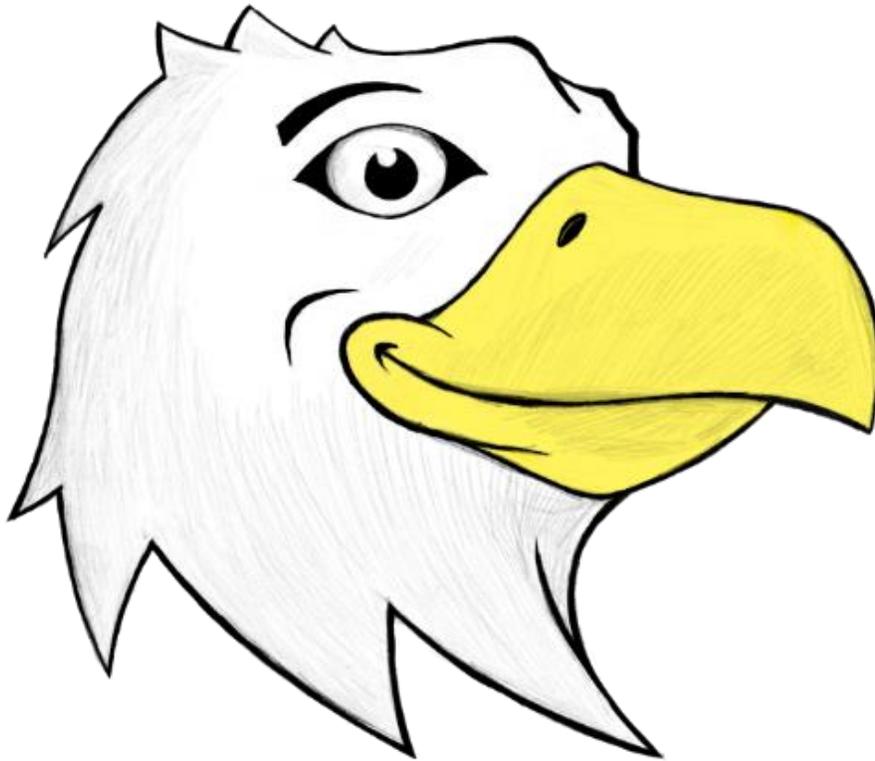


Parent/Guardian and Student Handbook



***Our Lady of Lourdes School
52 First Street
Taunton, Ma 02780***

***Christ is the reason for this school.
He is the unseen but ever-present teacher in its classrooms.
He is the model of its faculty and the inspiration of its students.***

**Our Lady of Lourdes School is accredited by the New England
Association of Schools and Colleges, Inc.**

***Our Lady of Lourdes School
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Taunton, Ma 02780***

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Dear Parents and Students,

The family of Our Lady of Lourdes School would like to extend a warm welcome to you and your families.

The purpose of this handbook is to inform the Our Lady of Lourdes community of our guiding principles, school wide expectations, and general information about operations and procedures. The administration reserves the right to amend this handbook at any time.

“All schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The policy manual of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.” (These manuals are available at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720).

Mission Statement

Our Lady of Lourdes School is committed to answering Jesus' call to love and serve others, and is committed to achieving academic excellence enriched in Catholic values.

School Motto

Mother Mary lead us to Jesus

Philosophy

Our Lady of Lourdes is a Catholic elementary school serving children in the (three-year-old) pre-kindergarten program through fourth grade, which recognizes the dignity and individuality of each child.

We believe we offer a quality educational program of instruction, which forms the beliefs, values and traditions of our Catholic faith.

We believe that our school is an extension of a Christ centered home, and that we share with the family in the upbringing of each child. The home is where Christian education must first begin. The school is an effective vehicle toward the formation of adults who will benefit our society as a whole.

In our school we are guided by the Holy Spirit in providing for the education of the whole child – spiritually, emotionally, physically and intellectually.

Admission Policy

Admission Guidelines have been developed to support the mission and philosophy of Our Lady of Lourdes Primary School. These guidelines pertain to initial admission and annual re-registration of returning students. All complete applications and registrations will be considered in accordance with these Admissions Guidelines.

Our Lady of Lourdes School does not discriminate on the basis of race, religion, color, ethnicity or national origin.

Spiritual:

A demonstrated commitment on the part of parents and children to fulfill the obligation of their faith in attending Mass on Sundays and Holy Days is required of all Catholics. Other faiths must also participate weekly in the lives of their parishes.

The sacramental preparation (Baptism, Reconciliation and Holy Eucharist) of the children at Our Lady of Lourdes School is the responsibility of their parents and faith communities. Our Lady of Lourdes provides an age appropriate moral instruction curriculum, for faith development. Our curriculum supplements the instruction that takes place in the homes and faith communities of the children. Parents are responsible for contacting their pastor to seek the arrangements and specific parish requirements for their child for sacramental preparation at the start of the school year.

Scholastic Aptitude:

Pre-K 3 students must be three years old and Pre-K 4 students must be four years old as of August 31st and toilet trained. Our Lady of Lourdes School follows the policy of the Taunton Public School system for entrance to Kindergarten. **Children entering Kindergarten must be five years of age as of August 31st and will require screening.**

Entrance to grade one through four requires the satisfactory completion of the present grade in a recognized public or private school as well as previous report cards and academic readiness testing.

Our Lady of Lourdes provides differentiated instruction within the general education setting. Through our Resource Program, individual and small group support is also provided for students with IEPs or 504 plans. At OLOL, we strive to meet the needs of all learners. In cases where we are not able to provide the services a student needs, we will meet with parents/guardians to discuss other educational options.

File Requirements:

The following documents are required for children's files and should be provided upon admission to Our Lady of Lourdes School.

- Birth Certificate
- Baptismal Certificate (when applicable)
- Immigration form (if born outside of the U.S.)
- Certificate of up-to-date immunizations
- Proof of recent physical exam
- Emergency Contact form
- Consent form for use of child's photo
- Signed computer Acceptable Use Policy
- Release form for transfer of school records (including evaluations and IEPs, if applicable)

Tuition

Payment for tuition and book fees can be done in one of two ways. Parents/Guardians wishing to pay in full should do so by July 1st. Parents wishing to use the budget plan must complete a FACTS automatic tuition agreement and follow their deadlines.

