



OUR LADY OF  
**LOURDES**  
CATHOLIC SCHOOL

*One Community, Living Faithfully, Leading Academically*

2022-2023

Family Handbook

Our Lady of Lourdes School

30 S. Downey Ave.  
Indianapolis, IN 46219

317-357-3316

<https://www.ollindy.org/>

*“Do not be conformed to this age, but be transformed by the renewing of the mind, so that you may discern what is the will of God—what is good and acceptable and perfect.”*      *The Apostle Paul – Romans 12:2*

Dear Parents and Students:

Welcome to Our Lady of Lourdes Catholic School! By choosing Our Lady of Lourdes School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent and Student Handbook reflects the policies of Our Lady of Lourdes School for the 2022-2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Our Lady of Lourdes School during the 2022-2023 school year.

The faculty and staff of Our Lady of Lourdes School are excited and happy to work with you to promote academic excellence and spiritual and social development within the context of the teachings of the Catholic Church. We pray that together we will guide the children in our care toward the full potential God has created in them.

God bless us all,

Angie Therber  
Principal

## **Our Lady of Lourdes School**

Our Lady of Lourdes School is a preschool through grade 8 Catholic elementary and middle school within the Archdiocese of Indianapolis Office of Catholic Schools. Our school is the largest ministry of Our Lady of Lourdes Catholic parish. Our curriculum stresses academic achievement within a Christian community where every child feels loved and respected by the adults and peers within this community.

The academic curriculum is consistent with the State of Indiana Academic Standards. We strive to provide instruction that is:

- reflective of our Catholic Identity
- ever open to modifying our best practices
- challenging to each student to grow in critical thinking skill
- encouraging students to apply new learning and skills to help make the world around them better for all

## **History**

Serving Indianapolis for over 100 years, Our Lady of Lourdes Catholic School was the first elementary school established in the Irvington neighborhood.

In 1911, two years after the church was established, the Sisters of St. Francis from Oldenburg, Indiana, started Our Lady of Lourdes Catholic School in the home of a parishioner. By 1915, both the parish and school expanded into a larger chapel that would serve as a combined space until the current church structure was built.

Monsignor Michael Lyons supported the growth of the school during his tenure from 1919-1940. The school's mascot and gymnasium are named in his honor.

To accommodate additional students, the parish community constructed a larger school building in 1958, which is our current building. In 1974, the school added a kindergarten, and in 2005, a preschool. During 2022, construction began which is making the school building more accessible, secure, and aesthetically updated. Today, Our Lady of Lourdes Catholic School continues to serve families from Irvington and surrounding areas seeking a faith-filled, joyful education for their children.

## **Our Mission**

As it has for 100 years, the faith and learning community of Our Lady of Lourdes Catholic School provides a distinctive, challenging Catholic Education for preschool through eighth grade students of Irvington and surrounding neighborhoods. Inspired by the Holy Spirit and Catholic tradition, caring teachers and supportive parents instill the values of academic excellence, social responsibility, family, and self-discipline. At Our Lady of Lourdes, students of all backgrounds gain skills, perspective, and the foundation for a lifetime of growth in faith, prayer, knowledge, and relationships.

## **Philosophy**

Our Lady of Lourdes Catholic School, with the acknowledgement and promotion of parents as primary educators, is committed to offering a total Catholic education. This Catholic learning community:

- teaches, models, and expects the active practice of Gospel values
- practices the Catholic tradition through religious instruction, prayer, sacraments, and service to others
- values each person as an individual, created by God with unique abilities, needs, and talents
- develops confidence, respect, and compassion in our students
- provides a high quality academic program, including highly effective instruction which inspires critical thinking and problem solving skills, and is delivered with compassion

## **Admissions Eligibility Policy**

In order to ensure an orderly and equitable admission for children to Our Lady of Lourdes Catholic School (hereinafter referenced as the “School”), this policy and its procedures are adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the school commission and ratified by the pastor, revisions of this policy shall supersede any prior admission policy of the School.

### **A. Primary Goal – Catholic Education**

The primary goal of the School is to provide a Catholic education to children in accordance with the mission statement of the School, archdiocesan policies, curriculum, and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

### **B. Accommodation of Students with Special Needs**

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### **C. Parishioner Status**

Regular attendance at mass and faithful and consistent stewardship of time, talent and treasure (financial support) to the parish will be expected of Catholic families of students attending or wishing to attend the School. Each spring, all School families will participate in the process that will help establish each family's gifts of time, talent and treasure. Families meeting these criteria will be deemed "participating Parishioners" for awarding a parish scholarship. All other families will be considered "OLL Community" for purposes of tuition.

### **D. Financial Aid and Responsibility**

It is a goal of the School and Parish to provide financial support to families with economic need to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. The following actions must be completed and maintained throughout the 2022-2023 school year in order to remain in good standing:

- parish stewardship intention form (for parish families) turned in to the parish office
- enroll in the FACTS tuition management system and maintain a valid method of payment
- as requested by administration, completion of applications for state and/or private financial assistance

Your family's access to Catholic education at Our Lady of Lourdes will be suspended if any of the following occurs:

- Your account becomes more than 90 days past due.
- You fail to provide timely response to inquiries from the parish business office (response within two business days for any inquiry). Furthermore, you shall provide a preferred phone number or e-mail address for communication and alert the parish business office of any changes.
- It is determined that you did not fully disclose all material information on your registration or financial aid application. This includes income not reported on your tax return, child support/alimony, and other sources of income.

### **E. Agree to Abide by the School Rules**

Upon admission, all parents and students agree to abide by the policies and rules of the School as specified in the school handbook.

### **F. Non-Discrimination**

The school commission, administration and pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the school which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to

undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

## **Admission Selection Procedures for Prospective New Students**

The following admission selection procedures generally apply to children who are not enrolled at Our Lady of Lourdes School (OLL) in the 2022-2023 school year. Current OLL students who register and pay their registration fee by March 1, 2023, and who are current on all tuition and fees, will retain their spot for the 2023-2024 school year. Current OLL students with outstanding tuition and/or fees may not register for the 2023-2024 school year, nor will records be transferred to another school, until payment arrangements are made. Current OLL students must register and pay their enrollment fee by March 1, 2023 or they will be required to pay an increased fee and may be placed in the lottery with prospective students.

Beginning on the spring registration date, January 31, 2023, the following children will be considered for admission as new OLL students:

- for preschool, children who will be 3 by August 1, 2023
- for kindergarten, children who will be 5 by August 1, 2023
- for grades 1 through 8, children who provide proof of successful completion of the previous grade and based upon analysis of attendance and disciplinary records.

There is a registration fee due at the time of registration. The fee amount will be listed on the enrollment form. The registration fee is non-refundable except as described in the “Lottery/Wait List” section below. All registrations and enrollment decisions are finalized by the principal. When admitting new students, the principal will follow the guidelines established by the Office of Catholic Schools, Our Lady of Lourdes School Commission, and the Indiana Department of Education.

Eligible children will be selected and placed in the school (based on the maximum capacity of classrooms set by the school commission) in the following order:

1. children from Our Lady of Lourdes Parish
2. children of OLL school teachers whose families are non-parishioners
3. children from families who are not OLL parishioners, but who have children attending OLL.
4. children belonging to another Catholic parish or transferring from another Catholic School
5. any other children who have been approved by the principal

If a child's parents owe tuition and/or fees to another parish school or to OLL, the parents must make arrangements to pay off debts before the student is eligible to enroll.

