

*Our Lady of Lourdes*  
**OUR LADY OF LOURDES**  
CATHOLIC SCHOOL



## Family & Student Handbook

**School Information:**

4701 NW Franklin Street  
Vancouver, WA 98663  
(360) 696-2301  
(360) 696-6700 FAX  
[www.lourdesvan.org](http://www.lourdesvan.org)  
Principal- Becki Hundt

**Parish Information:**

4723 NW Franklin Street  
Vancouver, WA 98663  
(360) 695-1366  
(360) 695-0610 FAX  
[www.ollparish.org](http://www.ollparish.org)  
Pastor- FR. Leonardo Pestaño

*Revised June, 2022*

Dear Families,

Welcome to Our Lady of Lourdes Catholic School! Please take time to read the Our Lady of Lourdes Family Handbook. It is a valuable reference book to help you and your family understand our School's values, policies, processes, and procedures. Also included is information to help you manage the lives of your children and answer questions that may arise during the school year. It is important that you not only read the Our Lady of Lourdes Parent and Student Handbook, but also discuss it with your family and uphold it in your homes.

Once you have read the Family Handbook, we ask that all students and parents/guardians of your household sign the last page and return it to the School Office.

It is important to note that because of significant policy changes and certain unforeseen circumstances we anticipate as this year progresses, this is a document that may be modified at any time by the administration at Our Lady of Lourdes Catholic School. In the event that any changes need to be made to the handbook, parents and students will be notified. ***Until further notice, please note that there may be additional significant changes to policies and procedures which are directly related to COVID-19 protocols.***

As always, we want to affirm that we consider participating with families in the formation of their children a privilege and an awesome responsibility. We encourage healthy and direct communication between all members of our community. Never hesitate to contact us with a question or concern.

Sincerely,

Becki Hundt, Principal

## **Our Lady of Lourdes Catholic School**

Our Lady of Lourdes Catholic School is a Pre-Kindergarten through 8th grade Catholic elementary school under the Archdiocese of Seattle's Office for Catholic Schools.

The curriculum stresses academic achievement within a Christian community where children feel that they are loved and respected. United with each other in meaningful liturgy and prayer, the students can come to a deeper understanding of the Catholic faith. At Our Lady of Lourdes, we strive to "teach as Jesus did." Our theology curriculum is developed and implemented in close relationship with our Parish and in compliance with the U.S. Conference of Catholic Bishops. The Archdiocesan curriculum guidelines are consistent with the State of Washington, and all secular subject areas follow the National Common Core Curriculum State Standards. The curriculum is marked by current content and fresh approaches to methodology. All textbooks and resources used are approved by the Archdiocese of Seattle.

### **School Mission Statement**

Our Lady of Lourdes School prepares our graduates for a rich spiritual life, academic excellence, creative pursuits, and compassionate service in our changing world.

### **School Vision Statement**

Inspiring our world through faith, education, and service.

### **School Philosophy**

Our Lady of Lourdes is a Catholic parish school offering an environment that supports the Christian development and dignity of all its members. The school is committed to the Church's educational mission of building a vibrant Catholic community by teaching the Gospel message. Our students pursue academic excellence and embrace the Church's call to social justice and service towards others.

Our teachers and staff value education as a life-long process with its roots in the family. We support the family in our conviction that a lively faith, high academic standards, self-discipline, and mutual support provide a strong student-centered foundation for the growth of every child.

## **Our Lady of Lourdes Schoolwide Learning Expectations (SLEs)**

Our Lady of Lourdes prepares a graduate for a rich spiritual life, future academic pursuits, and compassionate service by guiding a student to become-

*A faith-filled person who:*

A1- demonstrates a strong knowledge of Catholic beliefs and traditions, and actively participates in our faith community.

A2- demonstrates compassion, consideration, and respect for life, self, and others.

*A life-long learner who:*

B1- demonstrates creative, independent, and critical thinking.

B2- communicates effectively and collaboratively in a variety of situations.

B3- organizes time, materials, self and space successfully.

*A good citizen who:*

C1- demonstrates knowledge and respect for the diversity in our world.

C2- demonstrates a strong work ethic and participates in the community.

C3- seeks opportunities to expand individual interests and to challenge themselves to reach their individual potential.

## **School Commission**

The purpose of the School Commission is to advise and support the pastor and the principal as they form policy and direct the ongoing development of the school. The Commission is advisory in nature. The advisory process is collaborative and may involve the use of additional subcommittees. The OLL School Commission meets monthly. The majority of meetings are closed due to the sensitive nature of the information being discussed. We welcome parents who would like to bring an item to the commission's attention. The item must be approved by the principal who may opt to add it to the meeting agenda.

## **Parent Teacher Association (PTO)**

PTO is an association of all parents. Its primary function is community building within the school and parish. The PTO welcomes and encourages participation from all parents interested in working together to improve and strengthen our school. It is both a social and a service association which oversees a variety of volunteer endeavors at Our Lady of Lourdes Catholic School. PTO works with the pastor, the school commission, the principal, and the faculty. In support of the school faculty and administration, it is the purpose of the PTO to cultivate and develop parental participation in school centered activities designed to enhance the educational and environmental experience of the students of Our Lady of Lourdes Catholic School. The PTO also works as an advocate of the school environment, therefore *ALL* active PTO members agree to communicate on behalf of the school and its mission. PTO is responsible for working in a collaborative fashion with the OLL principal and faculty.

## **Admissions Policy**

Application to Our Lady of Lourdes Catholic School is on an annual school year basis. Preschool classes are limited to 20 students per day, per classroom as per state law. The class enrollment for K-8 may be raised at the discretion of the principal.

Our Lady of Lourdes educates students in the Catholic tradition, integrating the Church's beliefs and practices with academic discipline. It is open to students of all religious faiths. Our Lady of Lourdes' goal is to graduate a student who is a faith-filled person, is a good citizen, and is a life-long learner, in accordance with our Schoolwide Learning Expectations.

All applicants must submit the required application materials. Prospective families participate in a personal interview with the principal.

An applicant's admission to Our Lady of Lourdes Catholic School is evaluated based upon:

1. Relationship to Our Lady of Lourdes Parish, or other Catholic parishes;
2. Academic achievement;
3. Social development; i.e., age, control of behavior, ability to use the restroom, etc.
4. Family's involvement in faith formation;
5. Reasons for seeking enrollment;
6. Expectations of the school; and
7. Potential contribution to a diverse student body

The order of priority for selection of qualified students is:

1. Siblings of currently enrolled Preschool-eighth grade students;
2. Children who are registered members of Our Lady of Lourdes, St. John the Evangelist, The Proto-Cathedral of St. James the Greater, Holy Redeemer, Sacred Heart, and some other local Catholic Parishes
3. Children of members of other Catholic parishes;
4. All others

### **Statement Of Nondiscrimination**

Our Lady of Lourdes Catholic School admits students of any race, color or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. In the administration of its policies, the school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan and athletic and other administered programs.