It is imperative that tuition payments be kept current. Delinquent tuition payments are assessed a fee by FACTS. If there is a genuine hardship, such circumstances should be made known to the Principal, where appropriate means of settlement will be found.

Previous Financial Obligations: A student entering or transferring from another school in the Diocese of Fall River shall satisfy all financial obligations previously incurred at the sending school before the student may be enrolled at Our Lady of Lourdes School.

School families failing to pay tuition according to the agreement, which they have made with the school or those whom have been unwilling to make suitable alternative arrangements with the business manager will be informed that their child(ren) may not be readmitted to school unless a financial plan/agreement can be reached. Please notify the office of any/all unforeseen issues that may arise.

Financial Assistance:

- The FACE Scholarship – an application process is required (www.factstuitionaid.com). Information and deadline dates will be sent home in November each year to parents wishing to apply.

- Request for Elementary Financial Assistance Form – financial assistance up to \$300.00 may be awarded through your parish. Contact the Pastor or business office to receive an application.
- Limited Financial assistance may be available for those faced with financial hardship. Please contact the business office for more information.

Updated Tuition and Financial information are sent to families each year with reminders to apply for the FACE scholarship.

Partnership and Expectations

Parents as Partners:

At Our Lady of Lourdes School, we are proud to support you in your role as the primary educators of yours and our children. We look forward to establishing a strong partnership between school and home. Through cooperative efforts, commitment, and mutual support we will work together to provide the best for all OLOL scholars.

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 on time at the end of the day; is dressed according to the school dress code; and completes assignments on time.
- To actively participate in school activities such as Parent-Teacher Conferences, fundraising events and student-centered activities.
- To notify the school with a written note when the student has been absent
- To notify the business office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat faculty members with respect and courtesy in discussing student concerns

By witness of their lives, parents provide the foundation for successful education of their children. Parental involvement is essential in four areas:

- *Worship* - home prayer, regular participation in a faith community
- *Learning* - overseeing and regular participation with homework
- *Community* - involvement in activities of the school and local neighborhood
- *Justice* - outreach to those in need

Without the active involvement of parents in these areas, the work of Our Lady of Lourdes School would be undermined. Parent involvement is the key element to the success of our school. Just as the parent has the right to withdraw a child if desired, the school

administration reserves the right to require the withdrawal of a student, if the administration determines that the partnership is irretrievably broken.

Parent Expectations:

Students and teachers should expect

- There will be respectful communication with staff and the teacher's professional judgement will be supported
- Any concern will first be brought to the teacher or staff member who is directly involved so that an appropriate discussion can take place to rectify the concerns
- Assure that the student is fully prepared for school and class each day (i.e. supplies, lunch, homework, uniform, prompt arrival, etc.)
- Anything that interrupts the learning /teaching time will be avoided (i.e. vacations, early dismissals, tardy arrival)
- Assist in the financial operations of the school via prompt payment of all fees, dues, and tuition

Student Expectations:

Parents and teachers should expect

- School and class rules will be followed each day
- Anything that interrupts the learning/teaching time should be avoided (i.e. missing homework)
- Classwork and homework will be completed and turned in on time. Quality work will be done to the best of the student's ability. Students will utilize student planners to record homework
- Proper school uniform or appropriate dress on No Uniform days will be worn to school each day

Teacher Expectations:

Parents and students can expect

- Rules in the classroom will be set to be fair so that the classroom can run smoothly
- There will be clear, timely, and respectful communication with parents and students
- Class work and homework expectations will be clearly defined with appropriate time frames. Grades and assignments will be returned in a timely manner
- Social issues will be addressed using our available resources. We encourage students and parents to make us aware of any social issues
- Family and student information, progress and concerns will be kept confidential
- We will consistently demonstrate professional behavior in the classroom and in all that we do at Our Lady of Lourdes School

Emergencies

Emergency Information Forms are sent home on the first day of school and must be returned, completed, the next day. **It is important to include numbers where you can be reached during the day and the name and number of another person, we can contact should you be unavailable.** *Please be sure to notify us immediately if your address, phone number, or place of employment should change at any time during the year. Up-to-date parent/guardian information is a requirement of the Diocese and necessary for the well-being of each child.*

If at any time during the school year a change in the status of the family, (separation, serious illness, divorce, death), should occur, please notify the school at once.

Children will not be released to anyone who is not listed on the emergency form. **It is extremely important to keep this form current.**

Evacuation Plan

In the event of a situation that requires the building to be evacuated, the following procedure will be followed:

- The fire alarm will be pulled or a school-wide announcement will be made to immediately evacuate the building and proceed to a pre-designated destination
- Students and faculty will proceed out of the designated building exits and walk orderly and quietly
- Should the nature of the emergency dictate, all students and faculty shall proceed to an alternate destination
- The administration of the school will notify and work with the local authorities and the administration of the Fall River Diocese Department of Education Office throughout the entire emergence. Students and staff will remain in a safe location until a decision is made concerning whether to return to the school.
- In the event that students must be sent home, a school wide broadcast through School Reach to parents will be initiated, School staff member will supervise all students until parents can pick them up or an authorized adult.

Emergency Drills

Fire drills and drills for other emergencies are conducted periodically to ensure that students are properly instructed as to the procedures to follow should an actual fire or emergency ever exist. Fire exit and evacuation routes are clearly posted in each room of the school.

School Calendar/Communication

A calendar of events will be printed and sent home with your child during the first week of school. A monthly calendar will also be sent home at the start of each month for your convenience. Each Thursday, notices and other correspondence will go home in your child's communication envelope. Please read all materials and return the signed envelope. At times, on an as needed basis, notices will be sent home with your child other than on Thursday. Please check your child's lunchbox and backpack daily to ensure you receive any and all communications.