Registration applications will be considered timely if received in the principal's office on or before March 1, 2023. If after the March 1, 2023 deadline, any class has more registrations than open spots, the following lottery/wait list process will go into effect.

### **Lottery/Wait List Process**

After March 1, 2023, if a grade has reached capacity as determined by the principal and the school commission, a wait list will be generated by a lottery. The lottery, which will include prospective students who have registered on time, will be conducted as follows:

- For each grade, the children are divided into two groups: parishioners/siblings of current students, and non-parishioners.
- Each child is assigned a number, and children and their families are informed of the student's number on the day of the lottery.
- For each grade, two separate lottery drawings will be conducted. First, the numbers of the children in the parishioner/sibling group are placed in the bin, all numbers are drawn, and those children are placed on the waitlist in the order in which their numbers were drawn.
- After the parishioner/sibling wait list is created, the lottery drawing is repeated for the children in the non-parishioner group, and a non-parishioner wait list is generated.
- The wait lists are posted publicly (by number only; the names of the children and their families will not be visible on the public wait list).
- If spots become available, the children will be enrolled in the order determined by the lottery. The parishioner-sibling wait list will be exhausted first followed by the non-parishioner wait list.
- This process will apply to each grade in which the number of timely registrations exceeds the number of spots available.
- The lottery drawings will be conducted in a meeting open to the public.

If any registration application is received after March 1, and the grade for which the child seeks to register is full, then the child will be placed at the end of the parishioner/sibling wait list or the non-parishioner wait list, whichever applies.

The registration fee will be refunded for any student placed on the waitlist but not offered a spot. The registration fee will not be refunded for any student offered a spot but who elects not to enroll.

The above wait lists apply only for the 2023-2024 school year. Any student placed on the waitlist but not enrolled during the 2022-2023 school year must re-register for the 2023-2024 school year.

## **Abuse Reporting**

In accordance with Safe Parish and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

## **Accident and Illness**

An emergency card for every student is kept on file in the office. These provide the school with necessary information should the student have an accident or becomes ill during the school day. A parent must notify the office of any change to emergency card information. In cases of accident or illness when immediate medical attention is necessary, the student will be transported to the closest medical center (Community East Hospital). Parents will be notified immediately. Administration will complete an accident/illness report. **If a student leaves school or stays home due to illness, the student may not return to school until fever-free (unmedicated) for 24 hours.**

### ***Pandemic-Related Illness***

OLL will always follow the most local guidance possible beginning with the Archdiocese of Indianapolis Office of Catholic Schools, who will follow the Marion County Department of Health guidelines, the Indiana Department of Health, and the federal CDC in that order. As of the latest revision of this handbook, there are no mask requirements, no quarantine restrictions related to exposure, and no contact tracing procedures necessary. If it becomes necessary to update this information, please watch for email or other communications from the school.

## **Arrival and Dismissal**

***The following procedures have been carefully constructed with the utmost care for student and staff safety. Please follow these procedures at all times.***

### ***Morning Care***

Students arriving at school between 7:00 a.m. and 7:30 a.m. should enter through Door #7 (cafeteria) and report directly to the cafeteria for morning care. The cost for morning care is \$1.00/day per child and will be billed through FACTS. To ensure the safety of our children, any student arriving before 7:30 a.m. will be placed in morning care, and parents will be charged unless the parents have made prior arrangements for the student to be supervised by a staff member.

### ***Arrival Procedures***

Students arriving after 7:30 a.m. shall report directly to their classroom. Preschool students, students who need assistance, and any student whose parent escorts him/her to the classroom door must park in the south parking lot at the east end (near Bernadette Hall) and enter through

Door #8 (playground) doors. **All cars are to enter the property from Downey Avenue and proceed westward to exit at Hawthorne Avenue.**

Students whose parents are dropping off at the school must use Door #1, the main entrance. Parents must pull forward as close to the doors as possible, and students must exit the vehicle quickly to avoid traffic backups on Downey Avenue overflowing onto Washington Street.

Students who arrive after 7:45 a.m. are considered tardy and must **always** report to the office to sign in.

### ***Dismissal Procedures***

Half-day preschoolers will be dismissed from Door #2 (the main gym doors) at 11:00 a.m. Any student who is not picked up promptly will be taken to the office and the parents will be notified. Walkers are dismissed at the front doors and escorted by teachers in two groups, one to cross at Washington and Hawthorne and the other across Downey Ave. They are escorted to ensure that they are safely dismissed before the cars begin to move. **As mentioned above, in the interest of safety and fairness, please DO NOT pick up your child in the local neighborhood to avoid the carpool line.**

Full day preschool through 8<sup>th</sup> grade car-riders are dismissed in the south parking lot at 3:00pm. Please pull into the lot in lines, facing east. A staff member will dismiss the cars in an orderly, efficient manner. Students must exit the school building at 3:00 p.m. unless under the supervision of a staff member or volunteer adult coach. Any student who is not picked up or supervised after 3:00 p.m. will be placed in the extended care program until parents can be reached and pick up is arranged.

### ***Extended After School Care***

Extended Care is an after-school program open to all students and may be used on an as needed basis. An annual, nonrefundable registration fee of \$15 per family is required. The fee structure is \$10 per day for the first child in a family, with a charge of \$5 per day for each additional child in the same family. If a child is not picked up by 6:00 p.m., then the family will be billed \$1.00 per minute after 6:00pm until the child is picked up. These fees will be billed monthly through FACTS.

Afternoon Care is provided Monday – Friday, from 3:00pm – 6:00pm in the school cafeteria, any day there is school. Any exceptions will be noted on the school calendar and communicated through the Paw Prints and email reminders.

### **Athletic Eligibility**

Participation in athletics at Our Lady of Lourdes is a privilege and is encouraged as beneficial to the whole of the student's physical, mental, and academic well being. All participating students must have a yearly physical, and copies must be submitted to the students' coaches.

The purpose of our eligibility policy is to maintain high standards of personal behavior, academic performance, and to ensure that our student-athletes are model ambassadors of Our Lady of Lourdes Catholic School. Our athletic programs prepare the student for the self-discipline of time management and personal decorum. This eligibility policy covers two areas: academic performance and student behavior. It applies to all athletic programs including cheerleading.

### ***Academic Status and the Communication of Status***

The report card and mid-term grades serve as official communication of academic status to the student, parents, and coaches. Before assigning a failing report card grade at the end of a grading quarter, a parents and teacher should have been in communication multiple times during the quarter with guidance and support to avoid a final failing grade. Therefore, any student who receives a failing grade in any area, including “specials” classes, is ineligible to participate in athletics. An ineligible student is suspended from all OLL sports for a period of time as agreed upon by the school administration and the athletic board representatives. The suspension time shall be long enough for the student to regain focus on his or her academic responsibilities, demonstrate improvement, or otherwise earn from teachers and school administration the privilege of resuming athletic participation. The requirements for the student to resume athletic activities will be clearly communicated to the student and his or her parents. At any time, a coach may inquire regarding student eligibility. Coaches will receive a school calendar indicating mid-term and report card issuance. The principal or assistant principal will notify the athletic board chairperson(s) in cases of athletic ineligibility.

