, and academic needs of each student.
- ❖ We challenge students to use their faith in their journey to build the Kingdom of God.



DIOCESE OF ORLANDO MISSION STATEMENT

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership, and compassionate service in order to create a more just and humane world.



OUR LADY OF LOURDES CATHOLIC SCHOOL MISSION STATEMENT

“Our Lady of Lourdes Catholic School exists as a ministry of the Catholic Church to proclaim the Gospel message. Recognizing that each person is a unique creation of God, we endeavor to provide a strong spiritual, academic, and emotional foundation enabling students to realize their full potential.”

OUR LADY OF LOURDES CATHOLIC SCHOOL STUDENT ACTION CODE

”I believe that Jesus is present in each of my classmates and in my teachers, therefore all my actions will show respect for Jesus.”

Our Lady of Lourdes Catholic School is accredited through the Florida Catholic Conference.

POLICIES AND PROCEDURES

The Our Lady of Lourdes Catholic School Administration reserve the right to make changes to this Parent and Student Handbook at any time. Parents are invited to suggest meaningful changes in written form. The necessary changes will be incorporated annually prior to the start of the academic year. If changes need to be made during the school year, notification of the change will be by email and changes will be highlighted in red on the school web site.

TABLE OF CONTENTS:

Accreditation	iii
Statement of Beliefs	iii
Mission Statement	iii
Student Action Code	iii
Admissions Policy and Procedures	
Admissions of Students.....	1
Priority for Admissions.....	1
Basic Requirements.....	1
Scholarship Applicants.....	2
Withdrawal Policy.....	2
Financial Policies and Procedures	
Financial Obligations.....	3
Annual Fees.....	3
VPK Only.....	3
Tuition.....	3
Additional Financial Obligations.....	5
Church Support.....	5
Fundraising	5
Service Hours	5
Raffle	6
Items Required Annually	6
Insurance	6
Attendance Policy and Procedures	
Attendance Policy.....	7
Change of Plans.....	7
Early Departure.....	7
Absentee Procedure.....	8
Tardiness Policy.....	9
Make Up Work Procedure.....	9,29
Written Notes.....	10
Arrival/Dismissal and Inclement Weather Procedures	
Calendar.....	11
School Hours.....	11
Face Coverings.....	11
Morning Drop Off.....	11
Afternoon Pick Up.....	11
Stormy Weather.....	12
Weather Emergency.....	12
Safety and Health Policies and Procedures	13
Restroom/ Locker Room Privacy Policy.....	14
Child abuse Laws.....	14
Fingerprinting.....	14
Immunization Records.....	14
Medication.....	14
Illness.....	15
Head Lice.....	15
Accidents.....	16
Playground and Recess Safety.....	16
Emergency Drills.....	16
Custodial Agreements.....	16
Asbestos/Radon testing.....	17
Parental Mass Attendance.....	17

Parents as Partners in Education	18
Our Lady of Lourdes School Board.....	18
Our Lady of Lourdes Home and School Association.....	18
Service Hours.....	19
Conflict of Interest Policy	19
Confidentiality Agreement	19
Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors	20
School Office	22
Our Lady of Lourdes School Uniform	22
Academic Policies and Procedures	23
Curriculum.....	23
Student Performance Expectations.....	23
Virtual Learning Option.....	24
Report Cards.....	24
Grading Scale.....	25
Behavior Scale	26
Middle School Math/ Algebra Placement	28
Academic Honesty	28
Academic Probation	29
Parent/Teacher Conferences	29, 46
School Mass	29
Make up Work Procedure	29
Promotion and Graduation Requirements	30
Promotion and Retention	30
Recognition Awards	30
Honor Roll.....	30
National junior Honor Society.....	31
Sociedad Honoraria de Amistad (Spanish Honor Society).....	32
End of Year academic Awards.....	32
Student Activities	33
Participation and Selection Policy for Student Activities.....	33
Homework Assignments	34
FACTS/ LMS.....	34, 51, 54
Homework Bill of Rights.....	35
Physical Education	36
Student Services	36
Standardized Testing	37
Behavior Policies and Procedures	
Code of Conduct.....	39
Responsibility Centered Discipline	39
Disciplinary Consequences.....	41
Bullying	42
Cyberstalking.....	43
Prohibited Items.....	45
Search of Students and their Property	45
Off Campus Conduct	46
Parent-Teacher Conferences for Behavior	46
Dress Code Policies and Procedures	
Dress Code.....	47
Nut Day Dress Code.....	49

Uniform Violations.....	50
Lost and Found.....	50
Technology and Media Policies and Procedures	
Online Parent Information Center.....	51
FACTS.....	51
EZ School Apps.....	51
Electronic Mail.....	51
Internet Access.....	51
PikMyKid Ap.....	52
Media Center Policy.....	52
Internet Posting.....	52
Technology Use Policy.....	52
Technology Device.....	52
Cell Phone Use.....	53
Classroom Policies and Procedures	
FACTS.....	54
Classroom Parties.....	54
Lunch and Snack.....	54
Placement Requests.....	55
Student Directory.....	55
Telephone Messages.....	55
Visits to Classrooms.....	56
Extracurricular Policies and Procedures	
Field Trips.....	57
Athletic Programs.....	58
Extended Care Program.....	59
Emergency Situations at School Flyer.....	Appendix 1
COVID Reference Guide.....	Appendix 2

ADMISSION POLICIES AND PROCEDURES

ADMISSION OF STUDENTS

Our Lady of Lourdes Catholic School (OLL) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or ethnic origin in administration of educational policies, admissions policies, subsidy programs, or athletic and other school-administered programs.

- **Priority For Admission**

All families wishing to enroll students in OLL are assigned an initial priority based upon prescribed criteria. The priority is finalized after verification of the parish records, if applicable. Our Lady of Lourdes Preschool students receive top priority in each category.

Students will be considered for admission to OLL on the basis of academic ability, conduct, and moral character according to the following priorities:

1. Families with children enrolled at OLL and in good standing with OLL.
2. Parishioners – children of families supporting* OLL Church
3. Parishioners of neighboring Catholic parishes who have been approved by their pastors as supporting members of their parishes.
4. Non-Catholics.

**Supporting means a registered parish member who attends mass regularly and is involved in the parish stewardship program of time, talent, and treasure. Treasure means the regular use of envelopes (identifiable contribution).*

- **Basic Requirements For Admission**

Pre-K3 Admission- To be considered, a child must be three years of age on or before September 1st of the academic year in which admission is sought.

VPK Admission- To be considered, a child must be four years of age on or before September 1st of the academic year in which admission is sought.

Kindergarten Admission- To be considered, a child must be five years of age on or before September 1st of the academic year in which admission is sought.

First Grade Admission- A child may enter the first grade if he/she is 6 years old on or before September 1st of the current school year and has satisfactorily completed the kindergarten program in a public or non-public school from which the district school board accepts transfer of academic credit.

New Student Admission- New students are conditionally accepted until the office has received and approved transcripts and records from the previously attended school(s), and the student has satisfactorily completed an academic screening. A screening process for acceptance of exceptional education students will be used.

It is in that spirit that students be accepted on a ninety (90) day probationary period with mandatory 30, 60, 90 day meetings.

Acceptance is finalized when the student's initial report card from OLL indicates satisfactory achievement and behavior. Failure to meet acceptable standards will be considered just cause for disenrollment.

- **Diocese of Orlando Immunization Policy** – Catholic Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of Orlando do not recognize a religious objection to this immunization. All children entering public or private school in Florida for the first time must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella and rubeola, and HIB. All students must be in compliance with all Brevard County health department regulations before they can enter school.
- **Health Physical** – A current health physical not more than one year old, is required for all new students.
- **Birth Certificate** - A birth certificate as well as a health certificate, which includes an immunization certificate for prevention of communicable diseases, as required by the Health Department, must be presented before a child is admitted to class.
- **Baptismal Certificate** - Baptismal certificates are required for students preparing for the sacraments of Holy Eucharist, Reconciliation, or Confirmation.

❖ **Step Up For Students FTC, Florida Empowerment Scholarship Educational Options (EO) and Unique Abilities (UA) (formerly Gardiner and McKay), and AAA Scholarship Applicants**

The full cost of educating a student varies each year. OLL includes a multitude of services that support a child's education beyond regular academic instruction and assessment including but not limited to classroom interventions, one-on-one services, sensory or handwriting groups within the classroom, Study Skills, classroom literacy interventions, etc., which are not charged to families separately and on an hourly basis. When OLL agrees to accept students on Florida Empowerment Scholarships, Step Up For Students or AAA Scholarships, the monies are allocated by the school administration to the staffing and services provided during regular instruction, to support the needs of the child as directed by the Service Plan. Therefore, the scholarship monies are not available for non-academic items such as school supplies. If additional funds are available, the monies can be allocated to additional private services. Upon entrance and screening for attendance at OLL, the school reserves the right to deny enrollment due to an inability to provide the services listed on the Educational Plan.

WITHDRAWAL POLICY

In case of a planned withdrawal, parents should give written notice to the school office. Current payment of all fees is required, or records will be withheld. Failure to depart in good standing will prevent re-admission or recommendation to another school.

FINANCIAL POLICIES AND PROCEDURES

FINANCIAL OBLIGATIONS

Tuition obligations are taken care of in accordance with the written information each family receives from the school office. Instructional fees are due on Passport Day.

ANNUAL FEES

REGISTRATION FEE (non-refundable) – due at time of registration

- ❖ **\$350.00** per family for returning families.
- ❖ **\$375.00** per family for new families

ADDITIONAL FEES

- ❖ **INSTRUCTIONAL FEE – \$300.00** per student due in August
- ❖ **TECHNOLOGY FEE – \$300.00 per student**
- ❖ **STUDENT SERVICES FEE- \$250.00** per student (may apply)
- ❖ **LEARNING LAB FEE - \$550.00** per student (may apply)
- ❖ **GRADUATION FEE - \$125.00** (8th Grade only). Due in August
- ❖ **UNIFORM FEE - \$200.00** if applicable
- ❖ **PARAEDUCATOR FEE – TBD if applicable**

VPK ONLY

- ❖ There is no Registration Fee if your child is attending VPK only.
- ❖ If your child will be in one of our extended programs, the Registration Fee is **\$200.00**.
- ❖ There is no Instructional Fee if your child is attending VPK only.
- ❖ If your child is attending one of our extended programs, the Instructional Fee is **\$300.00** per child.
- ❖ There is no Technology Fee if your child is attending VPK only.
- ❖ If your child is attending one of our extended programs, there is a Technology Fee of **\$300.00** per student.

TUITION

The tuition cost for Our Lady of Lourdes Catholic School is **\$9900.00**

The Parish offers a subsidy of up to \$1000.00.

To receive the Parishioner subsidy, you must be a baptized Catholic and a registered, active, and supporting member of the parish prior to registration. Parishioners are defined as members of Our Lady of Lourdes Church who attend Mass on a regular basis, contributing and using their weekly envelopes during the calendar year. Members of Our Lady of Grace Church, Immaculate Conception Church, and St. John the Evangelist Church may also be considered parishioners at Our Lady of Lourdes Church. If you are a parishioner of another Catholic parish, your home Parish may agree to subsidize a portion of your tuition. Please contact your Parish for additional information. Non-parishioners are defined as all others.

Multiple child discounts may be applicable.

Two Students	Up to \$800.00
Three Students	Up to \$1500.00
Four + Students	Up to \$2800.00

All discounts including the parishioner and multiple child discounts are subject to the financial ability of the parish and school, the decision of which is at the discretion of the Pastor and the school administration.

To be considered for discounts or assistance, the family must have completed the required 25 hours of service to the school.

- Applications for parish assistance must be submitted online through <http://www.factstuitionaid.com> by May 1st of the previous school year.
- Parents sign a form indicating the planned method of payment.
 - ❖ 1 payment through FACTS (\$15 processing fee) Due on or before **July 15th**
 - ❖ 2 payments through FACTS (July and December, \$15 processing fee)
 - ❖ 10 monthly payments through FACTS (August-May, \$41 processing fee)
 - ❖ 11 monthly payments through FACTS (July-May, \$41 processing fee)
 - ❖ 12 monthly payments through FACTS (July-June, \$41 processing fee)
 - ❖ Monthly FACTS payments collected on the 5th or 15th of each month. There will be a \$30 charge for any returned FACTS payments.
- Tuition paid IN FULL for the school year (due July 15th) is paid directly to Our Lady of Lourdes Catholic School.
- Any plan other than paying the tuition IN FULL must be paid with an agreement through the FACTS Tuition Management Program.
- To access the FACTS Website: <http://www.factstuitionaid.com>

Without fiscal stability, Our Lady of Lourdes Catholic School cannot continue to provide students with high quality Catholic education. Fiscal stability is only possible with the cooperation of all families involved. The School Finance Committee of the School Board, in an effort to ensure that needed operational funds derived from tuition be both timely and sufficient, utilizes a policy concerning late or overdue payments. Anytime a problem arises with tuition not paid through FACTS, this committee is notified and action is taken accordingly.

Parents sign an agreement each year to follow these guidelines. This policy is intended to serve the needs of the entire community.

Seats are not guaranteed until the Registration Fee is paid. Registration fees are non - refundable and will be deposited at the time of registration to hold a student(s) seat.

** Report cards will be withheld for non-payment of tuition or fees unless payment arrangements have been made and honored.

ADDITIONAL FINANCIAL OBLIGATIONS

- Before and Aftercare rates are **\$6.00** per child, per hour, or any portion thereof. Before and Aftercare invoices are billed through FACTS. Statements will be emailed monthly.

