

Lourdes Academy Middle School



Student Handbook 2025-2026

Last Updated: August 2025

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WELCOME TO THE LOURDES FAMILY

Introduction

This handbook is published to inform parents/guardians and students about the policies, rules and regulations of Lourdes Academy of Oshkosh. Both parents/guardians and students are responsible for reading and supporting all of the policies, rules and regulations as presented in this handbook.

We recognize that parents are the primary educators of their children and that the school serves as an extension of that responsibility. The faculty and staff of Lourdes Academy take this responsibility seriously and endeavor to assist parents in helping children to develop Christian attitudes and behaviors as an integral part of each child's growth process. Should misunderstandings arise between home and school, the first avenue of discussion is to be with the school personnel directly involved (usually the classroom teacher or the activity supervisor): s/he is the best person to provide you with the facts.

Please keep in mind that your support of school policies, rules and regulations is imperative if your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of Lourdes Academy strives to work with you in order to provide each child with the best Catholic and academic education as possible.

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.

School Colors and Mascot

Red & White -- Squires

Notice of Non-Discriminatory Policy

Lourdes Academy of Oshkosh does not discriminate against any applicant or student on the basis of gender, race, color, or national and ethnic origin in the administration of its educational policies, admissions, scholarships, athletic, and other school-administered activities or educational programs.

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 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.

OUR CATHOLIC MISSION

Spiritual Life

Chief among the Lourdes Academy goals are those related to helping our children develop into strong, Christ-centered individuals who are dedicated to God, the Catholic faith and Christian service. Together, we strive to instill the desire to actively live the Gospel message. That is why parents/guardians send their children to Lourdes Academy. We are a close-knit family that genuinely tries to walk in the footsteps of Jesus and live out the Gospel messages.

We set the tone of the day by beginning with prayer and the Pledge of Allegiance. We remind each other of our responsibilities to follow Jesus and to be His disciples. Throughout the day, we pray in order to keep our focus on our goals and demonstrate that in our thoughts, words and actions.

We gather weekly for a very special main event...our Liturgy of the Eucharist. We look forward to this time to gather together as a school family. Each class takes turns planning and leading their assigned Mass.

Bibles

Starting in 6th grade, each middle 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.

Campus Ministry

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.

Living our Faith

Board Policy 5040.2

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
- Once a week before school mass is open to students, staff, and their families.
- Divine Mercy Chaplet
- Building wide Reconciliation twice a year during Advent and Lent
- Eucharistic Adoration
- Weekly faith sharing groups at both middle and high school levels
- Stations of the Cross
- 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.

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 middle 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.

STUDENT LIFE AND 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**

Consequences may be given to a student who violates school policy or the Lourdes Academy Student Code of Conduct on the Lourdes Academy Campus or at a Lourdes Academy event, whether on or off campus. Such consequences include the requirement of service to the school, 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 the discretion of administration:

- Lunch time detention, before/after school detentions, in- school/out-of-school suspension, suspension from extracurricular activities, and/or co-curricular code violations
- All discipline has an element of behavioral reflection that the student is required to complete. Administration or the teacher assigning the detention will discuss this reflection with the student.
- All discipline has the potential to have a restorative element which may include providing a service to the school.
- 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 parents and or students refuse to sign the behavior contract 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, parent meeting, behavior contract, in school suspension, out of school suspension, or expulsion.

In circumstances involving serious infractions, suspensions, requests to withdraw, or expulsion may be the first step. These situations 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 or at a school-sponsored activity
- Using, selling or possessing chemicals, drugs, tobacco, alcohol, steroids or chemical paraphernalia on campus or at a school-sponsored activity

- Physical altercation with another student (mutual fighting or assaulting another student) at a school event or a school-sponsored activity
- 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) at a school event or a school-sponsored activity
- 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 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, 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.

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.

Athletics & 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, which outlines academic, attendance, and behavioral expectations for students.

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

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 contact Kristin Kowalske (kkowalske@lourdes.today) to learn more about busing.

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.