All correspondence to Our Lady of Lourdes must be in clearly labeled envelopes. Please put your child's name, grade and what each envelope contains. When paying for several items on one day, please send *separate checks* for each item, as the money is distributed into several different accounts.

Parents are strongly urged to contact the teacher via email (msmith@ololtaunton.com) whenever the need arises. If you wish to have a conference with your child's teacher, please call, email or write ahead to the teacher to make an appointment. Our teachers' schedules do not allow for drop-in conferences at any time.

Please allow the teacher sufficient time to investigate a situation. If you have received no response from the teacher within a few days time, please follow up your original communication with an email, a phone call or note. If you are not satisfied with the resolution made by the teacher, you may contact the administration.

It is very important that everyone involved are aware of the complete facts. No final decisions will be made until all the facts have been sufficiently considered by all parties involved.

It is integral to the school's philosophy that union and charity exist among parents/guardians, teachers and students.

- Students should first discuss the situation with the teacher involved and vice versa
- If needed, student and parent/guardian approach the teacher for clarification
- Student and parent/guardian meet with the principal and the teacher if further clarification is needed. Guidance professionals are available when needed.

The principal may be contacted via email, (mturner@ololtaunton.com) or by contacting the office.

Technology/Internet

Website: ololtaunton.com

Facebook: Our Lady of Lourdes School

Email addresses: Every staff member at Our Lady of Lourdes has an email address and may be contacted by using his/her first initial, last name followed by @ololtaunton.com (for example: Mary Turner - mturner@ololtaunton.com).

Acceptable Use Agreement: All faculty and students will be required to review and sign a copy of the Diocese's *Acceptable Use Agreement* for Internet Use. This policy will be issued to faculty and students and must be returned with the proper signatures in order for the student or faculty member to be allowed to use any computer in the school. This is a diocesan policy.

Daily Schedule Grades PK-4

No child should report to school earlier than 8:30 a.m. unless arrangements have been made with the school for the Extended Care Program.

- 8:30 ----- Teachers report to school
- 8:50 ----- First Bell (all cars and walkers must be present)
- 8:50 ----- Morning Prayer Assembly
- 11:30 ----- Recess (Grades K, 1st, 2) *
- 12:00 ----- Lunch (Grades K-4 – in cafeteria) (Pre-K children in their classroom)
- 12:30 ----- Recess (Grades 3, 4) *
- 2:45 ----- Pre-K dismissal
- 2:50 ----- Closing Prayer Assembly
- 3:00 ----- Grades K -4 (and pre-K siblings) Dismissal

**Pre-K Recess runs according to the scheduling of each individual teacher.

Uniform/Dress Code Policy

It is our belief that a school uniform teaches students to dress for success and take pride in their appearance. We feel that uniforms promote a more serious school atmosphere which emphasis academics and promotes good behavior. Proper and full uniform must be worn at all times unless otherwise specified (Please refer to 'dress down' guidelines). Uniforms should be clean, fit properly and in good condition. Good personal hygiene is important and expected.

Uniforms:

School uniforms may be purchased through Donnelly's School Apparel (800-498-0045) or www.DonnellysClothing.com. A school uniform store is also available to swap and purchase lovingly used uniforms.

It is always our goal to foster responsibility in our children, if for some extraordinary reason the student is not able to follow the code, a written excuse is necessary.

Girl's winter (formal) uniform: (November 1st to April 1st)

- School plaid jumper, **knee-length** with play shorts (above hemline) underneath
- White Peter Pan collar blouse
- Navy Blue slacks
- Green V-neck vest, pullover, or cardigan with logo
- Navy, green, black or white socks or tights ('no show' socks not allowed)
- Solid black, brown or navy conventional shoes or **solid black sneakers** (no white soles on sneakers, clogs, crocs, sandals, platform, backless, ballet or moccasins)
- Black belt

Boy's winter (formal) uniform: (November 1st to April 1st)

- Navy blue pants
- White Oxford button down shirt
- Green V-neck vest, pullover or cardigan with logo
- Plaid (matching school jumper), solid green or solid blue tie
- Navy or black crew/dress socks (white socks with sneakers) ('no-show' socks not allowed)
- Black belt
- Black or brown shoes or **solid black sneakers** (no white soles on sneakers, no clogs, crocs, sandals, backless or moccasins)

Girl's and Boy's warm weather uniform:(worn until October 31st & after April 1st)

- Green polo shirts with logo
- **Girls – navy skort (knee length)**
- **Boys – navy shorts (knee length)**
- White, green, or blue socks (no-show socks not allowed)
- Black belt
- **Solid black sneakers**
- Jumpers and slacks may be worn (formal attire)

Gym Wear:

Children will wear the gym uniform to school on their designated gym day.

- Gray tee shirt with spirit logo
- Gray jersey shorts with spirit logo
- Gray sweatshirt with spirit logo
- Gray sweatpants with spirit logo
- Gray hooded sweatshirt with spirit logo
- White gym socks
- Sneakers of their choice – (no light-up or wheeled sneakers)

Pre-K program:

- Navy blue elastic pull-on
- Green polo shirts with logo
- Navy shorts or skorts (worn until October 31st and after April 1st)
- **Solid black sneaker**

During inclement weather the children may/should wear snow boots to school. They must bring a pair of uniform shoes/sneakers to change into.

Embellishing school uniforms, gym uniforms or school related costumes/outfits is not allowed.

Lost and found – Labeling your child’s belongings can avoid items being lost. Any item found in the building or on school grounds should be turned in to the business office. If an item has been lost, please check in the ‘lost and found’ located in the office. Periodically, all items are displayed for viewing and hopefully, claimed. All unclaimed items will be donated to the St. Vincent De Paul Society or the uniform school store.

Haircuts/styles/accessories:

Boys: Hair should be above the collar. No shaved configurations or lines may be cut into the hair, no ‘tails’ or heavy spiking.

Girls: Hair accessories should be modest; no dying of hair is allowed, no feathers, hair extensions, or extensive beading. Bangs should not obstruct student’s ability to see.

Hats and bandanas are not to be worn at school.