****If your balance is 30 days past due, your child(ren) will not be able to attend Before/After Care until the total balance is paid in full.**

- Returned checks shall incur a \$20.00 return fee.
- Financial obligations incurred by a student attending OLL must be fully satisfied in order to receive a final report card. The school will take whatever steps are deemed legal and necessary to collect delinquent accounts.
- Lunch accounts must be kept current.
- Report cards will be held until financial obligations are fulfilled.

CHURCH SUPPORT

Registered Catholic Stewards are those families who actively support their parish in an identifiable way through the offertory collection on a regular basis and give service to their parish. Regular church attendance is required to receive the tuition rate supported by the parish. Those families requesting the Catholic Stewardship tuition rate must obtain Pastoral Approval in order to qualify for the subsidized rate. Families requesting the subsidized rate must be responsible for receiving approval from their pastor.

FUNDRAISING

All families are expected to participate in school fundraising activities. The revenue from the fundraisers is included in the operating budget to cover expenses that the tuition does not cover, such as the instructional cost for student insurance, standardized and performance testing, workbooks, periodicals, art materials, audio-visual materials, technology needs, classroom enrichment materials, the rental of hard-back textbooks, the purchase of library books, physical education equipment, and a variety of instructional supplies. Fundraising supplements these expenses and must take place during the year.

SERVICE HOURS

In addition to payment of tuition, parents are required to volunteer for 25 service hours, ten hours of which are dedicated to a fundraising effort. This includes two hours dedicated to the Annual Dinner Auction. The Home & School Association issues a list of volunteer opportunities for service. It is each family's responsibility to keep track of their service and submit hours accordingly. Failure to complete the service hour requirement may affect financial assistance and Parish subsidy. Service hours **must** be recorded through FACTS.

RAFFLE

Our Lady of Lourdes School requires its families to participate in its raffle. A packet of tickets are distributed to each family valued at \$200 (\$160 for 1 child families and \$200 for multiple child families). Additional tickets are available for sale or purchase in the school office. Tickets may be turned in at the school office. Parents have the option of rolling the raffle cost into their monthly FACTS payments.

ITEMS REQUIRED ANNUALLY

Upon annual registration, parents/guardians are expected to complete the following forms:

1. Emergency Release Card
2. Signed Technology Acceptable Use Agreement (Internet)
3. Parent Directory Form
4. Buckley Amendment. Custodial documentation, if applicable
5. Before/After Care Agreement
6. New or renewal scholarship documentation, if applicable
7. Parent/ Student Handbook
8. Image Release Form
9. Release of Audio and Visual Recording for the Purposes of Digital Learning Recordings.
10. Chromebook contract
11. **PreK ONLY** – Rilya Wilson Act and Safe Driver Forms

Parents are required to purchase student supplies according to their students' supply lists and brought in on Passport day. Supply list items are used by your child and in their classroom, such items include (but are not limited to) pencils, notebooks, crayons, markers, etc. There may be additional costs for special project/activities throughout the year. Our Lady of Lourdes Catholic School tries to minimize these costs.

INSURANCE

Every student in our school is covered by a Diocesan insurance plan for the hours he/she is under school supervision. Coverage is coordinated with insurance that you have and reimbursement begins after a deductible has been met.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY

The Diocesan Office of Schools, in compliance with State Law, establishes the required number of school days for students to be 181. School attendance is directly related to school achievement. It is the parent's responsibility to make sure their children attend school every day and arrive promptly.

For the convenience of planning medical appointments and vacations, the school calendar is provided prior to the start of the academic year. Please use the school calendar when planning so there are not conflicts with school days.

Once a student has reported to school, he/she must be present at all assigned classes. No student is excused from class without obtaining permission from a duly authorized person. No student may leave the school grounds at any time during the school day without permission from the School Administration. Failure to comply with this policy will result in disciplinary action. Only for exceptional reasons may students be picked up at the school office and signed out by a parent or pre-registered authorized person.

At this time, the Florida regular and direct contact requirements and the Diocesan attendance requirements are in effect. There is no longer an emergency order in place allowing a virtual learning option. All schools must comply with Florida Statute 1002.421(1)(i): Maintain a physical location in the state at which each student has regular and direct contact with teachers.)

In situations where there is extreme medical need, principals will handle on a case by case basis after consulting with the Diocese.

*In accordance with the Spring 2021 Education Plan as implemented by Commissioner Corcoran, specified in DOE Order NO. 2020-EO-07, **scholarship students have face-to-face instruction in order to receive scholarship coverage for the school year.***

CHANGE OF PLANS

Verbal authorization for changes in after-school arrangements **will not** be accepted. If your child is going home with someone other than the regular carpool, written permission must be sent to the teacher that morning. The office will accept last minute phone calls only for TRUE emergencies, such as car trouble, for alternate arrangements. Please try to notify us as soon as a problem arises in order to avoid confusion in the office. **This may also be done through the PikMyKid app.**

EARLY DEPARTURE

When a child leaves school early for an appointment or due to illness the parent must come to the office to sign the child out. Once the parent has arrived at school the school office will call the child's teacher and the child will be sent to the office to meet his/her parent. You may be asked to present identification in order for your child to be released. This measure is designed to ensure your child's safety. The parent must sign their child back in at the school office. To minimize disruptions to the classrooms, students will **not** be allowed to be dismissed after **2:30pm** unless there is a **valid emergency**. Doctors' appointments are not considered an emergency.

Note: Period attendance is taken in Middle School, and consistent early departure will affect academic performance.

ABSENTEE PROCEDURE

If a student is absent, a parent must report the absence by calling the school office by 8:30 a.m. Calls to report an absence may be made before and after business hours by calling **321-723-3631**. Leave the student's name and reason for absence.

Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, contests, or any official Our Lady of Lourdes Catholic School (OLL) event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

No student can be absent in excess of 30 days, excused or unexcused, without an academic progress plan approved by the school administrator. If number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Students who are away from school for an appointment for 3½ hours or more are marked absent for ½ day. Three (3) early withdrawals are considered ½ day absence.

Upon returning to school, a student must submit a written excuse signed by a parent or other means of verification, explaining the reason for the absence. Students without documented medical conditions must submit a doctor's note for admission for absences of more than three (3) consecutive days.

- **Excused Absences**

Excused absences are defined as those due to personal illness, serious illness or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration. Keeping children out of school for such reasons as family excursions or vacations does NOT constitute a valid reason for absence.

- **Medical/Dental Appointments**

Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office and using the sign-out book. No one is permitted to withdraw a student directly from the classroom.

It should be noted that students who accumulate more than 10 days of unexcused absences in a semester without medical or other valid written excuse may require a report to the Florida Department of Children and Families, which may investigate the possibility of child neglect. This is the law regarding truancy of students. Excessive absences are also reported to McKay,

Step Up, AAA and Gardiner Scholarships. Please ensure that your child's attendance practices are in accord with the policy.

TARDINESS POLICY

School begins at 8:00 a.m. Students arriving in their homerooms after 8:01 a.m. are considered late and must stop in the school office for a tardy slip. Tardiness of one student disrupts the learning environment of the entire classroom. Repeated lateness is unacceptable. Parents must make every effort to be punctual each day. If your child arrives after 8:30a.m., you and your child must come to the school office to sign in and obtain a late pass to the classroom. Children may not sign themselves in as late. Please do not put your child in the position of being penalized for a situation of which he/she has no control.

Chronic tardiness may constitute a legal requirement to inform the Florida Department of Children and Families, per Florida law. Students, who accumulate an excessive amount of tardy's each trimester, will be subject to disciplinary action. A meeting with the principal may be needed to discuss solutions to the problem.

According to Florida School Law Statute 1003.26, if a student has had at least five unexcused absences, or lateness within a calendar month or 10 unexcused absences within a 90-calendar-day period, the student's primary teacher shall report to the school principal that the student is exhibiting a pattern of nonattendance. The principal shall refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the parent still refuses to participate or cooperate, the principal may ask the parent to withdraw their child/children from the school.

MAKE UP WORK PROCEDURE

Parents and/or guardians requesting homework for absent students are to use the FACTS website, <https://www.factsmgmt.com> to receive assignments. Teachers do not have time to prepare such assignments during their regular class hours. **Make-up assignments are provided for students with an extended excused absence once the student returns to school.**

It is the school policy that all assignments and tests be made-up within one week of the absence. No work is accepted past the one-week deadline. Work not completed within this time frame is recorded as a zero. *Special arrangements will be made to accommodate students following an extended absence.* It is the student's responsibility to obtain and complete missed work. **In anticipation of a vacation, teachers are NOT required to prepare assignments; however, parents may contact their child's teacher to ask him/her for consideration.**

WRITTEN NOTES

Written notes are required for:

- ❖ absenteeism
- ❖ permission to leave school early
- ❖ incomplete work or homework not completed
- ❖ iPads/E-Readers on campus with signed contracts
- ❖ permission to walk or ride a bike to or from school
- ❖ permission to go home with another student who is not in his/her normal carpool as well as on the regular pick up list.
- ❖ not wearing the proper uniform

ARRIVAL/DISMISSAL AND INCLEMENT WEATHER PROCEDURES

CALENDAR

A monthly calendar including important school activities is provided to each family via FACTS and on the school's website. Hard copies may be requested in the front office. Please use this as a reference before calling the office for information.

SCHOOL HOURS

School hours are: **Monday, through Friday, 8:00 a.m. to 3:00 p.m.**

Anyone walking their student on campus must report to the office and obtain a visitor's badge. If the badge is not visible the person will be directed to the main office to get one.

FACE COVERINGS

Face coverings are optional for all students in grades Kindergarten thru 8th upon entering campus. Face coverings may be any color and can have words/sayings and graphics as long as they are school appropriate. No obscene wording or images. Face coverings will be encouraged and are strongly recommended when students and adults are working in small groups and moving in close contact throughout the campus. Large indoor capacity gatherings and those traveling on buses may require masks.

MORNING DROP OFF

Our primary concern is the safety of your children. Students should be dropped off in the parking lot in front of the church and walk to their classroom. Under no circumstances should drivers leave their cars unattended in the "Drop-N-Go" line. **Please refrain from using the office parking lot, Fee Avenue or Oak Street for morning drop off.**

Students may begin arriving at 7:30 am. Arrivals between 7:00 to 7:30 am **must** use the Before Care Program. The school doors open at 7:30a.m. Students arriving in their homerooms after 8:01 a.m. are considered late and must stop in the school office for a tardy slip. **If your child arrives after 8:30a.m, you and your child must come to the school office to sign in and obtain a late pass to the classroom. Children may not sign themselves in as late.**

Early Learning Center drop-off and pick-up

Classroom drop-off or pick-up at the Early Learning Centers will be done at the classroom door..

AFTERNOON PICK-UP

Students in grades K-8 and those who carpool with them may be picked up in the church parking lot. Parents must stay in their cars in the pick-up line. Do not park and wave your child toward the car. Do not park in the church handicapped parking lot and walk to get your child. Teachers will not allow

children to walk unaccompanied across the car line. Carline signs with the family last name and student identification number will be issued on passport day. These signs are to be visible to faculty and staff.

For safety reasons, there will no longer be Mary pick-up unless it is a designated rainy-day dismissal. Unless staying for an after-school activity or Aftercare, all students will be dismissed through the carline.

Any child who is present in the school building or on the grounds after 3:15 p.m. will be placed in the after-school care program and their parents will be billed for the service. This does not apply to those students staying for supervised extra-curricular activities. There are no other exceptions to this policy. All afterschool arrangements must be made before school. **Transportation changes will be made with the PikMyKid App.**

If a genuine emergency should occur, and parents realize that students will not be picked up on time, please notify the school office before the end of the school day since it is not safe for children to be left alone on the school grounds.

Children will not be allowed to walk to the Public Library after school.

STORMY WEATHER

The following guidelines are enacted any day when the weather during arrival or dismissal is severe:

- ❖ If at any time during carline lightening is spotted, staff stops the carline until it is deemed safe.
- ❖ In the event of rain, parents will park their cars in the church parking lot and walk across the street to pick up their child at their classroom.
- ❖ Students not picked up by 3:15pm are brought to the After-school care program.

*** A text will be sent out to indicate rainy day pick up at the Mary statue.

WEATHER EMERGENCY

If all Brevard County Schools are closed due to inclement weather, Our Lady of Lourdes Catholic School will be closed. If in doubt about school closings, listen for announcements on local radio and television stations. Typically local radio and television stations provide advisories and official announcements. The school will send an all-call via telephone and email regarding school closing. The **school social media site** will also post school closings. Note, however, all of these methods are subject to the availability of phone service and power.

SAFETY AND HEALTH POLICIES AND PROCEDURES

The Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of our children. The measures in place to protect our children and are continually reviewed and oftentimes ask for your support in implementing measures and procedures designed to make our schools a safe haven for our children.

To this end, please share the following information with your children to help us ensure that wrongful conduct does not occur in our schools. The intent is not to alarm you, but rather to help everyone understand the appropriate conduct we expect in our school. While we hope to never to have these problems in our school, we want it clearly understood that the Diocese of Orlando does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We ask parents to help identify these and any other inappropriate activities that may take place in our school. Report such incidents immediately to the Principal or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask that parents use common sense and report anything that you believe is inappropriate. Cooperation in enforcing these guidelines is essential in keeping our students safe. Working together, we can continue to provide our children a caring, loving environment, and the best Catholic education.

For questions or concerns about this information, call the school office.

CHILD ABUSE LAWS

Our Lady of Lourdes Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of **suspected** abuse and/or neglect be reported to The Department of Children and Families.

RESTROOM/ LOCKER ROOM PRIVACY POLICY

Our Lady of Lourdes Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This provision shall be considered a part of the school's code of student conduct and the instructional personnel Code of Ethics."

