OUR LADY OF LOURDES
CATHOLIC SCHOOL
HITCHCOCK TEXAS

2022 - 2023

Parent / Student Handbook

The mission of Our Lady of Lourdes Catholic School is to instill a faith in God, to build disciples of Christ, and to foster a lifelong love of learning.

Our Lady of Lourdes Catholic School

August 2022

Dear Students and Parents,

I personally welcome you the 2022-2023 School Year! It will be an exciting year with new ideas and possibilities. Your participation is vital in continuing to make Our Lady of Lourdes Catholic School the best school it can possibly be!

A Catholic education provides students stability, moral values, and academic knowledge to ultimately become active, engaged world citizens who live by the Gospel values of Jesus Christ. Our faculty and staff are committed in making this a reality for your children. It is our promise that you child will receive an education which challenges the mind, promotes discipline and structure, and is grounded in excellence.

The administration, faculty and staff view parents as the "primary educators" for their children. We see education as a partnership between home and school. Please read over carefully the policies and procedures explained in this handbook. All families and students are required to sign the Family Handbook Acknowledgement form located at the back of this handbook. This form is due to your child's teacher by the end of the first week of school in August. This signed form acknowledges you have read and understand the policies of the school and the Archdiocese of Galveston-Houston.

Again, I welcome you and your child to Our Lady of Lourdes Catholic School!

Peace in Christ,

Dr. Emilie Robert

Emilie Robert, EdD

Principal

10114 Hwy. 6, Hitchcock, TX 77563 | (409) 925-3224 | ololcs.org | Principal – Emilie Robert, EdD

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CATHOLIC IDENTITY

Our Lady of Lourdes Catholic School is a Catholic School under the guidance and direction of our Pastor, Father David Harris, and the Archdiocese of Galveston-Houston. We are accredited through the Texas Catholic Conferenceof Bishops (TCCB) Education Department, recognized by the Texas Education Agency (TEA). All students attend religion classes each day and attend Mass every Friday at 8:00 am. Students are expected to arrive by 7:45 am and attend Friday Mass. Students receive basic teachings of Christian Catholic principles.

DISCLAIMER

The policies and regulations contained herein are for informational purposes only and do not constitute a contractnor should they be interpreted or construed as such. The Chancery or Archdiocesan School Office or the pastor or principal maintains the right to **unilaterally amend or withdraw any policy or matter set forth herein at any time**.

NON-DISCRIMINATION POLICY

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs,and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national origin in the administration of its admissions, loan, athletic, or scholarship programs.

FORWARD

The Family Handbook of Our Lady of Lourdes School provides information for the students and their parents. It is intended to promote and encourage knowledgeable cooperation among the members of the school community.

MISSION STATEMENT

The mission of Our Lady of Lourdes Catholic School is to instill a faith in God, to build disciples of Christ, and to foster a lifelong love of learning.

This handbook follows the framework of the regulations for schools of the Archdiocese of Galveston-Houston as well as regulations and minimum standards for state-approved schools.

PHILOSOPHY

We believe that the education of each child is a partnership between family and school. We are a faith-based learning environment in which we strive to educate children according to their unique God given gifts. At Our Lady of Lourdes Catholic School, education means caring for the whole child – MIND, BODY and SPIRIT.

STUDENT/PARENT RESPONSIBILITIES

Students have the responsibility to study and apply themselves, to attend classes daily, to be punctual, and to obey school and archdiocesan regulations.
Students should enjoy an environment conducive to learning; therefore, each student has the responsibility to discipline himself or herself and not to interfere with the total learning environment of other students. When a student fails to discipline himself or herself, or to follow school policies, procedures, rules, or instructions, it becomes the responsibility of the student and his or her family to cooperate with the school's reasonable attempts at discipline, up to and including administrative withdrawal or expulsion of the student from the school.

All student expulsions, administrative withdrawals, and suspensions lasting more than five consecutive days must be approved by the Superintendent of Catholic Schools and the Chancellor and Moderator of the Curia.

Students and their parents shall conduct themselves in accordance with rules established by their school to promote safety and health.

GOALS

The goals of Our Lady of Lourdes Catholic School are the goals indicated for all Catholic Schools in the State of Texas:

STUDENT DEVELOPMENT GOALS

- Christian truths and values are integrated into the student's total development.
- Educational programs are designed to meet the needs and talents of all the student.
- Students as social beings are prepared to assume their roles in society.
- Students acquire an understanding of the importance of physical and mental health, and environment and ecological concerns.
- Students as political beings are to be knowledgeable and active participants in civic and governmental affairs.
- Students are to develop an understanding of our economic system and should be prepared to participate successfully in it.

ORGANIZATIONAL EFFICIENCY GOALS

- The Catholic Schools are organized and operated in such a way that the full participation and cooperation of parents, faculty and students is assured.
- The Catholic Schools are to enhance the quality of education through relationships with other educational agencies.
- Sound fiscal management and realistic planning are essential to effective organization of the Catholic Schools

ACCOUNTABILITY GOALS

- The Catholic Schools are to establish a program of ongoing planning and evaluation to determine the effectiveness of their programs.
- The Catholic Schools are to report regularly the status of the schools to those served.
- Stakeholders the school reports to are the School Advisory Board and the School Finance Committee.

OBJECTIVES

COMMUNITY OF FAITH

- To strengthen the bond between parish and school through shared activities.
- To be a reflection of Christian Gospel values within the community as a whole.

INSTRUCTIONAL

- To promote critical thinking skills through the implementation of the STREAM program. This is the integration of Science, Technology, Religion, Engineering, Art, and Math (STREAM) into the curriculum of all subjects.
- To provide opportunities that help strengthen the social, emotional, and spiritual development of the child.
- To increase student performance by providing more development of student study skills.
- To foster an environment that engages the child in instruction that encourages a life long love of learning.

PROFESSIONAL

- To provide support for teachers to serve children with various learning styles.
- To increase opportunities for staff development in areas related to all personnel.

ADVISORY SCHOOL BOARD

The responsibilities of the Advisory School Board are as follows:

- To provide input and review all education policies of the parish school.
- To seek a better understanding of and wider support of Catholic education within the local community.
- To interpret policies of the Archdiocese of local administrative officers and in matters where the Archdiocese has not promulgated any policy, give counsel for creating such policies under which administration shall operate.
- To give counsel concerning policies relating to planning, operating, and maintenance of facilities and equipment.
- To review the annual budget.
- To give counsel concerning tuition policies and fee schedules, and policies for the collection of same in regard to the school.
- School board meetings are planned once a month on the 4th Thursday of the month August, October, November, January and March. Special called meetings may occur upon the request of the principal and/or pastor.

ADMINISTRATION

The Pastor is the immediate administrative head responsible for the school. The Principal has the major responsibility for educational effectiveness of the school and coordination of the work in all departments. The Principal is the chief officer immediately responsible to the Pastor. The teachers, both religious and lay, are responsible to the Principal.

Pastor Rev. David Harris
Principal Dr. Emilie Robert
Our Lady of Lourdes School
10114 Hwy. 6
Hitchcock, TX 77563
409-925-3224

BUSINESS PROTOCOLS

Any school business should be conducted between the hours of 7:30 a.m. and 3:30 p.m. unless otherwise specified. We encourage you to become an active participant in your child's school life, however, visitation to the school and the classroom will not be allowed on a regular basis. This can be very disruptive to the classes. For security reasons, we ask that anyone entering the school, for any reason, stop and check in with the school office. NO UNAUTHORIZED VISITORS ARE ALLOWED ON CAMPUS AT ANY TIME. THIS IS TO ENSURE THE SAFETY OF YOUR CHILD.

We follow COVID protocol guidelines while in the school buildings. For the 2022-2023 school year, face masks are optional for students and teachers. It is recommended that face masks be worn by those that are not vaccinated.