### ***Personal Behavior***

Suspensions (in or out of school) are given for serious behavior infractions. Any student suspended from school is ineligible for athletic participation for the same length of time as the suspension. If a suspension occurs on a Friday, the student may not participate in weekend games or practices. Unless prior arrangements have been made with the principal, a student missing school due to illness, unexcused absence, or for vacation may not participate in practice or a game that occurs on that day.

### **Attendance**

Regular attendance is essential for student progress and to receive the maximum benefit from the educational experience. Chronic absenteeism is widely defined as missing 10 percent or more of a school year. When children are absent from school, they miss out on consistent instruction that is needed to develop basic skills. Children in early grades are particularly susceptible to falling behind in fundamental reading skills, which can have a snowball effect that impacts future learning. Students who fail to read at grade level by the end of third grade are four times more likely than students who achieve proficiency to drop out of high school, according to the National Conference of State Legislatures, citing a study by the Annie E. Casey Foundation.

Attendance is the joint responsibility of the parent and the student. The Indiana Code requires compulsory school attendance for all students up to the age of 16. Parents are legally responsible to have their child regularly attend school. The school-wide attendance rate is reported to the

Indiana Department of Education and affects school accreditation; therefore, parents should make every attempt to avoid non-illness related absences.

### ***Absence Reporting Procedures***

Parents are requested to call the school by 8:30 a.m. each day a student is absent (317-357-3316). Please remember that students may not return to school after an illness until they are fever free for 24 hours. In cases of head lice, students may not return to school until they are lice and nit free.

### ***Excused Absences***

The following absences are excused: student illness, medical, dental, and/or clinical appointment (note upon return to school from doctor indicating time and date of appointment), family funeral or other approved funeral, court appointment, field trips, or family emergency. An excused absence permits a student to make up missed work, and it is the student's responsibility to request all make-up work.

If a student must leave for an appointment, the parent must communicate the pertinent information to the office before 8:00 a.m. Parents should pick up the student in the main office and sign the student out for the appointment. Students must be signed out in the main office unless prior consent has been received in the main office. When returning to school following the appointment, the student checks in at the main office with a note from the doctor indicating time and date of appointment.

### ***Extracurricular Activities***

It is the policy of Our Lady of Lourdes School that a student who does not attend school or leaves school early because of illness or any unexcused reason may not attend school functions or participate in any academic or athletic extracurricular activities on the same day. It is the responsibility of the parents, coaches, or adult moderators to hold the student responsible for this policy. Extracurricular activities are defined as any activity that occurs outside of the school day such as scouting, clubs, theater, socials, and sports.

### ***Long Term Absences***

Any absence beyond eight during the semester may require the parent to produce a medical note as authorized by Indiana Code. Failure to produce the above document(s) within six days may result in an unexcused absence and could mean a referral to the Marion County Probation Department and/or Department of Child Services.

After eight absences per semester, parents will be notified. The student may be placed on an attendance contract to determine future consequences for absences. The contract may include, but is not limited to, any or all of the following: required doctor's certificate for further absences, parent conferences, extracurricular suspension, after-school detention, Friday School, in-school suspension, out-of-school suspension, recommendation for expulsion, referral to proper legal authorities, and/or filing charges for educational neglect.

School-sponsored or sanctioned activities are exempt from, and will not count toward, the total days of absence. Students with 25 or more days of absences in one school year may be required to repeat the grade.

### ***Prearranged Absences***

All absences are reported to the Department of Education and are included in the establishment of Our Lady of Lourdes School accreditation. A student absence, in order to participate in non-school activities during school, is discouraged.

In the event of an absence due to a vacation, the parent/legal guardian must inform the teacher and principal at least three school days before the absence will occur. The student and parent share responsibility for any loss of achievement that might occur as a result of the prearranged absence. Students missing school to attend non-school sanctioned events will be marked as an unexcused absence. Missing schoolwork or tests may not be permitted to be made up. If allowed, make-up work and tests will be given after the pre-arranged absence.

### ***Tardiness***

Tardiness, unless a staff member detains a student, is defined as any appearance of a student beyond scheduled time that school begins. Tardiness disrupts not only the school program, but also the progress of a class. Fatigue, car trouble, oversleeping, and truancy will be unexcused. Students who arrive after classes are in session (7:45am) must report to the office for admittance to class.

When a student receives his or her third unexcused tardy in a grading period he or she may be assigned a consequence. Excessive tardiness will be referred to the principal. Possible consequences for excessive tardiness include forfeited recess, silent lunchtime, Friday School, detentions, or further disciplinary action.

### ***Truancy***

A student is truant any time school officials or the parent/guardian is unaware of the whereabouts of the student during the school day (including leaving school grounds without permission). Students who are truant from class period(s)/school will receive disciplinary consequences and could be reported to the proper legal authorities.

The penalty each semester for truancy will be as follows:

**First Offense** – The student may be assigned a Friday School.

**Second Offense** – The student may be assigned to in-school suspension. A parent conference may be required to discuss an attendance contract that will outline future consequences.

**Third Offense** – The student is considered a “habitual truant.” If a student of at least 13 years of age is a habitual truant, the student’s name will be reported to the Bureau of Motor Vehicles in accordance with state law (I.C. 20-8.1-3-17.2). The student may be assigned an in-school suspension for up to three days.

### ***Unexcused Absences***

Students missing school to attend non-school sanctioned events will be marked as an unexcused absence. Missing schoolwork or tests may not be permitted to be made up. Unless prior arrangements have been made with the principal, a student missing school may not participate in an extra-curricular activity that occurs that school day. This includes, but is not limited to: sports practice, sports game, club, scouting, or youth group events

In keeping with the OLL school philosophy that “values each person as an individual, created by God with unique abilities, needs, and talents,” throughout the process of addressing chronic absenteeism, every effort will be made by the school administration to offer support to families in efforts to address the root causes of and reverse chronic absenteeism.

### **Bike Riding**

Students who ride their bicycles to school must park their bikes in the bike rack and secure with locks. Bicycles must be walked along the sidewalk when the student enters school grounds.

### **Birthday Celebrations**

Student birthdays are announced over morning announcements. If the classroom teacher chooses, there will be one day each month when birthdays are celebrated by a classroom. The teacher should coordinate with the room parent about the date and treats provided. This minimizes interruptions to the classroom and allows for all birthdays to be celebrated. The treat may be eaten in class, per teacher discretion. Please be mindful of food allergies when providing treats.

### **Books and Fees**

All textbooks used by students in Our Lady of Lourdes School are rented. The amount of the book rental fee is stated on the registration form, and book fees will be billed through FACTS. All students must have a book bag with which to carry books to and from school. This protection is necessary if we are to continue the rental program and practice good stewardship. The books must not be defaced, marked, or torn, and they must be kept clean. Students will be fined for deliberately defacing a book or if returning a book in a condition worse than is allowable for reasonable wear and tear. If a student loses or damages a book, he or she must pay for it. All textbooks must be returned to the teacher when a student leaves the school or is promoted.

### **Classroom Interruptions**

Throughout the day students are engaged in important and essential instruction and activities with their teachers. Interruptions decrease the effectiveness of these lessons and show disrespect for the teacher and his or her goals. **Please exit the school building by 7:45am to ensure that our instructional day begins promptly.** Please do not go directly to the classroom to give a student or a teacher a message. Messages or forgotten items must be brought to the office. They will be delivered to the classroom at an appropriate time.