Communication

Communication with students and parents occurs through three primary vehicles:

1. Daily Announcements
2. Weekly Newsletter – information with important dates and information will be emailed every Thursday
3. E-mail – special announcements and reminders will be sent to students through their school email and to parents through their personal email

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 **1:1 Student and Parent Agreement** form on file prior to having the privilege of using computers or other devices.

Only school issued Chromebooks may be used for daily classroom activities. If a lesson does not require use of a Chromebook, the device should be stored. Failure to adhere to a teacher's request with regards to Chromebooks will be treated as insubordination.

School issued Chromebooks are not meant for personal use. Chromebooks are intended for in-class use and homework/research related to class.

Daily Schedules

The different bell schedules throughout the school day are posted on our website. On occasion, a special schedule may be followed to accommodate various activities/events.

Dances/PALS Events

The following regulations are noted for all dances:

1. Christian conduct is expected for all dancing. No provocative dancing allowed.
2. Christian dress is expected of dance participants - no low-cut, short, tight, open back dresses allowed. No midriff should be visible.

Students who are failing a class/classes, have unserved detentions, or a pending suspension will not be allowed to attend dances/PALS events. Students who are unable to participate for the above listed reasons will work with teachers or go to the office during the event.

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. In some cases, Law enforcement may also be notified.

Dress Code

Board Policy 5028 and all subsidiaries

As a Catholic education system, Lourdes Academy reserves the right to determine and insist upon a norm of appearance for its students. Proper conduct and appropriate dress reflect the virtues of modesty and self-respect and are essential to maintaining a positive atmosphere for learning.

If a dress code violation cannot be immediately corrected, the parents will be notified and the student will either be sent home to change or will wait in the office for appropriate clothing to be delivered. The student may also be required to serve a detention for a dress code infraction. Students who regularly violate the dress code could be subject to suspension. Since styles of clothing and hair change rapidly, the administration reserves the right to restrict fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment.

Students may receive out of dress code passes throughout the year. Students may only use a pass one day per week. Out of dress code passes may not be used on a mass day or on a day where the school is participating in a prayer service. Dress code passes must be used within the school year that they were given or purchased.

Diocesan Policy 5047

It is the policy of the Diocese of Green Bay that all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions.

Please visit the Lourdes Academy website for the latest dress code.
<https://www.lourdesacademyoshkosh.org/dress-code>

Drop Off & Pick Up Procedures

Board Policy 5053

Specific Pick up/Drop off directions for traffic flow will be emailed.

Students should be dropped off at Door #1 (The main Elementary/Middle School Door.) Middle School students may not arrive until 7:15. Students should go directly to the Commons and will be released to their first period class at 7:30.

Bicycles should be parked and locked in the bicycle parking area near the main high school entrance.

Unless actively engaged in a student activity or working directly with a teacher, students should be picked up or out of the building by 3:45 PM. Students who have practice at a later time (i.e. 6:00 PM) will need to leave by 3:45 PM and return at the appropriate time for practice to ensure adequate supervision of the student.

Gambling

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

Grievance Procedures

Board Policies 4063 and 4063.1

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

1. Student speaks directly with the teacher involved. If the situation cannot be resolved...
2. Student speaks directly with building level administration. If the situation cannot be resolved...
3. Parent(s) speaks directly with the teacher involved. If the situation cannot be resolved...
4. Parent(s) speaks directly with building level administration.

In order to align with our Mission, we encourage the most direct communication possible, with students advocating for themselves. In situations where safety is a concern or in 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 administration 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 immediately.

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 National Junior Honor Society or Faith in Action leadership groups.

Lost and Found

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

Medication

If a student requires medication during school hours, a parent/guardian must complete a medication permission slip and provide the medication in its original container. On the form, please indicate the dosage, the time it is to be administered and how often. Please write legibly. The form and medication must be left in the school office.

The school may never dispense aspirin, cough drops or any other medications to children unless provided with the proper, signed medication form. Under no circumstances are students to have medications in their possession, with the exception of insulin, an inhaler or an EpiPen.