## **Financial Policies**

### **In-Parish Tuition Policy for Our Lady of Lourdes**

To be considered for In-Parish tuition rates, Families must demonstrate:

1. Current registration in the parish
2. Active involvement in the parish through regular attendance at weekend liturgies
3. Identifiable support of their parish, through their time, talent, and treasure
4. A current Parish stewardship pledge card on file

As a rule of thumb, it is important to live stewardship and give to your parish a percentage of your income weekly. Families not attending Mass regularly, or not supporting their parish will not receive the In-Parish tuition rate. If there are extenuating circumstances, contact the pastor. Families not following these guidelines will not be eligible for subsidy.

*Catholic families of other local Catholic parishes may be eligible for the In-Parish tuition rate, if individual parish guidelines are followed, along with a notification of their parish's agreement to subsidize.*

### **Tuition And Fee Payment Policy**

1. All payment plans are managed by FACTS Tuition Management, and must be kept current.
2. Registration fees are paid through FACTS with tuition payments.
3. Facilities & Safety fees are paid through FACTS with tuition payments
4. Classroom and preschool fees are collected in June through FACTS.
4. All tuition and fees for the current year must be up to date prior to registration for the following school year.
5. Contact the Office Manager for any questions regarding your tuition payments.

Any deviation from this policy must be reviewed and approved by the principal prior to registration for the following year.

### **Tuition Assistance**

Our Lady of Lourdes provides tuition assistance to students whose families otherwise would not be able to access Catholic education. In order to be considered for tuition assistance, families must apply through the Fulcrum Foundation as well as follow annually published guidelines and deadlines. Assistance awarded is based on need. Because the funds are limited, meeting all deadlines is critical in the process.

### **Withdrawal Process**

To withdraw a student from Our Lady of Lourdes Catholic School, the parent must inform the principal, in writing, of the family's intent to leave the school. After all owed tuition and fees are paid, final transcripts will be issued.

### **Unconditional Contract Obligation-*Preschool***

The withdrawal of a student(s) at any time after an enrollment contract is signed and received by the school will result in the payment of ALL non-refundable fees as well as the payment of tuition through the withdrawal date or 10% of total annual tuition owed per preschool student, whichever is greater. Collection of annual tuition and other fees may be waived only in the following cases: (1) the family relocates their residence more than 30 miles away from Our Lady of Lourdes Catholic School; (2) the student is dismissed by the school; or (3) the principal determines that the school cannot appropriately meet the academic, behavioral, emotional, or spiritual needs of the student.

### **Unconditional Contract Obligation-*Kindergarten through Eighth Grade***

The withdrawal of a student(s) at any time after an enrollment contract is signed and received by the school will result in the payment of ALL non-refundable fees as well as the payment of tuition through the withdrawal date or \$1000 per student, whichever is greater. Collection of annual tuition and other fees may be waived only in the following cases: (1) the family relocates their residence more than 30 miles away from Our Lady of Lourdes Catholic School; (2) the student is dismissed by the school; or (3) the principal determines that the school cannot appropriately meet the academic, behavioral, emotional, or spiritual needs of the student.

### **Stewardship Program Guidelines**

Parent/Guardian Stewardship is a means of letting responsibility for the success of school programs be shared by all. Stewardship asks families to examine their strengths and interests so they may apply them in the most effective way to the school community as a way of showing their commitment to the education of their children at Our Lady of Lourdes Catholic School. The manner of affirming this commitment is made available through the Stewardship Program.

The Stewardship Program, while an obligatory program, will hopefully be perceived as an invitation to all to become a more involved part of the Our Lady of Lourdes faith community, and an opportunity to have a greater role in your children's school life.

We believe that parents of Our Lady of Lourdes students have placed a high priority in their children and their education. We are offering this program as an opportunity to act on these priorities.

All parents are obligated to pledge 30 hours of stewardship per family per year (15 hours for single parents) in various fund-raising and volunteer activities. Only 15 hours (5 for single) may be credited for classroom work, i.e., in the classroom, field trips, etc. The remaining 15 hours (10 for single) must be fulfilled outside of the classroom, i.e., Health Room, Auction, Fundraisers, Hot Lunch, Development program, Parish activities, etc. This is a wonderful way to become acquainted with school parents and grow in the spirit of Our Lady of Lourdes Catholic School community, while helping minimize the increasing annual cost per student. If you have questions, direct them to [lourdes@lourdesvan.org](mailto:lourdes@lourdesvan.org).

\*Single parents are defined as those not having any spousal support, both in finances and in the raising of the child/ren. Divorced families, where both parents are still taking part in the

upbringing and finances of the child/ren, are considered a two parent family under these rules and guidelines, and will be subject to the same guidelines and rules of a two parent family.

**IN AN ATTEMPT TO AVOID MISUNDERSTANDINGS, A FEW BASIC GUIDELINES FOR THE STEWARDSHIP PROGRAM ARE LISTED BELOW:**

The Stewardship Program will run from the first day of school through the last day of school. Each family is to accumulate a minimum of 30 hours (15 hours for single parents) of service and report at the designated time. Please do not quit your service hours once you reach your hour commitment, your help is needed all year, especially in our health room!

If you are unable to meet the service hours obligation, you have agreed in your tuition contract to compensate the school at the rate of \$15 per hour for those hours you are unable to complete. You will be billed at the end of the school year. There will be no carry-over of extra hours to the next service hours program year, and no trading of hours between families.

- Field trip helpers count straight hours for the duration of the field trip.
- All coaches will count the hours of practice as well as game time.

If parents feel they are not receiving ample opportunity to work the hours they pledged, it is their responsibility to contact the principal to see what can be done to rectify the situation. Parents are asked to track their own service time and log your hours online through ParentsWeb (via [lourdesvan.org](http://lourdesvan.org) or [factsmgt.com](http://factsmgt.com)).

### **Volunteer's Code Of Ethics**

- **CONFIDENTIALITY** – A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students.
- **COMMUNICATION** – Always direct other parents' concerns to the classroom teacher. Written notes and comments are most helpful to the teachers because of time. If there is a conflict or difference in opinion, please go directly to the source and deal with the challenge. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.
- **QUALITY WORK** – If you don't think you can do the job, please be honest and talk to the teacher involved. If directions need clarity, please ask. Please work in the classroom, or in the parish lounge if space is available. Please do not work in the faculty room.
- **DEPENDABILITY** – The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.
- **RESPECT FOR OTHERS** – Children learn from watching you. Practice patience and understanding toward the children and staff which helps our students value and apply these qualities.