Makeup/Jewelry:

Jewelry should be modest, simple and conservative (a watch, ring, necklace and /or bracelet). If the jewelry becomes a distraction, students will be asked to remove them and take them home. Earrings (Girls only) should be studs only – no dangling earrings and one piercing only.

No makeup, nail polish, cologne or aftershave, or fake tattoos. Lip gloss is not allowed – clear Chapstick only. Perfume bottles and sprays are not allowed in school.

No Uniform Days:

Students should be dressed appropriately whenever there is a No Uniform Day. Tank tops, camisoles or scooped necked shirts, short or cropped tops, and shirts with inappropriate slogans or sayings are not allowed. Shorts or skirts should be mid-thigh in length. Leggings

are permitted with a mid-thigh shirt. For your child's safety, shoes must have a back to them – no clogs, no heels or slip-on sandals are allowed.

The administration of the school is the authority in determining the appropriateness of any clothing worn to school. Parents will be contacted to arrange for appropriate clothing if the administration determines a child is dressed inappropriately.

Uniform Compliance:

When a student is considered to be out of uniform:

- Children will be verbally reminded of the uniform policy
- If the situation continues, an alert form will be issued to the student to be brought home and signed by a parent. The form should be returned to the classroom teacher on the next school day.
- Once a student has received 2 alerts during the school year, a telephone call will be made to the parents.
- Once a student has received 3 alerts or more anytime during the school year, they will be denied participation in the next No Uniform Day.

Arrival/Dismissal Procedure

Arrival:

Students using private transportation should arrive at school by 8:45. Prayer Assembly begins promptly at 8:50. Any student arriving after 9:00 must report to the front desk before going to class.

Parents of children in our pre-K 3 and pre-K 4 program must walk their children to Door #2 (front door closest to First Street) where a teacher will greet and escort your child to their classroom. All parents are asked to park in the lot across the street from the school. **For the safety of our children cars will not be permitted to enter the faculty lot adjacent to the school. Please do not park in front of the school, this area is reserved for school buses only.**

Students in Kindergarten through grade 4, using private transportation, should enter school through Door #1 (lobby door). They will report to the gym where they will be supervised by faculty members. Please remember that children arriving before 8:30 are reporting to the extended care program.

Students using school buses will also enter the building through Door #1 and report to the gym. Children will not be tardy if their bus arrives after 9:00.

Dismissal:

Children in the pre-K program will be dismissed at 2:45. Parents are asked to park in the lot across the street and wait for their child by Door #2 to be dismissed to them. Children who

have older siblings (using private transportation) will remain in the classroom and be dismissed with their siblings at 3:00.

Parents choosing to use private transportation have two options. Parents may park in the lot across the street and meet their child by Door #1. Parents will not be permitted to enter the building so that dismissal may be handled in an orderly and safe manner.

Parents may also enter the pick-up car line by entering through Presbury Court and waiting by Bradford Street. Faculty will walk the children behind the school and dismiss them to you. Please remember that identification will be required along with parental permission if someone other than the child's parent is picking them up. Children not picked up by 3:15 will be sent to the extended care program. Parents will receive place cards with their child's last name, placing them on the passenger side dashboard will expedite the dismissal process.

A dated, signed parental note is mandatory if a student is changing their usual mode of transportation. Children without notes will be sent home in the usual manner. If for any reason there is a change in the mode of transportation that your child will be using, you must notify the school before 2:00 p.m. This will insure that your child gets the message. Calls received after 2:00 p.m. to change the student's dismissal procedure must be due to unexpected family emergencies.

No child will be dismissed to any person other than a parent or guardian without written parental consent. If a child is to be picked up at school by any other individual than the regular transporter of that child, the school must be notified in advance and in writing. Proper photo identification will be required. If your child is going to a friend's house and being picked up by car, you must send in a dated and signed note.

For example:

My child _____ is going home today with _____ and will be picked up by _____ in the car line (or walker line).

Bus:

Students using public transportation (school buses), should consider this a privilege and comply with the rules and regulations of public safety. For safety reasons, parents should encourage children to sit quietly at all times when riding the school bus.

All students must adhere to the following bus rules:

Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop.

- Students are to refrain from any harassment of the public or damage to public or private property at the designated stop.
- Students are to board and exit the bus in an orderly fashion
- Students are to remain seated at all times until they reach their destination
- Students shall not eat, drink or litter on the bus

- Students are not to throw objects on the bus or extend objects and or body parts outside the bus
- Student must cross in front of the bus because state law prohibits crossing behind the bus.

Students who violate these bus rules may be denied transportation and it will be the responsibility of the parents to transport the child to and from school.

Permission to change buses must be obtained from the Bus Company or Public-School Department, not from the school. If your child is going to a friend’s house, a dated and signed note should be sent to school and your child’s teacher notified of any changes made.

For example:

My child _____ is going home today with _____ on Bus # _____

Extended Day Program

Our Lady of Lourdes School offers an extended care program for students. The hours are from 7:00 a.m. to 8:30 a.m. and 3:00 p.m. to 5:30 p.m. A parent/guardian must fill out an Extended Care form before Extended care will be provided. The cost for this care is \$2.00 per half hour, and \$5.00 for each additional 5 minutes after 5:30 p.m.

Payment should be paid weekly. Monthly bills will be sent as a reminder. Payments not made 30 days after billing will be subject to a late fee of \$25.00 with a possible termination of services.

Attendance

Regular attendance at school is very important to your child’s academic development. Students must be in class on time, attend all classes, participate in all assigned activities, prepared and equipped to learn. If a child is going to be absent, **parents/guardians are asked to call the school prior to 8:30 a.m.** This will alert teachers and staff that your child is absent and will help to ensure the safety of our students. If no notification is received at the school, parents/guardians will be called after 9:00 a.m. to check on the child’s whereabouts. Upon the return to school, **a note explaining the absence should be presented to your child’s teacher. Massachusetts state law requires a doctor’s note if a contagious disease was the cause of the absence and/or a child is absent for five or more days.**

Work that is missed during a child’s absence must be made up within a reasonable length of time. This should be arranged with the teachers involved as soon as the child returns to school. **A student who is absent from school may not participate in any after-**

school activities including the Extended Care Program. Unless an exception is granted at the discretion of the Principal, any reason for absence other than illness will not be excused. Excessive absences will be cause for a meeting with the child's teacher and/or the principal. After a total of twenty-one days of absence, it will be necessary to evaluate if a student will be able to move to the next grade.