Health and Wellness Precautions

In general, we require that any student who is ill to stay home. They can return to school after they have been fever-free and un-medicated for 24 hours. We ask parents to continue to be vigilant in checking the health of their child each morning and to keep children home if they display any symptoms of illness.

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 heart conditions are examples of conditions that should be recorded on the medical information sheet collected from families at the beginning of each school year.

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 student cell phones, smartwatches and/or other electronic/distracting devices. 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. Students may not use their personal devices to call/text during the school day for any reason. All communication must be made from the school office, whether it be from the student or office staff.

Wisconsin Law 175.22 prohibits the use of cell phones and other image-recording devices in locker rooms or restrooms. 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. If authorities are brought in, all further communication regarding the incident will be between the parents and the authorities. When appropriate, the school will take disciplinary action, which may include suspension, expulsion or the option to withdraw from Lourdes Academy.

School Office Hours

The office is open from 7:30 AM to 3:30 PM all days when school is in session.

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 scheduled by teachers to enhance curriculum and to give a face to concepts and information. All school rules and policies are in effect while students are on school-sponsored trips and activities off campus. Cell phones are not permitted on school sponsored trips. 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. At times, chaperones may be requested for school sponsored trips. ALL chaperones or school volunteers must be VIRTUS trained and have an approved background check. This is a Diocesan policy and there will be no exceptions.

Permission slip notifications are emailed home and must be completed in PowerSchool. The slip contains all needed information including dress, cost, place, time, etc. All fees for students & chaperones will be billed via FACTS.

We are bound to require a signed permission slip for the student to participate in the trip. Oral permission, a phone call or an email is not sufficient permission. If a completed permission

slip is not returned, your child will remain in school, working on appropriate learning materials.

All students are required to ride the bus to and from a field trip, unless special circumstances apply. If special circumstances have been approved by administration, parents/guardians are required to fill out the necessary paperwork in the school office prior to leaving for the field trip.

Searches

Board Policy 5057

Lockers are school property and general searches of lockers and other school property may be conducted by administration or authorities 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. 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.
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 reported to the police and are 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 the proper authorities.

Student I.D. Cards

Each student is issued a student identification card at orientation. ID cards are used for purchasing food, releasing printing jobs and as a pass for free admission to all regular season "home" athletic events. In some cases, a school ID may be required by employers or other venues when a student does not have a government I.D.

The replacement fee for a lost/misplaced ID is \$10.00.

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.

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 or to work with teachers to receive additional help.

Every two weeks, administration checks all student grades. Any student with an F in one or more classes or D's in multiple classes will be placed into Academic Enhancement Time. Academic Enhancement Time runs for 30 minutes after school every Monday, Tuesday, and Thursday. After the two week period, if a student has improved all grades above the AET threshold or with administration consent, they are able to exit the program. Students who achieve this during the two week period may be released early with administrative consent.

Grades will be checked at the end of weeks 2, 4, 6, and 8. Those who are enrolled at week 8 will finish out the grading period in the program.

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.

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 any missing work is completed.

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
- Turning in a paper that has been done by another student

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, disqualification from National Junior Honor Society, or disqualification from 8th grade graduation academic awards.

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, 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
- collaboratively developing individual learning contracts to support the student's academic success

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

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

6th Grade Math Placement (Important for current 5th graders to note)

Students in 5th grade may be eligible to participate in an accelerated math course beginning in 6th grade. In order to qualify for Accelerated Math, the following criteria are taken into consideration:

- Did the student consistently score in the 75th percentile or higher in 4th and 5th grade STAR testing?
- Does the student complete their homework on time?
- Does the student consistently perform well on classroom assignments and tests?
- Is the student mature enough to handle a faster pace in the classroom?
- Is the student mature enough to handle mistakes and understand that mistakes are part of the learning process?