FINGERPRINTING

All volunteers, parents, coaches, student volunteers, **vendors**, community members, relatives, etc..., are required by Diocesan policy to complete an application, which includes fingerprinting, a criminal background check, and Safe Environment training (completed online) to be on campus. **There are no exceptions to this rule.** There is a processing fee for this service. Once the fingerprinting process is complete, a person may volunteer at the school. Volunteers must sign in at the office and wear I.D. badges at all times. We encourage at least one parent from each family to be fingerprinted. Fingerprint clearance is valid for 5 years.

IMMUNIZATION RECORDS

As mandated by the State of Florida Department of Health, all students must fulfill the immunizations requirements for enrollment in school. Timely notices are sent to parents to enforce compliance with the regulations. Catholic Schools within the Diocese of Orlando require enrolling students to submit a current physical, as well as a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of Orlando do not recognize a religious objection to this immunization. All children entering public or private school in Florida for the first time must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella and rubeola, and HIB. All students must be in compliance with all Brevard County health department regulations before they can enter school.

MEDICATION

Schedules for dispensing medication should be made outside of the school day. If you must send medication to school, the following rules are enforced:

- An Authorization for Medication Form must be completed before any student can receive medication at school, including cough drops, sore-throat lozenges, aspirin, or acetaminophen. In addition, a note from the student's doctor must be on file with the office for any medication including over-the-counter medications
- All medication will be kept in the **school office**, unless otherwise stated on a doctor's note. This policy includes cough drops, non-prescription medication as well as prescription medication.
- Medication must be delivered to the office by an adult. Students are not allowed to bring in medication.
- Medication must be in the original container with the original pharmacy label showing the student's name, name of medication and directions for administration. Preferably, request that the pharmacist to prepare two containers: one to stay in school and one to keep at home.
- Only students with exceptional medical needs may have long term permission to dispense medication if an Authorization for Medication Form is on file.
- If administration has concerns about any medication, parents will be notified prior to distribution.
- Reclaim all medications promptly after your child's recovery. Due to storage constraints and the school's liability, medication left unused for two weeks is discarded.

ILLNESS

If a student becomes ill at school, students are sent to the clinic. Parents are notified by phone regarding their child's health and a decision is made whether the child should stay in class or go home. Students with a fever of 100.4 or higher and/or vomiting **MUST be picked up within 1 hour.** Emergency phone numbers for parents must be on file. If you change your address or phone number during the year, notify the school.

- Any physical disability, including allergies that might interfere with a student's learning should be made known to the teacher so that proper consideration should be given to the problem. Administration and faculty members should be notified if a child has any serious medical or emotional problem.
- All students sent home with a fever (100.4) need to report to the front office when they return to school where their temperature will be re-checked. **To safely return to school, the student must be fever free for 48 hours without any fever reducing medication**, present a doctor's note to return to school, and/or a negative COVID-19 test. *Appendix 2*
- Students who throw up will be sent home and should go at least **24** hours without throwing up before returning to school.
- A student with a communicable disease will not be re-admitted to class without a statement from the doctor.

Early Dismissal for Illness

If a student (age 4 or above) is ill during the school day, he/she will be required to wear a face mask. Sick students must be picked up by a parent or guardian within an hour, unless other arrangements have been approved by the school administrator. In an effort to prevent further spread of an illness, it is essential that a student is picked up within the agreed upon time. If not, DCF or other appropriate authorities will be contacted to intervene.

HEAD LICE

In the case that a student comes to school with head lice, the school will check all students in the specific class for head lice or nits. The school will notify the families of the class that is affected. If head lice are found on your child, he or she will be sent home immediately and must report to the front office before returning to class to be re-checked. He/she MUST be lice and nit free.

ACCIDENTS

An accident report must be completed by the supervising staff member and is filed in the school office. Parents choosing to file for insurance reimbursement will, upon request, be provided with copies of the form.

Emergency information for each child is kept on file in the school office. In the event of an accident or minor injury, the parents are contacted and the necessary course of action is determined. Be sure accurate and up-to-date information is on file in the school office.

When an emergency occurs, the child is taken to the hospital by ambulance. In the event that the parents cannot be contacted prior to transporting a child, the school will continue efforts to contact the family upon arrival at the hospital.

PLAYGROUND AND RECESS SAFETY

Play activity is within the designated area only. Hard balls are not allowed in play areas. Tugging, pushing or bothering others on the climbing equipment will not be tolerated. Bullying and exclusion happens more frequently during time of unstructured play. This kind of behavior is unacceptable and will not be tolerated. Every child must respect the property as well as feelings of others at all times.

EMERGENCY DRILLS

Monthly fire evacuation drills are required by state law. Periodic **safety** drills occur to practice and reinforce safety measures employed in case of a circumstance that could threaten the safety of the students and staff.

A **LOCKDOWN** alert is a 911 emergency lock down situation that threatens the safety of our students and staff members. In the event of a **LOCK DOWN** situation, students will remain in locked classrooms. **Do not call the office!** Calling will hinder the response time to the actual emergency. Should an evacuation become necessary, students will be evacuated from the campus in single file with their hands raised above their heads to a secure location. When a true code red occurs, parents will be notified via telephone, email or text as soon the situation is resolved and campus is secure.

The Diocese of Orlando is committed to ensuring the safety of our students, staff and visitors. Please see the attached Emergency Situations flyer located in the back of this booklet. *See Appendix 1.*

CUSTODIAL AGREEMENTS

Special instructions regarding the custody of a child must be in written form and on record in the school office. Court documentation is required for a biological parent not to pick up a student.

ASBESTOS/RADON TESTING

Our Lady of Lourdes Catholic School is in compliance with all current federal and state regulations regarding testing for asbestos and radon. Periodic Surveillance Reports are completed in January and June with the Diocesan Office of Schools.

PARENTAL MASS ATTENDANCE

Parents are welcome to join the school for mass **at 8:15am on Thursday mornings**. The Diocesan school mass safety procedure requires that students must sit with their assigned class during school mass. Should a parent decide to attend school mass, they may sit in a designated area apart from the students.

PARENTS AS PARTNERS IN EDUCATION

As partners in the educational process at Our Lady of Lourdes Catholic School, we ask parents to set rules, times and limits so that your child:

- gets to bed early on school nights;
- arrives at school on time and is picked up at the end of the day on time;
- is dressed according to the school dress code;
- completes assignments on time;

We also ask parents to:

- support the religious and educational goals of the school;
- support and cooperate with the discipline policy of the school;
- treat teachers with respect and courtesy when discussing student concerns.
- read school communication, newsletters, etc... to demonstrate your interest and commitment to your child's total education;
- actively participate in school activities such as Parent-Teacher conferences;
- expect to pay for any damage by the student to school books, **Chromebooks** or property due to carelessness or neglect;
- notify the school in writing when the student has been absent or tardy;
- notify the school office of changes of address or important phone numbers;
- meet all financial obligations to the school;
- inform the school of special situations regarding the student's well-being, safety, and health
- complete and promptly return requested information to school;
- bring concerns to the administration

OUR LADY OF LOURDES CATHOLIC SCHOOL BOARD

The Our Lady of Lourdes Catholic School Board is an advisory body to the school administration and parish pastor. The OLL School Board is a standing body, governed by its own constitution and by-laws, ultimately accountable to the School Administration and Pastor. The OLL school policies adhere to the general guidelines formulated by the Diocese of Orlando Office for Schools. The board's function and responsibilities include:

- Develop and define policies that govern the operation of the educational programs at OLL
- Establish and recommend policies for the operation of the school's educational programs
- Assist in the development of long range plans for the school's educational programs
- Create, evaluate and approve the school budget

New policies will be communicated to the school families throughout the school year.

OUR LADY OF LOURDES HOME AND SCHOOL ASSOCIATION

The HSA is an organization comprised of all parents and guardians of Our Lady of Lourdes Catholic School students whose purpose is to optimize the Catholic Education experience via support and recognition of school staff. As an organization we raise funds to provide enrichment events and equipment for students. This organization facilitates the school directly by providing thousands of volunteer hours every year from parents and guardians. Annual dues are \$12 per family and are included as part of the tuition.

SERVICE HOURS

Every family is expected to provide a minimum of 25 volunteer hours each school year. Opportunities to volunteer are virtually endless. The HSA helps parents and guardians find volunteer opportunities that fit their schedule and lifestyle. The biggest events during the year are the Dinner Auction, the Raffle, and the Golf Tournament and are ideal volunteer opportunities. Teachers may also facilitate parents and guardians in finding hours. As stated in your tuition agreement, all families must purchase or sell raffle tickets (\$160 for 1 child, \$200 for more than 1 child). Two hours must also be given to the Dinner Auction. Parents will receive one (1) service hour for each HSA meeting they attend. Church ministry may count toward service hour requirement. Failure to complete the service hour requirement may jeopardize Parish subsidy and financial assistance.

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment training requirement, one must watch the 20-minute video "Protecting Our Youth" and then subsequently complete the on-line quiz, which consists of 13 questions. Proof of training completion must be provided and will be maintained with each volunteer's fingerprint records. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of the fingerprinting so they can sign the FDLE/FBI waiver (signature pad).

Volunteers on the OLL property do not hold OLL responsible or liable for any accidents or injuries while performing volunteer duties. Volunteers will be limited to only those necessary to assist in operation of programs.

CONFLICT OF INTEREST POLICY

Employees and volunteers of the Diocese of Orlando, including those who volunteer through service on advisory or governing Boards and Committees, are to exercise particular care to conduct their affairs so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Diocese of Orlando.

The term "conflict of interest" pertains to any situation in which an individual or a related party benefits or stands to benefit at the expense or potential expense of the Diocese and/or its affiliated entities or where the situation of an individual or related party and the Diocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may suggest the perception of undue influence.

CONFIDENTIALITY AGREEMENT

Confidentiality is a serious matter in a school environment. Any individual, who works or volunteers in a school, is legally and professionally bound to maintain strict confidentiality regarding information about students, families, staff and the school itself. It is quite likely that in the course of volunteering, information may be disclosed which is regarded as confidential. It is important that such information is kept confidential. To this end we require that any and all information not be disclosed or used outside of your volunteering duties.

CODE OF CONDUCT FOR PARENT, GUARDIANS, CAREGIVERS, VOLUNTEERS, AND VISITORS

Code of Conduct for Catholic Schools in the Diocese of Orlando It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents.
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development.
- To have confidentiality over sensitive issues respected by faculty/staff.

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook.
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community attend and participate appropriately in school liturgies, extracurricular or special events including athletics, concerts, academic and cultural events.

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care.
 - *Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor checkin/check-out system located at the front reception*

desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events.

- Support in words and actions the philosophy of Catholic Education.
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
- Respect the decisions made by the administration and faculty, even if you disagree with them.
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home.
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
- Value the school community and its reputation especially when engaging with social media.
- Do not smoke or use offensive language on school premises.

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties. 4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
4. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/ or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.

SCHOOL OFFICE

The school office of Our Lady of Lourdes is the center of school administration. Parents, visitors, volunteers and students are all requested to restrict their activities in the school office to business matters only. Students may NEVER use the telephone without permission. Students will not be called from class to accept telephone calls except in very special circumstances.

The school office is open daily during school hours. **ALL** visitors to the school campus **MUST** checked in through the *Raptor System* in the school office. **At no time should parents or visitors go directly to a classroom during class time.** If parents need to give messages or forgotten items to children during school hours, they are asked to go through the school office. Students will be notified as soon as is possible to minimize classroom disruption.

OUR LADY OF LOURDES CATHOLIC SCHOOL UNIFORMS

Uniforms may be ordered online or purchased in person at Sir Walter Uniforms in Merritt Island. Online orders may be shipped either to the school or to the student's home. Visit <https://store.sirwalteruniforms.com/>.

ACADEMIC POLICIES AND PROCEDURES

STANDARDS

Our Lady of Lourdes Catholic School is fully accredited by the Accreditation Committee of the Florida Catholic Conference. All teachers are fully accredited. The curriculum meets or exceeds standards set by the State of Florida, Common Core State Standards and the Diocese of Orlando. In PreK4 through 5th grade, Instructional Assistants support academics in the classroom, as needed. Grades 6 through 8 are departmentalized. Regularly scheduled classes in art, media, music, technology, Spanish and P.E. provide diversity in the curriculum. STREAM is incorporated throughout the curriculum in all grades.

Curriculum

The curriculum followed at Our Lady of Lourdes School is in accordance with the Diocesan curriculum guide and includes the following subject areas:

- Religious Education
- English Language Arts (reading, including phonics, English grammar and usage, vocabulary, spelling, handwriting, composition, listening skills)
- Mathematics
- Social Studies
- Science
- Spanish
- Music
- Art
- Physical Education
- Guidance/ Social Emotional Learning
- Technology
- Media
- STREAM – (**S**cience, **T**echnology, **R**eligion, **E**ngineering, **A**rt, **M**athematics)

Student Performance Expectations

The Curriculum in the Diocese of Orlando is based upon the expectations of broad areas of knowledge and competence that Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as on-going student performance goals throughout all grade levels. These student performance goals are a priority as elementary schools and high schools develop curriculum and deliver instruction.

- As **information managers**, students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video and other graphic displays, and computer files in order to perform tasks and/or for enjoyment.
- As **effective communicators**, students will be able to communicate in English and other languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphics displays, and computer-based programs.
- As **numeric problem solvers**, students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.
- As **critical and creative thinkers**, students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.