COVID-19 ON CAMPUS REQUIREMENTS

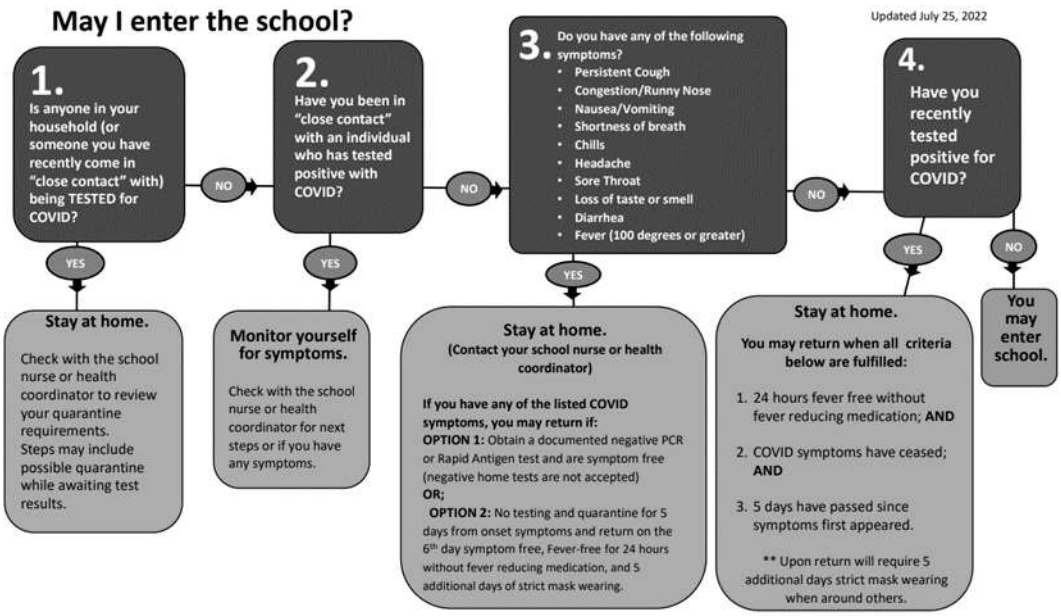
We follow COVID protocol guidelines while in the school buildings. For the 2022-2023 school year, face masks are optional for students and teachers. It is recommended that face masks be worn by those that are not vaccinated.

COVID-19 ON CAMPUS REQUIREMENTS

Masks are optional for students and teachers unless mandated by the Archdiocese ofGalveston-Houston.

SCREENING

All students will have their temperature taken in the morning before entering thedoor/building. Temperature must read below 100℉.
NO EXCEPTIONS.



LAB-CONFIRMED COVID INDIVIDUAL - ALL 3 CRITERIA MUST BE MET:

1. Fever-free for 24 hours without fever reducing medication **AND**
2. Symptoms have ceased (e.g., cough, shortness of breath) **AND;**
3. At least 5 days have passed since symptoms first appeared.

COVID SYMPTOMS (NOT TESTED OR EVALUATED) - ALL 3 CRITERIA MUST BE MET:

a) Obtain a documented negative PCR or Rapid Antigen test and are symptom free (negative home tests are not accepted at this time) **OR**;
b) No testing and quarantine for 5 days from onset symptoms and return on the 6th day symptom free, fever-free for 24 hours without fever reducing medication, and 5 additional days of mask wearing.

CLOSE CONTACT OR EXPOSURE TO A LAB-CONFIRMED COVID POSITIVE INDIVIDUAL

1. Individuals who have had close contact or were exposed to someone who is lab-confirmed COVID positive should monitor themselves for symptoms. Contact your Catholic school nurse or health coordinator if symptoms arise and for your school guidelines on close contact or exposures.

COVID SYMPTOMS:

- Persistent Cough
- Congestion/Running Nose
- Nausea/Vomiting
- Shortness of breath
- Chills
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea
- Fever (10 degrees or greater)

ASBESTOS

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires all schools, public buildings, and commercial buildings be inspected for asbestos materials.

In 1988, Our Lady of Lourdes School was first inspected for asbestos. Follow-up inspections were done in 1996, 1999, 2002, 2005, 2008, 2009 and 2013. The Environmental Protection Agency (EPA) requires inspection every three years. The last inspection was done in 2020.

All inspections since 1988 have found two sources of possible non-friable asbestos in the school. (Non-friable means that the material cannot be crumbled, pulverized, or reduced to powder by hand pressure). The two sources are the floor tiles in the classrooms and the pegboard ceiling in the hallway. These are non-friable materials and do not pose a health hazard to our students or staff.

PARENT TEACHER ORGANIZATION (PTO) (Formally known as Home & School)

The primary purpose of the Parent Teacher Organization is to foster a closer union among parents, teachers, and students. Parents automatically become members of the PTO when they register their child in school. Parents should make an effort to attend the meetings.

The objectives of the Parent Teacher Organization are:

- To help parents and teachers acquire an appreciation of the ideals of Catholic education.
- To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage cooperation between the home and the school.
- To help provide funds for academic and social needs that are not covered by tuition and parish subsidy.

There are two (2) meetings scheduled for the Fall and two (2) meetings scheduled for the Spring. It is important that parents attend these meetings as they provide information for upcoming school events and are opportunities for education concerning students and their families. Families receiving tuition assistance are expected to attend these meetings.

SCHOOL FUNDRAISERS

School fundraisers help keep tuition costs low, fund needed resources for students, and provide an opportunity for fellowship and community. It is important for the financial vitality of the school that participation from parents, teachers, and staff is 100%.

School Fundraisers:
Divine Deals: Garage sale and Silent Auction
Halloween Festival
Kris Kringle Craft Show
Annual Giving Gala Dinner
Catholic Schools Sweepstakes Raffle
Holy Moley Crawfish Bash
Steps for Students
Spring Craft Show

Volunteering Expectations:

All parents will be required to complete a Volunteer Service Hours form and serve their required service hours. A minimum of ten (10) service hours within the school year per family not receiving tuition assistance **is required.** A minimum of twenty (20) service hours within the school year per family receiving tuition assistance **is required.**. Parents must sign an agreement of understanding concerning the required service hours or submit an optional payment of $250 in lieu of service hour commitments. **REGARDLESS OF THE NUMBER OF HOURS YOU HAVE, ALL PARENTS MUST WORK ALL MAJOR SCHOOL FUNDRAISING EVENTS.**

REGULAR SCHOOL PROGRAM ADMISSION POLICY REQUIREMENTS

The Archdiocesan policy requires the school's written policy to include screening processes and a committee , appointed by the Principal, to review the admissions application in determining acceptance. Our Lady of Lourdes Catholic School reserves the right to screen all students. The final decision of admittance is left to the Principal and designee.

Age of Admission: Pre-K
A student entering Pre-Kindergarten (3 and 4 year olds) must be 3 or 4 years old, respectively, by September 1st, of the current school year. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital statistics or appropriate governmental agency if born outside the state of Texas.

Age of Admission: Kindergarten
A student entering Kindergarten must be at least 5 years of age by September 1st of the current school year. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside the state of Texas.

Age of Admission: First Grade
A student entering 1st Grade must be 6 years old by September 1st of the current school year. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside the state of Texas.

Age of Admission: After First Grade
Age of admission after First Grade will be based on successful completion and achievement in an accredited school. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside the state of Texas.

Conditions of Admission
A student is admitted to Our Lady of Lourdes Catholic School with the understanding that he/ she is admitted on a conditional basis with the length of the conditional period and the criteria of evaluation to be removed from conditional acceptance clearly established in writing.

Conditional Acceptance Policy
Interview will be scheduled with Principal, Parent(s)/ Guardian(s) and student
Discussion of areas that are to be addressed concerning student in areas of academics and/ or behavior will be reviewed and a solution to improvement in the areas of concern will be agreed upon and stated IN WRITING on a Conditions of Admission contract.
The Student and Parents will sign the Contract along with the Principal. The Student will be given ONE Quarter Grading Period to show marked improvement academically and/ or behaviorally.
Review of improvements will commence within 3 school days prior to the end of the Quarter to review with student and parents. A decision made by the Principal regarding information on the student including grades, test scores, and teacher observations will be considered regarding either the retention or dismissal of the student.

Immunization Requirements of the School

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall **NOT BE ACCEPTED FOR ENROLLMENT**. All immunization records must be received in the school office before the first day of school. A student may not begin school until the records are received. Health documents for students with diagnosed medical conditions must be received in the school office before the first day of school.

There are **no exceptions** to the foregoing requirement unless the student presents **a written statement signed by the student's physician (M.D. or D.O) who is authorized to practice in the State of Texas.**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. A Principal is not authorized to grant any exemptions for any reason without consultation with the Catholic Schools Office.

Archdiocesan schools do not accept students even if the school has received a parental choice or religious exemption from the immunizations required by Texas state law.