• **ROLE** – At all times, a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher’s request. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the Archdiocese.

### **Safe Environment Requirements**

All volunteers helping at Our Lady of Lourdes Catholic School are required to fill out a Volunteer Background Check and Authorization Form, and also attend an initial 3 hour Safe Environment volunteer training session as required by the Archdiocese of Seattle. If you have not done both, you will not be allowed to volunteer in the school or parish buildings.

Background checks along with your Safe Environment training, are updated online every three years. You will be notified by Virtus when you are due for renewal of both.

All volunteers driving on field trips must also have a driver insurance form on file in our school office. This is filled out each year, and not carried over from year to year. *In light of tCOVID-19 protocols, the requirements to volunteer at Our Lady of Lourdes may be modified.*

\*\*\* Before volunteering for anything, call or email the school office to make sure you are cleared to volunteer. Thank you!

### **Scrip Program**

Our Scrip Program is an on-going fundraising program for Our Lady of Lourdes Catholic School that works while you shop. Scrip is simply a word that means “substitute money” – in other words, scrip is gift certificates from national and local retailers. They’re the same gift certificates that you buy at the store. Many popular retailers participate in our scrip program including JCPenney, The Gap, Shell, Pizza Hut, Red Lobster, and many, many others.

Scrip participating retailers agree to sell gift certificates to our school at a discount. Our families buy the certificates for full face value, they redeem them for full face value, and our school keeps the difference as revenue. With scrip everybody wins:

- The retailer gets cash up front and repeat business...
- You get a powerful fundraising alternative that involves no selling...
- Our school gets a regular source of revenue.

The beauty of scrip is that you put your regular household shopping dollars to work. You earn money for our school without spending a single additional penny. Just spend your regular shopping dollars with scrip at the stores that participate in the scrip program! And scrip can be used for just about any household purchase including food, clothing, entertainment, gasoline, and even dining out.

The Our Lady of Lourdes scrip program is mandatory for all families. You must earn \$150 in profit during the course of the scrip year (May 1 – April 30). If you do not wish to participate by purchasing scrip, you may “Buy-Out” by adding \$150 to your tuition bill for the current school year. Scrip is available for sale at the school during the school year and at the Parish Office during the summer. It is always available after masses, except on holidays, year-round.

## **School Code of Conduct**

Our Lady of Lourdes Catholic School provides a climate that is appropriate for a Christian learning community and that fosters in its students self-discipline, responsibility for one's actions, problem-solving skills and respect for the rights and property of others. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruptions. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

Each teacher will discuss school rules and disciplinary action with students at the beginning of the school year. Each student, under the direction of the teacher, is responsible for helping establish rules and procedures for his or her own classroom. The following forms of conduct will be considered inappropriate and will necessitate disciplinary action. They apply to all students, but they are not inclusive.

1. Disruptive conduct which deprives other students of the right to learn.
2. Disobedience or lack of respect for authority.
3. Fighting or physical abuse, or use of harassment, both physical and/or verbal, written or electronic.
4. Use of abusive, profane, or obscene language or gestures.
5. Lack of respect for personal, school, or parish property.
6. Theft of property on the school or parish grounds.
7. The possession of cigarettes, drugs, weapons, or alcohol on school or parish property.
8. Non-academic personal property brought to school without prior permission of the teacher.
9. Other inappropriate conduct as determined by the school.

Infraction of school rules will result in disciplinary procedures subject to the age of the student and seriousness of the incident. The principal is the final recourse in all disciplinary situations and may waive a disciplinary rule at his or her discretion.

### **Our Lady of Lourdes School Parent Communication Forms**

Parent Communication Forms may be sent home to parents for a variety of reasons, including, but not limited to: good news, missing work, general behavior issues, out-of-uniform, behavior directed at another student, request for a conference, or notification of silent lunch, detention, in-school suspension, etc. The parent is asked to sign the form and have the student return it to his/her homeroom teacher the next day. The teacher and principal both receive a copy of the form for their files.

### **Primary Behavior Management Policy (K-2)**

This policy will be used for recurring concerns that affect students' learning, both in and outside the classroom that continue to persist in spite of all regular interventions such as classroom management techniques, class meetings, and parental notification. The student and parents will be notified when this policy is going to be implemented.

### *Minor Challenges*

Examples: put downs; tardy after recess; poor church behavior; impoliteness; disruptive behavior; talking back; out of uniform; talking out loud excessively.

Possible consequences may include: verbal reminder or natural consequence.

### *On-going Minor Challenges*

Examples: put downs; tardy after recess; poor church behavior; impoliteness; disruptive behavior; talking back; out of uniform; talking out loud excessively.

Possible consequences may include: a note home from student or teacher; service back to school; “walk and think” recess time.

### *Next-level Challenges*

Examples: disregard for safety of self or others; profanity/swearing; vandalism; intentional isolation of others.

Possible consequences may include: written apologies; classroom contracts; service back to school; note/phone call/email to parents; parent conference; lunch time away from classmates.

### *Severe Offense*

A student can reach this level automatically by committing one of the offenses listed in the examples, or by committing a formally documented recurring offense from the previous level multiple times.

Examples: physical fighting; inappropriate conduct; major property damage; stealing; reckless endangerment.

Possible consequences: The consequences will be determined on a case by case basis, taking into consideration all circumstances.

## **Intermediate Behavior Management Policy (3-5)**

Each intermediate classroom teacher will have their own classroom management system.

For individual student behaviors that do not align with classroom policies/procedures, our schoolwide learning expectations, and playground rules, the intermediate team uses a common “Think Sheet.” Students complete the “Think Sheet” for immediate reflection. The sheet is copied and sent home requiring a parent signature and it must be returned the following school day. Occasionally, an additional follow-up may be necessary (apology letter, parent-teacher conference, etc).

## **Middle School Team Behavior Management Policy (6-8)**

This policy will be used for recurring misbehavior that continues to persist in spite of all regular interventions such as classroom management techniques, class meetings, and parental notification. The student and parents will be notified when this policy is going to be implemented. Formal documentation of subsequent occurrences of the undesirable behavior will begin at that time.

Being a Lourdes Lancer encourages respect. Respect for our faith. Respect for ourselves. Respect for our teachers and staff. Respect for our fellow students. Respect for property. Respect for our school.

### *Minor Offense*

Examples: put downs; tardy after recess; poor church behavior; impoliteness; disruptive behavior; talking back; out of uniform; talking out loud excessively.