If a student qualifies for Accelerated Math in 6th grade, the typical math placement for the remainder of Middle School and High School will be as follows:

7th grade: Students will participate in the 8th grade curriculum

8th grade: Students will participate in Algebra

9th grade: Students will participate in Geometry

10th grade: Students will participate in Algebra II

11th grade: Students will participate in Pre-Calculus

12th grade: Students will participate in Calculus

Please note that if you do not choose the accelerated path for 6th grade, with teacher approval, your child may be moved to advanced classes in subsequent years.

If at any point it is determined that the accelerated path is not the right fit for your child, he/she may be placed in the regular math class upon discussion with the teacher/administration.

6th-8th Grade Courses

All 6th-8th grade school students take a similar course load:

- Religion
- Mathematics
- Language Arts
- Social Studies
- Science

A separate reading class is taken in 6th and 7th grade.

Students who meet specified criteria may choose to take Spanish in 8th grade. In order to qualify for enrollment in Spanish, the following criteria are taken into consideration:

- Did the student consistently score in the 65th percentile or higher on their STAR Reading tests in 7th grade?
- Does the student complete their homework on time?
- Does the student consistently perform well on classroom assignments and tests?
- Does the student possess the work ethic necessary to study and learn a foreign language?

Students who do not meet the criteria for Spanish will participate in reading class in 8th grade.

Lourdes Academy values the positive impact fine arts has on developing the individual as a whole and requires students to take music all three years of middle school. Students may take band, choir, or both. Performances are a course requirement and occur outside of the school day. Students also participate in additional “elective” style courses throughout their three years in middle school. These courses rotate on a quarterly basis.

6th Grade	7th Grade	8th Grade
<ul style="list-style-type: none"> • Art 6 • Physical Education • Health 6 • Computer Essentials/PLTW Design & Modeling 	<ul style="list-style-type: none"> • Art 7 • Physical Education • Study Skills and Life Skills • Project Lead the Way: Innovators and Creators 	<ul style="list-style-type: none"> • Art 8 • Physical Education • Health 8 • Project Lead the Way: App Creators

Grading Scale

Board Policy 5031 and all subsidiaries

Lourdes Academy employs the following grading scale:

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

Grade point averages are calculated on a 4.0 scale at the end of each quarter and are cumulative.

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 to help each student to become an independent learner. 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 specific testing for academic learning concerns. This type of testing will be administered by the Oshkosh Area School District and will be done only with parent consent.

Report Cards

Board Policy 6040

Report cards are available at the end of each term and are typically emailed out to families approximately one week after the quarter/term ends. PowerSchool is the quickest way to see the most up-to-date grades.

Standardized Assessments

Schedule for standardized assessments are as follows:

- 5th Grade - Diocese ACRE Testing, STAR
- 6th Grade - STAR Testing (Fall, Winter, Spring)
- 7th Grade - STAR Testing (Fall, Winter, Spring)
- 8th Grade - Diocese ACRE Testing, STAR Testing (Fall, Winter, Spring)

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.

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 absence requires an acceptable excuse. The uniqueness of the learning experience in the classroom and the presentation of the lesson is difficult to be recaptured after an absence. If a student is taken out of school for personal reasons, such as a special holiday or family vacation, teachers will try to provide school work or assignments for the children *when possible*. It should not be an expectation that school work will be prepared in advance of the planned absence. Personal absences are unexcused absences. Students that miss half of the morning or half of the afternoon due to tardiness or early dismissal will be marked absent for half of that day.

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.

Absenteeism and Truancy

Board Policies 5012 & 5013

A parent or guardian is required to call the school office no later than 8:30 a.m. on the day of the absence. As a school, we are required to report all illness-related absences to the Winnebago County Health Department. In the event that you call school to report an absence and your call is not answered directly, please leave a message and indicate the symptoms related to your child's illness. Schoolwork may be requested and will be provided if possible.

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 and vacation days. Any absence beyond 10 days will be considered unexcused and will require a medical note upon return.

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 any time 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 absences. Students who are truant are subject to consequences including but not limited to suspension from activities, and ineligibility for honor representation. In addition, students who are habitually truant under 118.15 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 school staff member will contact the parent(s). 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.