Tardiness

In order for your child to succeed, it is important that he/she be on time for school. The occasional tardiness is understandable. Chronic tardiness is disruptive to the learning process for your child and others. If tardiness becomes excessive, a meeting with the principal will result to determine how time missed should be made up.

Dismissals

Students must bring a written note from home, signed by a parent, requesting early dismissal, the day before they are to be dismissed. Should an emergency warrant early dismissal, a parent must bring a written note, or fax a signed note to school stating the reason and authorizing the person picking up the child to do so. This person will be asked to present photo identification prior to release of the child.

Appointments

Every attempt should be made to schedule all medical and dental appointments outside of school time. Exceptions include emergencies and specialized appointments.

Vacations

Vacations should not be taken outside of regularly scheduled school vacations so that the learning of all the students is not needlessly interrupted.

If families choose not to follow the above recommendations, the following procedures must be followed if the student intends to make up any and all missing assignments and tests.

- A note must be sent to the classroom teacher and principal before the absence stating the length of the absence. **Teachers will not provide work to be completed in advance.**
- Once a note has been received, the classroom teacher will collect all missing assignments and tests in a folder for the child during his/her absence.
- In the event of missed work due to a vacation, the parent must make an appointment to meet with the classroom teacher to receive the packet of missed work. It is the parents' responsibility to make this appointment within 2 days after the child returns to school. The packet of missed work will only be given to the parent/guardian. The

missed work must be discussed and reviewed with the teacher in order to set up due dates and make up test dates.

- All tests and quizzes will be made up either before school, after school or during recess (if before and after school transportation is an issue). Please be aware that we will not interrupt the learning of all students by allowing tests and quizzes to be made up during the school day.

All absences, tardiness, and early dismissals are recorded on the students' report card as well as permanent record card.

No School Announcements

Please listen to local TV and radio stations early in the morning to hear announcements about cancellations, delayed start, or early dismissal during inclement weather. We will follow the schedule of Taunton Public schools during the bad weather. School Messenger telephone announcements will also be sent. The school's website and Facebook page will also post any and all school cancellations or a delayed start to the school day.

Channel 7	WHDH	Boston
Channel 10	WJAR	Providence

Parents and guardians should be aware that if school is delayed or if there is an early dismissal, there will be no morning or afternoon extended care to insure for the safety of our children and staff members.

Visitors

All persons coming into the building during school hours must first report to the front desk. Visitors will be required to state their name and reason for visit. For the safety of our children, all visitors regardless of their reason for being in the building must sign in (and out) of the Visitor Register and obtain a visitor pass.

For the benefit of your children, interruptions must be kept at a minimum. Students will be called to the office to pick up any items brought in for them. **Parents/guardians may not go to a child's classroom without the permission of the principal.**

In order to guarantee the safety of the children and staff, the outside doors of the school are locked at all times. At no time should a student open any door of the building for any parent, school volunteer or visitor. Parents/guardians are to never allow someone access by opening our doors.

Volunteers

Parents and Grandparents are encouraged and welcome to volunteer **during scheduled school events.**

Every new volunteer must complete a CORI Acknowledgement Form and present a valid driver's license or valid government photo ID to verify their identification.

Every new volunteer must complete a safe environment training session. It is available online at <https://fallriver.cmgconnect.org>. The volunteer must register as an individual (group viewings are not available) and complete the online Safe Environment Training. The training is as follows:

- a. Three segments of Safe Have Videos and questions
- b. Mandatory Reporting Guide and acknowledgement
- c. Code of Conduct
- d. Three Questions to be answered acknowledging the responsibilities of the Code of Conduct
- e. 51A online training reference site which will lead to individual mandated reporter training.

After completion of the online training, the volunteer must download and print out the training certificates which will display their name and date of training. The name on the certificate must be consistent with the photo ID of the volunteer.

Existing volunteers must renew a CORI check and sign a Code of Conduct every year.

Online Safe Environment Training must be renewed every six years and an updated certificate presented.

This information will be presented during Curriculum Night in September.

Reminders:

1. Volunteers should not engage a teacher in a conference or discussion of their child's progress during the time they volunteer.
2. Volunteers must never discuss any incidences or information concerning a student with other parents. If you witness a problem with a child's behavior or academic abilities, please report it to the teacher only. It is the teacher's professional responsibility to discuss any problems with the child's parent. Confidentiality is extremely important.
3. Volunteers must treat all students and faculty with respect. All students should be dealt with fairly, please do not favor or single out any one specific child when volunteering in any capacity.

Academic Policies

Homework:

Homework is an extension of the learning that occurs in the classroom and is an integral part of the school program. Teachers assign homework for a variety of reasons –

- Students become more self-reliant – develop personal responsibility
- Learn to work independently
- Additional practice of a new concept
- Review and reinforcement of a previously acquired skill
- Complete projects that require individual and creative effort that requires more time than is available during the school day.

Homework is a student's responsibility and not that of the parents or guardians. However, parents/guardians should see to it that the students have a quiet place to study and that they spend time in study.

Guidelines for possible time allotments for homework are:

- Kindergarten 10 minutes
- Grade 1 20 minutes
- Grade 2 30 minutes
- Grade 3 45 minutes
- Grade 4 60 minutes

Note that these times are guidelines and that individual students may take more or less time to complete assignments. These times do not include independent reading times.

Consequences of missing and/or incomplete homework will be at the discretion of the teacher and according to grade level. These will be outlined in classroom expectations.

