



Lourdes Academy High School Student Handbook

**110 North Sawyer St.
Oshkosh, WI 54902**

920-235-5670

Mission

In partnership with families, parishes, and the community, Lourdes Academy provides a family environment in which students can achieve academic excellence, develop strong moral character, live as authentically Catholic disciples, and contribute positively to their communities.



Vision

Inspired by Our Lady of Lourdes and rooted in our Catholic faith, Lourdes Academy forms and challenges students to realize their God-given potential.

When going to be absent, please call 920-235-5670 and leave a message with the high school office.

Last Updated: June 2025

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
WELCOME TO THE LOURDES FAMILY.....	6
MISSION STATEMENT.....	6
VISION STATEMENT.....	6
LOURDES ACADEMY WAY (LAW).....	6
FIGHT SONG.....	6
SCHOOL COLORS & MASCOT.....	6
A GRADUATE FROM LOURDES WILL LIVE OUT.....	7
STATEMENT OF NON-DISCRIMINATION.....	8
GENERAL POLICY CONCERNING GENDER IDENTITY.....	8
GENDER IDENTITY: STUDENTS.....	8
FACILITIES USE.....	8
RIGHT TO AMEND HANDBOOK.....	8
LIVING OUR CATHOLIC FAITH.....	9
BIBLES.....	9
FAITH OPPORTUNITIES.....	10
MASS/PRAYER SERVICE EXPECTATIONS.....	10
PRAYER.....	10
RELIGIOUS INSTRUCTION.....	11
RETREATS.....	11
SERVICE HOURS.....	11
ACADEMICS.....	12
ACADEMIC ENHANCEMENT TIME (A.E.T.).....	12
ACADEMIC HONESTY.....	13
ASSISTANCE FOR STUDENTS.....	13
CLASS RANK.....	14
CO-CURRICULAR COURSES.....	14
COUNSELING CENTER.....	14
COURSE SELECTION AND COURSE LOAD.....	15
FINAL EXAMS.....	15
GRADING SCALE AND GPA CALCULATION.....	16
GRADUATION REQUIRED COURSES.....	18
GRADUATION REQUIREMENTS.....	19
HONORS COURSES.....	19
HONOR ROLL.....	19
LEARNING SERVICES.....	19
MIDDLE OF SCHOOL YEAR TRANSFERS.....	20
NCAA APPROVED COURSES.....	20
REPORT CARDS.....	20
RETAKING A COURSE.....	20
SCHEDULE ADJUSTMENTS.....	20
STANDARDIZED ASSESSMENTS:.....	21

STUDENT/PARENT/TEACHER CONFERENCES.....	21
TEXTBOOKS.....	21
VALEDICTORIAN/SALUTATORIAN.....	21
ATTENDANCE AND TARDINESS.....	22
ATTENDANCE.....	22
ABSENTEEISM AND TRUANCY.....	22
ILLNESS DURING THE SCHOOL DAY.....	23
KNOWN PROLONGED ABSENCES.....	23
MAKE UP WORK.....	23
PASSES.....	24
TARDY.....	24
SCHOOL SAFETY.....	25
EMERGENCIES.....	25
VISITOR POLICY.....	25
WEATHER CLOSURES.....	25
FOOD SERVICES.....	26
POWERSCHOOL-PURCHASE LUNCH.....	26
MICROWAVE.....	26
LUNCH BAG FROM HOME.....	26
SPECIAL DIETARY NEEDS.....	26
PAYMENTS.....	26
PROCEDURE FOR LOW OR NEGATIVE LUNCH ACCOUNT BALANCES.....	27
SNACKS.....	27
LOCKERS.....	28
SCHOOL.....	28
PHYSICAL-EDUCATION.....	28
STUDENT BEHAVIORAL EXPECTATIONS.....	29
STUDENT CODE OF CONDUCT.....	29
ALCOHOL, DRUGS, TOBACCO USE & VAPING.....	31
DAMAGE TO PROPERTY.....	31
EXPECTATIONS.....	32
HALLWAY EXPECTATIONS.....	32
CLASSROOM EXPECTATIONS.....	32
LUNCH EXPECTATIONS.....	32
RESTROOM EXPECTATIONS.....	32
GRIEVANCE PROCEDURE/CHAIN OF COMMAND.....	33
HARASSMENT/BULLYING.....	33
HONOR REPRESENTATION.....	33
PERSONAL ELECTRONIC DEVICES.....	34
POLICE INVOLVEMENT.....	34
SEARCHES.....	34
SOCIAL MEDIA.....	35
WEAPONS.....	35
STUDENT LIFE.....	36

ATHLETICS AND ACTIVITIES.....	36
BULLETIN BOARDS.....	36
CLOSED CAMPUS.....	36
DAILY SCHEDULES.....	36
DANCES.....	37
FUNDRAISING.....	37
GAMBLING.....	37
KNIGHT TIME.....	38
LOST AND FOUND.....	38
MEDICATIONS/HEALTH ISSUES.....	38
SCHOOL OFFICE HOURS.....	38
SCHOOL SPONSORED TRIPS/OFF-CAMPUS ACTIVITIES.....	38
STUDENT I.D. CARDS.....	39
DRESS CODE.....	40
GENERAL STATEMENT.....	40
GENERAL GUIDELINES.....	40
HATS/CAPS/HOODS.....	40
GROOMING/ACCESSORIES.....	40
PHYSICAL EDUCATION.....	40
CASUAL DAYS/ATHLETIC EVENT DAYS.....	40
GAME DAYS FOR ATHLETES.....	41
DRESS FOR JESUS DAYS (MASS DAYS).....	41
DRESS CODE VIOLATIONS.....	41
TOPS.....	41
Shirts.....	41
Fleece/Sweaters/Vests.....	42
Logos.....	42
BOTTOMS.....	42
Pants.....	42
Capris.....	42
Shorts.....	42
Skirts, Jumpers and Rompers.....	42
Dresses.....	43
Shoes & Socks/Hosiery.....	43
Lands' End Approved Plaid.....	43
TECHNOLOGY.....	44
COMMUNICATION.....	44
COMPUTER USE.....	44
TRANSPORTATION.....	47
BICYCLES.....	47
BUSING.....	47
DROP OFF/PICK UP TIME AND PROCEDURES.....	47
Drop Off Procedures.....	47
Pick-Up Procedures.....	47

PARKING.....	48
STAYING AFTER SCHOOL FOR PRACTICES OR EVENTS.....	48
ACTIVITIES AND ATHLETICS RULES AND PROCEDURES.....	49
ACTIVITIES PHILOSOPHY AT LOURDES ACADEMY.....	49
THE ROLE OF PARENTS.....	49
ADDRESSING PARENT BEHAVIOR.....	50
ELIGIBILITY RULES.....	50
GENERAL ATHLETIC POLICIES.....	51
CODE OF CONDUCT - STUDENTS.....	52
ACADEMICS.....	52
Tobacco, Alcohol, E-Cigarettes, Drugs, JUULS, and Mood Altering Substances.....	53
General Behaviors.....	54
Tardies.....	54
Students As Fans.....	55
Addressing Code Violations - Students.....	55
Self-Reporting.....	56
Appeals.....	56
Appeal Meeting Format.....	56
Conflicts in Activities Scheduling.....	57
STATE SEND OFFS AND CELEBRATIONS.....	57
NATIONAL SIGNING DAY CEREMONIES.....	58
DUAL SPORT ATHLETES (HIGH SCHOOL ONLY).....	58

WELCOME TO THE LOURDES FAMILY

Lourdes Academy is a school rich in tradition and dedicated to developing young scholars and servant leaders. To be a student at Lourdes is to accept the challenge to be one's best and to bring out the best in others. Join us in supporting each other in the classroom, at concerts and sporting events, at our parishes, and in the community. Lourdes Academy is a place for leaders. We are honored and privileged to have you.

MISSION STATEMENT

In partnership with families, parishes, and the community, Lourdes Academy provides a family environment in which students can achieve academic excellence, develop strong moral character, live as authentically Catholic disciples, and contribute positively to their communities.

VISION STATEMENT

Inspired by Our Lady of Lourdes and rooted in our Catholic faith, Lourdes Academy forms and challenges students to realize their God-given potential.

LOURDES ACADEMY WAY (LAW)

The Lourdes Academy Way (LAW) is an honor code that our students and staff use to emphasize excellence in conduct and attitude. When you are a student at Lourdes Academy, you pledge to:

- I will treat others with dignity and respect at all times.
- I will demonstrate good judgment in dress, communication, and conduct.
- I will be excellent in my academic effort and meet all of my responsibilities as a student.
- I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.
- I will respect my school and my church with pride and honor in all I do.

FIGHT SONG

Hail, Lourdes Knights;
Reach for the heights;
You are the pride of the school,
So unite and we'll RULE!
U RAH RAH
March onward Knights with pride and valor we'll fight,
Raise up the banners of the Red and White,
We'll Fight, Fight, Fight!

SCHOOL COLORS & MASCOT

Red & White -- Knights

A GRADUATE FROM LOURDES WILL LIVE OUT...

At Lourdes Academy, each student is loved the same way God loves us. Our goals for each of our graduates is that they would be living examples of Faith, Fortitude, Integrity, Justice, and Wisdom, regardless of where their next step in life takes them.



This profile ties into our standard of behavior and conduct, The Lourdes Academy Way.

When you are a student at Lourdes Academy, you pledge to:

- I will treat others with dignity and respect at all times.
- I will demonstrate good judgment in dress, communication, and conduct.
- I will be excellent in my academic effort and meet all of my responsibilities as a student.
- I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.
- I will respect my school and my church with pride and honor in all I do.

STATEMENT OF NON-DISCRIMINATION

Board Policy 4063.1

Lourdes Academy does not discriminate on the basis of gender, national origin, or race in the enrollment and participation of students or the employment of personnel.

GENERAL POLICY CONCERNING GENDER IDENTITY

Diocesan Policy 5045

It is the policy of the Diocese of Green Bay that all parishes, schools, and school systems, or other entities, shall respect the biological sex with which a person is born and shall apply all policies, procedures, and procedures in relation to that person according to that person's biological sex at birth.

GENDER IDENTITY: STUDENTS

Diocesan Policy 5045.2

It is the policy of the Diocese of Green Bay that Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Students shall conduct themselves in accord with their biological sex at all times.

FACILITIES USE

Diocesan Policy 5048

It is the policy of the Diocese of Green Bay that chaste behavior and modesty in dress and deportment is expected at all times on school/parish property and at school/parish events. All students and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

RIGHT TO AMEND HANDBOOK

Board Policy 4090

Lourdes Academy retains the right to amend this Student/Parent Handbook at any time for just cause. Students and parents will be given notification of any modifications to the handbook.

LIVING OUR CATHOLIC FAITH

BIBLES

Each high school student receives a Bible. These Bibles are used in their middle and high school religion/theology classes as well as in their other subjects throughout each school week.

The following are expectations of our students regarding their Bibles:

- The student's name should be in the front of the Bible. That way if it is set down or misplaced around school, we can be sure to get it back to its owner.
- Please take good care of it! We have purchased Bible covers to help protect them so they can last longer. The Bible is expected to be able to be used from 6th grade through 12th grade, so please take good care of it and make sure you are storing it in safe places.
- Bring it back at the start of every school year to continue using it. Your religion/theology classes will require you to have your Bible each day even if it is a new school year. Make sure you have it with your supplies to bring on orientation day so it is in your locker and ready for the first day of school.
- You are welcome to bring it home for personal use or to do your homework, just be sure to bring it back the next school day so you have it to use in your classes.