## Closings & Delays

If Our Lady of Lourdes School delays its start time or closes due to weather or other circumstances, a message will be sent via School Messenger. The information will also be announced on TV. Please watch the following TV stations: WRTV-6 and WTHR-13 for delays or cancellations. OLL does not automatically close based on other schools' status.

## Communication

The two main forms of mass communication at OLL are the *Paw Prints* and School Messenger. *Paw Prints* is the school newsletter. Although this is not the only communication, it does provide important information regarding the school calendar and events. Individuals wishing to have an article in the newsletter must submit the article no later than Tuesday afternoon. It is sent through School Messenger each Thursday. To register or make a change to your email address in School Messenger, please send your name, your students' names and grade levels to Molly Funk, secretary, at [mfunk@ollindy.org](mailto:mfunk@ollindy.org).

PowerSchool is our online student data system. PowerSchool is used to communicate student achievement and behavior for grades Preschool-8. Information regarding log-in procedures will be sent at the beginning of the school year. If you have questions about logging in, please contact the school office.

Emailing the teacher is effective for transferring information, but please do not try to address serious issues via email. Emails can sometimes be misinterpreted and cause additional difficulties. Instead, use the email to request that the teacher call you. Please provide the phone number you would like the teacher to use and the time you will be available. You may reach your child's teacher, the secretary, staff, or the principal by using the following addresses: teacher first initial, last name, followed by ollindy.org. For example, the principal's email address is [\*\*atherber@ollindy.org\*\*](mailto:atherber@ollindy.org).

Other forms of communication include the OLL website ([www.ollindy.org](http://www.ollindy.org)) and the OLL Facebook page (Our Lady of Lourdes Catholic Parish, Indianapolis).

## **Daily Schedule**

7:00 a.m. Morning care

7:30 a.m. Students arrive at school

7:45 a.m. School begins & students arriving late report to the office

11:00 a.m.-- Half Day Preschool Dismissal

## **Lunch/Recess Periods**

**10:55-11:20**

- **Gr. PK, 6, 7, 8 lunch**
- **Gr. 3, 4, 5 recess**

**11:20-11:40**

- **Gr. 6, 7, 8 recess**
- **(11:25-11:50) Gr. 3, 4, 5 lunch**

**11:45-12:05**

- **Gr. K, 1, 2 recess**

**12:05-12:30**

- **Gr. K, 1, 2 lunch**

3:00 pm Dismissal

3:00 pm-6:00 pm Extended Care

## **Discipline**

Our school community believes in and strives to do the following:

- teach, model, and expect the active practice of Gospel values
- practice the Catholic tradition through religious instruction, prayer, sacraments, and service to others
- value each person as an individual, created by God with unique abilities, needs, and talents
- develop confidence, respect, and compassion in our students
- provide a high quality academic program, including highly effective instruction which inspires critical thinking and problem solving skills, and is delivered with compassion

It is imperative that students and their families work together with school staff and administration to maintain a positive educational environment that preserves the dignity of every person in our community. Together we are One Community, Living Faithfully, Leading Academically!

## ***Responsible Reporting***

All students have a moral responsibility to report to a staff member or other responsible adult any behavior or planned behavior through which a person will harm him or herself or someone else or any other dangerous situation. This is responsible reporting. In the event of a serious situation,

students with prior knowledge of the behavior or intent who intentionally did not report may be subject to disciplinary action.

***Archdiocese of Indianapolis Policy on Harassment and Violence in Catholic Schools and Catholic Education***

Click [here](#) for the policy.

***School Policy to Address Potential Threats and Violence***

***Disciplinary Action***

We expect students to take responsibility for their own behavior choices. In cases where the inappropriate behavior does not change, and the student's behavior continues to interrupt the educational process, the following consequences could be implemented:

- communication with the parent through phone and in-person conference
- silent lunch and recess with the principal or assistant principal
- after school detention or Friday School
- removal from extracurricular activities
- in-school or out-of-school suspension
- exclusion
- expulsion.

Throughout the process of administering the listed consequences, every effort will be made to address the root causes of inappropriate behavior and re-educate students toward more appropriate behavior for a healthy learning environment.

***Definition of Terms***

**Detention** – A teacher or the principal will assign after school detention. This time is spent on activities designed to restore and repair damaged relationships, property, and/or disrupted learning. Effort will be made to re-educate the student toward more proactive, healthy, and appropriate behaviors.

**Lunch Detention** – the student reports to the school office for recess and lunch. The student will eat lunch in the school office with the principal and will discuss the above-mentioned pathways toward more productive, healthy, and appropriate behaviors.

**Friday School** – The student reports to the supervising staff member on Friday after school until 5:30 p.m. More time will be spent on restoring and repairing damaged relationships, property, and/or learning. The student will work on re-education related to more productive, healthy, and appropriate behaviors.

**In-school suspension** – The student remains in attendance at school but is confined to a specific supervised area for a period of one to three days. The student will do school work and other programming related to restoring and repairing damaged relationships, property, and/or learning.

The student will work on re-education related to more productive, healthy, and appropriate behaviors.

**Out-of-school suspension** – The student is removed from school for one to 10 days.

**Exclusion** – Long term or permanent removal. Some reasons for exclusion include communicable disease, infestation with parasites, failure to comply with compulsory immunization laws, failure of student to meet minimum academic standards, inability of the school to meet the educational needs of the child, mental illness, non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious, and other policies, and other similar reasons.

**Expulsion** – The student is removed from the school for the remainder of the semester and/or year. The principal will notify the parents. The student is placed under immediate suspension pending a hearing. One or both parents will attend the hearing. The parents will be given the option to withdraw the student prior to notice of expulsion. Only the parish pastor can hear appeals.

*If disciplinary action escalates to the level of several after school detentions, a process involving the student, parents, teacher/s, and administration will begin. All participants in the process will meet in person to discuss the student's strengths, challenges to appropriate participation in school, support needed, the student's goals for his or her future, and his or her plans for improvement. Once this process is initiated, the student will have regular check-ins on progress with school staff. If the behavior consequences continue to escalate and no positive behavior improvement is noted, consequences may escalate to the level of exclusion or expulsion.*

### ***Severe Disruptions to Learning and School Culture***

#### **Cheating**

Cheating is a serious compromise of a student's integrity and will not be tolerated. Because cheating may have underlying causes, an effort to assist the child in understanding the subject material will be made. If cheating is discovered, the student's work will be confiscated, and parents will be notified. The student's work may also receive a zero grade. A second offense may result in further disciplinary measures.

#### **Disrespect/Harassment to Teachers and/or Other Staff Members**

Any show of disrespect towards teachers, staff members, and/or volunteers will not be tolerated. If a student shows disrespect, parents will be notified, and the disciplinary action will be taken depending upon the severity of the incident.

#### **Fighting**

Physical altercations and the provoking of such will not be tolerated. Any offense of this type may subject the student to disciplinary action including suspension (in-school or out-of-school) and/or expulsion. Contact does not need to occur before this rule has been violated. Also, the excuse, "We were just playing" will not be accepted. Students are expected to talk to a teacher, the counselor, a staff member or administrator to help solve

conflicts. Students who are involved in a fight will be sent home or assigned to in-school suspension for the remainder of that school day. Subsequent disciplinary action will be determined by the severity of the incident.