- As **ethical and responsible workers**, students, as good stewards of God's gifts, will be able to appropriately use allotted time, money, and other resources.
- As **resource managers**, students, as good stewards of God's gifts, will be able to appropriately allocate time, money, and other resources.
- As **systems managers**, students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.
- As **cooperative workers**, students will be able to work harmoniously with others to successfully complete a project or task.
- As **effective leaders**, students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholic Christians.
- As **culturally sensitive learners**, students will be able to recognize that all human beings are children of one God and Father. They should appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

VIRTUAL LEARNING OPTION

All students in the Diocese of Orlando **have** returned to in-person learning. There is no virtual/zoom option. Students who may not be able to attend in person due to a serious vulnerability will be handled on a case by case basis offering an alternate educational plan. Students who are quarantined will be provided information and work to complete but may not be expected to zoom into classes. The school will notify parents of how each case of quarantine will be addressed.

REPORT CARDS

Developmental Reports are distributed in PreK3 and VPK at the end of each trimester through FACTS.

Report cards will be emailed at the end of each trimester. If a hard copy is needed, please contact the school office.

In the spring and fall, all families are offered an appointment for a conference. Conferences are scheduled with parents if they or the teachers determine a need any other time.

School emails and classroom phones are provided for school-related communication with a staff member. Personal phone numbers and emails are not provided to ensure privacy.

GRADING SCALE

The following grading scale is legislated for schools in the Diocese of Orlando as well as the public schools in the state of Florida.

Grades PK3 & VPK

P - Proficient: Student growth is secure and consistently meets age-appropriate expectations for this trimester.

DP - Developing Proficiency: Student growth is developing but is not consistently meeting age-appropriate expectations for the trimester.

EP - Emerging Proficiency: Student work is beginning to show progress/understanding but is not yet meeting age-appropriate expectations for the trimester.

N/A – Not taught OR Not Assessed during the trimester

Grades K-2

P - Proficient: Student work is secure and meets grade level expectations for the trimester with accuracy.

DP - Developing Proficiency: Student work is developing but is not consistently meeting grade level expectations for the trimester.

EP - Emerging Proficiency: Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for the trimester.

IP – Insufficient Proficiency: Student work shows insufficient progress/understanding and is significantly below grade level for the trimester.

N/A – Not taught OR Not Assessed during this trimester

AP - Advanced Proficiency: Student work consistently surpasses grade level expectations for the trimester with independence and accuracy

Grades 3-5

P - Proficient: Student work is secure and meets grade level expectations for the trimester with accuracy.

DP - Developing Proficiency: Student work is developing but is not consistently meeting grade level expectations for the trimester.

IP – Insufficient Proficiency: Student work shows insufficient progress/understanding and is significantly below grade level for the trimester.

BLANK – Not taught OR Not Assessed during the trimester

Grades 3-8

90-100%	A
80-89%	B
70-79%	C
60–69%	D
Below 60%	F

The following behavior scale is used for schools in the Diocese of Orlando.

Descriptions of Learner Behaviors

Responsibility: Student successfully adapts to classroom practices and routines

Participation: Student actively participates in classroom discussion and activities

Assignment Completion: Student completes assigned tasks within the assigned time limits

Interpersonal Skills: Student displays respect for others; interacts appropriately in cooperative group, classroom, and school settings.

Behavior Scale:

1 – Student consistently demonstrates this behavior

2 – Student sometimes demonstrates this behavior

3 – Student seldom demonstrates this behavior

	Responsibility	Participation	Assignment Completion	Interpersonal Skills
1	<ul style="list-style-type: none"> • Student consistently successfully adapts to classroom practices and routines. • Student consistently and regularly has appropriate materials and resources for class <i>and/or</i> • Student has no more than one discipline infraction related to responsibility within the trimester. 	<ul style="list-style-type: none"> • Student consistently actively participates in classroom discussions, small groups and activities. 	<ul style="list-style-type: none"> • Student consistently completes assigned tasks within the assigned time limits. • Student has no more than one missing assignment within the trimester. 	<ul style="list-style-type: none"> • Student consistently displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has no more than one discipline infraction for disrespecting a student, teacher or other person within the trimester.

2	<ul style="list-style-type: none"> • Student sometimes successfully adapts to classroom practices and routines. • Student is unprepared for class and without class materials multiple times throughout the trimester <i>and/or</i> • Student has between 2 and 3 discipline infractions related to responsibility within the trimester. 	<ul style="list-style-type: none"> • Student sometimes actively participates in classroom discussion, small groups and activities. 	<ul style="list-style-type: none"> • Student sometimes completes assigned tasks within the assigned time limits. • Student has multiple late and/or missing assignments within the trimester. 	<ul style="list-style-type: none"> • Student sometimes displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has between 2 and 3 discipline infractions for disrespecting a student, teacher or other person within the trimester.
3	<ul style="list-style-type: none"> • Student seldom successfully adapts to classroom practices and routines. • Student is unprepared for class and without class materials multiple times each week <i>and/or</i> • Student has 4 or more discipline infractions related to responsibility within the trimester. 	<ul style="list-style-type: none"> • Student seldom actively participates in classroom discussion, small groups and activities. 	<ul style="list-style-type: none"> • Student seldom completes assigned tasks within the assigned time limits. • Student has multiple late and/or missing assignments weekly. 	<ul style="list-style-type: none"> • Student seldom displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has 4 or more discipline infractions for disrespecting a student, teacher or other person within the trimester.

Specials subject areas include Music, Art, Physical Education, Media/Technology, and Spanish. Because Specials classes meet less frequently than core subject area classes (except Spanish in grades 6, 7 and 8), summative grades of 1, 2, or 3 are recorded at the end of each trimester.

Formative assessments include but are not limited to: class participation, quizzes, class work, and homework. Summative assessments include but are not limited to: tests, projects, reports, presentations, etc...

General practice dictates that graded assignments or assessments be posted on FACTS within 48 hours after collecting the assignments. All grades for written essays, tests, or projects will be posted no later than one week after the assignment is due.

A student will earn an incomplete trimester grade if they have not demonstrated mastery of skills and standards by completing less than 90% of expected homework and class work, and/or have any missing assignments and/or assessments.

Trimester subject grades for students in grades 3-8 are reflective of a student's performance on both formative and summative assessments. The trimester grades are calculated according to the weighted scale as follows:

Homework	5%
Daily Class Work	25%
Assignments	35%
Assessments	<u>35%</u>
	100%

Middle School Math/Algebra I Placement Process

The Diocese of Orlando seeks to offer the most challenging curricular options for children whose academic ability indicates evidence that the student is ready to pursue coursework of greater academic demand and intensity and requiring of that student the appropriate maturity and work ethic to meet that demand.

Algebra I is the foundation for all subsequent high school math courses and is a high school graduation requirement for both Diocesan Catholic High Schools as well as all public high schools in the state of Florida. In collaboration with our Catholic High Schools, our Elementary Schools in the Diocese of Orlando intend to establish a Math foundation that will set students up for success in increasingly rigorous college and real-world experiences.

In order for High School Algebra I to be taught at the Middle School Level in our Catholic Elementary Schools, the instructor must have either of the following certifications: Mathematics (Grades 6-12), Middle Grades Mathematics (Middle Grades 5-9).

Consequently, 8th grade students in the Diocese of Orlando are enrolled in Algebra I based on the following criteria.

- Completion in 7th grade of a math course that aligns with Grade 7 Mathematics Advanced #1205050 with a final course grade no lower than 80%.
- Prior year Iowa Assessment/Terra Nova scores in Math must fall no lower than the 70th percentile.
- Iowa Algebra Aptitude Test with benchmark scoring no lower than the 55th percentile.
- If any one of the above has not been met, placement in Algebra I may be considered based on the following:
 - Student attended a summer Math camp or summer school
 - Formative testing data; i.e. NWEA, iReady, etc.

Teacher recommendation to principal for “borderline” placement may be considered if any one of the above has not been met.

ACADEMIC HONESTY

Academic Dishonesty shall be defined as any cooperative, collaborative or solitary attempt to represent the work of any other person as one’s own. Examples include, but are not limited to, copying homework, sharing information on test questions (both in and out of class), plagiarizing, **direct copying from the Internet**, or otherwise misappropriating the intellectual property of others. Academic dishonesty is a serious offense and may result in disciplinary action, including suspension. A tier two consequence is given for this offense.

ACADEMIC PROBATION

A student whose academic performance and/or work and study habits indicate serious deficiencies may be placed on academic probation. Specific conditions of the academic probation will be determined by the administration in collaboration with the Pastor, parents and the Student Service Team.

PARENT/TEACHER CONFERENCES

Parents are not allowed in classrooms during the school day **unless volunteering for an activity**. Parent-teacher conferences may be conducted in person, virtually, by phone, or by email. **Conferences must be scheduled by contacting the teacher. Walk-ins are not accepted.**

SCHOOL MASS

All students will attend Mass each Thursday of the school year at **8:15am**. Students must sit with their class during mass for safety. Parents and friends are invited to attend the celebration with faculty and students. Students in grades 2-8 will participate in the liturgy for the Mass. Students in grades 3-8 will be trained as altar servers. Students will attend Mass on Holy Days in lieu of the regular Thursday Mass. Shorts are not permitted on Mass days. **STUDENTS MUST WEAR MASS UNIFORMS ON THURSDAYS.**

Students arriving after 8:10am, should go directly to the church. Students should get their tardy pass after Mass. After 8:30, parents must sign their student(s) in and take them to the church.

MAKE UP WORK PROCEDURE

Parents and/or guardians requesting homework for absent students are to use the FACTS Website: <https://www.factsmgt.com>, to receive assignments. Teachers do not have time to prepare such assignments during their regular class hours. Absentee homework assignments may be picked up in the office no earlier than 3:00p.m. by prior arrangement. Please request your child's work when you call in their absence in the morning. **Make-up assignments are provided for students with an extended excused absence once the student returns to school.**

It is the school policy that all assignments and tests be made-up within one week of the absence. No work is accepted past the one-week deadline. *Special arrangements will be made to accommodate students following an extended absence.* It is the student's responsibility to obtain and complete missed work. Students will be required to do makeup work upon return either before school or after school, but not during classroom time. **In anticipation of a vacation, teachers are NOT required to prepare assignments; however, parents may contact their child's teacher to ask him/her for consideration.**

Please note that make up work and test corrections will be graded and updated in a timely manner. Missed time due to a long term illness, may qualify a student for virtual learning option.

PROMOTION AND GRADUATION REQUIREMENTS

In order to be promoted to the next grade, students must have a D average or a grade of 60 in the basic skills – reading, English, spelling, vocabulary, and mathematics.

In some cases a teacher may promote a student conditionally. This means the student must show significant improvement and have a D average in the first grading period of the next school year.

In order to graduate from eighth grade in the Diocese of Orlando, students must meet the requirements set forth by the Diocese, the Florida Catholic Conference accreditation standards, and the Florida State Department of Education. If at the end of the third trimester an eighth grade student is failing – that is a cumulative average of less than 60 – he/she may receive a certificate of attendance rather than a diploma.

An eighth grade student may have his/her diploma withheld if he/she fails to pay any fines or fails to turn in his/her textbooks undamaged. No student shall be allowed to participate in the graduation ceremonies if he/she has outstanding tuition or fees, unless a mutually acceptable agreement has been made with the principal/pastor. In addition, if an eighth grade student has not completed all his/her work, the diploma may be withheld.

PROMOTION AND RETENTION

The student's progress must be clearly documented and communicated to the parents early enough to provide time for intervention.

All school personnel who have input about the student's need for progress should meet prior to the third trimester to make recommendations about the student. Another conference should be held at the end of the third trimester to evaluate the placement of the student for the following year.

- ❖ Ordinarily, if a student is to be promoted, retained, or accelerated, the parent should be advised at least three months prior to the end of the school year.
- ❖ A written report of the conference(s) must be placed in the student's file, including steps taken by the principal to assist the student academically.
- ❖ If the student has attended summer school or has had tutoring, the determination whether to pass the student to the next grade level will be made by the principal following the completion of the intervention.
- ❖ In certain unique situations, a child may be placed in a grade requested by the parent but not recommended by the school. The principal reserves the right to reassess the placement of the student.
- ❖ If the student is to be retained, the school shall make accommodations that support the academic growth and progress of the student.
- ❖ Elementary students may be only retained once, Pre-K through 8th grade.
- ❖ Secondary school students may be retained according to the credits earned in respect to credits required for graduation
- ❖ Refer to attendance policy for retention due to excessive absences

RECOGNITION AWARDS

Honor Roll

Honor roll is for students in grades six, seven, and eight. The honor roll is awarded according to the following criteria:

Report Card Standard	Eligibility for <u>First</u> Honors Roll	Eligibility for <u>Second</u> Honors Roll
Academic Average	4.0 Grade Point Average Satisfactory Conduct	3.5 Grade Point Average Satisfactory Conduct
Responsibility	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1 or 2
Participation	Must have a Behavior Scale score of 1 or 2	Must have a Behavior Scale score of 1 or 2
Assignment Completion	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1
Interpersonal Skills	Must have a Behavior Scale score of 1 or 2	Must have a Behavior Scale score of 1 or 2
* <i>Students who are disciplined for a Level 3 infraction are automatically ineligible for the Honor Roll in the trimester in which the infraction occurred.</i>		

National Junior Honor Society

National Junior Honor Society is a student organization with the purpose to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character and encourage good citizenship in the students of OLL. NJHS is open to all 6th, 7th and 8th grade students. Candidates are nominated by faculty and administration after the 2nd trimester grades have been posted.

Each year OLL National Junior Honor Society selects new incoming sixth to eighth grade members based on the following process:

1. Candidates must attend OLL the equivalent of one trimester.
2. Academic Achievement of a cumulative scholastic average of at least 90 percent or 3.5 (on a 4.0 scale) or the equivalent standard of excellence at grade level, determines eligibility for consideration of membership.
3. Academically eligible candidates will be evaluated on:
 - a. Service to the school, parish and community that is recorded and verified
 - b. Leadership roles and opportunities
 - c. Character/Integrity – conduct is an important indicator and will be reviewed when considering eligibility
 - d. Citizenship
4. Once eligibility for consideration of membership is verified, letters of invitation to apply for membership are sent to students
5. Applications for membership are submitted by interested students and are evaluated by a selected committee of unnamed faculty.
6. Current members must maintain their academic and conduct status to maintain good standing and membership in the organization.
7. Failure to participate in activities and maintain standards will result in removal from NJHS.