If your Bible is lost and not found within a school week (5 days), the student/family will be responsible for purchasing a new Bible and Bible cover from the Campus Ministry office. The cost to replace your Bible and Bible cover is \$30.

While you are trying to locate your Bible during the 5 days, your religion/theology teacher will have loaners you can use during their classes.

Once the student graduates from 12th grade, this Bible is theirs to keep. This way while they are using it during these grades they can make notes in them and underline/highlight as they use it to help them remember and connect with Scripture.

FAITH OPPORTUNITIES

Board Policy 5040.2

As Lourdes Academy fosters an atmosphere encouraging spiritual growth, all students must participate in all liturgical activities and retreats. Eucharistic Adoration, Mass, and all school prayer services and other religious rituals provide all students the chance to grow in their faith.

Lourdes Academy provides for students, faculty and staff a faith-filled environment. Faith is expressed in personal prayer, liturgy, Reconciliation opportunities, devotions, etc. Opportunities to live out our faith include:

- Weekly masses where part or all of the students attend in person.
- Other masses, prayer, and adoration are offered throughout the year.
- Eucharistic Adoration, Divine Mercy Chaplet, Rosary, or other prayer opportunities held throughout the year.
- Building wide Reconciliation twice a year during Advent and Lent
- Weekly faith sharing groups at both middle and high school levels
- Stations of the Cross during Lent.
- Other events as planned throughout the year.

The chapel is also open and available for prayer throughout the school day. Religious classes will also reserve the chapel for use.

MASS/PRAYER SERVICE EXPECTATIONS

- Prior to
 - No gum - Via Eucharistic Revival, gum actually negates the hour before Eucharist fast we are called to do.
 - Cellphones remain in room or lockers.
 - You are not to eat food or chew gum an hour before consuming the host.
 - Use restroom prior to mass
 - No shorts when shorts are in dress code season
 - When you get close to the Commons, enter quietly.
- During
 - Sit with your class.
 - Behave with reverence during mass
 - Once you have your seat, please enter into a moment of silence for prayer and reflection, respecting those around you in the same.
 - Engage yourself into the mass
 - What you put into mass is what you get out of mass
 - Sing, Reflect, Prayer
- After
 - Sit quietly until fully out of the area of mass.
 - When mass is over, wait quietly and prayerfully until you are dismissed

PRAYER

Board Policy 5040.2

The entire student body pauses for prayer each morning and afternoon as well as during each class period and lunch. Weekly prayer services are also available for the Divine Mercy Chaplet. These prayer services are planned by students and take place in the chapel.

RELIGIOUS INSTRUCTION

Board Policy 5040

Religion classes are required of all Lourdes students. Sacramental preparation, including Confirmation, is a parish responsibility and is coordinated with your parish religious education director.

RETREATS

Board Policy 5040 & 6031

Lourdes Academy has an annual retreat for all high school students.. The retreats are one-day events and all students are required to attend. If a student misses a retreat, make-up activities are required.

Additional retreats are offered to students seeking further spiritual enrichment, but they do not replace the class retreat.

SERVICE HOURS

Board Policies 6031 & 5042

Christian Service is a graduation requirement for students. As a demonstration of our Catholic Christian faith, all students are required to complete 75 hours of community service in order to graduate. Students who belong to a Catholic parish are required to complete 25 hours of parish service as a part of the 75 hour graduation requirement.

Students must demonstrate progress toward this goal by keeping a pace of 10 hours per semester through their first seven semesters. In other words, a first year student must have at least 10 hours on file by the end of first semester and 20 hours on file by the end of the school year. Failure to keep pace will result in permanent "F" for Christian Service recorded on the student's transcript for that semester.

Starting the 2022-23 school year, students will have only 90 days to turn in service hours from the date of the service completed. Any service turned in after 90 days will not count towards service hours.

It is the responsibility of the student to turn in and communicate service hours with the coordinator.. Students should be the ones submitting and turning in service hours. Parents are welcome to independently track and request an audit on service hours.

Students who do not meet the service hour requirement will not be permitted to participate in the graduation awards night or commencement ceremony.

	Parish Hours	Non Parish Hours	Total Hours	Does It Meet Requirements?
Example 1	17	70	85	No because the student still needs to meet the parish service hours requirements.
Example 2	32	41	73	No because the student still needs to meet the total hours requirement.
Example 3	28	50	78	Yes, the student has satisfied both

				minimum requirements.
--	--	--	--	-----------------------

ACADEMICS

ACADEMIC ENHANCEMENT TIME (A.E.T.)

Lourdes Academy places a strong emphasis on students being successful in academics and meeting our high expectations. Students who find themselves struggling within an academic course may need additional help. Academic Enhancement Time is a mandatory after school program for students who are struggling in one or more courses to give them additional opportunities to catch up on missing work, work with teachers, and get additional help.

Every two weeks, the administration checks all students' grades. Any student with an F in one or more classes or D's in multiple classes is placed into Academic Enhancement Time. Academic Enhancement Time runs for 30 minutes after the school day, all 5 days a week. After the two week period, if a student

has improved all grades to C's or above or with administration's consent, they are able to exit the program. Students who achieve this during the two week period must complete their two week period.

Grades will be checked like this at the end of weeks 2, 4, and 6. Those who are enrolled at week 6 will finish out the grading period in the program. After week 6, grades are checked weekly at 7 and 8. Those who did not get placed in the program at week 6 but meet the criteria in weeks 7 and 8 will be placed in the program for the rest of the quarter.

Students who fail a class at quarter will be automatically placed into Academic Enhancement Time for the start of the next quarter for a minimum of 2 weeks.

Students who also have after school detention will need to serve that time either in the morning before school or after their AET time.

If a student is gone for 3 or more academic days for any reason, the administration reserves the right to enroll the student into AET upon return until the work is completed as a method to assist in catching up on missing work.

Lourdes Academy strongly encourages families to plan vacations during planned breaks. The calendar is released to the public every spring prior to the academic year.

ACADEMIC HONESTY

A policy of academic honesty reaffirms the philosophy of education established at Lourdes Academy by ensuring the academic integrity of the learning community. Any form of cheating, including plagiarism, is a violation of the standards for student conduct. Cheating includes taking someone else's work, offering work to another person, and any other attempt to misrepresent one's academic performance. The assignment, test, or project will receive zero credit. The student's parents will be notified.

Plagiarism is the use of words, ideas, or information of another without informing the reader of the source of these words, ideas, or information. Examples of plagiarism include:

- Copying (word for word) all or part of someone else's work without proper citation
- Submitting a paper or assignment that has been translated by translating software or another person when the teacher expects you to do the translating yourself
- Turning in a paper that has been done by another student
- Turning in work completed by Artificial Intelligence and claimed as own work.

The work of another person, when taken word for word, should be quoted and cited. When paraphrasing or summarizing, a citation is still required.

For the first offense, the student will be required to attend an Academic Honesty Seminar course that will work with the student to remediate and correct the violation. Additional offenses could result in detentions, suspensions, failing the course, academic probation, requests to withdraw at administrator's discretion, removal from National Honor Society, or disqualification from academic honors, including Valedictorian/Salutatorian.

ASSISTANCE FOR STUDENTS

Board Policy 5029

If a student experiences academic difficulty (indicated by his or her online reports, midterm progress reports, and/or term grades), assistance may be facilitated by:

- Communicating via phone conferences, written contact, or email messages between the student's teacher(s), the learning specialist, and administration and/or counselor regarding student progress; setting up meetings with the learning specialist, guidance counselor, administration, teacher(s), the student and the parent(s);
- Monitoring the weekly homework and grades recorded online;
- Collaboratively developing individual learning contracts to support the student's academic success; and/or the student being assigned or finding a peer tutor.

The counselor, administration learning specialist, teachers, the student and parent(s) will determine together strategies that will enhance the student's learning process.

CLASS RANK

In conjunction with Direct Admit Wisconsin Requirements, Lourdes Academy does report class rank on transcripts. With our high achievement rate, class rank can sometimes be a deceptive number. Various scholarships and admission programs will look at all other factors (rigor of class schedule, GPA, activities resume, etc) to make their decisions.

Direct Admit Wisconsin rules indicate that Class Rank is using the unweighted GPA. This means that weighted courses are calculated at the unweighted GPA value.

For the purposes of Valedictorian, Salutatorian, Wisconsin Guarantee, and eligibility for National Honor Society, Honor Roll, and Activities Eligibility, the weighted scale is used. To learn more about which courses are weighted and how, see the Grading Scales and GPA Calculations section.

CO-CURRICULAR COURSES

Co-curricular courses such as band and choir have requirements beyond the school day, such as concerts and performances, which are considered a part of the class. Participation in these events will be considered an expectation for grading.

COUNSELING CENTER

Board Policies 5003 & 5059

The school counselor offers assistance to all students in classroom lessons and on an individual and group basis in the following areas:

1. Academic Counseling - Throughout the year, students and parents or guardians may have questions concerning academic progress. Academic counseling, advising, and tutoring are available to every student.
2. Career Exploration - The school counselor assists students in exploring careers throughout middle school. Students are exposed to career information through classroom lessons, Career Locker computer program, Career Day and career fairs.
3. Personal Counseling- The school counselor helps students understand and accept themselves and enables them to develop and express an awareness of their own feelings, needs, values, ideas, and beliefs. The school counselor assists students in dealing with academic, personal, spiritual, and social concerns that may be inhibiting their ability to learn, to achieve self-understanding, and to grow as individuals.
4. Prevention and Intervention Programming - Classroom lessons and personal and/or group counseling are conducted by the school counselor to assist students in making appropriate decisions in order to contribute to a safe environment for all students.

COURSE SELECTION AND COURSE LOAD

Board Policies 5006, 5040.1, 6031 & 6032

After freshmen and new upper-class students/families are registered at Lourdes Academy, course selections will take place. All returning and pre-registered incoming freshmen and upper-class students select their courses in mid-winter. Any other incoming students select their courses after they are registered at Lourdes Academy. All students are required to have a full schedule. Open blocks are not an option unless pre-approved by administration for an extenuating circumstance. Students may not change their courses after the deadline for schedule changes.

FINAL EXAMS

Board Policy 3060

Exams or summative projects will be given at the end of each course. At the end of each semester, two exam days will be held to conclude each term. Exam schedule will be announced in the weekly email.

When there are outstanding tuition or fees, a letter and invoice will be sent by the Finance Department to the person(s) involved, requesting payment or a meeting with the Controller, to establish a payment program. At the high school level, failure to respond to this letter will make the student ineligible to complete end of term exams.

Responsible parties who are delinquent in tuition and fee payments and have not established an approved payment plan will not be permitted to enroll students for the following year or participate in graduation exercises.

Students will not be excused for appointments, travel, or family vacations during final exam days. Students are required to be in school only during the time of their scheduled exams. Under extenuating circumstances, special permission may be granted to take a final exam early with approval by the administration.