Grades and Grading:

Grades 1-4

A-,A,A+ (90 – 100) Exemplary – student exceeds required performance

B-,B,B+ (80 – 89) Above average – student demonstrates an understanding of concepts, skills and processes

C-,C,C+ (70 – 79) Average – student not yet consistent in demonstrating an understanding of concepts, skills and processes.

D-,D,D+ (60 – 69) Below average – student performing below grade level

F (68 and below) Possible retention in grade

Progress Reports:

In the middle of each trimester, students in grades one through four will receive a progress report, identifying strengths and weaknesses in his/her various subjects.

Progress Reports will be distributed in October, January and April. Parents are requested to sign and promptly return the report to school.

Report Cards:

Report cards will be issued in grades one through four, utilizing the trimester model. Report cards are distributed in November, March, and June.

Pre-kindergarten and kindergarten progress reports will be distributed in February and June.

Questions or concerns about students and grades are discussed first with the teacher and then with the administration. Appointments must be made with the teacher ahead of time.

Formal parent-teacher conferences are held in January.

Standardized Testing:

During the 2018-2019 school year, the elementary/middle schools in the Diocese of Fall River replaced the IOWA standardized tests with the MAP Suite Assessment system. The implementation of the MAP Suite Assessments is part of a larger Diocesan-wide initiative on Data Drive Instruction designed to gain a deeper understanding of our students' learning needs. The data derived from these assessments will allow administrators and teachers to measure student growth and proficiency, identify strengths and weaknesses at the school, class and individual student levels, target instruction, and personalize learning. Data driven instruction provides school leaders and teachers with the information needed to make strategic and intentional decisions in real time about teaching and learning so that all children can succeed.

Make-up Work

If a student is absent for a test, he/she must be prepared to make up the test on the day he/she returns to school. All tests must be made up within three days. If he/she fails to make up any test within three days, he/she will receive a zero on that test.

Textbook and Library Books

If a child damages or loses a textbook, he/she is responsible for its replacement. Textbooks must be covered at all times.

If a child damages or loses a library book, he/she is responsible for its replacement. Parents will be notified if a library book is more than one week overdue. Children will be allowed to check one book out of the library at a time unless requested by a teacher for classroom projects.

The school administration will determine the price of lost books. The price may also reflect shipping and handling fee.

Promotion and Retention

In order to move to the next grade level students must satisfactorily complete the curriculum requirements for their current grade and be absent for fewer than 21 days. Teachers will notify parents/guardians that a child will be retained by May 1st. Parents/guardians objecting to the teacher's decision should meet with the teacher and principal. The final decision, however, will rest with the principal after consultation with the teacher and the parents/guardians.

Graduation

Graduation from Our Lady of Lourdes School is a promotion to the next academic grade level and as such is governed by the academic requirements of the Diocese of Fall River. Successful completion of Grade 4 shall be marked by an appropriate ceremony, which gives recognition to the completion of a specific phase of Catholic education. Children wear their school uniforms under graduation gowns provided by the school to the Mass of Completion.

A ceremony marking the completion of Pre-K 4 and Kindergarten is held in June. Parents are invited to come celebrate as their child receives a *certificate of completion*.

Transfer of Records

Our Lady of Lourdes School maintains academic and personal records for each student. Information included in these records may be released only with written parental permission.

In transferring to another school, the records will be sent only after a Release of Records Form has been completed. Required documents will be forwarded to the new school. For safety reasons, records will not be given to parents or guardians to transport.

Field Trips

Any school sponsored trip is a privilege given to students, and any student can be denied participation if he/she fails to meet academic and/or behavioral requirements. Only those students who have submitted proper, Diocesan-generated permission slips, signed by a parent or guardian will be allowed to participate. Phone calls will not be accepted. Notes other than the authorized school form will not be accepted. Permission slips for field trips must be returned to the school in advance of the day of the field trip. School uniform or school gym uniforms are to be worn on field trips.

Extra-Curricular Activities

Extra-curricular activities are an important part of the educational experience. Every student has a right to join the activities and to be evaluated fairly. Examples of extracurricular activities include: Drama Club, Music Lessons, Arts and Crafts Club, Cooking Club and Fit Club.

All students who wish to participate in extracurricular activities must meet the eligibility requirements as well as contingent upon satisfactory academic performance and behavior. The school building may not be used by outside agencies unless a Certificate of Insurance is presented and only with the approval of the administration.

Personal Party Invitations

All personal party invitations are prohibited from being distributed in school or on school grounds. The only exception to this rule is when the entire class of students receives an invitation.

Classroom Parties

Classroom parties for special occasions, holidays and culminating an academic unit (ex: Cultural units) are permitted. These celebrations include a variety of activities related to the theme of study. The teacher (and school nurse if necessary) are responsible for ensuring that care has been taken to protect children with special dietary needs and/or restrictions. For this reason, celebrating student birthdays by sending in cupcakes (etc.) is not permitted.

Student Conduct

The school shall provide for student discipline procedures. These procedures will be communicated to both students and parents. All students are required to conform to the standard of conduct outlined by the principal and each classroom teacher. The Discipline Code first and foremost recognizes respect for the dignity of all. The school has established school-wide expectations which each student must adhere to at all times, whether in their respective classroom, a 'specials' class, the cafeteria, hallways or playground. Each Teacher has established an Assertive Discipline Plan which has been approved by the principal.

Any behavior that disrupts the educational process, endangers a person or property, or violates a policy of the school, Department of Education, or the Diocese of Fall River may subject a student to disciplinary action. Behaviors which will not be tolerated, and which require immediate correction are as follows:

- Possession or use of a weapon, or an object which could be used as a weapon
- Disrespect of others or inappropriate behavior of any kind
- Damage to or theft of school property or the property of others

- Foul language or inappropriate remarks made to fellow students, teachers, staff or administration
- Physical altercations occurring with intent and/or malice (hitting, kicking, pushing, shoving, biting)
- Verbal threats of violence or actual physical violence
- Harassment/Bullying in any form including any sexual harassment/remarks made to fellow students, staff, teachers or administration

An ongoing pattern of acting-out behavior which does not respond to typical intervention will be brought to the attention of the discipline board and an appropriate course of action will be determined. The school shall make disciplinary decisions on a case by case basis, once all the facts of a situation have been determined and discussed.