8. Students will volunteer one (1) hour a month to provide tutoring support to participants in the Think Tank Program. This obligation will take priority over other school activities including sports practices and games.

Members demonstrate leadership by attendance at meetings, and/or taking leadership roles in school or community activities, both curricular and extra-curricular. Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Members must also participate in chapter and individual service projects to benefit the school and community.

Members who fall below the standards shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

NJHS members are expected to act as models of propriety at all times, adhering to all aspects of OLL code of conduct as published in the handbook, in letter and spirit. Any suspension level violation of the code of conduct will result in the denial of admission or dismissal from the NJHS, once inducted.

Sociedad Honoraria de Amistad (Spanish Honor Society)

La Sociedad Honoraria de Amistad is an organization that recognizes students who demonstrate a passion for and achievement in the Spanish language. Students in grades 6th, 7th and 8th who have maintained an A average in Spanish, are invited to become members in the Spring. Members must complete projects in ambassadorship, school and community service.

An induction ceremony for new members of one or both societies is scheduled each Spring.

Current members must maintain their academic and conduct status to maintain good standing and membership in the organization.

Throughout the school year NJHS and SHS participate in community service that benefits the school, parish and greater community. Organization of the service is completed during and after school hours.

End of the Year Academic Awards

Eighth grade academic awards are distributed at graduation. Academic Awards include all subject areas, honor roll, and Presidential Awards.

- **Presidential Award for Academic Excellence** - to be eligible, students must earn a grade point average of 3.5 on a 4.0 scale. The student must also score in the 85th percentile or above on the TerraNova standardized tests in Mathematics (core total) or Reading.
- **Presidential Award for Academic Achievement** To be eligible a student meet the criteria of a final average of all A's and B's or demonstrate unusual commitment to learning in academics despite various obstacles

STUDENT ACTIVITIES

(SOME ACTIVITIES ARE SUBJECT TO CHANGE AND/OR SUSPENDED DUE TO COVID)

Altar Servers	Grades 3-8	interested students
Band	Grades 4-8	interested students
Basketball	Grades K-5	boys & girls - instructional
Basketball	Grades 6-8	boys & girls
Cheerleading	Grades 5-8	interested students
DAR	Grades K-5	interested students
DAR	Grades 6-8	Required
Drama	Grades 4-8	interested students
Flag Football	Grades K-5	boys and girls
Flag Football	Grades 6-8	boys and girls
Mass Choir	Grades 3-8	interested students
National Jr. Honor Society	Grades 6-8	faculty board selection
Pep Squad	Grades K-4	interested students
Running Club	Grades K-8	interested students
STREAM Fair	Grades 6-8	all students
Soccer	Grades K-5	boys & girls - instructional
Soccer	Grades 6-8	boys & girls
Student Council	Grades 4-8	faculty selection followed by student election
Track and Field	Grades K-8	interested students
Volleyball	Grades 5-8	girls
Volleyball	Grades 6-8	boys

PARTICIPATION AND SELECTION POLICY FOR STUDENT ACTIVITIES

All qualified students may participate on sports teams and in extra-curricular activities. Our Lady of Lourdes is committed to providing everyone with a fair chance to participate. Parents are encouraged to help their children understand that not everyone will be selected for the team of their choosing. To participate in extra-curricular activities, a student must ordinarily maintain a C- (2.0) cumulative average, and maintain satisfactory conduct. Students not attaining a 2.0 GPA at the time of the Interim Report will be placed on Academic Probation and be ineligible for extra-curricular activities until said GPA reaches 2.0.

Students deemed ineligible by the aforementioned requirements at the time of the report card will be ineligible until the time of the Interim report. Any student who receives a grade of a 3 on a report card will not be permitted to participate in extra-curricular activities.

The administration has the right to waive this rule if a student with learning disabilities is working up to his/her potential but still not maintaining a "C-" average or in other exceptional circumstances as determined by the school administration.

Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, games, contests, or any official Our Lady of Lourdes Catholic School (OLL) event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

Any student not picked up on time for an after-school activity held on the campus of Our Lady of Lourdes on Monday – Friday will be sent to the after-school care program for which the parents will be billed. Students must be picked up on time at the end of any activity. This includes activities held off-site.

Middle School – on the days of games, grade and behavior form must be signed off by administration for a student to participate in a game.

HOMework ASSIGNMENTS

It is our policy at Our Lady of Lourdes to give homework in Math and ELA every night from Monday through Thursday. Sometimes students will be asked to complete work over the weekend, especially if work assigned during the week has not been completed, or is a long term assignment. The type and length of homework assignments vary from teacher to teacher. Homework is meant to deepen students' understanding and skills relative to content that has been initially presented, or prepare students for new content. Ordinarily, the amount and complexity of homework will increase as the student advances. Homework should not be used as a form of punishment. Although the amount of homework varies according to grade levels, daily assignments, etc., a reasonable guideline is to be followed. Teachers should consider the ability of the individual student and the assignments of other teachers when requiring homework.

Homework Minute Guidelines:

Kindergarten	15 minutes
Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	90 minutes

Students will be pulled from specials to complete homework assignments. Homework is mandatory. Not doing it, is not an option.

Please note, late work may be penalized and will be graded in a timely manner.

FACTS/ LMS Guidelines:

- **FACTS – Parent Portal used to check grades / LMS – student access only**
- ALL homework, including class work that needs to be completed for homework will be posted on **LMS** by 4:00pm each school day.
- Long term assignments will appear on all days of the week until the due date. For example: a writing assignment assigned on Monday but not due until Friday, must appear as homework on Mon., Tues, Weds, and Thurs. When long term assignments are given, additional homework may be given, however the combination of the two must not exceed the homework minute guideline.
- Descriptions of assignments briefly explaining the expectations for the assignments will be included.
- Class time will be provided for students to record assignments in planners.

Homework Bill of Rights:

PreK4

1. Homework activities allow parents to become more involved in what the child is learning at school.
2. Homework activities are fun and make the child feel successful.

ALL Kindergarten through 2nd grade classes

1. Children have the right to homework that is relevant to concepts and standards taught in the classroom and that reinforces skills and builds study habits.
2. A child's right to playtime, down time, and adequate sleep shall not be infringed upon by homework.
3. Children have the right to expect that parents will participate and monitor homework as necessary, and communicate with the teacher where there are problems or areas of concern.
4. Children have the right to benefit from homework that includes practice and repetition as well as authentic tasks.
5. Children shall be required to read and be read to throughout the week.

ALL classes grades 3 and 5

1. Students have the right to receive homework that reviews previously taught materials
2. Students have the right to homework that can be completed without excessive help.
3. Students have the right to make up any incomplete homework assignments during non-instructional time since homework is formative assessment rather than summative assessment.
4. Students have the right to receive credit for homework completed neatly and in a timely manner.
5. Parents are entitled to open communication with the teacher about any homework concerns.

Middle School – including ALL classes grades 6 through 8

1. Students will not be assigned weekend or holiday homework unless there is an on-going, long-term project or unfinished work.
2. Students have the right to make up any incomplete homework assignments during non-instructional time since homework is formative assessment rather than summative assessment.
3. Students will not be required to work more than 40 hours per week including class time and homework assignments.
4. Students shall be entitled to academic support and assistance during non-instructional time.

Specials – including Technology, PE, Music, Art and Spanish

1. Homework may be assigned when necessary for developing specific skills that require repetition for mastery.
2. Homework may be assigned as review for an assessment in conjunction with class time review.
3. Homework will not be given when it conflicts with core subject area assignments except for Spanish in grades 7 and 8. Ample time is given for homework completion.
4. Students are entitled to academic help by the Specials teacher during non-instructional time.

PHYSICAL EDUCATION

All students are required to take physical education at Our Lady of Lourdes School unless a doctor's certificate is furnished in case of any prolonged illness or injury. Students are required to dress out for class in the OLL PE uniform. Positive effort, attitude, and good judgment in decision making from students are expected.

Grading is based on a 5 point scale each PE class day based on the following:

- Dressing out
- Participation
- Gave effort

STUDENT SERVICES

The mission of Student Services at Our Lady of Lourdes is to prepare every student socially, academically and emotionally. It is important that all aspects of the program exist in a safe, caring and encouraging environment. It is also important that the Student Service Team work in collaboration with students, educators, parents and community members to ensure student success and enable students to become good citizens and productive members of society. In consultation with staff, the Student Services Team consults regularly with teachers and professional staff members in order to receive feedback on emerging needs of students and to provide information and support to staff and families.

The Student Services team acts as a problem solving team and consist of the Guidance Counselor, **three** Resource teachers and one other faculty member that provide services to students both in and out of the classrooms. Weekly meetings are organized and an agenda based on a referral process from the classroom teacher/student/family concerns, is developed by the team. Topics can range from emotional to behavioral to academic student concerns, prospective new students, enrollment decisions of students with specials needs, assessment and testing, and teacher classroom support services. The team discusses the data and makes intervention decisions that are discussed with the teacher, family and/or student and are collaboratively implemented.

POLICY

1. We strive to provide a learning environment best suited for each child. At times circumstances and available resources may make inclusion impossible. It is in that spirit that students be accepted on a ninety (90) day probationary period with **mandatory** 30, 60, 90 day meetings.
2. Students with learning disabilities are granted the same rights, privileges, accessibility to programs, and other activities generally accorded or made available to students at the school.
3. Behavioral plans are available; however, all students are expected to follow the same behavioral standards.
4. The educational plan for a student under the umbrella of Student Services is a good faith agreement where the student, their family and the school agrees to abide by the terms set forth within the plan. If for some reason the student, parents or the school is having difficulty in following through with the plan, a meeting should be scheduled first with the teacher, Student Services and parent. The Principal will be contacted as necessary.

5. We reserve the right to reevaluate a student annually to assure we are in good faith able to meet the students' needs. Students will begin each year with a ninety (90) day probationary period.

PROCEDURE

1. When a parent wishes to enroll their child who has specialized needs, all documentation, including, but not limited to, IEP, current document of diagnosis, and current report card if available, is reviewed by the Students Services Team to determine if student needs can be met.
2. After initial review of documentation, and it is determined that student needs may be met, a shadow day is required to observe the student in the classroom setting.
3. The Students Services Team as well as the classroom teacher will meet to discuss if the student's needs can be met.
4. The Student Services Team will meet with the parents to discuss potential placement options for the student.
5. If accepted, an Individual Student Plan including transition planning may be developed before the commencement of each academic year. This agreement should set the type of accommodations the student needs and expectations of the student and the responsibilities of both the school and the student's family. It is essential that the family "close the loop" and is part of the support plan for their child. This is accomplished through an array of services and accommodations or modifications described in an Individual Student Plan.

STANDARDIZED TESTING

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* "high-stakes" – the results are not used to determine teacher efficacy, nor are they used solely to determine a child's promotion or retention. Test results/scores are simply one measure of the total composite of a child's individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child's appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of "opt-out" of testing. Students who are absent for any reason, including medical absences, during the school's designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child's learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

It is the Diocesan and school policy to administer the TerraNova Assessments to students in grades 2 through 8 in the spring of the school year. Make every effort to have children attend school during the entire testing period. Doctor and dental appointments should not be made during this week. When children are ill, we do not expect them to take the tests. We trust that parents will make the right decisions with regard to their children's physical condition for testing. There are scheduled make up days for students with excused absences. Parents receive a copy of the test results and scores are recorded in the child's cumulative record folder. In addition, students in grades 5 and 8 take a nationally designed Religion test (ACRE).

STAR testing in Math and Reading is given three times a year in 1st through 8th grades. **STAR Early Literacy is given to PreK and Kindergarten three times a year.** The Beacon test will also be administered three times a year.

BEHAVIOR POLICIES AND PROCEEDURES

CODE OF CONDUCT

In accordance with the stated philosophy of the school that emphasizes deep respect for the human dignity and the uniqueness of every individual, each student is to be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. The School Administration or designee reserves the right to search desks, persons, backpacks, purses, and other items without notice, and without parental/guardianship or student consent, to preserve the safety and good of the school.

RESPONSIBILITY CENTERED DISCIPLINE

OLL has implemented a school-wide Responsibility Centered Discipline program that focuses on encouraging desirable student behaviors. The program is a proactive, team-based approach for creating and sustaining a safe and effective school. Emphasis is placed on prevention of problem behavior, development of social skills, and the use of data-based problem solving for addressing existing behavior concerns. A set of universal expectations for behavior, positively stated, are established for all students in all locations of the school. These expectations generally promote core values such as faith, respect, resilience, integrity and citizenship. Interventions and strategies are implemented to teach and reinforce these expectations.

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. The goal of the Responsibility Centered Discipline Program is to help each student develop personal responsibility by taking ownership of their behavior. They will achieve this by giving their best effort at working through the process of resolving the problem with their teacher in the classroom. The RCD process involves a very structured conversation with their teacher. This conversation style will be used across campus to help students build these skills regardless of the classroom they are in. The RCD program helps students acquire several key skills that will help them self-regulate their behavior and emotions, ultimately building the muscle of self-control.

The skills we develop will include:

Skill #1: The skill of identifying the problem (the breakdown in expectations)

Skill #2: The skill of taking ownership of the problem their behavior created

Skill #3: The skill of self-reflection by taking time to think about their behavior and develop a plan to not repeat the behavior that created the problem

Skill # 4: The skill of asking for permission to return to class. This indicates that the student has identified what went wrong, has developed a plan to not repeat the behavior that created the problem, and is ready to go back to class and work productively.