New students must present a copy of:

- Last Report Card
- Standardized test results dated within the last 12 months or state required test results.
- Copy of birth certificate
- Copy of baptismal certificate, if Catholic

SPECIAL NEEDS LEARNERS & REFERRALS

Introductory Statement

Consistent with the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese of Galveston-Houston seeks to include students with specials needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. The Catholic Schools Office is aware that it is unrealistic to serve all categories of students with special needs. However, Our Lady of Lourdes Catholic School and the other Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For Our Lady of Lourdes Catholic School, thelocal district is the Hitchcock Independent School District (HISD). The "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefitsavailable to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within our resources, Our Lady of Lourdes and other Catholic schools will offer services to eligible students with special needs, when possible. Private schools arenot required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Special Needs Learners

All psychological and diagnostic evaluations or reports regarding testing of students with special needs, received from local public school districts or private agencies, are forwarded to Our Lady of Lourdes Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and in an area accessible only to the principal and any other appropriate personnel working with the student. Parents may view their child's record any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, Our Lady of Lourdes Catholic School will review the child's ability to meet the school's academic, behavioral, social and physical qualifications. Each Catholic school determines its ability to meet the needs of the student applicant. Consideration will be given to the following:

- The student's demonstrated ability to meet grade level requirements;
- The record of student's ability to follow school rules and regulations;
- The student's ability to meet socially acceptable behaviors; and
- The student's ability to meet the physical requirements of attendance.

Our Lady of Lourdes' *Services for Learners with Special Needs*

New Students – When the Admission Office or principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff will review current academic, social, medical, and psychological/diagnostic evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal and Intervention Specialist will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic School Accommodation Plan (CAP).*

Currently Enrolled Student*s* – If a teacher or parent is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he or she will discuss concerns with the parent and Principal, and then meet with the Intervention Specialist as soon as possible. Our aim is always to work as a team to do what is best for the child. Because this is a critically important and individualized process, we will review and discuss:

- The student's current educational status, including attendance records, grades, assessment data,
- and classroom observations;
- Previous educational interventions and strategies provided for the student and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist Our Lady of Lourdes Catholic School in educating the student. The principal and staff may recommend educational alternatives and/or referrals to the local school district and/or private agency of the parent's choice for further diagnostic evaluation.

Our Lady of Lourdes Catholic School will keep documentation for all referrals on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. If, upon review of a diagnostic evaluation, it is determined that the student cannot be served through minor accommodations, the principal may assist the parent in educational alternatives. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record. Modifications for a student will be noted on the progress report,report card and the permanent record.

Student Success Expectations for Special Needs Learners

Our Lady of Lourdes Catholic School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss any concerns about a student's progress. School success is the outcome of a strong academic partnership between parents and faculty, and Our Lady of Lourdes strives to maintainstrong collaborative ties with all our families. In order to provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations)that would be of specific educational value in Our Lady of Lourdes' efforts to adequately support their children. If itis determined that the school's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a thorough diagnostic/psychological evaluation, a student meets certain criteria to qualify for accommodations to his or her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students.

Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private agencies may be referred for special assistance with the Intervention Specialist after the administration has verification through a diagnostic evaluation of the student's recommended accommodations (curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Intervention Specialist, tutor, principal, and classroom teacher after all available information has been reviewed.

Accommodations for a student may be noted on the progress report and report card but not on the permanent school record.

Modifications

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student opportunity to participate meaningfully and productively, along with other students, in classroomand school learning experiences. Modifications include changes in instructional level, content and performance criteria.

Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis. Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs.

Catholic schools are only required to make minor adjustments to accommodate eligible students.

Modification of a child's program must be noted on the progress report, report card and the permanent record card, if curriculum is modified. Any modifications made to a student's educational program must be requested from the Catholic Schools Office by the school via special request to the Director of Support for Students with Exceptionalities.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment program. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a diagnostic and/or psycho-educational evaluation. A student must have a *Catholic Accommodation Plan* on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

Re-Evaluation for Students with Accommodations

It is required that psychological/diagnostic evaluations are updated at least every three years by the local school district and/or private agency. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. This three year time frame is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs. If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting then a re-evaluation isrequired to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on theappropriate procedures to take regarding the educational program of the student. In order to have formal accommodations in place, an updated evaluation is required. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be updated if a student is scheduled to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

Waiver of Accommodations

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are any longer necessary this must be documented on a Waiver of Accommodations form. After the waiver is signed the student will then continue his/her educational program without any accommodations.

Documentation of the release must be on file at the school and parents, principals, and educational team will meet after each grading period to determine the student's academic, behavioral, emotional and social progress without accommodations. If the student is successful without accommodations after two full school years then no further waiver reviews are required. If the student is not successful without accommodations then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

TUITION AND FEES

Tuition

Tuition is paid at a set yearly rate and may be paid in 10 or 11 monthly installments (July through May). All tuition payments are made online through FACTS unless arrangements have been made with the principal to make your payments in the office. All tuition payments must be maintained as up-to-date. Upon enrolling your child/children in Our Lady of Lourdes Catholic School, you agree to keep your tuition payments current as outlined in the Our Lady of Lourdes Catholic School Student / Parent Handbook. If there are extreme circumstances for non-payment, please make an appointment with the principal. Upon withdrawal for non-payment, no records will be sent to the new school

of enrollment. Re-enrollment at any Archdiocesan school would not be possible until the tuition account is made current.

Withdrawal of a Student
The Principal must be informed as to the reason for withdrawal of a student. A child will not be reinstated if he/she is withdrawn at any time without a reasonable cause. **All tuition fees/payments must be up-to-date prior to release of all records.**

According to Archdiocesan Policy, if all financial obligations are not reconciled by the last day of school (including payment of tuition in full) or the date of withdrawal, the report cards/records will be withheld.

UNIFORM AND GROOMING REQUIREMENTS

Students are to dress in uniform every school day. An exception to this will be announced by the Principal. Requirements will be enforced and consequences given for repeat offenses. Students who are not in compliance will begiven a verbal warning first and the next school day to correct infraction. Students who do not comply with verbal warning will be given a written Discipline form with a consequence from the teacher and approved by the Principal. Students will be required to get a parent signature and to return the form to the School Office.

When in doubt about any dress code or grooming procedure, it is BEST to opt OUT of allowing your child to attend school with the questionable item or grooming procedure in place. Our Lady of Lourdes is a Catholic School and our goal is to maintain a structured, uniformed, well-groomed student body. The final authority for the dress code, personal grooming, and any violation is at the discretion of the principal.

New Uniform Implementation:
In order to make this adjustment economically feasible for our Our Lady of Lourdes families, the administration is allowing for a three (3) year phase-in for the new uniform. We are in year three (3) of our three year phase-in for the new uniform. Students will be required to have the full new uniform this year. Pieces can be purchased throughout the school year. However, in order to instill a mode of respect and solemnity to the Mass, it is highly encouraged to purchase the Dress Uniform as a priority. Everyday shoes should be as solid as possible (white, black, red, gray, or navy blue). A combination of any of the colors listed will be permitted as long as they are not distracting. Dress uniform shoes must be black dress shoes for boys and black flats for girls. Shoelaces must be solid in color and coordinate with the shoe. Everyday socks must be white.

Uniform pieces may be ordered from Risse Brothers at:
https://www.rissebrothers.com/shop.cfm

GIRLS: PRE-K – 3RD GRADE

Required - Dress Uniform/Mass UniformPuff Sleeve Blouse with Red Piping White Nylon Kneesocks
Girls Criss Cross Tie
Drop Waist Jumper (skirt hem must be close to the top of the knee, not to exceed 2" past the knee) V-Neck Cardigan Sweater
Black Dress Shoes

Every Day – Students may wear any combination of the following on non-Mass days. Short Sleeve Polo Shirt with Logo
Front Flap Skort with Elastic Back (skirt hem must be close to the top of the knee, not to exceed 2" past the knee) Girls Flat Front Slacks
Girls Low Rise Shorts (hem of shorts must be close to the top of the knee, not to exceed 2" past the knee)
White Nylon Knee socks
Black Belt (required for bottoms with belt loops)
White or Navy Blue leggings or tights may be worn under skorts/skirts.