GRADING SCALE AND GPA CALCULATION

Board Policy 5031 and all subsidiaries

Lourdes Academy High School employs the following grading scale:

Lourdes Academy
College Course Grade Scale

Grade	Grade Pts	%
A+	4.3	99-100
A	4.3	94-98
A-	4	90-93
B+	3.7	88-89
B	3.3	84-87
B-	3	80-83
C+	2.7	78-79
C	2.3	74-77
C-	2	70-73
D+	1.7	67-69
D	1.3	63-66
D-	1	60-62
F	0	0-59

Lourdes Academy
Grade Scale

Grade	Grade Pts	%
A+	4	99-100
A	4	94-98
A-	3.7	90-93
B+	3.3	88-89
B	3	84-87
B-	2.7	80-83
C+	2.3	78-79
C	2	74-77
C-	1.7	70-73
D+	1.3	67-69
D	1	63-66
D-	.7	60-62
F	0	0-59

College courses include Advanced Placement, UWO-CAPP, St. Norbert, and Distance Learning. For block courses, the course grade at the end of the term goes on the transcript (All 4 terms).

Academic and Art courses that take place in the skinny periods (4A/4B) have their points carry over from Term 1 to Term 2 and Term 3 to Term 4. The grade at the end of Term 2 and Term 4 becomes the grade of permanent record.

Music courses (Band and Choir) transcribe at the end of each term for 0.25 credits. (new 2025-26 school year)

See example schedule below using our block scheduling model. At the end of each term, a Block class goes to transcript. At the end of a skinny, the final grade of record is in Term 2 and Term 4. IP stands for in progress.

Term 1					
	Class	Term Grade	GPA Points	Credit Earned	Total GPA Point Values
Block 1	English	B+	3.3	0.5	1.65
Block 2	Social Studies	B	3	0.5	1.5
Block 3	Physical Education	A	4	0.5	2
Block 4A	Algebra 1	IP	Class still in progress, grade transcribes next term		
Block 4B	Band	B+	3.3	0.25	0.825
Term 2					
	Class	Term Grade	GPA Points	Credit Earned	Total GPA Point Values
Block 1	English	A-	3.7	0.5	1.85
Block 2	Social Studies	B	3	0.5	1.5
Block 3	Computer Science	A	4	0.5	2
Block 4A	Algebra 1	B	3	0.5	1.5
Block 4B	Band	A	4	0.25	1
	Term 1	Term 2	Total		
GPA Points	5.975	7.85	13.825		
Credits Earned:	1.75	2.25	4		
Term GPA	3.414285714	3.488888889			
Total GPA	3.414285714		3.45625		

GRADUATION REQUIRED COURSES

REQUIRED COURSES			
Department	Course	Grade	Total Credits:
English	English 9*	9	1.0
	English 10*	10	1.0
	English 11*	11	1.0
	English 12 or St. Norbert College English	12	1.0
Mathematics	Three math credits total combining in Algebra 1, Geometry, Algebra 2, Pre-Calculus, Topics in Higher Mathematics, or AP Calculus	9-12	3.0
Theology	Theology 9*	9	1.0
	Theology 10*	10	1.0
	Morality	11	0.5
	Sacraments	11	0.5
	Theology Electives	11-12	1.0
Science	Biology	9	1.0
	Science Electives	10-12	2.0
Social Studies	World Cultures*	9-10	1.0
	US History**	11	1.0
	American Government**	12	1.0
Physical Education	Freshman P.E.	9	0.5
	P.E. Electives	10-12	1.0
Health	Health	10-12	0.5
Business/ Information Technology	Introduction to Computer Science (PLTW)	9	0.5
	Personal Finance	11-12	0.5
	Fine Arts		1.0
	Electives		7.5
Total Credits Required to Graduate			28.5

For more information on honors courses, advanced courses, requirement specifics, and course descriptions, please visit our website and search Course Descriptions.

GRADUATION REQUIREMENTS

Board Policies 5006 and 6031

Lourdes Academy maintains a high standard in academic rigor and develops the student as a whole through our graduation requirements.

To receive a diploma:

- Students must maintain a full course load to be enrolled at Lourdes Academy each semester. Exceptions may be made by administration on a case by case basis including pursuing higher academic coursework or medical circumstances.
- Pass 28.5 credits, including required courses for graduation.
- Pass the Civics Test as required by Wisconsin Law.

To participate in Graduation events:

- All service hour requirements must be completed.
- All outstanding fees, including negative lunch balances, must be paid in full.
- All outstanding discipline related matters must be served.

HONORS COURSES

Honors courses provide an increased level of study through a more in-depth curriculum. Students and parents must sign an honors contract provided by the instructor shortly after the start date of the course indicating full commitment to the outlined expectations. Once the signed contract is submitted, students are not allowed to drop the honors course.

HONOR ROLL

GPA needed for honor roll listings are as follows:

- Highest Honors 3.75-4.00
- High Honors 3.5-3.749
- Honors 3.25-3.49

LEARNING SERVICES

Board Policy 5029

Students with special learning needs often need additional assistance in developing academic, organizational, or basic content area skills. The goal of the Lourdes Academy Learning Services Program is to provide support for students with learning needs and help each to become an independent learner and self-advocate. Students with service plans should work with the learning specialist to develop interventions or accommodations. The learning specialist, in conjunction with the counseling staff, may also recommend a student for testing for academic learning needs.

MIDDLE OF SCHOOL YEAR TRANSFERS

Students who transfer to Lourdes Academy in the middle of a school year are highly encouraged to switch at transition points (such as quarter or semester) due to the uniqueness of block schedule. Students may have to audit classes to carry a full schedule, depending on how their previous school's schedule aligns with our Block schedule. Students may also be subject to WIAA eligibility rules and regulations for their activities.

NCAA APPROVED COURSES

Students can review the approved NCAA courses for eligibility from high school at this website:
<https://web3.ncaa.org/hsportal/exec/hsAction> - Search Lourdes High School

REPORT CARDS

Board Policy 6040

Report cards are available at the end of each term and emailed out to families usually within a week after the term ends. PowerSchool is the quickest way to see the most up-to-date grades.

RETAKEING A COURSE

Board Policies 5060 & 6036

If a student fails a required course, the student must retake and pass it in order to meet graduation requirements. Students may retake the course at Lourdes Academy if it fits within the schedule and does not further jeopardize their ability to graduate on time. Students may also retake a course from public summer school or online programs with prior permission from the counselor. The original F will remain on the transcript. The new grade will be the only one counted for GPA.

If a student wants to retake a course to improve their grade, they may do so with prior permission from the counselor and administration. The new grade will be the one counted in the GPA. In determining Valedictorian and Salutatorian, the original grade will be the one calculated, not the new grade.

SCHEDULE ADJUSTMENTS

Board Policy 6032

Adjustments to finalized course schedules can seriously affect class size, teacher assignments, textbook purchasing and the overall master schedule. Therefore, class adjustments made to final schedules will be considered only when there is an error in a student's schedule or when a change is initiated by a teacher or administration. Students are encouraged to consult with faculty when making course decisions.

If a student needs to make a change to their schedule and the deadline to make changes has not passed, they are required to complete a Schedule Change Request Form and submit the form to the counseling office.

STANDARDIZED ASSESSMENTS:

Schedule for standardized assessments are as follows:

- 9th Grade - Pre-ACT
- 10th Grade - Pre-ACT
- 11th Grade - Mock ACT and State ACT Testing Day
- 11th Grade - Diocese ACRE Testing

Students may also opt to take the PSAT for scholarship opportunities.

STUDENT/PARENT/TEACHER CONFERENCES

Board Policy 5032

Student/parent/teacher conferences are held annually in the fall, once in the evening and once during the day. The purpose of conferences is to be proactive with regard to each student's academic performance. Any time a student, parent and/or teacher feel it is necessary to discuss the student's academic progress, individual conferences may be arranged.

TEXTBOOKS

Students receive their textbooks or e-textbooks in their academic classes within the first week of classes.. Books must be taken care of during the year and should be returned in good condition at the end of the course. Excessive damage or loss of books will be charged to the students at the cost of a new book.

VALEDICTORIAN/SALUTATORIAN

Board Policies 5060 and 6037

The valedictorian is the student who achieves the highest GPA at the end of the seventh semester. The salutatorian is the student who achieves the second highest GPA the end of the seventh semester. GPA is defined as the total number of points earned divided by the total number of credits.

Grades for all Lourdes Academy approved courses are included in the calculation of a student's GPA with the following exception: 1. Since Lourdes Academy operates on a weighted scale system (Grade Points exceed 4.0) students should not be penalized for taking an extra class (above 28.0 credits or 28.5 beginning with the class of 2020) and achieving the maximum number of grade points for that class. 2. This/these unweighted required class(es) should be excluded from the GPA calculation when the student achieves the highest number of grade points possible. a. The goal of Lourdes Academy is to encourage students to take advantage of all educational opportunities. b. Students with Grade Point Averages above 4.0 are statistically penalized for receiving the highest possible grade and grade points available. 3. A student may retake a class to improve his/her grade however the new grade will not be used to figure the valedictorian and salutatorian (See LA Policy 6036- Retaking a Failed Class and LA Policy 6037-Retaking a Non-Failed Class).

A student must attend Lourdes Academy High School for both their junior and senior year (except when studying abroad as approved by the high school administration) to be eligible for valedictorian or salutatorian. This is to avoid students from transferring schools to become the valedictorian or salutatorian.

ATTENDANCE AND TARDINESS

ATTENDANCE

Board Policy 5011

It is the shared responsibility to assist students in developing desirable habits of punctuality and attendance. Parents are encouraged to monitor attendance on Powerschool. Lourdes Academy follows Wisconsin State Statute 118.15 on compulsory school attendance and truancy (School Attendance Statute).

Students must be in attendance the full day of school in order to participate in after school activities (i.e practice, rehearsal, game, performance). Medical appointments, school events, and funerals are the exceptions to this expectation.

Every effort must be made to schedule medical appointments outside of the school day. Students must provide documentation of attended appointments during school hours in order for them to be excused as a medical absence.

Non-medical appointments (i.e. haircuts or driver's ed) should be scheduled during non-school hours and can be counted as unexcused absences.

ABSENTEEISM AND TRUANCY

Board Policies 5012 & 5013

A parent/guardian must contact the school office before 8:30 AM if their student will be absent. Missing more than 10 minutes of class is considered an absence.

Students are responsible for contacting teachers to make arrangements for make-up work or assignments. Absences are recorded on the student's permanent record. Students who are absent without parent verification will be considered truant.

A parent/guardian may not excuse their student for more than 10 school days in a school year. This includes sick days, vacations, truant days, etc. Any absence beyond the 10 days will be considered unexcused (truancies) and require a medical note to be considered not truant. Students may not leave the building without parental or school authority permission at any time. Excessive absences may result in loss of credit(s). If a student accumulates 10 absences in a class, the administration reserves the right to deny credit for the course or courses due to insufficient instructional time.

Lourdes Academy follows Wisconsin State Statute 118.15 on compulsory school attendance and truancy (School Attendance Statute). Truancy is defined as an absence from class, assemblies or school at anytime without permission. Academic work missed during the period of truancy is subject to failure/no credit. Students will not be permitted to make up tests or assignments missed during the unexcused absence. Students who are truant are subject to consequences including but not limited to Saturday school, suspension from activities and ineligibility for honor representation.

Excessive (habitually) truant under (118.15) is when the student is truant for all or part of 5 days in a semester. Habitually truant students will be referred to law enforcement. .