The Responsibility Centered Discipline Program (RCD) helps guide student-teacher interactions, as well as teacher guidance of the student by sorting student actions into 3 different levels. These 3 levels are known as Levels of Compliance. A student's response to teacher coaching will determine their level and the course of action that needs to be taken for the student to find a solution.

The Three Levels of Compliance

Level 1: A student makes a mistake and has demonstrated a behavior that a teacher or staff member needs to address. The student quickly realizes his/her mistake, takes ownership of the problem and works with the teacher to resolve the Challenging Moment (issue).

(The problem is identified, and the student self-regulates their behavior and stays in class)

Level 2: A student makes a mistake and has demonstrated a behavior that a teacher or staff member needs to address. The behavior of the student shows they are not working with the teacher/staff member (arguing, denying, pointing out the behavior of other students, ignoring the teacher, or interrupting). With a little more time and more support from the teacher, the student eventually takes ownership of the problem and gives their best effort to work through the process and works with the teacher/staff member to resolve the Challenging Moment (issue).

(The problem is identified, and the student self-regulates their behavior and stays in class)

Level 3: A student makes a mistake and has demonstrated a behavior that needs to be addressed. The behavior of the student shows they are refusing to give their best effort to work through the process with the teacher. At this level, the student is not able to maintain self-control, or is not able to self-regulate their behavior/emotions, even after multiple attempts by the teacher to work with the student to resolve the Challenging Moment/issue (telling the teacher no, putting their head down and refusing to work or comply, swearing, other disruptive & non-compliant behaviors). This student would be asked to leave the classroom and be referred the Solution Station to work on finding a solution to the Challenging Moment (issue).

(The problem is identified, and the student chooses not to self-regulates their behavior and student is asked to leave the classroom and is referred to the Solution Station where they will repeat all the steps they went through with the teacher and complete a self-reflection. At this point, the student will not be allowed back in the classroom until they take ownership of the problem, identify the breakdown in expectations, and ask for permission to return to class)

While the conversation/ guidance provided by the teacher will follow the same format, the time and assistance required to identify the problem and the time needed to develop a plan going forward will be age appropriate. All students (PreK-8) will be required to work with our staff to identify the problem and develop a plan going forward before they will be allowed to return to class.

Automatic Referrals

Certain Challenging Moments will result in automatic referrals to the Solution Station. Issues involving violence, safety concerns, or repeated disrespect will be asked to automatically go to the Solution Station. These challenging moments will also be brought to the immediate attention of administration*.

*Consequences for students given automatic referrals will be given at Administrator's discretion.

The Solution Station

If the problem is identified and the student chooses not to self-regulate their behavior, the student is asked to leave the classroom and is referred to Solution Station. Once they reach the Solution Station, they will meet with a member of the Ability Team. Team members known as Ability Guides will repeat all the steps they went through with the teacher and fill out a "Think About It". "The Think About It" is a worksheet that requires students, through self-regulation and self-reflection, to find a solution for their challenging moment. The goal for students is to find an action to solve the challenging moment they had and prevent the issue from happening in the future. This ultimately allows students to grow the muscle of self-control. Once students have completed their "Think About It" and worked through the issue with their Ability Guide, they are responsible for asking their teacher if they are able to return to class. A copy of the completed "Think About It" will be kept in the student's file. A second copy will be sent home for the student to review with parents, sign, and return. The Solution Station will be used in lieu of detention* as a way for students to take responsibility for their actions and find appropriate solutions to challenging moments.

*Detention and other consequences can still be given for offenses at the discretion of the school administration.

Response-Ability Mats

Response-Ability Mats are a tool used for Pre-K through 2nd grade students to teach the young student to self-regulate and form self-control. The red, yellow, and blue mats guide the student through a decision-making process when the student is too emotionally charged to make a decision or handle a situation in a positive manner. The student first sits on the red mat when they are feeling angry or upset and need to regain composure. Once the student begins to gain composure, they move to the yellow mat to process what happened and what they could have done differently. When the student moves to the final mat (the blue mat), this signals the student is ready to work with their teacher. It is important to note that the mats are an optional tool and should never be used in a manner that suggests punishment or time-out.

Corporal punishment is not permitted in our school.

Disciplinary Consequences

▪ **DETENTION**

Detentions are time spent after school fulfilling service to the school. The purpose of detentions is to discourage negative behaviors and/or activities. Parents are notified 24 hours in advance of a detention and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention.

- If a student is unable to serve his/her detention due to a valid scheduling conflict, such as a doctor's appointment, the parent must contact the administration as well as the staff member who issued the detention to reschedule.

**** Three after school detentions per grading period will result in the next offense being an in-school suspension or an out-of-school suspension.** Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

▪ **PROBATION**

Each school year student behavior records are clean slated except in special circumstances. The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a 45-day period at which point the student may not participate in any school activity or be a member of the Our Lady of Lourdes athletic team. If the student's behavior does not improve during this period, the Pastor and Principal will decide if another school would be more appropriate for the remainder of the school year.

▪ **SUSPENSION**

Suspension demonstrates to the student that his/her conduct is not acceptable within this community. It tells the students that if continued, such conduct will cause a permanent separation.

If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

Students must complete all class work and assessments missed during the suspension. During a suspension due to a behavioral infraction, the student is not permitted to participate in extra-curricular activities and school-related functions. The non-participation includes but is not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other OLL event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

▪ **EXPULSION**

If a child's behavior is continuously a source of harassment to teachers and/or fellow students, a withdrawal request from the school may be necessary. Such a request is made at the discretion of the Pastor and Principal. Any conduct not consistent with Catholic moral teaching and the philosophy of Our Lady of Lourdes Catholic School constitutes grounds for possible expulsion. Possession of illegal substances or any weapon or item, judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The Principal, in conjunction with the Pastor, will in all instances be the final arbiter in determining the grounds for expulsion.

POLICY AGAINST BULLYING

It is the policy of the Our Lady of Lourdes Catholic School that all of its students and school employees are provided an educational setting that is safe, and secure.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational

environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- A. **Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings, extorting money, blocking or impeding student movement, unwelcome physical contact, hazing
- B. **Verbal** – taunting, malicious teasing, insulting, name calling, making threats
- C. **Emotional/Psychological** – spreading rumors, manipulating social relationships, coercion, blackmailing, or engaging in social exclusion/shunning, extortion, terrorizing or intimidating
- D. **Sexual** – sexual harassment and abuse involving physical contact, sexting, unwanted touching, inappropriate social networking

Retaliation against any person who reports, is thought to have reported, files a complaint, or participates in an investigation or inquiry concerning allegations of aggressive behavior of any kind is prohibited and will not be tolerated. Making intentionally false reports about aggressive behavior for the purpose of getting another person in trouble is strictly prohibited and will not be tolerated. Retaliation and making false reports may result in disciplinary action, including suspension.

Cyberstalking (cyberbullying) as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Our Lady of Lourdes Catholic School has the flexibility to add additional specific categories of students to which bullying is prohibited in excess of what is listed. The Our Lady of Lourdes Catholic School expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Our Lady of Lourdes Catholic School believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect. Our Lady of Lourdes upholds that the bullying of any student or school employee is prohibited.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

- Consequences and/or appropriate remedial action for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
- Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with Our Lady of Lourdes policies, procedures, and agreements.
- Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act.

At Our Lady of Lourdes Catholic School, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee. The principal shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The procedures for investigating Bullying and/or Harassment include:

- The principal or designee selects a designee(s), employed by the school, to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser or bully) or victim.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- The investigator shall collect and evaluate the facts including, but not limited to:
 - Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The relationship between the parties involved;
 - The characteristics of parties involved (i.e., grade, age, etc.);
 - The identity and number of individuals who participated in bullying or harassing behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
 - Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - A written final report to the principal.

The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow. The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

PROHIBITED ITEMS

Items such as but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, vapes, **e-cigarettes, wireless/Bluetooth headphones/ear buds, body sprays, perfume/colognes, spray deodorant, make-up,** radios, toys, fidget spinners, playing cards, trading cards, laser lights, CDs, Apple/ Smart Watches, FitBits and other or technology that detract from a learning situation are not allowed at school at any time. **Rolling backpacks** are not permitted without medical approval.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion or on the last day of the school year.**

SEARCH OF STUDENTS AND THEIR PROPERTY

Policy

- A. The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.
- B. Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.
- C. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.
- D. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.
- E. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

OFF-CAMPUS CONDUCT

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

PARENT-TEACHER CONFERENCES: FOR BEHAVIORAL CONCERNS

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include a principal, the guidance counselor, and/or the director of student learning, teachers, and a parent. Parents are not allowed in classrooms during the school day **unless volunteering for an activity**. Parent-teacher conferences may be conducted in person, virtually, by phone, or by email. **Conferences must be scheduled by contacting the teacher. Walk-ins are not accepted.**

Failure to attend a requested behavior or academic conference, may result in your student being asked to leave.

DRESS CODE POLICIES AND PROCEDURES

DRESS CODE

All students must be in uniform every day. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the teachers. Students who are out of uniform without an excuse are sent to the office and will face consequences for being out of uniform. Students with three violations of the dress code may not participate in the next dress down day. Uniforms not purchased through Sir Walter Uniforms must mirror the approved style and color.

The administration reserves the right to judge the appropriateness of the student's appearance. Please follow the guidelines below to ensure that your student is compliant.

Students should attend school clean and well-groomed daily.

Students GRADES PreK3 and VPK	
PE Uniform (Worn all day)	<u>Shirts</u> - OLL PE t-shirt <u>Shorts</u> - Navy blue cotton/nylon OLL PE shorts
Outerwear	OLL Sweatshirt or solid navy blue sweatshirt
Socks	Solid white or black
Shoes	Athletic shoes must be appropriately tied. No heelys. No Crocs.
Jewelry – Girls	Watch (1 only), thin chain necklace with one-inch religious pendant (1 only), stud earrings – No Hoops (1 pair only in the ear lobe). No rings or body piercings are permitted. No bracelets.
Jewelry – Boys	Watch (1 only- NO Apple/ Smart Watches, FitBits), thin chain necklace with one-inch religious pendant (1 only). No earrings, not even on free dress days. No body piercings are permitted. No bracelets.
Hair – Girls	Hair must be neat; bangs must clearly show the eyes. Hair color must be students' natural hair color with no highlights, lowlights, chunking, tips, streaking, etc. No extreme haircuts (i.e., shaved heads, tails, mohawks, spiked hair). Hair decorations should not distract from the learning process.
Hair – Boys	Above and not touching the shirt collar and trimmed around the ears. Hair must be neat and must clearly show the eyes. Hair color must be students' natural hair color with no highlights, lowlights, chunking, tips, streaking, etc. No extreme haircuts (i.e., shaved heads, tails, mohawks, spiked hair).
NO NAIL POLISH, MAKE-UP, TATTOOS, OR TENNIS SHOES WITH WHEELS.	

BOYS GRADES K THROUGH 8TH	
Shorts	Khaki shorts, fitted appropriately at the waist
Shirt	Navy blue polo with school logo. Undershirts must be solid white. Shirts must be tucked into pants or shorts at all times.
Pants	Khaki dress, fitted appropriately at the waist. No skinny jeans.

Mass Uniform	Solid white oxford short sleeved shirt w/ school logo and solid navy color tie. Shirts must be tucked into pants at all times. Long khaki pants, fitted appropriately at the waist
Belt	Black or brown dress required if shorts and pants have belt loops. Kindergarteners do not have to wear belts.
Outerwear	OLL Sweatshirt or jacket or solid navy blue sweatshirt with no logo's or images
Socks	Solid white or black
Shoes	All black or white sneakers or black shoes. No logos or markings with color combinations. Black shoes with minor white, grey or black markings will be allowed. All other colored markings must be blackened out. No patterns. No colored laces. No heelys. Shoes must be appropriately tied. No Crocs.
Jewelry	Watch (1 only- NO Apple/ Smart Watches, FitBits), thin chain necklace with one-inch religious pendant (1 only-no extreme size). No earrings, not even on free dress days. No rings or body piercings are permitted. No bracelets.
Hair	Above and not touching the shirt collar and trimmed around the ears. Hair must be neat and must clearly show the eyes. Hair color must be students' natural hair color with no extreme colors or styles. No extreme haircuts (i.e., shaved heads/ designs, ponytails , mohawks, spiked hair). Facial hair is not permitted – boys will be asked to shave beards and mustaches. No shaven slits in eyebrows. No headbands.
PE Uniform (Worn all day on PE days for Grades K-5. Middle School will change into PE only on mass day.)	<u>Shirts</u> – OLL dri-fit PE t-shirt <u>Shorts</u> – Navy blue nylon mesh OLL PE shorts. Due to size limitations, Kindergarteners may wear the blue cotton OLL PE shorts if necessary. <u>Shoes</u> – All black / white athletic shoes
NO NAIL POLISH, MAKE-UP, TATTOOS, OR TENNIS SHOES WITH WHEELS. Undergarments must NOT be visible through shirts or when sitting or standing.	