### **Harassment/Bullying**

Bullying is defined as repeated acts or gestures that are committed by a student or group of students against a targeted student, including: verbal, written or electronic communications; physical acts committed; or any other behaviors committed with the intent to harass, ridicule, humiliate, intimidate, or harm another person. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

Cyber-bullying is any type of bullying that occurs through email, a chat room, instant messaging, a website (including blogs) social media, text messaging, or any other electronic means.

Our school exists to teach students to grow in the love for all people as taught by Jesus. Bullying is a serious affront to these Gospel values. Therefore, bullying is never tolerated at OLL. The school provides preventative counseling sessions at each grade level to educate students on bullying and how to handle difficult situations. In addition, the school strives to build peace within the school community. Every bullying complaint will be investigated thoroughly, promptly, and will be conducted in a sensitive manner. Parents of all students involved will be promptly notified of the situation, keeping in mind the sensitive nature of the event. Students may be subject to discipline for bullying (including cyber-bullying) regardless of whether or not the bullying occurs on OLL grounds.

### **Miscellaneous Items**

Toys, games, cards (i.e. baseball, trading, playing cards), electronic equipment, or other items which have no specific educational purpose will not be allowed in school. Students who fail to comply may have their items confiscated. The parent or guardian will be required to collect the item or equipment from the school the following school day or after. Repeat offenders may not receive their items back until the end of the school year.

### ***Off Campus Conduct***

The administration of Our Lady of Lourdes 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.

### ***Possession and use of Cell Phones and Smart Watches***

Students carrying cell phones to school must turn them off and leave them in the school office for the duration of the school day. If a student is found to be in possession of a cell phone, the item is confiscated by the principal and the student may be subject to disciplinary action. If a student has used the phone in ways that require further reporting, the school administration will alert legal authorities and/or Child Protective Services.

Parents must pick up the cell phone from the principal the following school day or after. If a student is using a Smart Watch in a manner that is prohibited (texting, social media, phone calling, or any other way disruptive to the educational setting), the watch will be kept in the school office with the cell phones. If the prohibited use is repeated, the student will be directed to leave the Smart Watch at home.

### ***Possession and/or Use of Tobacco, Drugs, Alcohol***

Possession or use of tobacco or tobacco products, such as matches or lighters is prohibited. Smoking, vaping, and tobacco use is prohibited on Our Lady of Lourdes property. Students caught using and/or being in possession of tobacco, tobacco products, or vaping products could be subject to suspension or expulsion.

Students who possess, use, distribute, or are under the influence of drugs or alcohol, or who engage in the unlawful selling of ANY DRUG will be subject to disciplinary action including suspension and/or expulsion. Some circumstances involving students and illegal substances may require reporting to legal authorities and/or Child Protective Services.

### ***Possession of Firearms or Weapons***

FIREARMS: defined as a weapon whose charge is expelled by the combustion of powder.

WEAPONS: defined as anything to fight with, any instrument of offense or defense.

The penalty for possession of a firearm or weapon may be expulsion, suspension, or other disciplinary action by the school administrator. The administrator will make the decision regarding the student continuing his or her education at OLL. Some circumstances involving students and weapons or firearms may require reporting to legal authorities and/or Child Protective Services.

### ***Vandalism***

Any vandalism, willful destruction, defacing or theft of school, others, and/or church property will be brought to the parents' attention. Parents are legally and financially responsible for the actions of their children. Disciplinary actions may include restitution for the damages, suspension (in-school or out-of-school), and possible expulsion.

### ***Minor and Moderate Disruptions to Learning and School Culture***

Teachers, staff, and administration have built age-appropriate behavior management systems to encourage behaviors that allow teachers to teach and students to learn according to our school's philosophy. Encouraged behaviors demonstrate respect for God, self, staff, peers, and our school property. Minor disruptions to the school learning environment and Christian culture can occur in many and varied ways, too many to list. Therefore, teachers, staff, and administration reserve the right to determine when disruptions are interfering with our purposes for being at school.

These minor disruptions may occur in any area including, but not limited to: the classroom, restrooms, hallways, gymnasium, cafeteria, outdoor campus areas, athletic events, or field trips. When these minor infractions occur, faculty and staff will implement their age-appropriate system of warning, reminding, and then, if the student does not change his or her behavior, will assign a consequence.

If the behavior continues to escalate to the point where instruction or other activities are disrupted longer than allow for consistent focus on learning or other activities (about 5 min.), then the student will be removed and addressed by administration so that learning for the majority of the class can continue. If these minor disruptions occur repeatedly by the same students, then teachers will notify parents for additional support toward behaviors that allow learning and a peaceful, joyful Christian culture to exist.

Please note that if a student is not willing or able to control repeated minor disruptions to learning after the repeated supportive interventions by teachers, parents, and administration, then more intense interventions as listed above in the *Disciplinary Actions* section will be implemented.

For more detailed information about your child's classroom management plan, please contact the teacher.

### ***Seclusion and Restraint***

Our Lady of Lourdes Catholic School of the Archdiocese of Indianapolis believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

### **Emergency Plan**

In accordance with state and federal laws, OLL has an extensive emergency plan. Fire drills are held once a month and a record of these drills are kept in the school office. Tornado drills are held once a semester, or as needed. Lockdown, earthquake, and other drills are held as required. Exits to be used are identified in each classroom and emergency plans are reviewed with all staff members.

## **Failure and Retention**

Teachers continually monitor students' progress toward mastery of academic standards. When a student begins to show signs of struggling to achieve in any subject, the teacher will communicate with the student and parents in order to proactively address the challenges to learning. Therefore, if a student receives a failing grade on a quarterly report card, that grade should not be unexpected. Any decisions related to retention will be carefully considered collaboratively by teacher, parents, and administration within the context of a student's readiness for learning and social development.

## **Field Trips**

Field trips are planned by the teachers and authorized by the administration. Educational objectives and proper student behavior are expected for each trip. Failure to achieve academic or behavioral expectations in the classroom may prevent a student from attending a field trip. Alternate work will be given to make up for the field experience missed.

A permission slip signed by a parent or guardian must be on file for each child before the field trip. Insurance regulations prohibit participation without written permission, no exceptions.

Parents are often asked to drive or chaperone for field trips. Preschool children, siblings, and children not enrolled at Our Lady of Lourdes may not attend school field trips.

**Parents wishing to drive must have a copy of their driver's license and current insurance on file. Parents wishing to chaperone must have completed the *Safe Parish* process and be current with their training, and background check at least 2 weeks before the date of the field trip.**

Two adults, driver and chaperone, are required for each vehicle unless the class is traveling in a "convoy". All drivers on school field trips must be over 21 with a valid license and current insurance on file. Drivers with poor driving records or impairments of any sort may not drive on school trips. School staff may refuse to accept any driver or car for a field trip. Per Archdiocesan policy, 15-passenger vans are not allowed for transport.

All students and parents on a field trip must wear a seat belt. Students younger than sixth grade must sit in the back seats of cars. Certain small students may be required to sit in the back no matter the age. Parents must enforce proper behavior and control noise levels while driving. Parents must follow the directions of school staff.

Drivers have the responsibility for the safety of all on board. That requires one hundred percent attention to driving. Drivers may not use cell phones while the car is in motion except in emergency situations. Drivers must be sure students have been transferred to a teacher or another authorized person for supervision before leaving. Drivers may not make extra stops (such as a

fast food place) on a field trip, unless specifically authorized by the permission slip because this increases the driver’s liability and disrupts schedules. When returning to school, parents must stay with students in classrooms until the teacher arrives.