ILLNESS DURING THE SCHOOL DAY

Board Policies 5015 & 5055

Any student who becomes ill during the school day will be sent to the office by his/her teacher. A member of the school staff will care for the student temporarily. If the student continues to feel ill after resting, a parent or emergency contact person will be notified. In the event of a serious medical problem, the school may contact emergency medical personnel. Identification will be required of persons unknown to school authorities.

KNOWN PROLONGED ABSENCES

Parents are strongly encouraged to plan vacation time in conjunction with the school calendar. If a student will knowingly be absent regardless of length, he/she must complete the pre-arranged absence form located in the main office. The form must be picked up 1 week prior to absence and turned into office at least 1 day prior to absence. A copy will be made and given to the student. Students returning from vacation may be placed in our Academic Enhancement Time program upon return.

MAKE UP WORK

The following should be used in terms of determining the flow to make-up work for Absences

- If a student is unexpectedly absent the day an assignment is given or classwork is given, and the assignment is due within that class period or the next day, the student should be given a day to make that assignment up.
 - Student is sick Tuesday. Assignment is given Tuesday and due next day Wednesday for everyone else. Student returns Wednesday. Assignment for that student should be due Thursday.
- If a student is present the day a future assignment is given, and knows of the due date, the student is still responsible for meeting the assignment's due date.
 - Student is there Monday. Assignment is given on Monday and due Friday. If the student misses time in there, assignment is still due Friday for that student
- A student who is absent the day a future assignment is given, knows the due date, but then returns before the due date, is still responsible for the due date.
 - Student is absent Monday. Assignment is given Monday and due Friday. Student returns on Tuesday. Student is still responsible for assignment on Friday.
- If a student is expecting to be absent, it is the responsibility of the student to communicate with their teachers this known absence and the work missed for that time.
 - Student misses class for a sport. Class has an assignment to work on for that day and bring to class the next day. Student is responsible for communicating ahead of time about that assignment and doing their best to complete it. If necessary, student should set up a time to get additional help or support with the teacher on the assignment.

An unexpected absence includes becoming ill, last minute medical appointment, or family emergency.

An expected absence includes knowing an appointment well in advance, school/sports related activity, or vacation.

Students who are struggling to meet due date expectations need to communicate with the teacher prior to the due date to reach an understanding of expectations.

PASSES

During class, students must obtain permission from the teacher to go to another location (i.e. bathroom, counseling office, main office, etc.). Students who are not in an assigned area and/or do not have a proper hall pass may face disciplinary action and may be considered unexcused. There should only be one student excused from the classroom at a time. Exceptions include going to the office, early dismissal, or becoming ill.

TARDY

Board Policy 5014

Students are expected to be in classes on time, in dress code, prepared to work. A tardy is defined as being up to 10 minutes late; anyone who arrives at school more than 10 minutes late without a written doctor's note or note from a parent with good cause will be considered absent. Students who arrive after the school day has begun must report to the main office to receive a pass.

Lourdes High School defines a tardy as not being in the classroom where you are expected to be by the bell or reasonable time thereafter (example, coming from a far away classroom). Students are expected to ask permission first before going to another location.

For every three tardies, consequences shall be served. Typically, the consequence is a detention. However, accumulation of multiple consequences for tardiness can result in loss of privilege, Saturday detention, co-curricular violations, and suspension.

Situations such as traffic or car trouble, oversleeping, forgotten lunches, homework or gym clothes, etc., will count as tardies. Students and families are responsible for plannable changes to transportation, including pre-announced construction.

Excessive tardiness may lead to consequences including but not limited to Saturday school, suspension from activities and ineligibility for honor representation.

SCHOOL SAFETY

EMERGENCIES

A plan of action is in place to ensure the safety of all students and staff members in the event of severe weather or other emergencies. Parents will be notified by text and/or email of any emergency situations. Fire, severe weather, and school safety drills are held regularly during the school year in accordance with city and state law.

VISITOR POLICY

Board Policy 1050

All visitors must report to the school office immediately upon entering the school building through door #1 in the front circle drive off of Witzel Ave.. In addition, requests for student visitors must be brought to the principal a minimum of two days prior to the planned visit. In general, only students with an expressed interest in attending Lourdes will receive approval to visit the school.

WEATHER CLOSURES

Closure days due to weather are reported to all Green Bay media outlets, sent out via email, and PowerSchool calling system. Although unlikely, Lourdes Academy reserves the right to remain open if Oshkosh Area School District closes.

FOOD SERVICES

All students eat their lunch in The Commons, which is supervised by staff members. Hot lunches and a la carte meals are available for purchase. Students can also bring lunch from home. Students may not have food delivered to the school. Administration reserves the right to confiscate the delivered food and hold it until the student leaves for the day.

POWERSCHOOL-PURCHASE LUNCH

A lunch account has been set up for each student through Power school. Each student is issued a photo id card with a number on the card. This number is what the students will use to purchase lunch. If the student does not have a photo id card, then the student needs to memorize the card number. The student number is located in PowerSchool. This process helps move the check-out line faster.

MICROWAVE

No microwaves available at the Elementary level.

Middle/High School-Two (2) microwave are available in The Commons. Students are responsible for microwaving their food and cleaning up the microwave after usage. Food Service is not responsible for the microwave.

LUNCH BAG FROM HOME

Everything that a student needs to eat lunch should be in the bag. Food Service does NOT provide silverware or condiments to lunch bag students. There will be a charge of \$0.25 for each item.

SPECIAL DIETARY NEEDS

Forms are located on the Food Service webpage on the school website. This form needs to be completed and signed by a medical doctor before any special menu can be implemented.

PAYMENTS

Checks or Cash only-No debit cards. If sending cash, please put cash in an envelope with your child/children first/last name on the envelope. Write your child/children first/last name on the memo of the check. If paying for more than one child/children attached a paper with first/last names.

PROCEDURE FOR LOW OR NEGATIVE LUNCH ACCOUNT BALANCES

Board Policy 3080

Parents are responsible for monitoring their child/children's lunch account balance throughout the school year. At the end of the school year all lunch accounts must have a positive balance. Negative lunch accounts will be addressed through the Business Office.

- Balance at or below \$10.00: email notification sent to parent(s) to be aware that account balance is getting low
- Balance negative (-) \$25.00 or more: email notification and automated phone call to parent(s) to be aware that their student is allowed basic hot lunch only, consisting of entree, vegetable/fruit, and milk, at daily hot lunch rate. Ala carte purchases will NOT be allowed.
- Balance negative (-) \$50.00 or more: personal phone call from Central Business Office to begin payment plan. The student will be allowed a hot lunch.

Any food service lunch account that as a negative balance at the end of the school year. The balance will be transferred over to the FACTS system and parents will get an invoice monthly until paid in full. This procedure is addressed through the Business Office.

SNACKS

Students are encouraged to go to the Food Service Area located in the Commons and purchase a healthy snack as available. Food Service is available for a la carte items or breakfast items may be purchased during this time.

No soda, energy drinks, coffee drinks, or unhealthy snacks are allowed during the school day. Water is important to the health of students, water bottles are allowed in the classroom. Only water is allowed in the bottles.

LOCKERS

Board Policy 5057

SCHOOL

A hall locker and individual lock are assigned to every student at the beginning of the school year. We expect that locks will be on your lockers at all times in order to protect personal belongings and valuables. Under no circumstances should a student divulge his/her locker combination to another student. Students must report any damage, missing items or needed repairs to the school office. Students may decorate the inside of their lockers appropriately. No open liquid or glass containers may be stored in school lockers. All personal items must be placed inside student lockers. Only magnets may be used, no tape is allowed.

The locker and the padlock are the property of Lourdes Academy. Lourdes reserves the right to inspect the lockers assigned to students at any time. The student will be held responsible for any lost or damaged property. Missing locks result in a replacement fee (\$10). If a student wishes to use their own padlock, the combination must be given to the office or a copy of the key. Failure to do so will result in the lock being cut without reimbursement.

PHYSICAL-EDUCATION

Locker security is the responsibility of the student. It is expected that students secure in a locker their personal items while participating in physical education class and/or athletic practices. Students who put a lock on a locker, for long term use, need to give the combination to the gym teacher or a copy of the key.

At the end of the semester or sport season, any personal belongings stored in lockers will be disposed of or donated to charity.

STUDENT BEHAVIORAL EXPECTATIONS

STUDENT CODE OF CONDUCT

Board Policies 5021, 5021.1, & 5026 and all subsidiaries

All students are expected to live according to the LOURDES ACADEMY WAY (The L.A.W.):

- Treat others with dignity and respect at all times
- Demonstrate good judgment in dress, communication, and conduct
- Be excellent in academic effort and meet all responsibilities as a student
- Live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God
- Represent the school and the Church with pride and honor at all times

Failure to live according to the Lourdes Academy Way will lead to disciplinary consequences at the discretion of the teacher and administration. Such consequences include the requirement of service to the school, loss of cellphone privileges, detentions, suspensions, or expulsion. Administration reserves the right to define individual situations and behaviors as discipline issues and to administer the appropriate consequence(s).

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents/guardians, and Lourdes Academy. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students.

Lourdes Academy may use the following disciplinary actions at its discretion:

- Lunch time detention, before/after school detentions, loss of privileges including cellphone or ability to attend extra-curricular events, Saturday School, In school/out-of-school suspension, Extracurricular activities suspension, co-curricular code violations, Behavior Contracts, Expulsion or Withdrawal.
- All discipline has an element of behavioral reflection to them that the student is required to complete. Administration or teacher who assigned the detention should discuss this reflection with the student.
- All discipline has the potential to have a restorative element or perform service to the school. • Saturday School can be assigned up to 4 hours at a time.
- Behavior Contract –A behavior contract is an agreement between student, parent(s) and school administration defining behavior expectations specific to the situation at hand. If parent and student refuse to sign within 5 school days, they agree to withdraw from Lourdes Academy..
- Expulsion/Withdrawal

Typically, the following behaviors warrant a detention: tardiness for class or school, failure to come to class prepared, disruptive and/or inappropriate behavior, dress code violation.

Specifically, disrespect to others is a serious offense against the values of Lourdes Academy. Disrespectful behavior may result in removal from class, detention, loss of cellphone privileges, parent meeting, behavior contract, in school suspension, out of school suspension, or expulsion.

In some circumstances, suspensions, requests to withdraw, or expulsion may be the first step. These situation may include but are not limited to:

- Possessing a dangerous weapon on campus or at a school-sponsored activity • Belonging to a gang or engaging in criminal, gang-like activity

- Having serious criminal charges reported to the school by authorities, engaging in any act that is grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or ordinary circumstances surrounding hunting/fishing violations)
- Engaging in serious insubordination, or verbal or physical abuse of a faculty/staff member or any adult on the school premises
- Using, selling or possessing chemicals, drugs, tobacco, alcohol, steroids or chemical paraphernalia on campus or at a school-sponsored activity
- Physically assaulting another student
- Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with authorities)
- Stealing or vandalism of school or others' property
- Serious hazing or harassment, including sexual harassment, of anyone (this includes group conduct)
- Representing oneself or others unlawfully or inappropriately on the internet (on blog sites, instant messaging, on-line profiles and/or social networking sites, etc.)
- Igniting fused or incendiary devices (fireworks, stink bombs, etc.)
- Engaging in misconduct (during or outside the school day) that is seriously detrimental to the reputation of Lourdes Academy
- Engaging in any situation or problem not specifically covered herein that may be viewed by the administration as seriously threatening

In all cases where expulsion is being considered, the Lourdes Academy policies and the Green Bay Diocesan policies must be followed before expulsion is finalized.