Possible consequences may include but are not limited to: verbal reminder; classroom time-out; natural consequence; class meeting; note/phone call to parent.

### *Serious Offense*

Examples: disregard for safety of self or others; profanity/swearing; vandalism; leaving school grounds.

Possible consequences may include but are not limited to: written apologies; classroom contracts; service back to school; note/phone call to parents; parent conference; lunch time away from classmates.

### *Severe Offense*

A student can reach this level automatically by committing one of the offenses listed in the examples, or by committing a formally documented recurring offense from the previous level two times.

Examples: physical fighting; sexual harassment/inappropriate conduct; major property damage; stealing; reckless endangerment.

Possible consequences may include but are not limited to: sent directly to the principal; conference with parents; suspension; expulsion; any other consequences deemed appropriate by the principal.

### *Grave Offense*

Acts of misbehavior that are recognized as legal offenses or that gravely endanger self and the school community. These include, but are not limited to: possession, use, or transporting of weapons, drugs, alcohol; physical violence.

Possible consequences may include but are not limited to: students will be sent directly to the principal, parents are immediately called, and expulsion procedures begin.

### *Suspension or Expulsion*

In case of severe or grave offenses, or repeated minor or serious violations, the principal may employ suspension (in-school or out), or expulsion from school. In-school suspension removes the child from the classroom to another designated room for up to three days. Out-of-school suspension removes the student from school for five days or fewer.

1. The parent is informed as soon as possible of the removal and the reason for the action.
2. The parent, principal, and teacher(s) may arrange for a conference, and the student may be asked to be included.
3. If a solution seems possible, the student may resume attendance on probation or on a contract. In addition, the student is responsible for completing academic work which was assigned during suspension. The principal is the final recourse in all disciplinary situations, and may waive any disciplinary rule at her/his discretion.

### Disciplinary “Ladder”

The discipline system is much like a ladder- it goes up with each offense OR with the severity of the offense. The order is as such:

White Slip #1 - Silent Lunch #1

White Slip #2 - Silent Lunch #2

White Slip #3 - Silent Lunch #3 (note sent home about detention status)

White Slip #3 - Detention #1

White Slip #4 - Detention #2

White Slip #5 - Detention #3 (note sent home about suspension status)

White Slip #6 - Conference occurs, suspension. Out-of-school suspension and/or expulsion are possibilities with any additional white slips.

\*White slips sent home for behavior infractions must be returned, signed by a parent/guardian, the next school day. Unreturned white slips warrant an unrecorded detention.

Depending on the offense, a student can move slowly or quickly up the ladder. Even minor offenses can constitute a higher position on the ladder if they consistently happen. In other words, the 4th time someone is disruptive in class or out of uniform, for example, will result in a detention, despite the fact that it is a minor offense. More serious offenses can bring a student straight to detention, suspension, or even expulsion level.

### Behavior Expectations

Each teacher in the middle school has their own set of classroom rules and policies. It is expected that each student respects the teacher’s rules and regulations. Students also need to follow the rules laid out in both the OLL Handbook and the Middle School Handbook. The use of the following is considered inappropriate and disciplinary action will be taken if the student:

- 1.) has disruptive conduct that deprives other students from learning or the teacher from teaching.
- 2.) shows disobedience or lack of respect for authority.
- 3.) is fighting or using physical force toward another student.
- 4.) is verbally harassing or bullying another student.
- 5.) uses or alludes to profane, racist, abusive, gender, or inappropriate language or gestures.
- 6.) shows a lack of respect for personal, school, or parish property.
- 7.) steals property from the school, parish, or other students.
- 8.) possesses cigarettes, drugs, weapons, or alcohol on school or parish property.
- 9.) brings non-academic, personal property to school without prior permission from the teacher.
- 10.) takes part in other inappropriate conduct as determined by the school.

Infraction of school rules will result in a place on the disciplinary ladder; where on the ladder will be determined by the seriousness of the incident. The principal is the final resource in all disciplinary situations and may waive any disciplinary rule at his or her discretion.

Minor Offenses - disrupt the act of learning or the learning environment. These offenses include, but are not limited to put-downs, poor church behavior, impoliteness, talking back, out of uniform, spitting, and gum chewing. Possible consequence, but not limited to: a silent lunch and a white slip.

Serious Offenses - acts of misbehavior that are more serious in nature than minor offenses. These offenses include, but are not limited to profanity or swearing, property damage, failure to comply with a direct request from a teacher, and misuse of computers. Consequence: detention level.

Severe Offenses - acts of misbehavior that danger to self, others, and/or property. These offenses include, but are not limited to physical fighting, sexual harassment, harassment, vandalism, stealing, leaving school grounds without permission, and skipping classes. Consequence: A short or long-term suspension. The length of time will be determined by the principal. A conference with the student, parents, principal, and middle school team will also be held.

Grave Offenses - acts of misbehavior that are recognized as legal offenses or that gravely endanger self, others, and/or the school community. These include, but are not limited to use, possession, or transportation of weapons, drugs, or alcohol, and extreme violence. Consequence: immediately sent to the principal, parents are called, and expulsion procedure begins.

In case of serious or grave offenses, or repeated minor violations, the principal may employ suspension (in-school or out) or, after consultation with the pastor, expulsion from school.

- In- school suspension removes the student from the classroom to another room for up to three days.

- Out of school suspension removes the student from school for five days or fewer, and is considered more serious.

In the event of a suspension, the following procedure begins:

- 1.) The parent is informed as soon as possible of the removal and reason for the action.
  - 2.) The parent, principal, and teacher(s) may arrange for a conference, and the student may be asked to attend.
  - 3.) If a solution seems possible, the student may resume attendance on probation or on contract.
- In addition, the student is responsible for completing academic work that was assigned during the suspension period.

## **Bullying**

In the state of Washington, there is a statute passed by the legislature specifically addressing bullying, and we maintain its laws in our school. RCW 28A.300.285 generally states the following:

“Harassment, intimidation, or bullying” means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (a) Physically harms a student or damages the student’s property; or
- (b) Has the effect of substantially interfering with a student’s education; or
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (d) Has the effect of substantially disrupting the orderly operation of the school.

We as a school follow this statute, as well as recognize the people who stand by while bullying is occurring and do nothing to also be guilty of bullying. We view bullying as either a serious or grave offense, depending on the situation.

Any “harassment, intimidation, or bullying” which occurs through social media will be handled in the same fashion as that which occurs on campus or in-person.