Unless more chaperones than drivers are needed, the number of chaperones is limited to the number of drivers who have responded to the request for driver/chaperones before the stated deadline. Adults in excess of the named chaperones may not meet the group at the field trip destination unless there is a specific need for an unexpected purpose, such as to deliver medication or another emergency situation.

### Grading Reporting Procedures

*The grading code for the academic subject areas is printed on the report card. Our Lady of Lourdes conforms to the Archdiocesan Grading Scale.*

<u>Core Subject Grading Scale</u> <u>(K – 4 all subjects)</u>	<u>Core Subject Grading Scale</u> <u>(5-8)</u>	<u>Successful Learning Traits</u> <u>(All grades, All subjects)</u>
<p><b>E - Exemplary Performance</b> Level: Demonstrates an understanding of the standard and consistently performs above grade level expectations</p> <p><b>M - Mastery Level:</b> Demonstrates an understanding of the standard and consistently performs at grade level expectations</p> <p><b>P – Partial Mastery:</b> Demonstrates partial understanding of key concepts and/or inconsistently applies them at grade level</p> <p><b>N - Non-Mastery Level:</b> Demonstrates partial understanding of the standard or does not demonstrate understanding of the standard and/or is rarely or inconsistently able to perform at grade level expectations</p>	<p><b>A 93%-100%</b> <b>B 85%-92%</b> <b>C 76%-84%</b> <b>D 70%-75%</b> <b>F 69% or below</b></p>	<p><b>M = Meets Expectations</b> <b>N = Needs Improvement</b></p>

X - Is not assessed at this time

### ***Honor Roll***

Our honor roll system is under review at the time of this revision. Information will be communicated to families and students when it is finalized.

### ***Visionary Awards***

These awards are given to three students from each homeroom at the end of each quarter. The awards are presented to students that represent a part of our school’s vision statement in a special way related to community, faith, and academics.

### ***Report Cards and Mid-Term Reports***

The parent portal in PowerSchool will be available for parents of students in grades K – 8. Parents will be able to view grades at any time through the use of this system. Teachers will be updating grades throughout the school year on a regular basis, and a printed report card will be generated at the end of each quarter. The school calendar reflects “report card day” for each quarter. The final report card for the school year will be sent home on the last day of school in May.

### **Graduation**

Graduation is a privilege, not a right. Therefore, one earns the right to be among the graduating class by accomplishing the learning, social, and emotional growth that demonstrates the values taught by Our Lady of Lourdes School through the eighth grade year. Failure to comply with the rules and regulations of the school would be sufficient cause to eliminate a student from the graduation ceremony. Dress for graduation should be appropriate and fitting for the occasion. Graduation consists of a special liturgy for graduates and their families, followed by a reception hosted by the 7th graders and their parents.

### **Health Disorders**

Parents should notify the teacher and/or principal if their child has a health disorder. A record is kept on file in case of an emergency. Parents should notify the office if their child contracts a contagious disease. Parents are kept informed through email and *Paw Prints* of any outbreaks. Responsible parents aid all families when they report cases of head lice (all information is confidential). The school will do lice screenings as a matter of practice.

### **Homework**

Homework is assigned as needed to practice skills, to encourage child/parent academic interaction, to build personal responsibility, and to evaluate academic progress. Both daily and long-range assignments teach children how to plan and organize their time and efforts. Homework will be accurately assessed and returned to the children within a reasonable time.

Daily homework assignments will be posted on the chalkboard or a bulletin board for student reference. Teachers will explain homework expectations and procedures early in the year, so students and parents are familiar with procedures and understand this as an integral part of a student's education. Departmental teachers should consult each other regarding the length of nightly homework to avoid excessive homework and the scheduling of multiple tests.

### ***Middle School Homework Notes***

Homework Help – All middle school teachers are available at various times to help any student who desires extra attention. They are available according to their individual schedules before school, after school, and at times during the school day. Any student who would like help or conversation regarding academic improvement, study/organizational habits, or self-discipline issues is most welcome to talk to the teacher whom he/she feels is most appropriate in order to set up time/s for help.

### ***Missing Assignments***

**The grading scale is the archdiocesan standard:**

**A – 93-100**

**B – 85-92**

**C – 76-84**

**D – 70-75**

**F – 0-69**

- Absent work must be completed within two days for every day absent unless otherwise arranged; work completed in this manner will not be penalized. Students must make arrangements to make-up any missed quizzes or tests; incomplete assessments may be graded as a zero.
- Students missing three assignments in a week will be expected to serve a detention. This would be the last chance to make up the assignment.
- Assignments will be given with a due date; if late, assignments will be penalized 20%.
- All grades will be posted to PowerSchool within one week of the due date unless otherwise communicated.

### **Immunization**

The Indiana State Board of Health and State Law requires that every student who is admitted to school must have evidence of a current vaccination regimen. Your family physician or the school office can assist you as to what vaccinations are appropriate for your child. Failure to comply with this law can result in disciplinary action, such as exclusion from the school.

### **Lost and Found**

A box for “lost and found” articles is located near the cafeteria door downstairs. Please mark all materials and clothing with your child's name. Once a quarter, articles not claimed will be bagged and given to the Saint Vincent DePaul Society.

## Meals

### *Cost*

Lunch is **\$2.95** for students and **\$4.15** for adults. Milk is included in the lunch price. Milk may also be purchased separately for **\$0.40**. Students may also bring their lunch from home.

Free and reduced lunch prices are available for families who qualify. Information is available in the school office or directly with the cafeteria staff. Families who sign up for this program benefit the entire school as many of the supplemental programs OLL uses are determined by participation in free and reduced lunch.

### *MealTime System*

Meal Time is the system for student lunch account tracking. Your student's account will be utilized to deposit funds for meal and/or a la carte purchases. Payments may be shared between siblings within the same school and can be made by cash or check. Please send money in a marked envelope with the student's name or pay online using the MealTime website ([www.mymealtime.com](http://www.mymealtime.com)).

The program will allow the purchase of one lunch per day at the meal price set up for Full Paid, Reduced or Free qualifying eligibility. If a student purchases a second meal, extra milk, or other a la carte items he or she will be charged at the per item price regardless of eligibility. A PIN number will be issued for each student and will be used to access their account during meal service in the cafeteria. Please stress to him/her NOT to share ID numbers with others.

Our school-wide policy is that no cash sales will happen while going through the lunch line. One may not exceed 3 meals in arrears; however, the system will allow additional controls on an individual basis for things such as diet restrictions or use of funds at the parent's request. The system will also keep track of how your student is spending the deposited funds. Requests to view a student(s) account history can be made at any time. You can also use our new online system to track purchases. Families will be notified by phone or email of low or negative balances.

In keeping with the Archdiocesan Wellness Policy, no soft drinks or candy may be brought to school. **No outside food may be brought into the Cafeteria during lunch.** Guests may join our students for lunch and can purchase a school lunch. Food may not be taken out of the cafeteria. Chewing gum is not permitted in the building or on the playground.

### *Cafeteria Procedures*

- We pray before and after meals to thank God for the gift of food.
- Respect all staff; listen to and follow directions.
- Speak quietly and respectfully to each other.
- Walk to your seat. Remain in your seat. Raise your hand for assistance.
- Place all trash in trash cans, not on the floor.
- Do not exclude others or "save" seats for specific students.