GIRLS K THROUGH 8th	
Jumper	Blue plaid worn with white peter pan blouse (Grades K-5 only)
Shorts	Blue plaid (Grades K-5 only) or khaki, fitted appropriately at the waist -- should be no shorter than 2" above the knee. Parents may be asked to purchase new uniforms if they are too tight or have been altered.
Pants/trousers	Khaki, fitted appropriately at the waist. No skinny jeans.
Skorts	Khaki - should be no shorter than 2" above the knee. Skorts are not to be altered or rolled. Parents may be asked to purchase new uniforms if they are too tight or have been altered.
Shirt	Navy blue polo with school logo. Solid white undershirts only. Shirts must be tucked into pants or shorts at all times.
Mass Uniform	Solid white oxford short sleeved shirt w/ school logo and navy crisscross tie. Shirts must be tucked into skorts or skirts at all times. Khaki skort or skirt, fitted appropriately at the waist – should be no shorter than 2" above the knee.
Belt	Black or brown, required if garment has belt loops. Kindergartener's do not have to wear belts.
Outerwear	OLL Sweatshirt or jacket or solid navy blue sweatshirt with no logos or images
Socks	Solid white or black
Tights/ Leggings	Navy blue or white worn under skort, jumper or shorts

Shoes	All black or white sneakers or black shoes. No logos or markings with color combinations. Black shoes with minor white, grey or black markings will be allowed. All other colored markings must be blackened out. No patterns. No colored laces. No heelys. Shoes must be appropriately tied. No Crocs.
Jewelry	Watch (1 only- NO Apple/ Smart Watches, Fitbits), thin chain necklace with one-inch religious pendant (1 only), stud earrings- No Hoops (1 pair only in the ear lobe). No rings or body piercings are permitted. No bracelets.
Hair	Hair must be neat; bangs must clearly show the eyes. Hair color must be students' natural hair color with no extreme colors or styles. No extreme haircuts (i.e., shaved heads/ designs , tails, mohawks, spiked hair). Hair decorations should not distract from the learning process. No shaven slits in eyebrows.
Other	No makeup, lipstick, tinted sunscreen, nail polish, or artificial nails are permitted.
PE Uniform (Worn all day on PE days for Grades K-5. Middle School will change into PE only on mass day.)	<u>Shirts</u> – OLL dri-fit PE t-shirt <u>Shorts</u> – Navy blue nylon mesh OLL PE shorts. Due to size limitations, Kindergarteners may wear the blue cotton OLL PE shorts if necessary <u>Shoes</u> – All black/ white athletic shoes
NO NAIL POLISH, MAKE-UP, TATTOOS, OR TENNIS SHOES WITH WHEELS. Undergarments should not be visible through shirts	

WARNING: Should you decide to purchase white shoes for your student, we do have a clay field.

EXCEPTIONS TO THE UNIFORM POLICIES LISTED ABOVE ARE AS FOLLOWS:

Cold Days:

Sweatpants solid navy

OLL sweatpants and sweatshirts sold in the uniform store.

Turtleneck -- White may be worn under the sweatshirt/school polo shirt

OLL Jacket - Navy blue

Tights – Navy blue or white

NUT DAY DRESS CODE

NUT (No Uniform Today) Days will be announced during the course of the school year. If a student has 5 or more uniform violations, it will result in the loss of the next NUT Day. If clothing is deemed inappropriate by the school administration, parents will be asked to provide the student with NUT Day compliant clothing or be sent home.

Guidelines for Dress Down Days for all students are as follows:

1. Jeans, slacks, Bermuda shorts, Capri pants and skirts of appropriate length and condition (may not have holes, rips **of any kind**, or defrayed). Shorts or skirts must be knee length or longer.
2. No strapless, spaghetti straps, backless halters, bare midriffs, tank tops, sleeveless shirts or sundresses. Clothing with inappropriate designs or expressions will not be tolerated.
3. All shoes must be athletic shoes or school shoes, and socks must be worn. No sandals, open toed or backless shoes including Crocs are allowed.
4. No hats, caps, visors, bandanas, fashion scarves, jewelry, or sunglasses are permitted during the school day.
5. **No makeup, lipstick, tinted sunscreen, nail polish, or artificial nails are permitted.**

6. Student's midriff may not be exposed when he/she is walking, raising his/her hand, bending over, or engaging in any other daily activity.
7. If a student's scheduled PE class falls on a free dress day, the student must wear/bring clothes conducive to PE including athletic shoes for class.
8. No leggings, jeggings or yoga pants, 4th – 8th grades. No athleisure wear.
9. NO Apple/ Smart Watches or Fitbits.

Guidelines For School-Sanctioned Events for all students are as follows:

The rules for NUT Days (excluding shoes) apply to school events that are approved by the administration. Such events include but are not limited to award ceremonies, dances, dinners, etc.

UNIFORM VIOLATIONS

Students who repeatedly violate the dress codes explained above will receive the following natural consequences:

For Students K-8th:

Non-compliance with dress code will be recorded.

The following consequences will be established per TRIMESTER:

- Three violations is a lunch detention.
- The fourth violation is an after school detention
- Five or more is administrative decision.

LOST AND FOUND

All articles of clothing and supplies found in the school area are brought to the Parish Hall. **Label all student clothing and belongings.** Hundreds of dollars' worth of articles are lost annually. Periodically, unclaimed items are given to The Sharing Center.

TECHONLOGY AND MEDIA POLICIES AND PROCEDURES

ONLINE PARENT INFORMATION CENTER

Important information for parents is located on the school's website (www.ollmelbourne.org) and on FACTS. Check this regularly for important information regarding school events, calendars, lunch menus, forms, policies, procedures, etc. The *Lancer Newsletter* is emailed to parents on Fridays with vital information and news for the upcoming weeks. Parents are responsible for the content in the newsletter.

FACTS/LMS

Ensure that you are helping your child keep track of assignments and grades by checking FACTS Family Portal regularly. **LMS is the student portal which students can access to see their assignments.** If you do not have access to the Internet, let your child's teacher know so hard copies of information can be sent home regularly. If you have any trouble accessing FACTS, contact the front office for assistance. It is an expectation that all parents and students use FACTS/LMS.

EZ SCHOOL APPS

EZ School Apps is an online lunch ordering program. Parents must register online to order student lunches. Lunches are ordered two weeks in advance. You may pay online or submit a check payable to OLL at the school office. The website is www.ezschoollapps.com.

ELECTRONIC MAIL

E-mail addresses for faculty are posted on the school's website. Parents must accept the responsibility to monitor a child's e-mail communication. No electronic mail between teacher and student is permitted, unless using a school-provided email. Students will be assigned email addresses. Email from a teacher to a parent is saved for one year. Teachers have **24** hours to respond to email messages. Being that email can be very subjective, please use proper email etiquette when communicating with teachers and administrators via email. **Emails sent on Friday may be answered on Monday. Teachers are not obligated to answer emails in the evening, weekends or on holidays.**

School emails and classroom phones are provided for school-related communication with a staff member. Personal phone numbers and emails are not provided to ensure privacy.

INTERNET ACCESS

Parents should carefully monitor their children's use of the Internet. During school hours, monitoring takes place at Our Lady of Lourdes Catholic School. Before students are permitted to access the Internet at school, an Acceptable Use Policy signed by parent and student must be on file. For personal use of electronic equipment, such as e-readers or iPads, a signed contract must be on file for each device. Engagement in online blogs, such as, but not limited to Instagram, Snapchat, Facebook, etc., result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty, or the parish.

PIKMYKID APP

In our ongoing efforts to enhance your children's safety, we use the PikMyKid Dismissal Application. You will be able to change pick up modes, delegate an alternate individual for pickup, change to an 'After School' program, or schedule for future pickup. Parentapp.pikmykid.com.

MEDIA CENTER POLICY

The school has a well-equipped, automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition
2. After ten days, the student must pay for books damaged or lost before additional materials may be checked out. Students who have lost or damaged books do not receive report cards until their account is cleared.

INTERNET POSTINGS

Pictures of students participating in OLL school events, whether on campus or off campus, may not be published to personal websites, or any other websites such as Facebook, Instagram, **Snapchat**, Twitter, etc.

TECHNOLOGY USE POLICY

The Diocese of Orlando recognizes that the Network/Internet and other emerging technologies allow authorized users access to immense information globally. The Diocese of Orlando's goal in providing technology to authorized users is to promote professional excellence, innovation, and communication. The Diocese of Orlando is committed to protecting its users from illegal or damaging actions.

Diocesan schools shall follow the Diocesan Student Technology Responsible Use (Acceptable Use) Policy regarding the use of technology and the Internet.

Accessing the Internet on Diocesan property or using Diocesan equipment, the user accepts the terms and conditions of the Diocesan Acceptable Use Policy, and expressly waives any privacy rights.

TECHNOLOGY DEVICE

Our Lady of Lourdes Catholic School strives to provide all students with an equal opportunity for learning. We recognize that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. Our Lady of Lourdes Catholic School provides students with **technology during the school day**. The use of technology to provide educational material is a necessity but a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. **Students and parents/guardians must sign a Chromebook contract annually** and adhere to the Student Code of Conduct, as well as the Network Acceptable Use Policy. This policy includes

assistive technology that is used for student learning and is approved with supporting documentation by Student Services and/ or Administration.

CELL PHONE USE

If students need to make a phone call during school hours, they are expected to use the school office phone. **Students may not use cell phones for any purpose while on school property without the permission of the school administration. This restriction includes during Before and After Care times.** If a student brings a cell phone to school, the cell phone must be turned off during the school day and kept in the student's book bag. Students bring cell phones to school at their own risk, and the school is not responsible for damage or theft. **Students are not allowed to take photos on their own devices.**

The same restrictions apply to Apple iWatches, Fitbits or other smart watches, iPods or other music players, DVD players and other similar electronic items. Please refer to the Acceptable Use Policy for more detailed information. If students are using an electronic device to read with, the student is not allowed to activate or use the 3G/4G wireless capability unless directed to do so by the teacher. Any electronic device that a student's brings to school must be free of offensive games, apps, and videos. Students are not allowed to wear headphones around school campus.

Our Lady of Lourdes School is not responsible for any lost, damaged or stolen electronic devices.

CLASSROOM POLICIES AND PROCEDURES

FACTS FAMILY PORTAL

FACTS Family Portal is a communication tool between Parents and Teachers as well as School Administration.

General practice dictates that graded assignments must be posted on FACTS a minimum of one week after collecting the assignments. All grades for written essays, tests, or projects will be posted no later than one week after the assignment is due.

CLASSROOM PARTIES

An annual schedule with a determined number of class parties will be agreed upon by the School Administration and communicated to the Teachers and the Homeroom Parents. Class party snacks should be healthy treats and one drink, (no caffeinated sodas) and simple, enjoyable activities or crafts. Parties can be planned for Halloween, Christmas, Valentine's Day and End-of-the-Year. Only parties involving the entire class are to take place on school premises.

Birthday party invitations may be distributed at the school under the following circumstances:

- If the whole class is invited.
- If a female student invites all the girls in the class.
- If a male student invites all the boys in the class.

Birthday treats must be small treats that are easily served. To celebrate their child(ren)'s birthday, parents may bring a special lunch for their child(ren) only.

LUNCH AND SNACK

Snack time is scheduled each morning. Your child should bring a healthy snack and **clear** juice from home. Students are not allowed to eat candy/**gum**, drink soda, tea, energy drinks, coffee or coffee-like drinks on campus. Please do not send these items to school – they will be confiscated and returned at the end of the day.

Students may not leave the school grounds for lunch **with a family member without written parental consent**. Checking out for lunch should be a privilege and should not be done on a regular basis as it becomes disruptive to the students schedule.

A hot lunch program is available to students each day at \$6.00. The menu is available on the school website. This is not intended to be your child's nutritionally balanced meal.

Students may bring lunch to school. *Ready-made* food is required since microwave ovens are not provided. Thermos bottles are permitted, but may not be filled with carbonated beverages. Students

should not bring glass bottles, soft drinks, or candy/ gum. Students who choose to bring lunch from home may purchase milk or water during their lunch period.

Outside food orders or deliveries, may be used in an emergency and not on a regular basis.

Lunch orders must be placed two weeks in advance. Parents are responsible for maintaining a positive account balance. Payments may be made online or in the front office. Students will not be refused food if, it is available and there is a positive balance or a negative balance less than \$10.00 in their account; however, once a negative balance reaches \$10.00, students will only receive a Lunchable and drink for \$3.50, as a stop gap measure for three days, or until the account has been replenished. Parents will be billed accordingly.

If the account is not replenished, we have no choice but to refuse service to the student. To avoid embarrassment to the students or their family, we encourage all parents to devote the necessary time and attention to this obligation.

** Please note that lunch is pre-ordered online, two weeks in advance. If a student does not have a lunch or comes in late, there is no guarantee of a hot lunch. Parents are encouraged to sign up for an online lunch account, whether they feel that they are going to use it or not. The online lunch ordering website is www.ezschoollapps.com.

Due to safety protocols, no visitors will be allowed to have lunch with students

PLACEMENT REQUESTS

The school administration in cooperation with the classroom teachers is responsible for the classroom placement assignments of students. Many factors are considered when determining classroom placements including: student ability levels, academic strengths and challenges, processing skills, special education needs, personalities, maturity levels, past and present conflicts and resolutions, growth and development, teacher-student relationships, student to student relationships, gender influences, etc... All placement decisions are made with the students' best interests in mind by the teachers and the administration of the school without outside pressures. The decision of the principal is final.

STUDENT DIRECTORY

As a convenience for families a Student Directory including family contact information is made available on FACTS in September. Personal information will not appear if so indicated on the Emergency Form.

TELEPHONE MESSAGES

School telephones are business telephones. Office personnel make emergency calls. As much as we prioritize open communication with parents, it is extremely difficult to give personal messages to children on a regular basis. Students may not make phone calls for forgotten lunch, homework, P.E. or athletic clothes, after school arrangements etc.

School emails and classroom phones are provided for school-related communication with a staff member. Personal phone numbers and emails are not provided to ensure privacy.