GIRLS: 4TH – 8TH GRADE

Required - Dress Uniform/Mass UniformShort Sleeve Blouse
Long Sleeve Oxford BlouseWhite Nylon Knee socks
Plaid Front Flap Skort with Elastic Back (skirt hem must be close to the top of the knee, not to exceed 2" past the knee)
V-Neck Cardigan Sweater
Girls Criss Cross TieBlack Dress Shoes

Every Day – Students may wear any combination of the following on non-Mass days. Short Sleeve Polo Shirt with Logo
Front Flap Skort with Elastic Back (skirt hem must be close to the top of the knee, not to exceed 2" past the knee) Girls Flat Front Slacks
Girls Low Rise Shorts (hem of shorts must be close to the top of the knee, not to exceed 2" past the knee)
White Nylon Knee socks
Black Belt (required for bottoms with belt loops)
White, Navy Blue, or Black leggings or tights may be worn under skorts/skirts. (No stripes, patterns, or designs

BOYS: PRE-K – 8TH GRADE

Required - Dress Uniform/Mass UniformSelf-Banded Tie
Boys Long Sleeve Oxford ShirtBoys Flat Front Trouser
V-Neck Pullover Sweater Vest Black Braided Leather Belt White Socks Black Dress Shoes

Every Day – Students may wear any combination of the following on non-Mass days. Short Sleeve Polo Shirt with Logo. Boys Flat Front TrouserBoys Flat Front Short, Black Braided Leather Belt, White Socks

FREE DRESS (OUT OF UNIFORM DAYS)

On occasion, during the school year, the principal may give "Free Dress" days. This means students may wear clothes other than the standard uniform requirement. Certain types of apparel are inappropriate for school even on non-uniform dress days. Clothing considered inappropriate for school would include halter tops, short shorts, short skirts, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, and ragged clothing (no holes in jeans). Parents will be called to bring appropriate clothing for students who report to school in such attire.

OUTERWEAR

All jackets, sweaters, sweatshirts, etc. are to be solid navy blue, with the exception of winter coats to be worn only for outdoor activities.

GROOMING

Girls

Hair
- No unnatural colors.
- School appropriate hairstyles required.
- Hair accessories may include solid-colored bows/headbands in red, white, or navy blue, and accessories bought from Risse Bros. website.
- No hats

Jewelry
- No rings
- Religious necklaces with pendants no larger than a quarter are allowed.
- Stud earrings only.
- No piercings other than on the ears.
- No more than one (1) small, non-dangling bracelets.

Make-up
- No make-up is allowed including lip-gloss.

Nails
- Clear polish only.
- No fake nails are allowed.

Skincare
- Body sprays, perfume, or cologne may be worn only if applied at home. No body sprays, perfume, or cologne may be brought to school.
- No fake tattoos.

Boys

Hair
- No unnatural hair colors
- Hair should not be long enough to touch collar of shirt
- School appropriate hair styles
- No hair accessories
- No hats

Jewelry
- No rings
- Religious necklaces with pendants no larger than a quarter are allowed.
- No earrings
- No piercings
- No more than one (1) small, non-dangling bracelets.

Nails
- No nail polish

Skincare
- Body sprays, perfume, or cologne may be worn only if applied at home. No body sprays, perfume, or colognemay be brought to school.
- No fake tattoos.
- No make-up.

ATTENDANCE

Our school day is 7:45 a.m. to 3:30 p.m. for PreK through 2nd grade and 7:30 a.m. to 3:55 p.m. for 3rd through 8th grade, Monday through Friday. The students will assemble in Madonna Hall at 7:45 a.m. for announcements, morning prayer, and pledges to be ready to start school by 7:50 a.m. Tardies will be marked for students arriving after 8am. **It is expected to have students here by 7:45am.**

Excessive tardiness within a nine weeks will result in consequences and a conference with the principal and the child's parents/guardians. Tardies not only cause harm to that student but interrupt the learning process for other students and the teacher. **Three (3) tardies equal one (1) absence.**

Students arriving at 8am or later should be walked into the office for checking in and receiving their tardy slip. The school is not responsible for students walking alone into the school building. For the safety of your child, please walk them into the school building.

Daily attendance is required. State law requires that all students in Texas will be in school 90% of the school year. Our students attend school for 180 days. They are allowed to miss a maximum of 18 days before possible loss of credit/grade level retention.

ABSENCES

Absences greatly interfere with the student's academic progress. Chronic absence promotes irresponsibility. Therefore, the following rules have been established and must be followed by all students.
- All students who are absent from school must return with a parent-signed note stating the reason for absence. Excused or Unexcused absence is determined by the principal.
- Any students who are absent for (5) consecutive days will not be allowed back in school without a doctor's release or visit from a parent.
- Excessive absences may cause a student to lose credit for promotion. (See Attendance above)
- Any child arriving after 8:00 a.m. will be counted tardy.
- Any child arriving after 10:30am will be marked absent unless they have an excuse from a doctor.
- No student may start school after 12 noon.

ARRIVAL AND DISMISSAL

When you bring your child to school, drive under the covered walkway at the Madonna Hall, where there will be a staff member to greet your child each morning. The school office will be open at 7:15 a.m. Before school drop off begins at 6:30am and is FREE to enrolled students.

For the afternoon dismissal you will follow the same procedure. Monday through Friday, students will be dismissed from Madonna Hall. PreK through 2nd grade students will be dismissed at 3:30pm and 3rd through eighth grades at 3:55 p.m. Any child not picked up by 4:15 p.m. will be sent to the After School Program and you will be charged accordingly starting at 4:15pm. Please read your calendar and note all early dismissals and holidays, making arrangements accordingly.

We will only release your child to you or other adults that you designate on registration papers. If someone not listed on the registration form is going to pick up your child, you must give us written permission to release him/her to another adult. A phone call about this is acceptable.

TARDIES OR EARLY RELEASE

- **A child is considered tardy after 8:00 a.m. The parent must walk the child to the office and sign them in.**
- **All access doors will be locked at 8:00 a.m.**
- Students MUST BE signed out.

MAKE-UP WORK FOR EXCUSED ABSENCES

- "Excused" means that the student is permitted to make up any work missed.
- When a student has an unexcused absence, that student will be allowed to make up work up to a 70% creditonly.
- It is the student's responsibility to obtain his/her missed work. If a student is absent for more than three (3) days, arrangements for how many days the student has to make up the work will depend on the discretion of the teacher. Arrangements for makeup work will happen AFTER the student returns to school.

PHYSICAL EDUCATION

Any student, who requests to be excluded from physical education due to illness or accident, may be excused for up to seven days with a note from the parent. The note from the parent must be turned in to the office and approved by the principal. Any request to not participate in physical education for more than seven days must be accompanied by a note from a physician and a conference with the principal.

Students must wear school appropriate tennis shoes for PE. Students must **bring** tennis shoes on Mass days to change into at participate in PE.

RELIGIOUS EDUCATION

Formal religious education is a part of the curriculum for all students, Pre-Kindergarten through 8th grades, both Catholic and Non-Catholic. Students are expected to participate in religion classes and attend Mass. All children are taught common prayers; private prayer and meditation are encouraged for all students.

The purpose of religious education is to nurture and develop a positive faith response. It is intended to help children realize that Our Lord is manifested in all of life's experiences and that we are expected to respond to His presence by living our faith daily. Religion classes are taught daily for 30 minutes.

Attending Mass on Fridays is integral to the Religion Curriculum. Students are required to attend Mass on that day unless they are sick/absent. Consecutive tardies on Fridays will be monitored and will be addressed by the principal to the parents/guardians.

SACRAMENTS

Preparation for the Sacraments of Reconciliation and Holy Communion are offered to the students through the Parish Sacramental Preparation Program. Children must be baptized and a copy of their Baptismal certificate must be on file in the parish office.

MASS

The primary goal of Catholic education is to teach our students to live their Catholic faith. Grades Pre-K3 through 8th grade will attend Mass as a group on Friday from 8:00 a.m. to 9:00 a.m. each week. Our students provide the responses, singing, altar service, readings, commentaries and the offering of gifts. Our non-Catholic students are required to attend Mass, but they are not required to participate in the Sacraments.

On Friday, if your student arrives after 7:45 a.m., please escort him/her to the church.

As a parent, you are invited to attend Mass at this time. Please sit behind our students. This prevents undue distraction during the Mass.