## **What To Do When You Have A Problem, Concern, Or Suggestion**

The staff of Our Lady of Lourdes Catholic School works closely with parents in order to best meet the needs of each individual child. During the course of a child’s time in this school, it is likely that every family will at some point have a question, a concern, a problem, or a suggestion. We welcome and encourage your close communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions, together we can meet any challenge and move forward in a positive manner. The best rule of thumb is to go directly to the person who has responsibility for the situation.

## **School Day Schedule**

The school day begins at 8:15 each morning and ends at 3:05 each afternoon, Monday through Friday. Occasionally school will dismiss early for teacher inservices, work days, special events, etc. On late-start days, the school day begins at 10:15 and ends at 3:05. Doors will open at 8am to accommodate arrivals and at 3pm for dismissal.

Supervised extended care is provided for a fee by Vermont Hills Early Learning Center, from 7:00-8:00 a.m. and 3:05-6:00 p.m. Extended care is also available on most late start and early dismissal days until 6:00 and is available on some full days when school is not in session. Extended care provided by Vermont Hills Early Learning Center is held in the Pastoral Center on the north end of the north parking lot.

## **Arrivals And Departures**

Our Lady of Lourdes has a drop-off and pick-up procedure for the safety of students and families. One option is for you to drop off and pick up your students on the south side of the school. Do not pass other vehicles in this line, get out of your car, or let your children out of your car early; please wait your turn. We ask that you do not park on the south side of the school during these times. You may enter this “lane” on Daniels Street off 46th.

Another option is to park in the north parking lot and WALK your child to class using the walkways, or pick them up at their classroom promptly at 3:05, and WALK with them to your vehicle. Please do not park on Franklin Street, either to drop-off or pick-up your child. Do not allow your student to walk in the parking lot unescorted by you.

For the safety of all students, we ask that no child arrive at school before 8:00 a.m., unless they are in LEAP. Classroom doors open at 8:05 a.m. Unless parents are supervising, all play equipment is off limits before and after school.

Once classes have been dismissed, students will go to the stop and drop area if they are not greeted by a parent. Students are permitted to walk to and from school or ride a bike independently if permission is granted through the front office. In the afternoon, if you are delayed past 3:20 p.m., your child will be waiting in the hallway by the school office. You may pick your child up there. If you are not here by 3:30 p.m. your child will be taken to LEAP and you will be billed accordingly.

For the safety of all, the doors to the school building are locked until 8:00 a.m. The doors to the building will be relocked from 8:15 a.m. until 3:00 p.m. each day. All visitors and volunteers must ring the doorbell for admittance to the south office doors. If you arrive during the school day for any reason, please check in at the school office.



## Academic Policies

### FACTS

Each student and parent should have their own individual passwords to access FACTS. Parents will have an account through ParentsWeb that allows access to grades (3-8), teacher websites, and payment information. We strongly advise parents to sign up for the email notification through FACTS to stay posted on how students are doing. We encourage students and parents to establish a weekly routine day/time to check student's progress through FACTS.

### Primary Grade Scale

In primary our goal for the students is to help them to be Faith-filled, life long learners and good citizens. Report cards are a snapshot of how the students are progressing in all of these areas.

The grade scale for the primary grades:

O - Outstanding - Performing well at grade level or above.

E - Meets Expectations - Performing at grade level

P - Progressing - Working to increase skill

N - Needs Improvement - Working towards grade level

### Intermediate and Middle School Grade Scale

100-93%= A

92.99-90%= A-

89.99-87%= B+

86.99-83%= B

82.99-80%= B-

79.99-77%= C+

76.99-73%= C

72.99-70%= C-

69.99-67%= D+

66.99-63%= D

62.99-60%= D-

59.99-0% = F

### Incomplete

At the teacher's/administrator's discretion, in the extreme circumstance that not enough coursework is completed in a particular subject area to demonstrate proficiency, a grade of Incomplete may be given rather than a failing grade. In this instance, a plan for completion will be developed. Failure to complete, may result in the student's inability to progress on to further grades and/or subjects.

## **Report Cards**

Report cards are emailed at the end of each trimester.

## **Late Work**

Each teacher has a different policy on late work. Classroom teachers will communicate their individual policies while introducing other classroom policies and procedures.

## **Cheating/Plagiarizing**

Any student found to be cheating or plagiarizing on any test or assignment will receive a zero on said assignment and communication will be sent home. Further disciplinary actions will likely be taken.

## **Conferences**

Conferences are held twice a year giving parents and teachers time to come together as a team to discuss student progress. The format may vary based on the age and needs of students.

## **Standardized Testing**

MAP (Measure of Academic Progress) testing occurs three times a year in grades K-8. The subject areas of Math, Reading, and Language are assessed.

## **OLL School Homework Policy**

At Our Lady of Lourdes Catholic School, homework is recognized as an integral part of the learning experience. Homework assignments give students the opportunity to practice skills they are learning in school and to extend their learning beyond the school day. Homework is also a way to help students develop work and study habits that will assist him or her throughout the years spent in school and beyond. While types and amounts of homework will vary from class to class and year to year, the following is generally applicable.

### Type of Activities

1. Completion of class work is only one part of homework.
2. Practice, preparation, or extension
  - a. Practice assignments reinforce newly acquired skills or knowledge; most effective when carefully evaluated by the teacher, matched with student ability, and students are asked to apply recent learning.
  - b. Preparation assignments are intended to provide background information such as reading, gathering, or organizing information.
  - c. Extension assignments encourage individualized and creative learning emphasizing student initiative and research. These assignments frequently parallel class work and require students to apply previous learning.

### Suggested Time

An average of 10 minutes per night per grade (i.e., 10 minutes in 1st grade, 20 minutes in 2nd grade, etc.) is a good guideline for expected homework load. Our teachers all strive to stay within the recommended time frame. However, the suggested time is an average. Some evenings, or during particular units of study, your child may have more or less than the average. If you are concerned about the amount of time your student is working on homework (either too much or too little) please discuss the situation with your classroom teacher. Many teachers suggest a recommended amount of reading each evening. This reading is not necessarily included in the amount of time expected to be spent on homework.

### School Records

Parents may inspect or obtain a copy of their children's permanent record file with 24-hour advance written notice. When a student transfers from Our Lady of Lourdes, all financial responsibilities must be paid in full before student records will be forwarded.

### Middle School Electives

Each year, middle school students have the opportunity to sign up for elective classes. The list of classes varies from session to session. At the end of the year, the returning students fill out a form to pick out their preferences for electives. However, the final elective selection is the middle school team's decision and can be based on class size or repeated participation. If a student's behavior and/or participation in an elective is not in line with our expectations, they may be removed from the elective.