- Respect your food. Do not play with, throw, or waste the gift of food.
- Students are expected to observe polite table manners and courtesies in the cafeteria.
- Students are responsible for cleaning their own space and tables as assigned.

## **Medicine**

At OLL, we comply with the Archdiocese of Indianapolis Policy on Administration of Medication and Medical Care; therefore, the following rules must be followed at OLL regarding medication.

- **All medication must include a completed medication release form.**
- **All medication must be delivered to the school office by an adult in the container in which it was purchased.** The medication must be accompanied by a completed medication release form. The medication can only be sent home with an adult.
- Students are not to carry any medications including over the counter medicines and cough drops on their person (exceptions: inhalers and epi-pens).
- OLL does not stock or supply students with any medications.

## **Non-Catholic Participation**

Religious instruction is an integral part of our curriculum. Non-Catholic students will participate in all aspects of the religion program except Sacramental preparation. This includes attendance at school Mass, prayer services, and devotionals.

## **Non-Custodial Parent**

Parents who are divorced or legally separated must provide legal (court) documents regarding custody, financial responsibility, and other information related to the educational well-being of the children involved. This information is necessary in order to enforce court orders, especially in the instance of a child being released to the non-custodial parent. Both parents have access to school and academic information unless restricted by a court order. Parents have the responsibility of keeping the school informed in writing of any changes. Contact the administration if you have any questions.

## **Parent/Principal Communication**

Parents wanting a conference with the principal should make an appointment in advance. School-wide email is an effective and prompt tool of communication. You may email the principal, Angie Therber, at [atherber@ollindy.org](mailto:atherber@ollindy.org). Emailing the principal is effective for transferring information, but please do not try to address serious issues via email. Emails can sometimes be misinterpreted and cause additional difficulties. Instead, use the email to request that the principal call you. Please provide the phone number you would like the principal to use and the time you will be available.

Mandatory meetings may be called by the principal per her discretion to communicate important information to all families. It is critical to attend these meetings to be informed about the latest information. These meetings are rarely called, and every attempt will be made to communicate

this information to families in a timely manner.

### **Parent-Teacher Conferences**

These conferences are scheduled each school year at the time of the first and third report cards. You may also schedule a conference with your child's teacher as needed.

### **Parent-Teacher Organization**

The P.T.O. objectives are to provide support for the activities of the principal, teachers, and the children of OLL School; to bring into closer relation the home and the school; and to secure for every child the highest advantages in spiritual, mental, physical, and social education. Membership is open to any person interested in education at OLL.

### **Pesticide Policy**

Notification of pesticide usage; In accordance with state regulations, parents may request, in writing, notification of the chemicals being used to treat the facilities and grounds. This school uses licensed outside vendors to apply chemicals classified by the State of Indiana as pesticides. Copies of this notification are kept on file in the school office.

### **Playground Regulations**

Students will spend time outside as many days as the weather allows. Dress your child according to the weather. Behavior expectations on the playground are as high as in the classroom. Good lessons from home, church and school must not be lost at recess.

Students are expected to include others in various games and activities. Students are to follow the recess rules and the directions of the supervisors.

- Students may not be at recess without proper adult supervision.
- Each grade has its own playground balls and equipment and is responsible for returning them to the room each day.
- Students must stay in the fenced play areas with supervision. The back-parking lot and playground area are normally open. Muddy areas will be off-limits.
- Misuse or destruction of playground equipment will not be tolerated.
- Students playing such games as Ga-Ga, basketball, four-square, soccer, kickball or touch football must allow any classmates who wish to play to be included. No exceptions. Tackle football is not permitted.
- Overly rough or aggressive play is not permitted. Students will be given a time out period to calm down. Repeat offenders may be suspended from recess play.
- Other dangerous activities such as piggyback riding, rock throwing, snowball throwing, etc. are not permitted.
- Supervisors may restrict or adjust any activity to keep children safe.
- The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

### **Restroom Use Procedures**

**Rationale:** Clean and functional restrooms are unquestionably an essential part of any facility. With school students using most sets of restroom facilities over two hundred times per day, it is imperative that these areas are kept orderly and the equipment protected from damage. By its nature and as it should be, the restroom is an area of privacy that must be respected. However, this privacy allows for the possibility of carelessness and misbehavior, including vandalism. The following procedures are used to promote supervision and safety and to eliminate horseplay and intentional damage. Having students involved with the monitoring of the restroom teaches the children responsibility and respect for the building and each other.

**Procedure:** Students are to use the restroom with their class at a specified time. Except in the case of urgency, **students are encouraged not to take care of restroom needs before or after specials classes (due to the limited time spent in these classes).** The teacher will select students to check the restroom for cleanliness and damage before the class enters. Anything that is not as it should be will be reported to the office. The students will take their turns in the restroom. Then the “restroom monitors” will check the restroom again to be sure that their own class is leaving the facility in an appropriate state. Students are discouraged from using the restroom at other times. However, knowing that urgencies do occur, a single student may sign out of the classroom to use the restroom at the teachers’ discretion. Any student found to be responsible for misbehavior, disarray or vandalism in the restroom will have parents notified and receive a consequence, which may include a work detention, restitution for the damages, suspension (in/out of school) and possible expulsion.

## **Sacramental Preparation**

Catholic baptismal certificates are required to be on file in school before a student may receive the Sacraments of First Reconciliation, First Eucharist, and Confirmation. If the child was baptized at Our Lady of Lourdes, the certificate is available to the school. If the child was baptized in another parish, the certificate must be obtained by the parents and sent to school for the child’s file.

The Director of Religious Education coordinates Sacramental preparation in conjunction with the school staff. First Communion and First Rite of Reconciliation are received in the second grade. Instruction in school is enhanced by activities in the home. Eighth grade students are encouraged to prepare for the Sacrament of Confirmation. Parent sessions are an integral part of the program for the children. Ceremonies associated with the initial reception of the Sacraments can be truly meaningful only if the child is led to regularly practice his/her faith. Regular attendance at Sunday Mass is the minimum expectation.

## **School & Yearbook Pictures**

School pictures are taken each year and offered without obligation to our parents. Pictures will be taken throughout the year to be included in our annual yearbook. The yearbook is provided to all students as part of school fees.

## **Standardized Testing**

ILearn is administered to grades 3, 4, 5, 6, 7 and 8 in one session during late April/early May. Additionally, all third graders will take the I-READ test in mid-March. NWEA testing occurs three times each school year for all students in Kindergarten through 8<sup>th</sup> grade. WIDA testing for students who have a home language other than English is administered in January. It is very important for your child to be in attendance during these testing windows. **Please DO NOT schedule appointments or events for your child during these testing sessions.**

## **Student Records**

When a student transfers or graduates, records are sent upon written request to the school to which the student is transferring, if all fees have been paid to Our Lady of Lourdes.

According to the Family Rights and Privacy Act of 1975, parents have a right to view their children's records. If parents see a need at any time to do so, please advise the office 48 hours prior to review, per Archdiocesan policy.

## **Telephone**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone for forgotten items or to make personal arrangements (such as requesting to go to another student's home after school).

Parents are encouraged to check the website ([www.ollindy.org](http://www.ollindy.org)) for information before calling the school office. Most needed information about calendar, events, procedures, etc. can be located on the website.