Students need consistency and modeling. We strongly encourage parents to take their child(ren) to Mass or your denomination's church services on Sundays. Mass times here at Our Lady of Lourdes are: Saturday – 4:30pm and Sunday – 8:00am & 10:00am.

AFTER SCHOOL CLUBS

Teachers offer optional after school clubs for one hour on Mondays, Tuesdays, or Thursdays. Examples of these student enrichment activities may include choir, newspaper, sewing, reading, sports, or tutoring. A schedule of activities will be presented to students and parents will receive information about which clubs their students wish to attend.

COMMUNICATIONS WITH STAFF

It is our hope that parents and staff will become partners in the education of your children. To do this, we will need your help from time to time. Since you know your child better than we do, we ask that you share any information that may help us to understand your child better and meet his/her particular needs. We will share with you the progress your child is making, but this partnership requires two-way communication. We will keep you informed in the following ways:

- School Website – Newsletter – Angel Announcements
- Family Weekly FYI – **PLEASE REVIEW the email sent weekly, on Wednesdays about school activities. PLEASE STAYINFORMED.**
- Scheduled parent meetings
- Phone calls, emails, or written notes
- Classroom assignment folders
- Report Card Conferences

EMAILS

Emails will be responded to during regular school hours (7:30am to 4:00pm) and within 24 hours. Emergencies will be the exception. Teachers will not give their personal emails or phone numbers.

ITEMS SENT TO SCHOOL

If a parent brings forgotten homework, lunches, gym wear, etc. to school, please bring it to the office with the child's name and grade on it. (DO NOT TAKE ANYTHING DIRECTLY TO THE CLASSROOM AS THIS WILL DISTURB THE TEACHER AND THE CLASS). Items will be delivered to them. MEALS

Students will have lunch and snack daily. Please be sure these are nutritious and filling. No carbonated beverages are allowed. Please be sure all food is in leak-proof containers, and that your child(ren) has the appropriate utensils for theirlunch and snacks. Please bring a refillable water bottle for your child to keep with them.

Breakfast, lunch, and snack may be purchased through Tastefully Yours Catering. Information and website link may be found in the "Parents" section of the school website at: ololcs.org

TELEPHONE (Office) / CELL PHONE USAGE

Students and teachers will not be called to the telephone during class hours except for emergency situations. If you must contact your child, call the school office and leave a message. It will be delivered to your child. Homework can be brought in the following day.

Students are allowed to have a cell phone at school. They may never use it at school without the permission of their teacher or for an emergency. They should keep them in their backpacks, which are to be in their cabinets turned OFF. Cell phones will be taken up and kept for the parent to pick up if this policy is not followed. The School is not responsible for lost or stolen cell phones.

Any technological device that has access to the internet cannot be used at school unless under the classroom teacher's permission, including school issued devices.

PARTIES

Classroom parties are allowed during the year at the discretion of the Principal. Three scheduled parties will be at Christmas, Valentine's Day, and the end of the school year.

The Valentine's Day and any end of the year celebrations will be given by the teacher. Parents may be asked to send items to school on those days. Parents are to consult and follow the guidelines given by the teacher in regard to classroom celebrations.

HOME PREPARED FOOD (For Parties)

No home prepared foods are allowed for classroom parties. Only store bought foods, which are guarded by the Health Department guidelines, may be given to students during school hours. Cookies, cupcakes, and/or brownies are acceptable. Students who have food allergies may bring something from home to be kept in the classroom for celebrations. Foods should be free of nuts and nut oils.

VISITORS

Parents and others are welcome to visit Our Lady of Lourdes Catholic School. For the safety of those within the school and to avoid disruption of instructional time (7:45 a.m. – 3:30/3:55 p.m.), all visitors must first report to the campus office. Visits to the individual classrooms during instructional time are permitted only with approval of the principal and teacher as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. **All visitors to classrooms must be trained CMG and their information on file.**

All visitors are expected to demonstrate the highest standards of courtesy, conduct and appropriate dress. Disruptive behavior will not be permitted. Visitors will be required to show their driver's license.

ACCESS TO STUDENT RECORDS

Diocesan Schools do not directly receive any federal funds from the U.S. Dept. of Education; they are not required to follow the Family Education Rights and Privacy Act. As advocates for justice, however, they shall respect parental and student rights to information and to confidentiality. The school shall provide parents and students access to records directly related to the student (duplicate report card, permanent record card, health records), and obtain the written consent of parents before releasing personally identifiable information from students records.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document **must be** in the school file. In cases of joint custody, **both** parents should be equally informed of their child's progress.
ARCHDIOCESAN POLICIES GOVERNING ADMINISTRATION OF MEDICATION DURING SCHOOL

MEDICATION

Goal: To assure school attendance for children who must use medication in the treatment of chronic disabilities or illness.

- Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum.
- All prescription medication, sent to school, must be in its original container and be properly labeled in English. Any medicine requiring refrigeration should be so labeled. We cannot administer any medication, whether prescription or non-prescription, unless we have both the PHYSICIAN'S AND THE PARENT'S signature. If you want your child to take non-prescription medication at school (this includes cough drops, Tylenol, aspirin, cold tablets, etc.), and you do not have a note from your doctor, you must come to the school and administer it yourself**.**
- If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designee has the responsibility to question the discrepancy or refuse to give medication. A consultation from the nurse consultant, student's physician or parent/guardian must be documented by the school nurse/principal designee.
- If a medication is prescribed "as necessary" or "when necessary" (for cough, headache, etc.), the parent/guardian must come to the school and administer the medication.
- Exception to the "when necessary" medication is the diagnosed asthmatic, epileptic or diabetic student when medicine must be administered by school nurse/principal designee and parent/guardian request is on file.
- All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
- It is the responsibility of the student to report to the designated area to take his/her medication.
- At the end of the school year, all medication is to be returned to the parent or destroyed.
- In the absence of the nurse, the principal designee must administer medication.

SICKNESS

If your child complains of not feeling well in the morning, you should check his/her temperature before leaving home. If they have a fever, do not send them to school, but notify the school office as to the reason for the absence. In the event he/she becomes ill at school, you will be notified to come and get him/her. Because of this policy, we require each family to provide us with a list of two (2) responsible persons living in the area or nearby who can be contacted if we are unable to contact you. *Therefore, we require that you tell us of any change in your schedule, email address, home, cell or work phone number as soon as possible.*

Students who have fever at any given time of day may not come to school the following day. Students must be fever free for 24 hours before returning to school.

PARENT/TEACHER CONFERENCES

When you wish to discuss school matters with one of the faculty members or the Principal, please make an appointment by contacting the school office. Every teacher has a scheduled conference period. The continuity of a class should not be disrupted by impromptu conference requests during a teacher's classroom time. Nor should a conference take place during school dismissal when everyone is required to be supervising students. We are requiredby the Archdiocese to schedule two parent/teacher conferences per year.

PARENT CONCERNS/COMPLAINTS

Concerns/complaints with teachers sometimes occur. Professionalism requires that this be **first** brought to the **teacher's** attention and a conference planned with the teacher. **Requests to meet with the principal can be made AFTER the initial conference with the teacher.**

GRADING SYSTEM

Our Lady of Lourdes School, recognizing the uniqueness of each child, is concerned with educating the whole child - spiritually, academically, socially, physically, and aesthetically. The school must aid the child in developing a strong self-concept by creating a Christian environment characterized by understanding, sensitivity, and reasonable firmness. Pupil progress is determined by the child's achievement in subject matter, and the quality of the work that he/she does, examined in the light of the child's ability and in relation to the general expectations for the specific grade.

PROGRESS REPORT

Our Lady of Lourdes School is on a nine-week grading system. There are four grading periods during the year. Every student receives grades on daily class work, projects, and tests. Homework will use either the Evaluation Code or number code at the discretion of the teacher. Homework does have an influence on the final grade each nine weeks. Notices of academic progress (Progress Reports) are sent home at the midpoint of each nine weeks. These progress reports not only cover the academic achievement of the student, but also his/her behavior during the school day.

EVALUATION AND GRADING

The school is responsible for evaluation of each student's progress bases upon curriculum standards adopted by the Archdiocese of Galveston-Houston. A variety of techniques should be utilized for placement as well as for demonstrations of mastery or level of achievement. Teacher evaluation of each student's progress must be summarized in the standard grading and reporting system approved by the Catholic Schools Office.