Students are expected to hold themselves to high standards of behavior

24 hours a day, 7 days a week, 365 days a year.

ALCOHOL, DRUGS, TOBACCO USE & VAPING

Board Policies 2050, 5018.3, & 5200

Any student purchasing, selling, intending to sell, possessing or under the influence of intoxicants, drugs, mood altering drugs not prescribed to the student by a physician, in possession of drug paraphernalia, or possessing and/or using tobacco products, e-cigarettes, vaporizers or any material that can be smoked or inhaled on school grounds shall receive discipline at administrator's discretion in addition to a meeting with parent(s)/guardian(s). If the situation warrants, the student will be referred to the police. Additional offenses or any student who sells or distributes drugs or intoxicants will be subject to immediate expulsion from Lourdes Academy. This rule applies at all times - 24 hours a day, 365 days a year.

Students are not allowed to be present at events/parties/gatherings where alcohol and/or other drugs are evident and illegally consumed by minors. Presence is defined as knowingly being in a location where illegal consumption of alcohol and/or other drugs is evident and willingly being present by not making every effort to leave immediately.

In keeping with WIAA policy, performance enhancing substances on the NCAA banned list are also banned.

Lourdes Academy reserves the right to bring a police dog trained to detect drugs. The dog will have access to the entire building as well as the parking lot. The use of a police dog will take place without warning.

DAMAGE TO PROPERTY

Board Policies 5051 and 7020

Any damage to school property will require full reimbursement (materials and labor) from the student and may result in additional consequences. Law enforcement may also be notified.

EXPECTATIONS

HALLWAY EXPECTATIONS

- Walk in the hallway
- Get all materials for next class.
- Do not bump others.
- Do not socialize at lockers.
- Get to next class on time.

CLASSROOM EXPECTATIONS

- Be on time
- Bring all materials needed or may be needed for class
- Complete your assignments
- Use your class time wisely
- Active Listening
- Do your own work

LUNCH EXPECTATIONS

- Stand in line behind the other person
- Say "Please" and "Thank you" to those serving you food or running checkout.
- If you borrow a chair from a table, return it at the end.
- All garbage makes it to the garbage cans.
- All recycling makes it to the recycling area.
- If you drop food on the floor or make a mess, clean it up.
- Wipe off your table before being dismissed.

RESTROOM EXPECTATIONS

- No cell phones or technology used in restrooms (state law)
- Flush
- Wash your hands
- Do not loiter in restroom

GRIEVANCE PROCEDURE/CHAIN OF COMMAND

Board Policies 4063 and 4063.1

Specific academic or behavioral concerns should be addressed in the following manner:

1. Student talks with teacher. If the situation cannot be resolved...
2. Student talks with principal. If the situation cannot be resolved...
3. Parent talks with teacher. If the situation cannot be resolved...
4. Parent talks with principal.

In order to align with our Mission, we encourage the most direct communication possible where students are advocating for themselves. In situations where safety is a concern or other special circumstances, this process may not apply.

Students and/or parents may request an appeal of decisions having to do with consequences given to a student for not meeting expectations.

Except for safety concerns, Lourdes Academy practices the 24 hour rule for a “cool down period.” If the email or communication is going to be one of frustration, please give it 24 hours before composing the email or calling the school. This is to ensure that the conversation can be as productive as possible.

Athletic disputes follow the same chain of command, replacing teacher with coach and principal with activities director.

HARASSMENT/BULLYING

Board Policies 4116, 4117, 5023, and 5022.2

Harassment and bullying of any kind (including physical, emotional and cyber) will not be tolerated. This includes, but is not limited to, offensive, abusive or obscene language, threatening behavior, racial insults, improper touching, sexual comments, and ethnic slurs. Students who believe they have been subjected to harassment or parents/guardians who believe their student has been subjected to harassment should report the incident(s) to administration.

HONOR REPRESENTATION

It is a privilege and honor to represent Lourdes Academy in the community. If a student is suspended from involvement in athletics and/or co-curricular activities, he/she will not be eligible to represent Lourdes Academy in the following: Badger Boys/Girls State, local scholarships, Grace LeVoy, Girls Granting, Tomorrow's Leaders, Youth Leadership Oshkosh, National Honor Society, Homecoming and Prom Courts. This is not an all-inclusive listing.

PERSONAL ELECTRONIC DEVICES

Student use of cell phones, smartwatches and other electronic devices, including personal listening devices, is prohibited during school hours, except when specifically authorized by the principal or other staff member. All such devices should be turned off during school hours and placed in students' lockers. Staff members may confiscate students' cell phones, smartwatches and other electronic/distracting devices and assign detentions. A parent/guardian may be required to pick up a confiscated item. A student who violates this guideline multiple times may be required to bring the electronic device to the office prior to the school day.

Typical times students can use cellphones or smart watches are during Knight Time and lunch. These are privileges and can be taken away at administration discretion.

During these times of Knight Time and lunch, students should observe proper social and cellphone etiquette. The practice of phone snubbing (phubbing) is engaging with your cellphone over a social situation with another person.

To help students develop proper real world social etiquette, the following is to be abided by:

- If the student is engaging in a social situation (eating lunch with other students or discussion in the hallway) the students in that situation are to NOT engage with their cellphones.
- If the student needs to use the cellphone during these times for talking to work or parents, they are to excuse themselves from the social situation, do what they need to on the cellphone, and then return to the social situation.

Wisconsin Law 175.22 prohibits the use of cell phones and other image-recording devices in locker rooms or restrooms except in emergency situations. Students caught using cell phones in restrooms will be subject to detention, suspension, request to withdraw, or expulsion.

POLICE INVOLVEMENT

Board Policy 5017

Any student engaged in illegal activity will be reported to the police. Parents will be notified when police are contacted. Referral to the police does not take the place of school disciplinary consequences.

SEARCHES

Board Policy 5057

Lockers are school property and general searches of lockers and other school property can be conducted at any time without the presence of students. Searches of students, backpacks, vehicles or other items associated with a student require reasonable suspicion and will be reasonable in scope.

SOCIAL MEDIA

Students must remember that they are representatives of Lourdes Academy, whether interacting with others in person or online. Students are expected to maintain the same moral and behavior standards on social media as they would in behaving in church, with their families, and at school.

Expectations of Social Media:

1. Before participating in any online community, students must understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site. Potential employers, internship supervisors, graduate programs, and scholarship committees now search these sites to screen candidates and applications.
2. Students should not post any information, photos or other items online that could embarrass the student, his/her family, or Lourdes Academy. This includes information that may be posted by others on the student's page.
3. Students must never post his/her home address, phone number, birth date or other personal information. Anyone doing so could be a target of predators.
4. Student-athletes/co-curricular participants could face discipline, possibly including dismissal, for violations of team, club, department, Lourdes Academy and/or WIAA policies.

Lourdes Academy administration will not seek out students' social media violations. It is the administration's expectation that each student's online activity is monitored by a parent or guardian. In the event that an alleged violation is brought to the attention of the administration, after investigation, the following considerations will be made:

1. Anything that appears to be "only" inappropriate or in bad taste will be handed over to the parents of the parties involved. It is the hope of the administration that the issue will be resolved by those parents in a timely manner. If it occurs on school property, administration reserves the right to issue consequences as appropriate.
2. The malicious use of online social networks such as threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism or stalking, as well as underage drinking, illegal drug use or other prohibited behavior will be subject to disciplinary action by the head coach/advisor, the activities director and/or the administration.
3. Inappropriate photos and/or comments that are directly linked to Lourdes Academy will be handled as school issues and will be punishable as if the behavior occurred at Lourdes Academy.
4. Any action that appears to be of an illegal nature will be reported to legal authorities.

WEAPONS

Board Policies 2060, 5018.2, 5018.3, and 5052

Possession of weapons is serious and will not be tolerated. No one shall possess or use a dangerous weapon or look-alike weapon in the school, on school grounds, or at school-sponsored events except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes on school premises with a dangerous weapon is guilty of a misdemeanor or a felony, depending on the seriousness of the offense.

STUDENT LIFE

ATHLETICS AND ACTIVITIES

Board Policies 6070 & 5021.1

Interscholastic athletics assist in developing a student's mind, body, and spirit. Therefore, interscholastic athletics are considered an integral part of the school philosophy to educate the whole person. Student-athletes are expected to abide by the Lourdes Academy Co-Curricular Code of Conduct and the WIAA Code of Conduct for Athletic Participation.

Please refer to the Lourdes Academy Activities section of this Handbook for more information.

A full list of clubs and activities are available on our website.

BULLETIN BOARDS

All information posted on bulletin boards must be pre-approved by the office.

CLOSED CAMPUS

Board Policy 1050

Lourdes Academy is a closed campus and students are required to remain on campus at all times unless permission to leave is granted. Students who leave campus without permission or do not return within permissible time, will face consequences, up to and including suspension.

DAILY SCHEDULES

The different bell schedules throughout the school day are posted on our website. Special schedules for special events will be posted on PowerSchool Daily Bulletin, website, and school calendar on website as well.

DANCES

The following regulations are noted for all dances:

1. Lourdes Academy dances are intended for Lourdes Academy students.
2. Christian conduct is expected for all dancing. No provocative dancing allowed.
3. Christian dress is expected of dance participants - no low-cut, short, tight, open back dresses allowed. No midriff should be visible.
4. Students who leave the building during the dance will not be readmitted.
5. Guests are allowed for formal dances only.
 - a. The intent of allowing guests is for that person to be fully attending with and present with the Lourdes Academy student that is bringing them.
 - b. All guests for all formal dances must be pre-registered and approved in the office before receiving the guest pass dance form. This is regardless if tickets are sold at the door or pre-purchased.
 - c. Each separate dance requires a form to be filled out and sent back from the guest's school to validate that the student is still in good standing.
 - d. If the guest is graduated, the guest must be under 21 and in good standing with Lourdes Academy.
 - e. Guests must adhere to all Lourdes Academy rules and procedures for dances.
 - f. Sneaking in of guests will result in removal from the dance and additional consequences.

Homecoming and Winter Formal are for any student enrolled in Lourdes Academy. No student in middle school may be a guest at the dance.

Prom is for juniors and seniors enrolled in Lourdes Academy. A junior or senior may ask a Sophomore student to the dance as their guest with approval from the office.

Students who are failing a class/classes, have unserved detentions, or pending suspension will not be allowed to attend the dance. Students who are not in good standing with Lourdes Academy, the guest's home school, or legal standing, can be denied access to dances.

All dance guests are subject to Lourdes Academy administration approval.

FUNDRAISING

All fundraisers must be pre-approved by the office. Larger fundraisers may require additional approval from our Fundraising Committee, which is coordinated by the Central Business Office.

GAMBLING

Gambling of any type is not allowed on campus or at school-sponsored activities.

KNIGHT TIME

Knight Time is a period during a normal school day when student clubs meet, students get additional help from teachers, mass prep, or meet with their Knight Time teacher to receive communication. Knight Time groups are organized by grade level. Knight Time is now tied into lunch to support longer activities or events. Students are expected to attend when their grade level is called.

LOST AND FOUND

Lost and found articles are kept near the school office. At the end of each semester, all lost and found items will be donated to charity. The school will not be held accountable for items lost or stolen.