Toys or other items other than ordinary school supplies are not to be brought to school. An exception to this rule is when a teacher, as part of an assignment asks students to bring specific items to school. Inappropriate items taken from a child by a teacher or the principal must be picked up by a parent in the principal's office.

Weapons of any kind are never to be brought to school. Nail clippers, pocket knives, scissors, etc. are among those items that are not to be brought to school. Cell phones or other electronic devices are not to be brought to school by students. Any student needing to call home may use the school phone.

It is to be noted that a student is an Our Lady of Lourdes student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Harassment/Bullying

Bullying Prevention and Intervention Plan for the Diocese of Fall River

"Every human being is created in the image of God and redeemed by Jesus Christ", and therefore is invaluable and worthy of respect as a member of the human family. The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in the Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family." (taken from Bryon, William J.S.J., *Ten Building Blocks of Catholic Social Teaching*, 2010). America: The National Catholic Weekly. American Press Inc.)

All individuals in the school community have the right to be free from actions or communications that cause physical, emotional or psychological distress. Any such intentional or careless actions or communication that is unwelcome, uninvited or unwanted will not be tolerated. The person inflicting such distress shall be subject to discipline including but not limited to suspension, or expulsion. An ad hoc discipline board comprised

of school personnel shall be assembled in the case of ongoing and persistent behavioral problems to decide upon the proper action to be taken.

The Diocese of Fall River and Our Lady of Lourdes Primary School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property and during or outside of school.

'Bullying' is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Law's c.71 & 370)

'Cyber-Bullying' is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include; the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Law's c. 71 & 370).

'Retaliation' against a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Law's c. 71 & 370).

'Hostile Environment' is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. (Massachusetts General Law's c. 71 & 370).

'Aggressor' is a student who engages in bullying, cyber-bullying, or retaliation.

'Target' is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

'Staff' includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, and athletic coaches, advisors to extracurricular activities and support staff, or paraprofessionals. (Massachusetts General Law's c. 71 & 370).

Bullying shall be prohibited on school grounds, property immediately adjacent to school grounds, at school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school and at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by the school district, or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the educational process or the orderly operation of the school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs. (Massachusetts General Law's c. 71 & 370)

Formal Procedures for Reporting: Students are to report any and all bullying cyber-bullying, and retaliation to teachers or staff. Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee. This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all credible reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- *Safety of the target:* The principal or designee will take steps to assess the needs to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences.
- *Protection of the reporter, witness, or provider of information during the investigation:* The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation.
- *Notification, including the parents of both the target and the aggressor, as well a notification of law enforcement.*

Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents of guardians prior to any investigation.

Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

Notice to Catholic Education Center: After determining that the bullying has taken place, notice will be given immediately to the superintendent or his or her designee.

Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

Investigation: The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so , will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee or whoever is conducting the investigation, will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Determinations: The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or benefitting from school activities. The principal or designee will: 1.) determine what remedial action is required if any, and 2.) determine what responsive actions and/or disciplinary action is necessary.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notices to parents must and will comply with applicable state and federal privacy laws and regulations.

At the discretion of the principal or designee, counseling or referrals will be made available to targets, aggressors and or family members.

Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action.

Suspension

Suspension is the temporary exclusion of a student from class or school for five school days or fewer. The school provides procedures for both 'in school' and 'out of school' suspension. Parents shall be immediately notified of a decision to suspend a student.

Expulsion

The principal may expel a student involved in any incident or circumstance that is deemed harmful or detrimental to any individual or to the school, especially when the incident or circumstance occurs on school property or at any school-sponsored or school-related event. Examples of incidents that may subject a student to expulsion include, but are not limited to:

- Use, possession, giving or selling of illegal drugs or alcohol on school grounds or at a school sponsored event
- Possession of a dangerous weapon on school premises or at a school-sponsored or school-related event
- An intentional and forceful physical assault on a faculty or staff member or another student which causes serious bodily injury
- Student involvement with a threat to school safety such as Bomb threats or possession of materials which could be used as a bomb
- Chronic disregard for school rules/policies and/or the safety of others

An Ad Hoc Discipline Board will be established as needed for severe disciplinary concerns.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

Confidentiality

Student records are confidential. The contents of a student's personal file are available to authorized personnel only. Request, by parents or legal guardians, to view a student's file must be made to the principal in writing. Twenty-four-hour notice is required.

Teachers and staff will keep confidential information entrusted to them, unless someone's life health of safety is at risk. Parents will be promptly notified of teacher's concerns regarding their child's well being.

In the event of withdrawals or transfers, student records will be released upon the receipt of *a Release of Records Form* signed by the parent or guardian.

Use of Student Pictures/Information:

Our Lady of Lourdes School reserves the right to use student pictures in publications, Facebook, yearbooks, newspapers etc. and on the school's website. All parents will be required to sign a 'Contact and Photo Release Waiver' in September.

Custody of Children

If parents of a student are separated or divorced, a copy of the current custody agreement must be submitted to the school. The custodial parent must file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. This agreement will be placed in the child's file and shared with those school personnel who must be made aware of its contents. It is important, for the safety of all children that the school be kept informed of any changes to custody or visitation agreements,

and who may pick up a child. If no such copy is on file, school officials will presume that both parents have custodial rights.

Non-Custodial Parent - In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If duplicate school notices, report cards, etc. are needed, please notify the school in writing.

Child Abuse Reporting

Our Lady of Lourdes School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of Our Lady of Lourdes are mandated reporters.

If, in their professional capacity, a teacher, guidance counselor, administrator or any other person receiving compensations from a school to work with or care for students has a reasonable cause to believe that a student is suffering physical or emotional injury resulting from abuse, including sexual abuse or neglect, he/she shall report the matter immediately to the head of the school. The head of the school shall report the matter to the Superintendent, or his/her designee. The director of Catholic Social Service or his/her designee, shall inform the head of school of the reporting responsibilities to the Massachusetts Department of Children and Families.