1. The Grading Standard

Students receive grades in 1st through 8th for every subject taught. Grades are averaged and reported for each grading period. Grades of 70% and above are passing grades. Students whose average for the grading period below 70% receive an F. Though a student's grade may be recorded in the grade book below a 60%, a report card grade should not be reported lower than a 60%. This grading practice allows the student the opportunity to bring his/her grade up to a passing mark when the student applies sufficient effort in subsequent grading periods. The report card may contain a notation that explains this practice identifying the average as lower than 60%. Schools are encouraged to promote re-teaching, re-testing, and the development of strong work ethics in students when failing grades occur. The highest report card grade given is 100.

2. Graded Academic Areas: Grades 1-8

Principals have the option to name their courses in the student information system as long as the TEKS and instructional minutes are met. A numerical grade is recorded on the student report card for each grading period, for the following curriculum areas:

Grades 1-3: Religion, Reading, English, Spelling, Mathematics, and Writing. Social Studies, Science, Music, Art, and PE in grades 1-3 maybe evaluated using E, S, N, and U or numerical grades. Handwriting grades are optional.

Grades 4-8: Religion, Reading, English, Mathematics, Writing, Social Studies, Science, Music, Art, and PE.

3. Elementary Grading Scale

The following grades and conduct codes shall be used by all elementary Schools:

Academic Grades

Content Area Grading Scale (Grades 1-8)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or below

Early Childhood Grading Scale (Grades PreK3 thruKindergarten)

S	Satisfactory
T	Time Needed – Learning Process
NA	Needs Attention – Child Not Able to Complete Goal

4. Ancillary Grading Scale (Grades 1-8)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or below

5. **Citizenship or Conduct (All grades)**
   - E Exceeds Expectations
   - S Satisfies Expectations
   - N Needs Improvement
   - U Unsatisfactory

GRADES 1-8 BEHAVIORAL/STUDY TRAITS (Report Cards)

– Conduct/Traits are to be marked for each subject when multiple teachers teach the same grade. In case of a self-contained classroom, the teacher may choose to mark each subject to note change of conduct. The Evaluating Code is used.
– Trait number is to be marked for each subject area when there is need for improvement.

PRE-KINDERGARTEN AND KINDERGARTEN

The Pre-Kindergarten program provides progress reports that will be given out at the end of each semester (midpointof the school year and at the end of the school year). The reports list areas of knowledge, skills, and attitudes appropriate to three and four-year-old students. Parents are apprised of the developmental progress of their children at Fall and Spring parent conferences.

Kindergarten Report Cards or progress reports are sent home on a nine-week grading system. Students will receive aprogress report at the end of the second, third, and fourth nine weeks.

SCHOOL COMMUNICATIONS

Teachers will establish a communication system with the parents pertaining to their child's participation regarding classwork, homework assignments, and/or behavior. Teachers will respond to emails or phone calls within a 24 hour period during the work week. No email responses will be given outside of school hours or on weekends.

An electronic For Your Information (FYI) flyer will go out every Wednesday to all parents regarding overall schoolactivities and events. Any questions go through the **School Office** to the Administrative Assistant.

HONOR ROLL

Honor Roll will be awarded for each nine weeks' reporting period. Students who have achieved report card grades inmajor subjects of no less than 93 and S in any subject area will receive the Gold Honor Roll Certificate. Students who have achieved report card grades of no less than 86 (and have at least one average of 93 or above) and S in any subject area will receive the Silver Honor Roll Certificate. All Honor Roll certificates will be awarded at the end of the year Awards Ceremony.

HOMEWORK

Homework is a necessary part of the instructional process that begins in the classroom, extends to the home and provides a way for parents to become aware of instructional programs and their child's educational progress. Homework is not used to introduce new concepts, but is used to foster independent student practice and test preparation.

Students may occasionally have additional homework assignments due to work on special projects, such as research papers, projects or reports.

Homework assignments should include math facts, problem solving, reading that may include oral reading, home reader or accelerated reader books, and spelling. The amount of homework will always be determined by the age of the student as well as the academic progress demonstrated by the student.
The following are time guidelines for an average student:
Grade 1 - 20 minutes
Grade 2 & 3 - 30 minutes
Grade 4 & 5 - 45 minutes

Grade 6 - 60 minutes
Grade 7 & 8 - 90 minutes
Homework is assigned to students for independent practice pertaining to the objectives taught in the classroom. Homework is to be completed by the child to allow opportunity for independent growth. Homework, if graded, may not count for more than 10% of a nine weeks average.

HOMEWORK GRAPHICS

Homework, using the Evaluation code, will be recorded in letter format – E, S, N, U. **(Otherwise, teachers may at their discretion take a grade for homework.)**

E = 90% of homework is satisfactorily completed in a timely manner.S = 80% of homework is satisfactorily completed in a timely manner.
N = 70% of homework is satisfactorily completed in a timely manner.
U = less than 70% of homework is satisfactorily completed in a timely manner.

RETENTION

A student is promoted to the next grade if, after considering the student's abilities, the student satisfactorily completes the current grade curriculum. Failing end of year averages in more than one major subject may result in a student not being promoted to the next grade. The major subjects are these:

Grades 1-3	Religion, Reading, English/Spelling, Mathematics
Grades 4-8	Religion, Reading, English/Spelling, Mathematics, Science and Social Studies

STANDARDIZED TESTING

The Archdiocese of Galveston-Houston uses the NWEA Mapping Assessment as its achievement test. This test is very different from the state test (STARR) used in public schools, which is a criterion based test. That being a test of only skills taught in a particular grade level.

The NWEA is administered three (3) times a year as a benchmark test. Times are as follows: September, January, and April. This assessment is used as a tool to document student academic growth. It is NOT to be used as a determining factor for promotion. It is used to give a snapshot of a child's total academic growth.

Only students in grades 1 – 8 will be administered the NWEA test.

DISCIPLINE POLICY

Our ultimate goal in discipline is to help our students become self-disciplined. Students are expected to show courtesy and respect to each other, adults and school property. At no time will defiance or disrespect be tolerated. We also have expectations of our parents. We believe that discipline begins at home and should be reinforced by the school. Parents are the primary educators of their children. Both the school and the parents should reinforce and support good behavior. The Love and Logic Discipline program is the primary discipline program for Our Lady of Lourdes Catholic School.

Discipline Communication Levels

- Minor Infraction - Teacher warning
- Medium Infraction - Teacher warning and consequence, teacher contacts parent.
- Major Infraction - Administration involvement, administration contacts parent.

Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.

DETENTION

Detention will be held from 4:15-5:15 pm. Students are not to use detention as study hall or for homework completion. Detention's purpose is to offer some sort of service to the school for restitution.

CORPORAL PUNISHMENT

Corporal punishment including, but not limited to hitting, spanking, shaking, pushing, grabbing, slapping, pinching, shoving, punching, and hair pulling shall not be permitted in the Catholic schools of The Archdiocese of Galveston-Houston.

CODE OF CONDUCT

It is beneficial to all people to know the limits of behavior and to have clear and concise guidelines for expected behavior. These expectations are outlined in the Code of Conduct.

- Show respect to parents, priests, teachers, volunteers, and all other persons.
- Show fair and equal treatment to others.
- Help to keep the school and all its furnishings in the best of order.
- Show loyalty and cooperation in all projects and activities.
- Do your best work at all times.
- Be courteous, alert, and cooperative in the classroom.
- Respect the rights of others and show concern for the welfare of others.
- Do not chew gum on the school premises.
- Complete and turn in all homework.
- Use titles of respect when addressing adults; such as, Mrs. Mr., Sister, Father, etc.
- Use refined language at all times. No foul language will be tolerated.
- Wear your uniform with pride.
- Consult your teacher or principal if you have any special difficulty or problem.
- Knives or objects that could be used/construed as a weapon are prohibited on school premises.
- Exhibit your best behavior in church at all times.
- Perform tests and assignments independently; cheating will not be tolerated.
- Threats of physical violence are considered a major offense.
- Physical harm is a major offense.
- Bullying, harassment, and/or cyber bullying will not be tolerated.

The conduct of students should be respectful and conducive to the learning environment at all times. Failure to do sowill result in disciplinary action by the teacher and/or principal.

BULLYING/SEXUAL HARASSMENT

Bullying

Bullying occurs when a student or group of students engages in ongoing written, verbal expression, or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threates, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

Harassment

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression, or assault, display of graffiti, printed material, or computer-generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

Reports of Bullying, Harassment, or other Threatening Behavior

Reports of bullying, harassment, abuse, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act occurs.