*To comply with ongoing COVID-19 protocols, schedules and course offerings may be modified.*

### Intermediate Awards

Schoolwide Learning Expectations (SLE) Awards will be given at the end of each trimester. One or two students from each grade receive the lifelong learner, faith-filled person, and good-citizen awards.

### Middle School Awards

Honor roll awards will be handed out each trimester. Year-end awards are presented at 8th grade graduation; all other middle school awards are presented after the last school Mass.

Here is a description of each award which *may* be given out at these times.

**Music:** Recognition may be given to those students who gave up their hours after and during school in practice for our school masses, concerts, or parade participation.

**Mathematics:** Students may receive Math awards for outstanding achievement in Math. Participation in extracurricular Math activities may be included in this category.

**Science:** Winners may be selected for each of the middle school classes based on the scientific quality of projects and the quality of the student's presentation at the fair.

**Lourdes Leaders:** These are students who applied to be representatives of our school and ambassadors of our school wide learning expectations over the course of this school year. They

give up their personal time to help ensure that various activities throughout the school run smoothly and receive the support they need.

*Physical Education:*

- St. Sebastian Physical Fitness Award– Given to those students who improved on four of the five fitness tests.
- Lourdes Physical Fitness Award– Given to those students who improved on all of the five fitness tests.
- OLL Physical Education Record Award– This award is given to those students who currently hold a physical education record at Our Lady of Lourdes Catholic School.

*Citizenship:* The Citizenship Award recognizes student achievement and behavior that demonstrates outstanding examples of citizenship. Many students are considered for this award. Factors that go into making the final determination by the Middle School Team include, but are not limited to, the criteria listed in the “Citizenship” area of the report card, along with student records of behavior and responsibility accumulated throughout the year. The Middle School staff looks for a consistent track record in making the final determination of which students will earn this award.

*Service:* Service awards are given in recognition of outstanding service throughout the year. Students who consistently offer their assistance to other students, the school, and the broader community, without thought of reward, may be considered for this award.

*Leadership:* Leadership awards recognize the contributions of one or two outstanding student leaders in each grade. Student leaders consistently “show the way” for classmates in class activities, group discussions, and by individual example. Student leaders identify opportunities and follow through on commitments to make their communities better places.

*Second Academic Honors:* Students who achieve an average grade of a “B” for graded subjects earn Second Academic Honors. Graded subjects include: Religion, Language Arts, Social Studies, Mathematics, Science, and Spanish. A “B” represents a minimum grade point average of 3.0. This is a significant achievement, considering the level of performance we expect in the Middle School.

*First Academic Honors:* Students who achieve an average grade of “A-“ for graded subjects earn First Academic Honors. An “A-“ represents a minimum grade point average of 3.70. This is a remarkable achievement for any student in any school.

*St. Thomas Aquinas Award of Academic Excellence:* St. Thomas Aquinas is the Patron Saint of Academics and of Catholic Schools. This award recognizes students who have held a grade of A (94% or higher) in every class throughout their middle school career at Our Lady of Lourdes. This achievement is admirable and will certainly pave the way for future academic success.

*Honor Student:* This highest award goes to an 8th grade student who exemplifies excellence in scholarship, citizenship, leadership, and service within our school, church, and civic communities. An Honor Student is seen as an ambassador for Our Lady of Lourdes School as they journey on to high school. This award is not recognition for one year; rather the criteria of excellence must be demonstrated throughout his/her years at Our Lady of Lourdes, culminating in an outstanding 8th grade year. This 8th grade student will give a speech at the graduation ceremony.

## **School Policies**

### **Attendance**

If a child is not in school, an absence will be recorded. If a child arrives between 8:15 a.m. and 10:15 a.m., a tardy will be recorded. If a child arrives after 10:15 a.m., a half-day absence will be recorded. If a child leaves school before 1:00 p.m. and does not return, a half-day absence will be recorded. If a child leaves school between 1:00 p.m. and 3:05 p.m., an early release will be recorded.

### **Late Arrival**

Students are expected to be in the classroom by 8:15 a.m. All students, preschool through 8th grade arriving after the 8:15 a.m. bell must come to the office for a tardy slip. If you know your child is going to be late, please call the school office by 8:15 a.m. to let us know.

### **Individual Early Release**

In the case of an early release, parents or a prearranged person must pick up their child from the office in cases of early release or illness.

### **Absence Due to Illness**

When a student will be absent for the day due to illness, please call the school office by 8:15 a.m. Leave a message if the office is not open yet or the lines are busy. We will call you to confirm the absence if we have not heard from you and your child has been marked absent.

#### **Make-up Work**

When students are absent due to illness, the parent may request from the office, missed assignments and needed handouts. Teachers will do their best to prepare their work to be available for pickup after school. Please note this is not always possible.

*\*Please refer to current COVID-related communications regarding up-to-date illness protocols and guidance.*

### **Absence for Vacation or Travel - Make-up Work Policy**

Washington law requires elementary school students to attend school. If parents choose to withdraw their child for vacation or travel during the required school days, they do so with the understanding that make-up work may be provided before vacation to be completed under parent supervision. However, this will be considered at each teacher's discretion. It should be understood that the student's report card grades may reflect his/her inability to participate in class activities during vacation time. Advance communication of discretionary absences must be given

to both the front office and the homeroom teacher. High school visits will be counted as an excused absence.

### **Excessive Absences or Tardies**

If a student has a record of numerous absences or tardies, the principal and/or teacher may request a parent conference. The absences or tardies may affect the ability to promote the student.

### **Emergency or Weather Related School Closure**

In the event of a need to close or delay school because of weather conditions, we will follow Vancouver School District's decision. Also, please keep listening to the radio or TV if we are having a delayed opening, because sometimes it is changed to a closure. LEAP is closed in the morning if a delayed opening is announced. If school is closed, so is LEAP. A decision is usually made by 6:00 a.m. and called in to radio and TV stations by Vancouver Public Schools. At times, the decision may come later, so keep checking during the early morning hours. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. No announcement means that schools are open as usual. If we have an emergency release because of weather, or non-weather reasons, please follow your emergency release plan on the Emergency Dismissal form you have on file with the school. You should keep a copy of this form at home. If weather conditions indicate a need for an early release, we follow VPS's decisions. Again, parents have the option of picking up their child early based upon conditions in their immediate area.

### **Communication**

There are several ways parents can contact teachers, or get updates on classroom happenings.