Health and Safety Related Policies

Parents are asked to refrain from sending sick children to school. The school will use its discretion in calling parents/guardians to come for a child who appears to be sick or has a temperature. A child may return to school 24 hours after his/her temperature is normal, without the use of fever-reducing medications and/or vomiting and diarrhea has ceased. However, with more severe flu conditions (H1N1), especially in the fall and winter seasons, the 7-day period away from school for sick students and staff members will be strictly enforced. Students with a contagious illness, such as strep throat, may return to school 24 hours after starting prescribed antibiotics.

Immunization and Physical Examinations: Students are required by law to meet current immunization requirements prior to the start of school. All pre-kindergarten, kindergarten and new students must have documentation that these requirements have been completed. Your child's registration is not complete until the school nurse has this information. Also required by law are the results of a current physical exam. These are required for all pre-kindergarten, kindergarten, fourth grade and new students. A current physical exam is defined as one within six-months of the start of school.

Auditory and Vision Screening: Offered for Grades 1 and 4 with parental consent.

Doctor's Certificate: If a child is absent due to a communicable disease, the office must be notified. The child will not be allowed into the classroom without a doctor's certificate.

Also, when a child comes to school, with a cast, brace, stitches, or staples or after a surgery or hospitalization for illness, they must have a written doctor's orders explaining the nature of the injury and whether the child has any physical restrictions. Physical education or recess will be allowed at the discretion of the physician and the health office.

Medication: If a child is required by a physician to take any medication, for any reason whatsoever, a physician's note, along with the medication in its original container, must be brought to the office by an adult. Accompanying these items must be directions for dispensing medication and a signed consent form from the parent or guardian, giving permission for the medication to be administered. When the school nurse is present, she will administer the medication. At other times, authorized school personnel will do so. Children should not have any medication in their backpacks or lunch boxes at any time. Children may not take medication on school premises without the observation of school staff. All medication will be kept in the administrator's office unless refrigeration is required. In that case, the medication will be kept in the Nurse's room.

If a child has a serious illness which requires medical treatment, please notify the school in writing of the protocol for the child's treatment.

Please be advised that teachers will not keep or administer medications in the classroom. This includes cough drops.

It is urgent that you notify school personnel in writing if your child has an allergy to any food or substance. If your child requires any accommodations due to allergies, please include these in your written notification.

Exclusions and Extended Absences: The school nurse is required to exclude a child from school under certain circumstances. These include a failure by a family to provide the required documentation of immunizations, failure to provide a doctor's certificate upon return after an absence of five days or more, the confirmation that a child has a highly contagious disease (ex: conjunctivitis), and evidence that a child has head lice.

Head Lice (Pediculosis):

Parents should notify the school nurse if they discover that their child has head lice. Information will be kept as confidential as possible. If head lice are discovered at school, the nurse will contact the parents and the child will be excluded from school until the condition is treated and under control. Parents will also be notified if there is an outbreak of pediculosis in the school or in their child's classroom. A parent must accompany a child to school upon

return from and absence due to head lice so that the nurse can check the child and allow reentry to school. If there are more than five (5) nits (eggs) in their hair, they will again be dismissed from school. Once cleared for re-admission, the children will continue to be checked for ten (10) calendar days by the nurse.

AIDS policy:

The AIDS Policy for the Catholic Schools in the Diocese of Fall River is similar to that used by the Massachusetts Public School System and stipulates that confidentiality be maintained with regard to employment and attendance for teachers and/or students with AIDS. Universal health precautions are practiced at all times.

Physical Education: No child may be excused from physical education for more than one week without written notification from a doctor stating the reason. The excused student may not resume physical education until the school receives written notification from the doctor. These excuses are to be submitted to and maintained by the nurse/business office.

Any child who breaks a bone cannot take physical education with a cast or wrap. He/she cannot return to class unless he/she has a note from the doctor. Any child with stitches cannot take physical education until the stitches are removed and he/she has a note from the doctor or parent allowing them back to physical education. Any child with a sprain that requires a wrap cannot take physical education. He/she may return to class when they do not need the wrap and have a note from the parent.

If an accident occurs during the school day, an accident report will be filled out by the person supervising at the time. The school will promptly record in writing and report any student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

Safety and Health Guidelines

Addendum

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights, Back to School Nights, attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come on campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

School property includes all land within the perimeter of the school site and all buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the diocese, and the site of any school sponsored activity.

<http://sorb.chs.state.ma.us/sorbpublic/standardSearchforSexOffenders.action?P=PXgnGpIB8GxBem1suwcuR0xCtB12b-3jnvdMMRYNNu4>

Parents' Guild

Any parent/guardian having a child enrolled in our school is automatically a member of the Parents' Guild. At least one parent should make an effort to attend monthly meetings. Notices will be sent home informing families of upcoming meetings.

Advisory School Board

This is an appointed group, which is primarily advisory in capacity. The principal, pastor and development director, along with a council of appointed members, meet five times yearly to discuss all aspects of the school. Candidates for appointment must be recommended to the Pastor for consideration.

Asbestos Compliance

Our Lady of Lourdes Primary School is required by federal law to have a plan in place to protect the health and safety of students, teachers and other occupants of our building from asbestos-containing materials. The purpose of this statement is to inform you that our facility has been inspected and is in compliance with federal regulations regarding asbestos.

The AHERA Management Plan is available in our business office should you want to review it.

The School's name and /or logo cannot be used without authorization from the school administration.

The school administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Revised: June 2019

Dear Parents/Guardians,

After you have read this year's handbook, please fill out the attached form and return it to your child's teacher.

Thank you for your cooperation in this matter.

Peace and Blessings,

Ms. Mary Turner
Principal

I/We have read the Parent/Guardian and Student Handbook for the school year 2019 - 2020 and have accepted and agreed to all policies and procedures as stated therein.

Parent/Guardian Signature

Parent/Guardian Signature

Please list your child/children's name(s) and grade(s):

Name_____

Grade_____

Name_____

Grade_____

Name_____

Grade_____