Failure to promptly report may impair the administrator's ability to - explore and address the prohibited conduct.

Sexual Harassment

Sexual harassment of a student may inculde, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment of a student may occur under a variety of conditions:

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets,

- Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online,
- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberateimpeding or blocking movements, or any intimating interference with normal study or movement, and
- Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, disseminating or posting pictures, cartoons, posters, or any other type of electronic messaging.

Our Lady of Lourdes School policy in regard to disciplinary measures is as follows:

Disciplinary measures will include individual conferencing with the student by teacher and/or principal, withdrawal of privileges by the teacher and/or principal, or conference with student, parents, teacher and/or principal. Parents will be notified by phone AND email if their child has seriously misbehaved within the school or during an extra- curricular activity. Any serious student misconduct, as determined by the principal, will be subject to disciplinary action, possibly resulting in suspension, expulsion, or withdrawal of the student from the school.

VOLUNTEERS

Parents are expected to serve as volunteers at Our Lady of Lourdes Catholic School for all major fundraising events. Parents are the first teachers of their children and volunteering models the Gospel value of service toward others. Parents who **do not receive** tuition assistance are expected to volunteer a minimum of 10 clock hours of service. Parents who **do receive** tuition assistance are expected to volunteer a minimum of 20 clock hours of service. Volunteer hours are documented through sign-in sheets at all events and are maintained by Volunteer Coordinators appointed by the Principal. Volunteer hours are tabulated at the end of the school year. Service awards are given to those who have modeled "service" above and beyond what is expected.

All volunteers who work with children must do two things. First, state law requires that all volunteers in the classrooms, chaperones on field trips, etc. must have criminal history check forms filled out in the office. These must be done at least 7 days prior to a volunteer working with students.

Secondly, the Galveston-Houston Archdiocese requires that all volunteers must go through CMG training. This training is located online at galvestonhouston.cmgconnect.org.

The school wants and needs volunteers, but we also are ever mindful of our duty to safeguard our students.
Events such as school parties, plays, or any other one-time events where all parents are invited to attend, do not fall under the rules stated above.

FIELD TRIPS

Field trips should provide a valuable educational or cultural experience for students. These are taken after proper planning, which includes the assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities.

According to state law, students are not to take part in field trips without written permission from parent or guardians. No exceptions will be made. No over-the-phone permissions are allowed. Students must return the properform; no other form will be accepted. Parents will always be notified of a planned activity prior to field trips. If a parent does not wish for the student to participate, the school should be notified in writing.

Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
Fees associated with any field trip will be billed to the parents via FACTS.

Field trips may be arranged after receiving the approval of the principal. All and any students traveling on field trips must have a parent permission form completed and on file in the office. Field trips require chaperones also. Usually there should be a minimum of one adult for five students. Any field trips requiring repeat or more than one time travel will require parents to have CMG training.

Principal will approve all field trips.
Teachers are not allowed to transport students by car at any time.

OUR LADY OF LOURDES CATHOLIC SCHOOL FIELD TRIP GUIDELINES

1. Chaperones will be given a list of the names of the children they are responsible for and what their exact responsibilities are on the field trip. Adults should remain with their assigned groups through the trip and are directly responsible to the teacher in charge. The teacher is in charge of all adults and students for the trip and has full authority to give directions, make decisions, and be notified of problems.
2. When the field trip forms are prepared, the teacher should write out all rules or guidelines for the trip to designate what is acceptable and/or required or not.
3. During the field trip, the teacher in charge should require at least two or three appointed times to make a "head count" and confirm that all is in order during the trip.
4. If a parent is chaperoning, they may not bring siblings along.
5. The ratio of children to adult chaperones should be stated at 1:5.
6. An approved school bus company list with the Archdiocese will be the ONLY vehicle used to transport students on a field trip.

EARLY CHILDHOOD PROGRAM PHILOSOPHY

We will meet the learning needs of the developing child while providing for the health and safety of that child. We allow the natural energies and curiosities of children to function and we channel these into constructive play. We strive to create an atmosphere of trust, friendliness, and helpfulness while encouraging self-dependence. We offer children the opportunity to express themselves creatively and to be respected as individuals. PreK over the years has expanded its curriculum. Students will need to recognize letters and numbers with their sound/pronunciation. Please see the teacher for more specifics.

PreK students must be potty-trained. When accidents occur parents will be notified and, if necessary, required to come to the school for cleaning/changing of the child. Employees are not allowed to do this procedure.

We want children to familiarize themselves with the school environment, and we encourage their desire to learn. We help them learn to share, to make new friends, and to enjoy Christian living in a parochial environment. We accomplish these goals through learning stations, artwork, music, story time, outdoor play, circle time (language experience), and attending children's Mass on Fridays.

Our Lady of Lourdes Catholic School forms a partnership of trust and respect with its families, thus providing every opportunity for children to learn and develop positively. We want parents:

- To feel comfortable and welcome
- To learn about child growth and development
- To feel confident in asking for help.
- To know confidences will not be betrayed.
- To know that their child is a unique and valuable individual.

PURPOSE OF PRESCHOOL

The Preschool of Our Lady of Lourdes Catholic School is designed, equipped, and staffed to provide developmentally appropriate education opportunities in a Christian environment. Pre-school provides the beginnings of a Catholic education.

HOURS OF OPERATION

The Preschool program will follow the elementary school year calendar. School hours are 7:45 a.m. to 3:30 p.m. Monday through Friday.

ATTENDANCE

Daily attendance at school is required, as we are educating your child all day. Students are expected to arrive by 7:45 a.m. and will be dismissed at 3:30 p.m. For more information, please see the attendance policy on page 4.

WHAT YOUR CHILD NEEDS DAILY

Backpacks - Kindergarten and Preschool children are not allowed to have rolling backpacks or luggage. Make sure

your child's backpack is cleaned out every night. Be sure to check your child's backpack as notes go home every day from the teacher. When purchasing a backpack, please make sure it is big enough for a braded size folder.

Snack and Lunch – Children will need to bring a healthy snack food to school daily. Candy bar, cupcakes, and other high-sugar content snacks are not acceptable. Drinks may be sent in a plastic bottle, but pre-sealed drinks are preferred (Capri Sun, Hi-C, etc.). Canned carbonate drinks are not allowed. Parents are encouraged to see that their child eats a nutritious breakfast before coming to school; snack time is not to take the place of breakfast. Catered lunch will be offered daily. Parents/Guests may visit during lunch, but must follow the procedures outlined under "Visitors" in the Parent/Student Handbook.

Clothes – **A complete change of clothes**, clearly labeled with your child's name is recommended, for any accidents that may occur while at school. We do hands on activities daily, so your child may come home with paint or marker on their shirt. We will not change their clothes for this kind of reason, however, if the markings are severe enough, we will.

Blanket – For Pre-Kindergarten, blanket and pillow, with your child's name clearly written on it, is recommended. With our busy day at school, our little bodies need rest, so our pre-kindergarten students rest for 45 minutes daily after lunch. Once you bring the pillow and blanket, we will store them at school and send them home periodically for washing.

Jackets – During the winter season, a jacket is needed so we can continue our outside time. Please remember to write your child's name on the jacket as many children have the same jacket.

WHAT YOUR CHILD SHOULD WEAR

Pre-Kindergarten students are required to wear a school uniform. In order to keep the children safe, we require that tennis shoes be worn. No child will be allowed to wear backless sandals, flip-flops, or any open toe footwear. We also ask that they not wear cowboy boots, as they are slippery on the floors.

HEALTH

If your child shows signs of any of the following, please keep him/her at home.
---100 degree or plus temperature (MUST BE free of fever for 24 hours)
---Vomiting within the past 24 hours
---Diarrhea
---Yellow or green nose discharge
---Pink eye-tears, redness of eyelid lining, irritation followed by swelling and discharge of pus, (unless doctor has given written proof of allergy)
---A real stiff neck with fever and headache and glandular swelling
---Anything contagious, such as chicken pox, head lice, scabies, impetigo, etc.
---Ringworms must be covered.
---Students sent home for head lice may return to school when their hair is clear of lice and nits. Students sent home for head lice will be rechecked before being allowed to return to class.
---Severe coughing, sneezing or breathing difficulties

If your child becomes sick during the day, we will take him/her to our nurse's room directly adjacent to the secretary's office. We will notify you immediately. You will than need to pick up your child as soon as possible. If an accident occurs, we will administer first aid, and if necessary, call an ambulance. You will be notified immediately of any serious injury.