## **Title Statement**

Our school has completed a self-evaluation with Title IX of the Elementary Secondary Act, Amendments of 1972. The school is in full compliance with Title IX.

## **Tuition Policy**

Timely payment and collection of tuition is important to the viability of Our Lady of Lourdes Catholic School. The following policy addresses payment of tuition and the handling of accounts that are past due.

1. All families must sign up for FACTS and ensure a valid method of payment is available for monthly tuition drafts. This also includes other assessed fees, such as extended care.
2. We recognize that circumstances occur that may result in delays paying tuition. Please contact the parish business office at least five business days before your next payment if alternative arrangements need to be made. ***All requests for deferral must be made in writing.***

- a. At the business office’s discretion, a monthly tuition payment can be deferred and spread across the remaining tuition due. Only one month’s tuition can be deferred at any time.
  - b. Any other alternative arrangements must be discussed and approved by the parish business office and will be considered on a case-by-case basis.
  - c. Alternative arrangements will not be considered for accounts that become seriously delinquent.
3. The following are the steps that may be taken for accounts that are delinquent and that have not made alternative arrangements with the parish business office:

	<b>Action</b>
	Reminder phone call and letter from parish business office.
	Report card held (access to PowerSchool is restricted).
	Final letter prior to turnover to collections agency. Continued enrollment contingent upon payment.
	Account sent to collections agent.

- 4. Should a student withdraw prior to the end of the school year, either voluntarily or involuntarily, the family is expected to pay a prorated tuition amount for the time the student was in school.
- 5. Our Lady of Lourdes reserves the right to alter this policy at any time and under any circumstances.

Lack of compliance could compromise future enrollment of students for the next academic period.

**Uniform Code**

*The OLL dress code is based on our belief that students should present an image that reflects a sense of pride in themselves, their families, and their school. Our dress code is a reminder that clothing can be simple and uniform and the real worth of the individual is not in the clothing, but in what he or she accomplishes with the gifts God*

*has given.*

*Students' general appearance and students' general hygiene should be appropriate for a Catholic elementary school. Students are expected to wear and manage their clothing and appearance in such a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity or discriminatory messages. If such appearances are considered disruptive to the educational environment or mission, the administration reserves the right to address the situation and enforce consequences as necessary.*

Shirts for boys and girls	*Collared button down, polo-style, or turtle-neck shirt in solid navy, white, light blue, or yellow, long or short sleeves *undershirts must be white with no visible text or imagery
Pants, shorts for boys and girls	*navy blue or khaki dress-type uniform pants or walking shorts *no cargo pockets, skinny fit, yoga fit, joggers, sweatpants, cropped, or decorative embellishments *shorts length must reach at least to fingertips when arms are extended at sides
Skirts, jumpers for girls available at Schoolbelles 6315 N Keystone Ave, Indianapolis, IN 46220 *ask for Indianapolis Our Lady of Lourdes School plaid	*Gr. K-4, uniform plaid jumper *Gr. 5-8, uniform plaid skirt *jumper and skirt length must reach at least to fingertips when arms are extended at sides *shorts and leggings are permitted to be worn under skirts as long as shorts do not extend below the skirt hem *leggings must be solid in color, black, white, or navy and cover to the ankle
Sweaters and sweatshirts for boys and girls	*sweaters must be solid navy, white, black, or yellow with no visible logo *sweatshirts may be OLL crew neck or

	<p>fleece; last name is permitted on back  *NO HOODED SWEATSHIRTS of any type</p>
Socks for boys and girls and tights for girls	<p>*socks or tights must be solid navy, white, or black  *socks may be any length, no patterns or designs, but small, inconspicuous logos are permitted</p>
shoes	<p>*shoes with laces must be tied  *no sandals, open-back shoes, Crocs-style, or boots  *boots necessary for weather conditions must be changed for shoes and stored upon arrival to school</p>

Accessories	<p><b>Boys and girls:</b> Necklaces may be worn but must be school appropriate, minimal, modest, and simple. Bracelets in support of causes, religious symbols, and/or simple, minimal, undistracting are permitted.</p> <p>Not permitted: sunglasses, hats, body art (any words, pictures, piercings other than ears, or drawings on the body, temporary or permanent), any jewelry deemed by the administration to be distracting to the educational or cultural setting of OLL School.</p> <p><b>Girls:</b> simple, post-type earrings are permitted; no dangling earrings deemed by the administration to be a safety issue during less structured school hours (only very simple, dangling less than .5” allowed)  Headbands and bows must be simple and reasonable in size, may be <b>solid</b> in color navy blue, black, white, or yellow/gold or the plaid skirt color pattern.</p> <p><b>Boys:</b> earrings are not permitted</p>
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p><b>Grades 4 – 8, boys and girls:</b> Belts are to be unobtrusive and must be worn if pants and shorts have belt loops. Colors allowed are black, brown and navy blue.</p> <p><b>Middle School Girls Only:</b> Nails: neutral/simple colors (white, tan, light pink, grey, or French tip). Polish must be without designs and not a distraction. No artificial nails may be worn, such as press on, acrylic, extensions or any other form of modification.</p>
General Appearance	<p>All students should appear neat and clean.</p> <p>Hair should be clean, neat, well kept, and not distracting to the students, teacher, or peers. It must be pulled back or cut in a style that keeps hair out of the eyes and face.</p> <p>Not permitted: extreme hair coloring that could not otherwise occur naturally; extreme accessorizing that causes distraction to students, teacher, or peers</p> <p><b>Boys:</b> hair should be kept in a cut that keeps hair off the collar, no facial hair is permitted</p>
Physical Education (PE) Class	<p>Grades K – 3: School uniforms are worn for PE</p> <p>Grades 4 – 8: students change into athletic wear for PE and should bring a t-shirt, uniform appropriate length athletic shorts, and athletic shoes.</p> <p>No yoga pants, leggings, or spandex type bottoms are permitted.</p>
Spirit Wear	<p>Occasionally, students are permitted to wear school spirit tops with uniform pants, shorts, or skirts. These days will be communicated in advance when they are determined.</p>

### ***Out of Uniform Days***

Student government or school administration may occasionally designate a free-dress or dollar-dress day. Clothing must meet the guidelines as stated above for appropriate elementary school dress. Especially, on free or dollar-dress days, clothing must be appropriately modest with no vulgar or offensive language or imagery. The administration reserves the right to address in the manner she or he sees fit any out-of-uniform clothing that is deemed inappropriate. If a student repeatedly forces the conversation about inappropriate dress on out-of-uniform days, he or she may lose the privilege of participating.

### **Vision and Hearing Tests**

Tests are routinely administered as follows:

Vision: Grades 1, 3, and 8

Hearing: Grades 1, 4, and 7

All students with an Individualized Education Plan (IEP) are screened on an annual basis.

### **Volunteers**

Many of our school's events would not be possible without the help of our volunteers. OLL is grateful for your ongoing commitment and assistance. During this time of post-pandemic daily school life, we have added volunteer opportunities back into our routines. Please watch for communications from school and from the PTO organization for updates. **You must be updated in the Safe Parish training and have a current background check to volunteer.** If you are unsure of how to access this system, please call the school or parish office for instructions.

### **Right to Amend**

*Our Lady of Lourdes School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.*

**Revised 3/2023**