MEDICATIONS/HEALTH ISSUES

Board Policies 2093 and 5009.1

A parent should administer prescription or nonprescription medications required by a student at home. When this is not possible, the school staff may assist in the administration of medication during school hours subject to the following regulations. An employee may not administer medication to a student unless one of the following is provided:

1. Written instructions signed by the physician for the administration of the prescribed medication. - A written statement from the parent authorizing school personnel to give the medication in the dosage prescribed by the physician and also releasing the school and employees from any liability in administering the medication. Prescription medication must come to school in its original container and is kept in the school office.
2. Parent supplied medication must be in its original, labeled bottle. A non-prescription product will be dispensed to students as needed, provided a Parent Request & Authorization form is on file in the front office.

It is the responsibility of the parents to inform the school office of any chronic medical conditions their student(s) may have. Asthma, allergies, diabetes, epilepsy, seizures and rare heart conditions are examples of conditions that should be recorded on the medical information sheet collected from families at the beginning of school year.

SCHOOL OFFICE HOURS

On days school is in session, the office is open from 7:30 AM to 3:30 PM.

SCHOOL SPONSORED TRIPS/OFF-CAMPUS ACTIVITIES

Board Policy 5016

School sponsored trips and extracurricular activities contribute significantly to the full development of students. They are carefully planned and adequately supervised. All school rules and policies are in effect while students are on school-sponsored trips and activities off campus. Students are responsible for their behavior during such events. Parents must be at school to pick up their child by the time the bus returns from the trip.

STUDENT I.D. CARDS

Each student is issued a student identification card at orientation. It is used for purchasing food, releasing printing jobs, as a pass for free admission to all regular season "home" athletic events, and may be required by employers or other venues when a student does not have a government I.D. Replacement fee is \$10.

DRESS CODE

GENERAL STATEMENT

The purpose of the Student Dress and Grooming Code is to foster a respectful, professional learning environment with particular emphasis on neatness, modesty, and cost effectiveness. Parents or guardians are expected to support the school's enforcement of the Student Dress and Grooming Code, thus reinforcing an environment best suited to learning and faith development.

GENERAL GUIDELINES

- Clothing must be neat, clean and free of rips/tears/fraying. **Rips/tears/fraying are not acceptable on out of dress code days/casual for cause.**
- Clothing must always meet modesty guidelines. It may not be excessively baggy, tight, low cut or short. Bra straps and/or cleavage may not be showing. No midriff tops may be worn at any time. Midriff and lower back must remain covered when sitting, standing and moving.
- Outerwear may not be worn with the exception of fleece, sweaters, ¾ zip tops or vests that follow solid red, solid white, solid gray or solid black color requirements (no hooded sweatshirts).
- Hats and sunglasses are to be removed upon entering the school building.
- Additional clothing options may be added.

HATS/CAPS/HOODS

- Hats, caps, hoods, bandanas, and sweatbands are not to be worn inside the building or on field trips unless supporting a school-sponsored cause or at the discretion of the principal or teacher. **Hats are not allowed on out of dress code days unless announced by administration.**

GROOMING/ACCESSORIES

- All hairstyles must be kept neat, clean and a natural hair color. Extreme hairstyles (mohawks, faux-hawks, shaved designs, etc.) are not permitted.
- Hair accessories such as feathers or colored hair may not be worn unless it supports an approved school-sponsored event or cause.
- Temporary (or real) tattoos are not permitted.
- Jewelry must not be excessive or distracting.
- Piercings are not permitted, with the exception of the ears.
- Excessive makeup or perfume may not be worn, non-tinted/non-colored chapstick is allowed.

PHYSICAL EDUCATION

- Shoes must have velcro or laces and must be non-marking.
- Students may wear athletic/running shorts for physical education classes. Please keep modesty in mind when considering length. The school reserves the right to declare if shorts are unacceptable due to length.

CASUAL DAYS/ATHLETIC EVENT DAYS

The school administration may deem certain days as Casual Days. Students should check the announcements or online school calendar for designated Casual Days. Clothing may never display inappropriate advertisements, content or slogans that do not align with Catholic values. Leggings are not acceptable on

casual days. Sleeveless or tank tops are not allowed. Tattered, torn, tight and revealing clothing is not acceptable.

Attire for school-sponsored activities: Attire for on and off-campus activities must be appropriate and modest. Tank tops, tube tops, see-through tops, and tops which show bare midriffs are not to be worn to any school function. This includes class trips, athletic events, dances, musicals, retreats, etc.

GAME DAYS FOR ATHLETES

At the discretion of the coach and administration - teams may wear their jerseys on game days, as long as they adhere to the school dress code. Dress code bottoms must be worn. Warm-ups and wind suits are not permissible.

DRESS FOR JESUS DAYS (MASS DAYS)

- No t-shirts, hooded sweatshirts or windbreakers throughout the day.
- Collared shirt (polo, dress shirt, quarter zip, etc.) of any color. Dress shirts must be buttoned. Patterns allowed.
- Blouses, dresses and cardigans of any color and/or pattern.
- Crew neck sweatshirts, cardigans, and sweater vests must be worn with a dress code collared shirt underneath.
- No cut-outs, shoulder baring, midriff showing or low-cut tops; no straps, tank tops, camisoles or undergarments visible outside or through top. Sheer and lace may be part of the outfit as long as these other criteria are met.
- The only denim allowed are jean jackets.
- Bra and tank top straps must be covered by clothing. Using hair to cover straps is not permissible.
- Cargo pants are not allowed

DRESS CODE VIOLATIONS

When in doubt, ask for clarification from the administration. The school reserves the right to interpret and take disciplinary action on violations of the Dress and Grooming Code. In individual circumstances, the school reserves the right to declare certain clothing or grooming unacceptable. Parents will be asked to bring an appropriate change of clothing if necessary. A student is subject to disciplinary action for any dress that violates the specific requirements of the Dress and Grooming Code. Violations are referred to and interpreted by the administration, whose decision will be final.

TOPS

Shirts

- Solid red, solid white, solid gray or solid black polo (polo is defined as a collared shirt. Collar must fold over. Can be long or short sleeves).
- Solid red, solid white, solid gray or solid black oxford; only the top two buttons may be unbuttoned.
- Solid red, solid white, solid gray or solid black turtleneck.
- Solid red, solid white, solid gray or solid black shirts may be worn underneath dress code polos or oxfords.

- Solid red, solid white, solid gray or or solid black polos with a Lourdes Academy Logo are acceptable.
- Solid red, solid white, solid gray, solid black or Lourdes Academy $\frac{3}{4}$ Zip tops are acceptable.

Note: Tops that have an accent of another dress code color are acceptable. For example: a red $\frac{3}{4}$ zip shirt with a black stripe on each side is acceptable.

Fleece/Sweaters/Vests

- Solid red, solid white, solid gray or solid black crew neck sweatshirts, cardigans, and sweater vests **must be worn with a dress code collared shirt underneath.**
- Solid red, solid white, solid gray or solid black crew neck sweaters, fleece and $\frac{3}{4}$ Zip tops **do not need a dress code collared shirt underneath.**
- No hooded sweatshirts.

Logos

- Lourdes Academy logos are acceptable on all **dress code tops.**
- Brand logos are acceptable if they are smaller than a Post-it-note.

BOTTOMS

Pants

- Solid black, solid gray or solid tan khaki dress style pants.
- Solid black, solid gray or solid tan corduroys with *no rivets* or contrasting stitching are acceptable.
- Solid black, solid red, solid gray or solid white solid non-patterned leggings/tights may be worn underneath skirts.
- **Not Permitted:** joggers, cargo pants or shorts, pajama/lounging pants, athletic/sweatpants, denim pants (**Black jeans**), tight pants (such as jeggings, skinny pants and spandex).
- Leggings are not permitted as pants and may only be worn underneath skirts/dresses/jumpers.

Capris

- Solid black, solid gray or solid tan khaki dress style capris may be worn from April through October.

Shorts

- Solid black, solid gray or solid tan khaki dress style shorts may be worn from April through October. Additional days may be added at the discretion of administration. **Shorts with leggings are not permitted at any time. Shorts must be no shorter than fingertip length when standing with arms straight down.** Athletic shorts are not permitted.
- Shorts may not be worn to church. Students may change into shorts during the lunch period.

Skirts, Jumpers and Rompers

- Solid red, solid white, solid gray, solid khaki, solid black, or Lands' End approved plaid* (see below) skirts and jumpers may be worn (*even when worn with tights or leggings*). **Skirts and jumpers must be no shorter than fingertip length when standing with arms straight down.** Jumpers must be worn with a dress code shirt underneath **or a solid red, white, gray, or black non-collared shirt.**
 - Rompers must have a collared dress code shirt underneath
 - Leggings/tights/panty hose must be worn under skirts, jumpers, rompers and dresses from November - April

Dresses

- Solid red, solid white, solid gray or solid black dresses (long or short sleeved) may be worn. **Dresses must be no shorter than fingertip length when standing with arms straight down** (*even when worn with tights or leggings*).
- Leggings/tights/panty hose must be worn under skirts, jumpers, rompers and dresses from November - April

Shoes & Socks/Hosiery

- Shoes must be worn at all times.
 - Only shoes that enclose the entire foot are permitted November - March
 - Flip-flops, slippers, crocs and heely shoes are not permitted ever
 - Sandals must have a heel strap or have 2 or more straps that go over the top of the foot. Sandals may be worn from April through October.
 - Socks must be worn from November-March.
 - Shoes with laces must be tied.
 - Heels should be no more than one inch in height.

Lands' End Approved Plaid

Lourdes Academy has **ONE** approved a Lands' End plaid that is acceptable for our dress code. To view/ purchase jumpers or skirts in the approved plaid, please visit: www.landsend.com. 1) Click: School (near the top of the page) 2) Click the box that says "Find My School" 3) Search for Lourdes using the Preferred School Number: **900172636** 4) Fill out the information for your student(s) 5) Click either "Save School" or "Shop Now".

TECHNOLOGY

COMMUNICATION

Communication with students and parents occurs through three primary ways:

1. Daily Announcements – PowerSchool under the Daily Bulletin (parents can sign up to have these announcements sent to them). These are read over the announcements, available throughout signage in the building, and on the student portal. Students who are not present for announcements are responsible for reading them on PowerSchool.
2. Weekly Newsletter – Students and parents receive an e-mail of events for the upcoming week
3. E-mail – Special announcements and reminders are sent to students through their school e-mail and to parents through their personal e-mail. Students are expected to check email daily.

Any student or group that wishes to make an announcement or add material to the Weekly Newsletter must submit it to the office for approval.

COMPUTER USE

Board Policies 4135 and subsidiaries & 5022 and subsidiaries

Lourdes Academy permits access to computer, telecommunications, and internet resources to further the educational opportunities of students. Students must use all computers and devices solely for educational purposes. Each student must have a signed Lourdes Academy Acceptable Use Policy for Technology

and the Chromebook One-to-One Device Responsibility form on file prior to having the privilege of using computers or other devices.

When the classroom setting needs the use of a computer, the school issued Chromebook is what is expected to be used. When the classroom setting is where a computer is not needed, students are expected to have their Chromebooks away. Failure to adhere to a teacher's request to have your Chromebook away will be treated as insubordination.