*Students may not be calling/texting parents regarding an illness from any personal devices. All calls must be made from the school office.

In general, we require that any student who is ill to stay home. They can return to school after they have been fever-free and un-medicated for 24 hours. We ask parents to continue to be vigilant in checking the health of their child each morning and to keep children home if they display any symptoms of illness.

Known Prolonged Absences

Parents are 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 office. The form must be picked up one week prior to absence and turned into office at least one 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.

Due to the nature of the classroom/teaching, teachers may not be able to send all work home with students. In these cases, students must request homework upon their return and submit their work within 3 days of their return to school.

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.

Tardiness

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 unexcused for the periods until they arrive.** Students who arrive after the school day has begun must report to the main office to receive a pass.

Lourdes Academy defines a tardy as not being in the classroom where you are expected to be by the bell rings or the school day has officially started (7:50am). We do understand there will be days here and there throughout the school year that things may cause students to be late to school. However, if we do notice a consistent pattern of tardiness to school, there will be a protocol of steps taken to keep all informed of possible consequences if improvement is not seen:

- Step 1: If a student receives more than 5 tardies to school within a quarter, an email will be sent to parents letting them know they have hit this threshold that we need to see an improvement of getting to school
- Step 2: If we do not see consistent improvement after the initial email is sent, an additional email will be sent reminding parents about the expectations of getting to school on time.
- Step 3: If we still do not see improvement in terms of getting to school on time, a meeting with parents will be requested by the school to meet and discuss how to make sure students are getting to school on time.

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, co-curricular violations, and up to a suspension. In addition, as stated in the student activities handbook, there are consequences for being late to school for extracurricular activities. Please also know that things such as sleeping in, being tired, having a late night are not considered “excused tardies” even if a parent calls in with those reasons. (See Below):

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 could result in an additional game suspension. The tardy count will reset at the start of each quarter.

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, phone call 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. 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

Lunch

All students eat their lunch in the Commons, which is supervised by staff members. Hot lunches and a la carte meals are available. In addition, students are welcome to bring their own bagged lunches. **Students may not have food delivered to the school.**

A lunch account has been set up for each student through Powerschool. All students planning to purchase lunch must keep a positive balance in the account at all times. Each student will be issued a photo id card with a number on the card. This card will be scanned to purchase lunch. If the student does not have a photo id card, then the student should memorize their card number. The student number is located in PowerSchool.

There will be two microwaves available to students in the Commons. Students are responsible for microwaving their food and cleaning up the microwave after usage. The Food Service department is not responsible for the microwave.

If a student brings a lunch from home, all utensils and necessary materials should be packed in their lunch.

Special Dietary Needs

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

Payments

You may pay for hot lunch using a check or cash. Debit/credit cards are not accepted. If you are sending cash, please put cash in an envelope with your child/children first/last name on the envelope. You may pay for more than one child in different buildings using one check. We just ask that you include a note to indicate how you would like the amount divided between your children. Please print clearly!

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.

If your child has a negative food service lunch account at the end of the school year, the balance will be transferred into 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 bring a healthy snack from home, which may be eaten during their Advisory period.

Water will be the only acceptable drink during the school day, outside of the lunch period.

LOCKERS

Board Policy 5057

School

Lockers are assigned to every student at the beginning of the school year. We highly encourage all students to keep their lockers locked 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 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.

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 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/copy of the key to the gym teacher.

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

EXTERNAL DOCUMENTS

In addition to what is laid on this handbook, our PowerSchool Forms and the lourdes.today website have additional information and policies on the following:

- Diocese of Green Bay Safe Environment
- Lourdes Academy Technology Acceptable Use Policy
- Lourdes Academy 1:1 Student and Family Chromebook Agreement
- Lourdes Academy Communication Preference
- Adult Volunteer Code of Conduct
- Free and Reduced Lunch Program Information
- Health and Immunization Requirements
- Medication Administration Form
- Dress Code
- Counseling suite information
- Activities and Athletics Code of Conduct Handbook
- Staff Directory