- 1.) The Messenger.
- 2.) OLL Website. Each teacher has their own page for their class. It will have information about specific class happenings and policies. ([lourdesvan.org](http://lourdesvan.org))
- 3.) Teacher-published lesson plans
- 4.) Email. If you have additional questions that are not addressed on the website, or if you just have a concern, email is one of the best ways to contact the teachers. You can find all email addresses on the school website. We do our best to respond within 24 hours if school is in session. Please note that staff responses outside of the school day (8am-4pm) as well as during school breaks and vacations are an exception and should not be expected.
- 5.) Scheduled Meeting. The teachers are more than happy to meet with you if you have concerns you would like to discuss.

### **Library Policy**

To ensure that all students have access to school library books, borrowers should return books in a timely manner. Report cards will be held at the end of the year for any books not returned to the library. Parents will be billed for any books that cannot be found.

### **Electronics Policy**

Cell phones are a distraction to the student, the classroom, and the teacher. There is no reason to use a cell phone during the school day; if an emergency call needs to be made to home or otherwise, the office phone is available for student use. Phones need to be off and stored in the backpack from the time students step on campus to the time they leave it.

If the phone goes off, it will be removed from the student's possession. If a teacher sees the phone during the school day, the phone will be removed from the student's possession. Disciplinary action may be taken. Electronics which are confiscated will be given to the office. It is not returned until a parent comes to retrieve it.

On any part of campus after school, the phone will be confiscated if seen in use or in hand. OLL is not responsible for any stolen, damaged, or lost electronics.

\*This policy also applies to smart watches or any other personal devices similar to phones

### **Field Trips-**

The following requirements must be met for all field trips and other school- sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The driver must submit to a Volunteer Background check and show no felony, DUI, or reckless driving convictions;
- The driver must be current on their Safe Environment training;
- The driver must have COVID-19 vaccination status verified with school office;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Children under age 8, unless they are 4'9" tall (whichever comes first), must be restrained in an appropriate child restraint system (car seat or booster seat).
- Children less than 13 years old are to be transported in the back seat, where it is practical to do so.
- Child restraint systems must be used correctly according to the car seat AND vehicle manufacturer's instructions. Always follow the manufacturer's instructions and guidelines for both the child restraint and the vehicle.

Verbal permission to travel on a field trip is not permitted. Permission must be written on the field trip permission form required and approved by the Archdiocese. Children not enrolled in the school should not accompany the class field trip.

## **Field Trip Behavior Expectations**

When students are away on a field trip, they are representing Our Lady of Lourdes in their behavior, demeanor, and presentation. School behavior expectations are enforced on field trips. The school device policy remains in place for all field trips. All field trips are in uniform unless otherwise noted.

## **8th Grade Washington D.C. Trip**

It is a tradition for 8th graders to take a trip to Washington D.C. in the spring. In order to have a pleasant trip, as well as to ensure the safety of students, parents, and teachers on the trip, there is a separate set of regulations for the D.C. trip. They will be covered closer to the date of the trip.

\*The D.C. trip is a privilege, not a right. If rules are not followed while on the trip, students may be sent home. Also, if behavior at school is not up to par, students will not be allowed to participate.

*\*Current COVID-19 guidance will determine all field trip protocols and procedures. These may be modified throughout the school year.*

## **Student Health**

### **Immunization Law**

Washington law requires that every child entering into any Washington public, private, or parochial school for the first time, must have received all of the required immunizations or meet one of the requirements listed on the form supplied by the school. Out-of-state transfer students are given a 60-day grace period to obtain their immunization records, or to initiate immunizations.

### **Health Records**

Our Lady of Lourdes Catholic School staff wants to understand and to provide for your child's needs as much as possible. Please inform the principal of any physical or emotional condition or handicap that would impact your child's performance in school. Teachers will be informed in a confidential manner.

### **Communicable Diseases -**

*\*Please refer to the most recent COVID-related communications regarding up-to-date illness protocols and guidance*

Please notify the school promptly if your child contracts a communicable disease, i.e., chicken pox, head lice, etc. If you have any questions, please call the school office.



## **Medication and First Aid**

Children may not keep medicine in their personal possession while at school. All medications to be taken while at school must be kept in the school office accompanied by a signed form from your doctor, along with the parental signature, and directions for administration. The child is to come to the office at the agreed upon time, and the dosage will be taken under adult supervision. Band-aids and feminine supplies are available in the office if needed. Tylenol will be dispensed only with a parent's written permission, and a personal supply provided.

## **When Should I Keep My Child Home? *\*Please refer to the most recent COVID-related communications regarding up-to-date illness protocols and guidance***

PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL. There could be some serious health problems for your child and other students. Some students have medical conditions which can become life threatening when exposed to measles, chicken pox, shingles, Fifth's disease, rubella, and hepatitis. Should your child be diagnosed during the school year with any of these diseases, please call our office immediately.

- Fever greater than 100° (orally) – must have temp below 100° for 24 hours without the use of fever-reducing medications to return to school.
- Rash or rash with fever - new or sudden onset – If diagnosed as Fifth's disease, or measles, please contact the school office immediately. Rash must be gone, or have clearance from MD to return to school.
- Brown, gray, tan, green, or yellow drainage from nose, eyes, etc. – If a child is diagnosed with pink eye, please contact the school office immediately. Discharge must be gone or student must have been on antibiotics for 24 hours and have clearance from MD to return to school.
- Vomiting – must be symptom free for 24 hours to return to school.
- Diarrhea – must be symptom free for 24 hours to return to school.
- Cough - deep, barking, congested, or productive with colored mucus – must be symptom free or on antibiotics for 24 hours and have consent from MD to return to school.
- White, clay colored, or bloody stool – symptom free or consent of MD to return to school.
- Yellow color of skin and/or eyes – symptom free or consent from MD to return to school.
- Brown or bloody urine – symptom free or consent from MD to return to school.
- Stiff neck or headache with fever – symptom free or consent from MD to return to school.
- Unusually sleepy, lethargic, or grumpy – symptom free to return to school.
- Strep throat diagnosed by MD – must have been on antibiotics for 24 hours and have consent from MD to return to school.
- Chicken pox - please contact the school office immediately. – must wait 10 days from onset to return to school.
- After an illness of two or more weeks, surgery, or other change in health status – written instructions from the doctor and parent regarding medication or special health needs must be provided to the school office and classroom teacher.

## **Uniform Policy**

We believe that uniforms and appearance guidelines foster a sense of belonging and pride in the Our Lady of Lourdes Catholic School community, a more respectful learning and teaching environment, and a positive sense of self-respect for the dignity and welfare of others. It is the responsibility of the parents and students to understand all uniform code, clothing, and personal appearance requirements and to make sure they are followed. In the event of a policy violation parents may be asked to provide appropriate clothing for their student and repeated offenses may warrant student disciplinary action.