Employee and Volunteer Agreement for the Use of Computers, Telecommunications and Internet Lourdes Academy permits access to computer, Chromebook, telecommunications, and Internet resources to further the education quality of the material available through the resources. It is the responsibility of Lourdes Academy Staff, teachers, and administration to impart the standards of ethical and legal conduct to the student body and conform to those standards personally. The following rules apply to all those who access technology based resources, including students, faculty, staff, administrators, volunteers, and guests.

- All rules with student, faculty, and employee handbooks are to be applied to electronic communication.
- Respect the values of the Catholic Church within all transmission of material on the internet, including but not limited to pictures, sounds, video, and text.
- Objectionable material, including pornography and offensive language, shall not be viewed or transmitted at any time.
- Respect the privacy of others (i.e. not intentionally seeking information on, obtaining copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user. This includes unauthorized sharing of work or assignments).

- Unauthorized downloading of data or information, which includes unauthorized music, program, image, and video files.
- Using any school device or network to access or distribute pornographic materials will not be acceptable.
- Creating and/or distributing a computer virus over the network will not be acceptable. • Using the system to send/receive messages that are inconsistent with Lourdes Academy Code of Conduct will not be acceptable.
- Lourdes Academy uses Google Suite. All information on Google Suite is subject to administrative review.
- Illegal activity on any school based network, device, or subsidiary of the function of school (i.e. Google Suite) is not allowed and may be reported to authorities.
- Users should not expect that email, Google Drive documents, school computer documents, or any web traffic is private based. Network administrators can review all data.
- Access to all electronic communication tools and capabilities on school property or owned by the school is a privilege, not a right.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Accessing or attempting to access pornographic sites
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Trespassing in others drives, work, or files, including logging into their credentials • Using obscene language
- Violating copyright laws
- Using others' passwords
- Intentionally wasting limited resources
- Changing computer hardware and/or software settings
- Plagiarism or use of artificial intelligence (AI) generated bots to complete assignments as own work.

The above list is not all inclusive. As technology changes and evolves, so does how we need to ethically treat technology.

Incident:

Students, staff, faculty, administrators, guests and volunteers must promptly report harmful events or policy violations involving Lourdes Academy assets or information to their teacher or supervisor. Events include but not limited to:

- Technology incident: any potentially harmful event that may cause a failure, interruption, or loss in availability to Lourdes Academy Information Resources.
- Data incident: any potential loss, theft, or compromise of Lourdes Academy information.
- Unauthorized access incident: any potential unauthorized access to a Lourdes Academy Information Resource.
- Facility security incident: any damage or potentially unauthorized access to a Lourdes Academy owned, leased, or managed facility.
- Policy violation: any potential violation to this or other Lourdes Academy policies, standards, or procedures.

Clear Desk/Clear Screen:

For students, faculty, staff, administrators, volunteers, and guests:

- Should log off from applications or network services when they are no longer needed.
- Should log off or lock their workstations and laptops when their workspace is unattended.
- Confidential or internal information should be removed or placed in a locked drawer or file cabinet when the workstation is unattended and at the end of the workday if physical access to the workspace cannot be secured by other means.
- Personal items, such as phones, purses, wallets, and keys, should be removed or placed in a locked drawer or file cabinet when the workstation is unattended.
- File cabinets containing confidential information should be locked when not in use or when unattended.
- Physical and/or electronic keys used to access confidential information should not be left on an unattended desk or in an unattended workspace if the workspace itself is not physically secured.
- Laptops should be either locked with a locking cable or locked away in a drawer or cabinet when the work area is unattended or at the end of the workday if the laptop is not encrypted.
- Passwords must not be posted on or under a computer or in any other physically accessible location.
- Copies of documents containing confidential information should be immediately removed from printers and fax machines.

Consequences:

Depending on the violation, one or more of the following sanctions may be invoked:

- Loss of access to equipment or network
- For students: detentions, suspensions, co-curricular violations, or expulsion.
- For employees: letter of file, suspension of employment, termination
- For volunteers: loss of ability to volunteer, access network, ban from campus
- Notification of law enforcement agencies

TRANSPORTATION

BICYCLES

Bicycles should be parked and locked in the bicycle parking area by the Band Room near Door 13.

BUSING

Before and after school busing is available through the Oshkosh City Transit System and the Oshkosh Area Public School System. School buses drop off and pick up students on Josslyn Street near The Commons. Please reach out to Kristin Kowalske (kkowalske@lourdes.today) to learn more about busing.

DROP OFF/PICK UP TIME AND PROCEDURES

Board Policy 5053

Drop Off Procedures

- Families with just high school students should drop off on Josslyn Street and enter Door 12 between the high school and activities hallway.
- Families with an elementary or middle school student may drop off at the Elementary/Middle School Office with their siblings and enter Door 1.
- High School Entrance (Door 12) opens at 7:15 AM.
- Elementary/Middle School Drop off opens at 7:30 AM.

Pick-Up Procedures

Families with just middle and/or high school students pick up in Circle Drive off of Witzel Avenue. • Families with an elementary student pick up at the Elementary Pick-up line procedure at Door 1.

PARKING

Board Policies 5054 and 5057

Every student who chooses to park on school grounds is required to register his/her car with the school office. Students will be issued parking passes which must be visible while parked on campus. Seniors have the first opportunity to pick a parking spot, followed by underclassmen. All cars must be parked in the assigned parking spot. All cars parked on school grounds are subject to the same searching rights as lockers.

Parking lot behavior must be an accurate reflection of our behavior expectations. No loud music, speeding, spinning out, or any unsafe or disruptive behavior. Violators will lose their parking privilege.

If a student could drive multiple cars regularly, please give us information for all cars (make, model, license plate number).

The price of parking is set prior to the beginning of each school year.

Students parked illegally will be fined based on the violation.

STAYING AFTER SCHOOL FOR PRACTICES OR EVENTS

Unless actively engaged in a student activity or working directly with a teacher, students should be picked up or out of the building by 4:00 PM. Students who have practice at a later time (i.e. 6:00 PM) will need to leave by 4:00 PM and return at the appropriate time for practice to ensure adequate supervision of the student.

ACTIVITIES AND ATHLETICS RULES AND PROCEDURES

ACTIVITIES PHILOSOPHY AT LOURDES ACADEMY

The mission of Lourdes Academy is to help our student to “prepare for life, college and a continued relationship with God.” That mission is the foundation for all aspects of community, including athletics, the arts, and extra-curricular activities. Our sports teams, performance groups, and clubs are an extension of our educational program. God created us in the hopes that we can develop our spirit, mind and body. School activities work on all three components. Physical fitness is an important part of maximizing one’s opportunities in life. Spiritual growth comes from fulfilling God’s plan for each of us by becoming the people we were made to be. Sports give us the opportunity to grow closer to God by growing more fully human. Finally, the strategy and teamwork that come with sports and clubs pique the mind to think in a complex manner, to learn, and to demonstrate vision of what is to come. Our performance at practice, during games or matches, and in concerts and shows is our prayer to God. In all that we do, we give glory to God and do honor to Lourdes Academy.

All extra-curricular activities are recreational. Participation should provide students with beneficial outlets for self-expression, positive relationships with teammates and coaches, and a chance to have fun. All members of the Lourdes Academy community must keep the recreational and developmental purposes of these activities in mind. Our goal is not to produce professional athletes or performers, but to create a positive environment for all students to grow their talents. Our hope is that all who participate are better people because of their experience on the team or in the club at Lourdes Academy. We will be kind, generous, honest, sportsmanlike, courteous and compassionate while also being competitive, relentless, focused and determined. We will act with the honor of Knights at all times.

THE ROLE OF PARENTS

The standard for acceptable behavior at athletic events and performances is set by parents.

All parents must display exemplary sportsmanship while attending games, matches or performances, as well as when discussing athletics or the arts with others or at home. Parents often have a detrimental effect on a student-athlete’s development when they become too involved as aggressive spectators or when they coach from the bleachers, second-guessing and criticizing the coach’s decisions. This can lead to poor play or withdrawal on behalf of the child, or to a lack of responsibility or effort on the child’s behalf, feeling that the parent’s view of the coach justifies less than full cooperation. Coaches are not perfect; they will certainly make mistakes. However, parents must trust that the coach is actively trying to maximize the team and develop every young person on the team. Mutual trust, respect and encouragement among all members of the community (parents, students and coaches) will lead to the best possible experience for all involved.

ADDRESSING PARENT BEHAVIOR

Should a Lourdes parent be removed from an event, the parent will have to comply with at minimum WIAA rules (1 game suspension from that same level of competition). Administration reserves the right to enforce further consequences at their discretion. In addition, before the parent can attend any level of competition again, the parent must meet with the Activities Director and Administrator of that level.

If a problem does arise, please follow this procedure:

1. The student athlete should speak directly with the coach in order to seek resolution of the issue.
2. If further clarification is needed, a parent may then contact the coach (please do not contact a coach "in the heat of the moment." Unless an injury or emergency is involved, give 24 hours for the situation to "cool off" before pursuing the question.)
3. If the issue remains unresolved, the parent should then communicate the concern to the activities director.
4. If all three steps are taken without resolution, the parent may appeal to the principal. Upon hearing the dispute, a decision will be rendered. The principal's decision is final.

Parents and members of the Lourdes community should always keep in mind that watching games, matches and performances is a privilege. At all times, regardless of circumstance, respect must be shown to opposing players, coaches, spectators and support groups. Game officials must always be treated with respect – they may make mistakes, but they are doing their best and offering their time to help student-athletes to compete. The way that we treat our opponents and officials should be a direct representation of our Catholic faith and our desire to follow the example of Jesus. We celebrate together as our teams do their best. We praise every athlete for what that person brings to the team. We appreciate outstanding play and recognize that sports serve a higher good than simply victory.

ELIGIBILITY RULES

In order to participate in interscholastic sports at Lourdes Academy, a student athlete must:

- Be enrolled as a full-time student as defined by school policy and the WIAA
- Have a valid WIAA physical examination card on file in the Athletic Office prior to any participation (conditioning, tryouts, practice, games). An alternate year card is used every other year, as physicals are required every second year.
- Have on file all other required paperwork, including:
 - Signed WIAA Eligibility Form (new in 22/23 school year) *High School Only
 - Signed Emergency Contact Info
 - Signed student and parent "Code of Conduct Contract"
 - Signed student and parent "Risk and Waiver Form"
- Have attended an Athletic Code presentation with at least one parent/guardian.
- Be academically eligible to compete according to the standards of the school.
- Be free from any misconduct that might cause ineligibility
- BE IN SCHOOL FOR THE ENTIRE DAY(8:15AM) OF EVENT UNLESS A PRE-APPROVED ABSENCE HAS BEEN APPROVED BY SCHOOL ADMINISTRATION

GENERAL ATHLETIC POLICIES

Athletes who try out and are selected for a team commit themselves to that team for the entire season. Any athlete who decides to quit a team after trying out and making the team must have a conference with the coach. Students who quit without the coach's approval will not be allowed to participate in any sports at Lourdes Academy for the period of one calendar year. The athletic director has the right to waive or modify this policy as the situation dictates.

No athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:

- It occurs before the final cut
- It occurs because of an injury
- It is by mutual consent of the coaches
- The student athlete is given a special waiver by the athletic director

Attendance at practice sessions and contests is mandatory. Students may be granted permission to miss a practice or event by the coach if the situation is discussed in advance. Family events, a conflicting school responsibility such as the musical or madrigals, or emergencies may be acceptable reasons to miss an event, but a coach should never be surprised that a student is not at practice or a contest. Students commit themselves to the team / club and should plan all activities around their responsibilities to the team or club.