In case of emergency, we must be able to reach you. Therefore, we require that you tell us of any change in your schedule, email address, home, cell or work phone as soon as possible.

If your child needs to take any prescription medication during the day, you must;

1. Bring the medication in its original container
2. Provide a note from the doctor stating the name of the medicine, when it is to be given, and how much should be given.
3. If medication is to be given on a daily basis throughout the year, a medication form must be filled out. These can be obtained from the school office.

No medication will be given if it is out of date, or not in its original container. We are not allowed to give out over the counter medications without a doctor's note.

To develop positive mental health, we will use a variety of techniques to create and maintain a warm and nurturing atmosphere. Positive approaches to discipline will be used. No child will be hit, shaken, degraded, or be deprived of food as punishment.

Our curriculum will include health education for the purpose of developing good health practices and positive attitudes toward health professionals.

SPECIAL OCCASIONS

To celebrate your child's birthday, you may send cupcakes or cookies to school. **No home prepared treats can be shared with classmates.** Other days we celebrate are Christmas, Valentine's Day, and the last day of school. Please check with the teacher or the room mother for any plans. Also, be aware that some students may have food allergies.

RELIGION

Our Lady of Lourdes School is a Catholic School and while your child does not have to be Catholic to attend, he/she will have to attend Mass on Mass days with the rest of the class.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, between classes, or after school. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the storage areas, inner office, teachers' lounge, kitchen maintenance area, and the trash collection area. Students are expected to cooperate and refrain from playing or visiting these areas.

SCHOOL COLORS AND SCHOOL MASCOT

Our Lady of Lourdes School mascot is the Angel and the school colors are red, white and blue. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

USE OF CONTROLLED SUBSTANCES

The use of illicit drugs and the unlawful possession and abuse of alcohol is wrong and harmful.

- A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution if while on school property or while attending a school sponsored or school related activity on or off school property there is question of: Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana or controlled substances).
- Acting under the influence of an illegal drug - alcohol, narcotic, marijuana or a controlled substance.
- Medication misuse or over dosage.

The school nurse, the counselor and the principal should work together with the student and family, towards bringing about a complete recovery and elimination of the drug abuse for the student involved.

Upon removal from class the principal should:

- Report the incident to the superintendent of Catholic Schools of the Galveston-Houston Archdiocese.
- Notify parent(s)/guardian immediately and request a conference.

After the conference with the parent and student, the student may be suspended for a period of three (3) days. During this time, the parents enroll in some type of family therapy with the student, as suggested by their physician or this office. At the completion of the suspension, the student will return to school with a contract to continue the therapy until the therapist feels a complete recovery has been made.

DISASTER AND STORM ALERT

Television, radio stations and the IRIS Alert system will be alerted to possible closing of school and asked to transmit this information. Our Lady of Lourdes Catholic School follows the Hitchcock and Santa Fe ISDs emergency closing, or as announced by the Archdiocese of Galveston-Houston.

CAMP KAPPE -5TH GRADE ONLY

Camp Kappe, School for Environmental Education, located in Plantersville, Texas, is required as part of the fifth grade curriculum. Camp Kappe offers an intriguing experience for fifth graders. The students, their teachers and chaperones learn about food chains and life cycles. They study botany, wild-life, farm animals and gardening. Students are introduced to environmental issues and concerns. In addition, they learn about the effects of the environment on mankind and the effects that humans have on the environment. Stewardship principles of God's creation is taught, which enables the students to protect our God-given resources and to use them wisely. Students, their teachers and chaperones leave for Camp Kappe by parent transportation on a Tuesday morning and return by parent transportation before school is dismissed on a Friday afternoon.

All students are encouraged to participate in this overnight experience. If you have any concerns regarding attendance please schedule a conference with the principal.

PARENTAL CUSTODIAL / NON-CUSTODIAL CONCERNS

When a legal separation or divorce occurs, of course our first thoughts and prayers are with the entire family. The school will need to have copies of legal documents determining the conditions of the parental rights of both parents. Please keep the school informed of legal decisions only and do your best not to involve the school or child while attending school. Confidential care will be given to these matters.

USE OF SCHOOL FACILITIES

In order for school/parish facilities to be used by outside groups, permission from the principal and pastor must be received. Terms and conditions of use would be discussed after permission is received. Please contact the parish office for this purpose.

CHILD ABUSE

- What is Child abuse? Generally speaking, child abuse is injury to a child by an adult or other child that might not be intentional, but is not accidental. It is usually classified as physical abuse, emotional abuse, or sexual abuse. Harm caused by withholding life's necessities – food, clothing, shelter, medical care, education – is called neglect.
- Reporting Procedures – Texas requires immediate reporting, by all persons, of suspected child abuse and neglect, however, professionals specifically are mandated to report no later than 48 hours from the moment that the abuse is discovered or suspected. "Professional," in Texas reporting statute, is any "individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified, or operated by thestate, and who, in the normal course of official duties, or duties for which a license or certification is required, has direct contact with children."
- Immunities – (Chapter 261.106 Texas Family Code) – a.) "A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial process arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed."

Our Lady of Lourdes Catholic School 2022 - 2023 Calendar

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8 T	9 T	10 T	11 T	12 T	13
14	15 ●	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5 H	6	7	8	9	10
11	12	13	14	15	16 PC	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

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						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 H					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 H	22 H	23 H	24 H	25 H	26
27	28 R	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 H	20 H	21 H	22 H	23 H	24 H
25	26 H	27 H	28 H	29 H	30 H	31 H

(Updated: Aug 2)

School Hours: 7:45a - 3:30/3:55p

1st 9 weeks: 8/15-10/14

2nd 9 weeks: 10/17-1/6

3rd 9 weeks: 1/9-3/10

4th 9 weeks: 3/20-6/2

Total = 180 days

S =STANDARIZED TESTING

NWEA - 3 times per year

First Day of School* (8/15/2022)

Last Day of School** (6/2/2023)

H = Holidays

Sep. 5 - Labor Day

Oct. 31 - Halloween Festival Day Off

Nov. 21 - 25 - Thanksgiving Break

Dec. 19 - Jan. 2 - Winter Break

Mar. 13-17 - Spring Break

Apr. 7-10 - Easter Break

May 8 - Bazaar Holiday

May 29 - Memorial Day

R = Return to School

T=Teacher Inservice(13 days) no school

^=Weather Make Up Day (If needed-Mar13, Apr10, Jun5)

P/C = Parent/Teacher Conference (3pm-6pm)

Sep. 16 / Feb. 10

Special Events

Oct. 30 - Halloween Festival

Dec. 13 - Christmas Program

TBD - Catholic Schools Week

Feb. 22 - Ash Wednesday

TBD - Steps for Students Color Run

May 7 - Parish Bazaar

TBD - May Crowning

TBD - Field Day

Find us on Facebook

Our Lady of Lourdes Catholic School

10114 Hwy 6; Hitchcock, TX 77563

409.925.3224 ololcs.org

January

S	M	T	W	T	F	S
1	2 T	3 R	4	5	6	7
8	9	10	11	12	13	14
15	16 H	17	18	19	20	21
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29	30	31				

February

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March

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19	20 R	21	22	23	24	25
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April

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23	24	25	26	27	28	29
30						

May

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 H	30	31	1 June	2 ●●	3
4	5 T^	6 T	7	8	9	10

Our Lady of Lourdes Catholic School

School Year 2022-2023

All enrolled families are given a copy of the Parent/Student Handbook for the school year.

Parent please initial each line below:

_____ I have received a copy of the Parent/Student Handbook.

_____ I will read and refer to the Parent/Student Handbook.

_____ I will follow the policies and procedures in the Parent/Student Handbook.

_____ I will seek clarification from the Principal for any policies and procedures if unclear.

Parent/Family Printed Name _____

Student (s) Name/s _____ _____

_____ _____
(Parent Signature) Date

_____ _____
(Student Signature) Date

_____ _____
(Student Signature) Date

10114 Hwy. 6, Hitchcock, TX 77563 | (409) 925-3224 | ololcs.org | Principal – Emilie Robert, EdD