VISITS TO CLASSROOMS

ALL visitors to the school campus **MUST** check in at the school office. Parents visiting classrooms must be checked in through the *Raptor* system in the office and obtain a visitor's badge. Our Lady of Lourdes Catholic School encourages parent involvement, but teachers are instructed to send any person not wearing an I.D. badge to the office. According to diocesan policy, all visitors must be fingerprinted in order to visit the classrooms on a regular basis. **At no time should parents or visitors go directly to a classroom during class time.**

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment training requirement, one must watch the 20-minute video "Protecting Our Youth" and then subsequently complete the on-line quiz, which consists of 13 questions. Proof of training completion must be provided and will be maintained with each volunteer's fingerprint records. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of the fingerprinting so they can sign the FDLE/FBI waiver (signature pad). **There are no exceptions to this rule.** There is a processing fee for fingerprinting. Once the fingerprinting process is complete, a person may volunteer at the school.

Unknown persons are not permitted to speak with or remove any student from school property without written parental permission and providing proper identification.

EXTRACURRICULAR POLICIES AND PROCEDURES

FIELD TRIPS

Teachers plan educational field trips when the curriculum is enhanced by relevant out-of-classroom activities. For such concrete learning opportunities, advance notice of our plans is communicated.

Permission slips and Medical Release forms are sent home for all field trips. The permission slip and form must be completed and returned to school before the trip. Verbal or email permission are not acceptable although a faxed permission slip is acceptable. Children who have not returned their permission slips **will not be** allowed on the trip

Medications such as an EpiPen as well as a copy of the student's Emergency Health Care Plan must be presented to the assigned chaperone for students with a possible life-threatening condition.

Siblings of trip attendees are **not** allowed to accompany a class on a field trip even if the parent is a chaperone.

Paid fieldtrips are not refundable. In the event of an emergency in which a child or chaperone doesn't attend, a tax donation letter can be provided.

All volunteer drivers are required to submit, at least two weeks in advance of the field trip, a copy of a valid Driver's license and proof of insurance with coverage of \$100M/300M/50M as required by the Diocese. In addition, a background check and FBI fingerprints and evidence of Safe Environment Training must be on file with the Diocese before being permitted to drive students (see FINGERPRINTING and SAFE ENVIRONMENT TRAINING).

All Field Trips will use a bus as transportation.

Chaperones must be 21 years of age or older. All volunteer chaperones shall be fingerprinted through the Diocese of Orlando and shall have undergone Safe Environment training and a background investigation prior to serving as a chaperone.

If parents, guardians, or other adults transport their own children, relatives, or other children in the school to a field trip, athletic event or co-curricular activity, and they are using their own vehicle or a vehicle that is not owned by the school or the Diocese of Orlando, they are doing so on their own and not as an agent of the school and the school is not responsible.

The following forms must be completed in order for chaperones and students to participate in field trips:

- If a parent would like to take their child to and from a field trip, they **MUST** request and sign a waiver from the Diocese. The parent **MUST** contact Phyllis Mann at (407)846.4905 to receive the waiver. Each parent must request their own form. These forms may not be shared.
- Parental/Guardian Consent Form & Liability Waiver (required for youth under 18 years of age and individuals age 18 or older and in high school to attend an off-property trip or event)
- Adult Consent Form & Liability Waiver (required for chaperones or adult participants to attend an off-property trip or event)

- Adult Driver Information Sheet (to be kept on file and required for any driver over the age of 21 driving on behalf of the Diocese of Orlando)
- Parental/Guardian Medical Information & Consent Form (to be kept on file for youth under 18 years of age and individuals age 18 or older and in high school)

The principal, pastor, or other designated authority (in the case of a Diocesan entity) reserves the right to exclude a student and/or parent from participating in an off-property trip or event.

ATHLETIC PROGRAMS

Our Lady of Lourdes Catholic School subscribes to the philosophy that sports and team participation is positive venue for building mature, well-rounded individuals. For this reason we have joined and support the Catholic Youth Sports (CYS) program.

CYS is dedicated to the development of youth sports throughout Central Florida Catholic Schools. Our vision is to develop players in mind, body, and soul to help them grow as individuals, both physically and spiritually. Through proper instruction, training, and encouragement, players are taught to be lifelong champions, both on and off the field of play. Many of the board members, directors, coordinators, coaches and team parents give freely of their time, talent and/or treasure to provide a **FUN** and nurturing environment for the children.

Sportsmanship is a demonstration of generosity and genuine concern for others. It is a sincere understanding and commitment to fair play, ethical behavior, and integrity. Parents should understand that they are ambassadors for the school and display good sportsmanship at all times. Additionally, Parents are encouraged to:

1. Set a good example by displaying good sportsmanship;
2. Teach their child to play by the rules
3. Support all efforts to remove verbal and physical abuse, hazing and bullying from youth sports.
4. Demand a sports environment that is free of illegal or performance enhancing drugs, tobacco, and alcohol, and the abuse or misuse of prescription drugs.

Parents are encouraged to be involved with CYS as spectators and volunteers. It is through your giving that the children receive the BEST sports experience of their life. Contact the school's Athletic Director and let them know you want to volunteer. All volunteer coaches are required to be fingerprinted and complete a Concussion Course found on the CYS website:

<http://catholicyouthsports.org/>

All coaches and assistant coaches (volunteer and paid) must view the concussion training video course, take and pass the test at the video's conclusion, and file a copy of the certificate with the school every year. The link for this free course is: www.nfhslearn.com (Concussion in Sports – What You Need to Know). The video is approximately 30 minutes culminating with the quiz. This **along with cardiac and heat training** is a **mandatory** requirement and must be completed **annually**.

A consent and release form as well as a concussion/ heat release form will be required from the parent for students to participate in any team sport.

EXTENDED CARE PROGRAM

Before-school care is available for children in grades PreK3 - 8 from 7:00-7:30 a.m. After-school care is available for children in grades PreK3 - 8 from after school hours until 6:00 p.m.

Students arriving at the Extended Care program after sports or other after school activities must be escorted by a coach or a responsible adult and signed in. Because of our commitment to the safety of every child, any child (PreK3 - 8) remaining on campus after school hours without sanctioned adult supervision will be taken to Extended Care Program.

The Extended Care Program closes promptly at 6:00 p.m. Staff members are employed only until 6:00 p.m. For this reason, fairness demands that when late pick-ups are necessary, caretakers be paid directly for their time. A late fee of \$1.00 per minute, per child until 7:00 p.m. is assessed. Late fees not paid at time of pick-up are billed. In case of an emergency or unavoidable delay, contact the school office during the school day at 321-723-3631 or **After Care Phone: 321-431-4769 after 3:15pm**. This call does not negate the late fee, but it will eliminate needless worry for your child and for those responsible for his/her safety. The Melbourne Police will be called for any student not picked up by 7:00 p.m. and taken to the Melbourne Police Department located at 650 N. Apollo Blvd., unless we are notified of an emergency.

Students are NOT permitted to use cell phones in Before or After Care. Please see The Before/After Care Handbook for more information.

Emergency Situations at School

Information for Families





The Diocese of Orlando is committed to ensuring the safety and security of our students, staff and visitors. Take a moment to review this guide to ensure you are prepared in the event of an emergency situation at school.


What are the types of actions a school might take in the event of an emergency?


Schools within the Diocese of Orlando follows the Standard Response Protocol established by the [I Love U Guys Foundation](#).

LOCKDOWN
 Ordered when there is a threat **INSIDE** the building. Students and staff are secured **IN** the school. Staff does not communicate during a lockdown. Parents are not allowed on site during a lockdown.

SHELTER
 Called for when personal protection is necessary from dangerous weather conditions such as a tornado, blizzard, or hail. May also be ordered in the event of a hazmat situation in the area.

EVACUATION
 Ordered when people must exit the building due to unsafe circumstances. If student pick-up or off-site reunification is required, instructions will be communicated by the district.

LOCKOUT
 Ordered when there is an issue **OUTSIDE** the building, most often police activity in the area that *could* pose a threat, or a wild animal nearby. All exterior doors are locked and "business as usual" continues inside the school.

HOLD
 "Hold in your classroom" is used when there is an issue in a specific part of the building that is under control, but not yet fully removed. Business as usual within the classrooms; doors closed.

- Some situations may require a combination of actions above.
- School staff train yearly on emergency protocols and situation management.
- Students take part in drills throughout each school year.

What emergencies might impact a school? Which actions are taken?

Severe weather - Schools may Shelter until weather passes; could delay release of students at end of day until safe to exit building.

Fire or Hazmat Situation in the Area - Evacuation or Shelter, depending on location and severity of fire/hazmat issue.

Threat of Violence or Weapon on a Person - Lockout, Lockdown, or Evacuation, depending on the situation.

Intruder - Requires an immediate Lockdown; an emergency notification will be sent to parents by the district with any instructions.

Police Activity in the Area - Usually a Lockout; action may be taken at the direction of law enforcement or any staff member at the school.

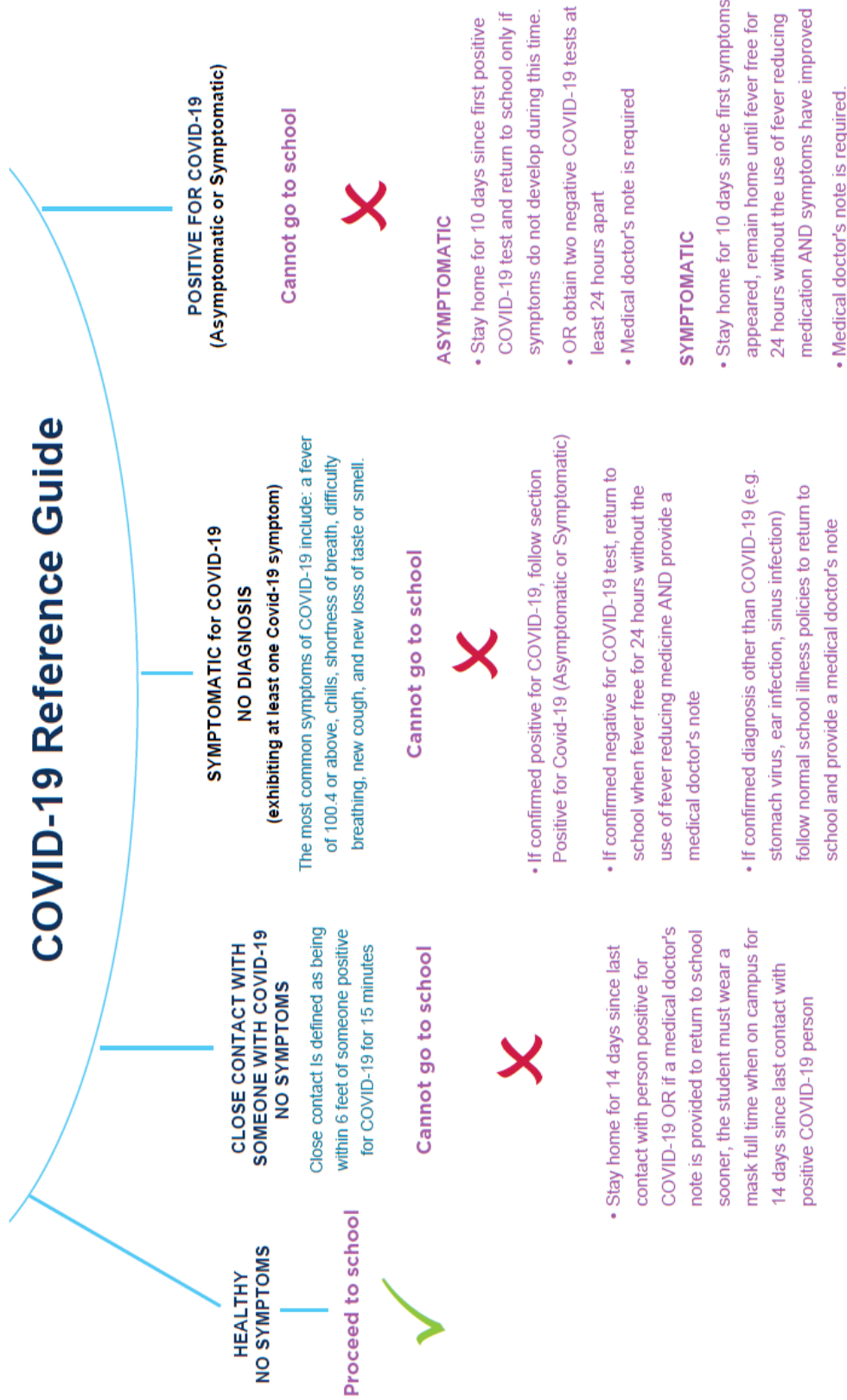
What do I need to know, do, and not do?

- If you're at a school and an emergency occurs, follow protocol with students and staff.
- We know families want information right away. Our experience has taught us initial information is almost always incorrect. Please know, our administrative staff are working hard to determine what the *real* situation is and will communicate with families as soon as information is verified as accurate and next actions have been determined.
- Do not call the school staff, as they are working on the situation and ensuring your student's safety. Do not go to the school; this may interfere with procedures. Only public safety personnel will be allowed in/near a school during an emergency situation.
- We understand you may want to communicate with your student during an emergency, however, please refrain from calling; it may prevent him/her hearing important, possibly life-saving, instructions.
- It is *vital* parents and guardians keep their information updated in [RenWeb](#) We will utilize email, text messaging, and phone calls to communicate with you.
- It is our first and fastest means of getting messages out. Also, check our website for alerts posted on the main page.

Everyone plays an important role in the safety an security of our students - If you See Something, Say Something.



COVID-19 Reference Guide



NOTE: In the event a school has a positive case of COVID-19, staff members and parents of those individuals exposed will be notified as soon as possible. The school will consult with the Diocese of Orlando and the local health department for guidance and directives. The nature of the circumstance will determine if a school closure is necessary and the length of closure; each situation is unique and will be addressed accordingly.