Athletes are required to be at school for the entire day(8:15AM) on the day of a contest. If an athlete has a doctor appointment, the student must return to school with a note from the doctor confirming the appointment. Administration may identify exceptional circumstances, which result in a temporary suspension of this rule (weather, etc.). A student who is ill on Friday remains eligible to compete on Saturday.

All student-athletes are strongly encouraged to ride the school-sponsored transportation to and from games. Any parent who intends to provide transportation for their child must make school admin aware, prior to student leaving for the game.

Lourdes Academy provides uniforms for each sport. The distribution and collection of these uniforms is the responsibility of the coach. Proper care for the uniform is the responsibility of the athlete. Uniforms shall be returned in acceptable condition in order for the athlete to avoid a fine. THE FINE IS THE COST OF A NEW UNIFORM.

Coaches have the freedom to institute their own policies for their teams and players, as long as those policies do not contradict the general policies of the athletic department. Coaches will communicate team rules and procedures to athletes and parents at a preseason or early season team meeting.

CODE OF CONDUCT - STUDENTS

To represent Lourdes Academy is an honor. Athletes and performers are regarded by students, fans, and the general public as examples of what Lourdes Academy represents. Thus, the code of conduct is a year-round (12 month) standard of behavior. The following expectations apply to all students who represent Lourdes in athletics, extra-curricular activities, or the arts:

ACADEMICS

Academic standards to be eligible for extra-curricula's at Lourdes Academy

We will have 3 grade checks, 1 after the 3rd week of a quarter, 1 after the 6th week of a quarter, and one at the end of the quarter.

2025-26 School Year

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
3 Week Check	9/15/2025	11/20/2025	2/9/2026	4/20/2026
6 Week Check	10/06/2025	12/15/2025	3/2/2026	5/11/2026
End of Quarter Check	10/28/2025	1/16/2026	3/20/2026	06/02/2026

At the grade check, if a student is failing a class, they will be out of practice/competition until all classes are passing.

At the end of the quarter, if a student has a F or a GPA under 2.0, they will be ineligible for 15 school days.(A student becomes eligible on the 16th school day) If a student has multiple F's, or a F and a GPA under 2.0, they will be ineligible for the following quarter.

A failing grade or GPA in the 4th quarter results in co-curricular ineligibility for the following school year for students who will be in high school the following year. Students cannot correct the grade in summer school for co-curricular purposes.

Tobacco, Alcohol, E-Cigarettes, Drugs, JUULS, and Mood Altering Substances

Students are expected to make healthy choices is regards to tobacco, alcohol, and illegal drugs:

1st Offense – A student who is caught with Tobacco, E-Cigarettes, Alcohol, or illegal drugs will be suspended for 33% of the season. (This number is defined by total number of contests allowed by the WIAA. The number of contests missed will always be rounded up 1 game if necessary.)

2nd Offense – A student who is caught a second time will be suspended from all co-curricular activities for one calendar year. The year starts with a dated note from the activities director.

3rd Offense – A student who is caught a third time will be suspended from all co-curricular activities for the remainder of their career. (A student may file an appeal to shorten this suspension.)

Students may not be present at a gathering of peers where alcohol or illegal drugs are used. To avoid penalty for being present, a student must leave immediately. This will result in a one game suspension, and can only be waived at the discretion of the administration.

If a student is not currently in a sport / activity or if the season ends before period of ineligibility (defined by number of contests) has been satisfied, the student will serve the suspension or the remainder of it in the next sport / activity in which the student participates.

Students who are participating in the musical or madrigals will be ineligible to perform in any production if they are found to be in violation of the substance abuse section of the code of conduct. This is to protect the integrity of the program, as someone will have to be trained to take the performer's place. Performers should be aware that such a choice will have dire consequences for the production.

General Behaviors

Students are expected to demonstrate good character(The LAW) in behavior and conduct at all times. Respect, courtesy, manners, honesty, and good sportsmanship are required in all interactions. Some examples of behavior unbecoming a Lourdes Academy student is:

- | | |
|----------------------------|--------------------------------------|
| -Unexcused absence | - Fighting |
| -Academic dishonesty | - Not Following School Rules |
| -Bullying / Cyber bullying | - Harassment |
| -Vandalism | - In/Out of school suspension |
| -Unserved Detentions | - Removal from a co-curricular event |

In the event a student is found to violate one of these expectations, the discipline will be as follows.

1st Offense – Letter home to parents – No suspension

2nd Offense – Letter home to parents – 1 game/event suspension

3rd Offense – Letter home to parents – 2 game/event suspension

4th Offense – Student is suspended indefinitely until a meeting is held with student, parent(s), activities director, principal, and one head coach. Head Coach cannot be a Head Coach of the student. At the conclusion of the meeting, the Activities Director, Principal, and Head Coach will determine a length of suspension.

Tardies

A student with 5 unexcused arriving to school tardies in a quarter, will receive a 1 game/event co-curricular suspension. Each additional unexcused arriving to school tardy within that quarter will result in a 1 game suspension.

The tardy count will reset at the start of each quarter.

Students As Fans

The expectation of our students as fans is as follows:

- Cheer positively for our teams.
- Include everyone in the student section.
- Build upon positive support.
- Game themes must be pre-approved by administration for fan section.
- Adhere to the Catholic values of tightness and modesty in attending home and away events.
- Remain seated during play.
- Not be in parts of the school they are not supposed to be. If the game is in The Castle, students are not to be in the academic wings of the building.

The Do Nots:

- Do not make comments, distasteful cheers, or taunts at opposing players or student sections.
- Do not use prayers in an unsportsmanlike way.
- Do not select themes that are distasteful or show disrespect to the Lourdes family or opponents.

Students who are removed from a competition as a fan are subject to WIAA rules (1 game suspension for that same level of competition). Administration reserves the right to enforce further consequences at their discretion, which includes following the Student Code of Conduct. In addition, before the parent can attend any level of competition again, the student must meet with the Activities Director and Administrator of that level.

Addressing Code Violations - Students

The administration and coaches may impose penalties restricting involvement or participation in athletics as deemed appropriate for any conduct that is deemed detrimental to the school and the team. These consequences are in addition to any academic or legal consequences that the student may face.

It is the administration's right to impose penalties greater than those proscribed above for offenses believed to be more egregious, such as hosting a party at which alcohol or drugs were present, injuring someone while drunk, and drunken driving. Finally, the administration reserves the right to extend penalties into the next school year if it deems that to be appropriate.

Coaches may impose additional penalties on an athlete, as long as those penalties do not violate the school's policies or contradict the penalties already assigned.

Self-Reporting

Honesty is a virtue. If a student finds himself in violation of the code of conduct, that student has a moral obligation to self-report to the activities director. Ideally, the student will provide a written statement outlining the offense. If a student self-reports, the activities director may reduce the athletic consequences for the student, but a minimum suspension of 20% of the scheduled contests for the sport is always required when alcohol, tobacco, or drugs are involved.

Self-Reporting is coming to the activities director or principal before they come to you.

Self-reporting may only lead to reduced consequences for a student's first violation of the code of conduct. Further violations of the code of conduct will be addressed with full consequences.

Appeals

A suspended student and his/her parents may formally appeal a suspension to the activities director. The appeal must be in writing stating reasons for the appeal and must be signed by the participant and at least one parent/guardian. An appeal must be made within five(5) calendar days of receiving the suspension.

The Appeals Committee will be comprised of five members (2 teachers, 2 coaches, and 1 administrator). The coach of the sport for which the student is ineligible may not serve on the committee. The student will have the right to select one of the teachers and request that teacher's presence on the committee. The activities director will select a faculty member, 2 coaches, and an administrator (associate principal, school counselor or campus minister). The activities director will be present to present case and answer questions, but is not a voting member.

Appeal Meeting Format

The AD starts the meeting by presenting the facts of the case

The student presents their reason for the appeal.(Best if written ahead of time)

Parents or other witnesses may speak

Any letters in support of the student can be read and presented(please have 5 copies)

The members of the appeals committee can ask questions of the student, parent(s), activities director, and witnesses

The appeals committee will be left alone for deliberation. They will provide the AD with their decision who will then call the family. *AD will call family within 24 hours.

Conflicts in Activities Scheduling

At Lourdes Academy, our students display their wealth of talents in numerous clubs, sports and activities. We encourage students to be involved, but this involvement also requires both a commitment to the Code of Conduct and a commitment to participate in the scheduled activities of the club or sport. Inevitably, conflicts will arise. As a general rule, the student should coordinate with coaches and moderators to find an acceptable solution. Typically, a game comes before a club meeting and a performance comes before practice. Some specific cases are outlined below:

Music / Athletics conflicts – Music concerts are a part of the academic curriculum and must be given priority. A student who is scheduled for practice or a game at the same time as the concert must attend the concert. Every effort will be made to avoid these conflicts by scheduling wisely, but sometimes weather or circumstances make such a conflict unavoidable. **POLICY #1 – CONCERTS ALWAYS COME FIRST.**

Our performers may also choose to participate in music activities such as madrigals or the school musical. In such cases, the student should meet with the coach and the director as soon as possible to review the schedule and resolve conflicts. In general, the following principles should be applied:

Athletic contests will take priority over rehearsals

Music performances will take priority over athletic practices

If a contest and performance fall on the same night, the student and parents must choose one to attend. Further conflicts should be addressed by alternating which event is missed. A similar practice should be employed on nights that practice and rehearsal conflict.

Students, parents, coaches and directors may come to the conclusion that it is impossible for the student to do justice to both activities. If so, the student will be asked to choose one activity and be dedicated to it.

Family conflicts – We believe that family always comes first. To that end, we will support the student in attending family functions whenever possible. We ask that parents make every effort to schedule family functions in light of the student's activity schedule. When this is not possible, the student should report the conflict to the coach or moderator as far ahead of time as possible. The coach will attempt to accommodate the family, but this should be a rare circumstance. Repeated conflicts may jeopardize a student's ability to participate in an activity. Coaches may choose to put consequences on a student missing practice or rehearsal, as justice requires that a coach consider the preparation of the team and the efforts of all members.

STATE SEND OFFS AND CELEBRATIONS

These will be treated the same whether an individual or team send off.

The sendoff will occur during Knight Time. If possible, the day of the event. Otherwise, the day before.

We will offer a fan bus for all team state tournament participation. The fan bus will need sufficient numbers in order to go through with it. Students will pay the cost of the fan bus.

NATIONAL SIGNING DAY CEREMONIES

Recognition for a student receiving an athletic scholarship will take place during Knight Time on National Signing Day, or whenever the student “commits” to a college/university.

A student will be allowed 2 speakers and can show a pre-approved 3 minute video if they choose.

It is the student/family responsibility to make sure there is communication between the offering school and the Lourdes Academy administration and counseling office. If there is no communication, there will not be a recognition.

DUAL SPORT ATHLETES (HIGH SCHOOL ONLY)

A student will pick a primary sport.

A student will work with coaches to attend practices of both sports to satisfy being a member of each team.

For competitions, a conference event will always come first over a non-conference event. If both sports have a competition on the same evening, attending the conference event over the non-conference event is the expectation.

For WIAA postseason(regional, sectional, state) the primary sport takes precedent.