## **Uniform and Free-Dress Days Clothing Guidelines**

All non-uniform apparel must be appropriate for school activities, not distracting to the individual or others, and not demeaning or offensive to others. All Uniform and Non-Uniform Clothing must follow the following guidelines:

- A student's clothing and appearance should reflect the values of Our Lady of Lourdes Catholic School.
- Clothing should be clean, neat, and in good repair.
- All clothing must fit appropriately and respectfully. Clothing should not be oversized/baggy or form fitting.
- Shorts may be worn year-round. They must meet the uniform guidelines for length. Students need to be aware of the weather if they wear shorts, as they will still be expected to go outside for recess.
- Cut-offs, and bike shorts are not appropriate. Athletic shorts are also not appropriate unless a special occasion warrants them.
- Inappropriate clothing or styles may include but are not limited to: sagging pants, miniskirts, bare midriffs, sheer blouses, tank tops, athletic pants, sweatpants, and pajamas.
- Shoes should allow for safe play and comply with uniform-code guidelines.

## **Spirit Days**

Spirit Days are designated throughout the year, typically on 2-hour late start days. On these days students may wear the Spirit t-shirt and jeans. Spirit Shirts may be ordered through the Spirit Store.

## **Personal Appearance**

Accessories:

- Jewelry must be simple and allow for safe play at recess. Girls are allowed a limited number of ear piercings. Stud earrings are the only type of earring permitted.
- Hats may only be worn out-of-doors during recess and before and after school.
- Any additional accessories that endanger safety or distract from the learning process are not permitted.

Make-up:

- Only Middle School girls (6th-8th) may wear make-up. Approved make-up includes: clear lip-gloss, a light application of mascara (no eyeliner), and/or a light colored face powder/foundation.

- Girls (all) may wear nail polish as long as it does not distract from the learning process.

Hair:

- Students' hairstyles cannot be distracting to the educational process.
- Unnatural hair colors and extreme hairstyles are not permitted.
- Any student whose hair obstructs their vision will be asked to modify it.
- All boys must be clean-shaven.

## **PE Clothing-**

### *Kindergarten-8th Grade*

- Non-marking tennis shoes with laces or velcro must be worn on PE days. (NO slip-on, buckled, or heeled shoes. No open tops or toes.)
- No jewelry will be worn in PE - stud earrings are the only exception.
- No hooded items are to be worn.
- Girls - shorts must be worn under dresses and skirts on PE days.

### *Uniform and Non-Uniform Clothing Guidelines:*

All non-uniform (free dress day) apparel must be appropriate for school activities, not distracting to the individual or others, and not demeaning or offensive to others.

All Uniform and Non-Uniform clothing must follow the following guidelines:

- A student's clothing and appearance should reflect the values of Our Lady of Lourdes Catholic School; clothing should be clean, neat, and in good repair.
- All clothing must fit appropriately and respectfully. Clothing should not be oversized/baggy or form fitting.
- Appropriate free dress clothing includes: fitted pants and shorts, knee length skirts and dresses, jeans without rips, and hooded sweatshirts. Sagging pants, athletic pants, athletic shorts, athletic tights, sweatpants, yoga pants, bare midriffs, sheer tops, tank tops, spaghetti straps, and pajamas are not appropriate for free dress.

### *Personal Appearance Accessories:*

- Jewelry must be simple and allow for safe play at recess. Girls are allowed a limited number of ear piercings. Stud earrings are the only type of earring permitted.
- Hats may only be worn out-of-doors during recess and before and after school.
- Any additional accessories that endanger safety or distract from the learning process are not permitted.

### *Make-up:*

- Only Middle School girls (6th-8th) may wear make-up. Approved make-up includes: clear lip gloss, a light application of mascara (no eyeliner), and/or a light colored face powder/foundation.
- Girls (all) may wear nail polish as long as it does not distract from the learning process. Hair: • Students' hairstyles cannot be distracting to the educational process.
- Boys' hair must be above collar length.

- Unnatural hair colors and extreme hairstyles are not permitted.
- Any student whose hair obstructs their vision will be asked to modify it.
- All boys must be clean-shaven.

## **Special Policies and Information**

### **Non-Custodial Parent**

This school abides by the laws of Washington State with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, or visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Child Abuse or Neglect Reporting**

All teaching and support staff are required by state law to report any suspected child abuse or neglect (RCW 26.44). The educators' role is not to investigate or verify the situation but to report the suspected abuse, setting in motion the process of getting help for the child.

### **Lockdown Information**

As part of our continuing efforts to keep your children safe at school, several years ago Our Lady of Lourdes School compiled a comprehensive Critical Events Procedure Manual with the help of the Archdiocese of Seattle and local law enforcement agencies. All emergency lockdown/out/shelter-in-place drills are practiced and prepared in accordance with the Standard Response Protocol. Our classrooms each have a condensed version of our manual in the room, along with the emergency dismissal forms for each of the students and various other forms and information sheets.

We are prepared for different levels of lockdowns. The most likely scenario would be of a situation in the neighborhood requiring our students to remain inside. In a case like this, classrooms are notified via the intercom system, all hallway doors and classroom doors are immediately locked, and lessons are continued. Our Lady of Lourdes School will remain locked and no one will be admitted until after the emergency has ended. Students will not be allowed to leave the classroom until we receive a clearance from the police.

In case of an active shooter on campus, teachers have been trained to have their students run first, if possible; secondly shelter in place; and fight in place as a last resort. In this scenario, parents will be directed to gather at the First Presbyterian Church, 4300 Main Street, for information and instructions. You will be reunited with your child there.

## **Party Invitations/Gift Giving/Deliveries**

If you wish to invite classmates to a birthday party, the invitations may only be handed out at school if all classmates of the same sex as your child, or the entire class are invited. This policy was made to reduce the feeling of rejection or cliques within the classroom. Please consider the ramifications of having parties where a few classmates are not included. Consider a small party of one, two, or three of your child's best friends in class, or all the boys, or all the girls.

If your child has a gift to give to a fellow student such as on Valentine's Day or Christmas, please arrange for delivery before or after school; such individual gift exchanges should not happen in the classroom.

We ask that you not send flowers, balloons, etc. to your child while they are at school. If they do arrive for your child, they will be held in the school office until school is released for the day.

## **Fundraising Policy**

The School Commission has resolved that steps must be taken to ensure that fundraising efforts do not negatively impact the learning environment of the school. All fundraisers of any kind must be approved by the school office and must not interfere with or coincide with previously approved fundraisers or events. All school fundraisers must also be logged on the official fundraising calendar managed by the school office.

Fundraising information and promotion that will be published in The Messenger, school social media, or school hallway may be limited due to the number of events being advertised. All fundraising events must be pre-approved by the school office and parish.