



Lourdes Academy Elementary
Family Handbook
2019-2020

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

INDEX	
Introduction	3
Spiritual Life	3
Notice of Non-Discriminatory Policy	3
STUDENTS	
Attendance	4
Withdrawals	4
Health Records	4
Emergency Cards	4
Medication	5
Medical Appointments, Early Dismissal	5
Dress Code	5
Lunch Program	5
Milk Program	5
Daily Schedule	6
PARENTS	
Morning Drop Off	6
After School Pick Up	6
Classroom Parties	7
Weekly Newsletter	7
Appointments	7
Telephone	7
Visitors	7
Volunteers	8
Parent/Teacher/Student Conferences	8
Home-School Association – PAGES	8
CURRICULUM	
Curriculum	8
Homework	9
Field Trips	9
Testing Program	9
EVALUATION AND GRADING	
Report Cards	10
Discipline	10
Disciplinary Referral Notices	10
Suspension	11
Duration of Suspension	11
Re-admission following Suspension	11
Expulsion	12
STUDENT ACTIVITIES	
Before-School and After-School Programs	12
Sports Program	12
After School Activities and Other	13

INTRODUCTION

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

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

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

SPIRITUAL LIFE

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

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

Weekly we gather for a very special main event ... our Liturgy of the Eucharist. We look forward to this time to gather together as a school family. Each class looks forward to the liturgy when they are responsible to plan and lead their assigned Mass. We invite and hope you will join us in Church events whenever you possibly can. You will leave feeling elevated, inspired, happy, charged, changed, motivated, re-created and so much more. That's what Jesus does for us!

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Lourdes Academy of Oshkosh does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship, athletic, and other school-administered programs.

Lourdes Academy does not discriminate against any applicant or student because of gender in educational policies, admissions, educational programs or activities of the school.

ATTENDANCE

Every absence requires an acceptable excuse. The uniqueness of the learning experience in the classroom and the presentation of the lesson can never be recaptured after an absence. The only real excuse for being out of school is an illness. If absent from school, the student will not be permitted to attend any after school activities.

Parents must understand that when children are taken out of school for personal reasons such as a special holiday or family vacation, teachers will try to provide school work or assignments for the children *when possible*. It is not an expectation that school work will be prepared in advance of a planned absence. Personal absences are unexcused absences. Students that miss half of the morning or half of the afternoon due to tardiness or early dismissal will be marked absent for half of that day.

A parent/guardian is required to call the school office between 7:30 a.m. and 8:30 a.m. to report a child's absence. As a school, we are required to report illness-related absences to Winnebago County. In the event that you call school to report an absence and your call is not answered, please leave a message indicating the symptoms related to your child's illness. Schoolwork may be requested and will be provided **if** the material has already been taught. Homework is to reinforce/practice material that has already been taught.

A student is considered tardy if arriving at school later than 7:55 a.m. Students arriving at school after 7:55 a.m. must report to the main office to check in and receive a tardy slip. If a parent accompanies a child to the office, they are asked to say goodbye in the office, allowing the student to walk independently to class. This allows them to get right into their classroom routine. When a student is habitually tardy, academics are affected. Depending on arrival time, tardy students may or may not be able to order hot lunch or the second lunch option.

WITHDRAWALS

The school office is to be notified in advance in the event of a child's move/transfer. Your new address and the last day your child will be in attendance is necessary to send to the office for official records to be forwarded to the receiving school upon their request.

HEALTH RECORDS

In compliance with state law, all students are to be fully immunized supplying proof in order to attend classes, unless parent signature on waiver has been approved and a copy is held in the office.

EMERGENCY CARDS

Emergency cards for each student should be submitted to the office during the first days of school. These cards are kept in the office file and must be updated when changes take place. Please notify us of phone, email, address, health, and/or other changes immediately.

MEDICATION

If a student requires any medication during school hours, a parent/guardian must complete a medication permission slip. Please provide the type of medicine to be taken in the original container. Also, indicate the dosage, the time it is to be taken, and how often. ***PLEASE WRITE LEGIBLY!*** This form and medication is to be left in the school office. The child is directed to the office for dispensing of the medicine. Be sure to notify the child's teacher of any medication the child may take at school.

The school may never dispense aspirin, cough drops or other medications to children unless provided with a medication permission form that has been signed by a parent/guardian. Under no circumstances are children to have medicine in their possession with the exception of an inhaler, insulin or EpiPen.

MEDICAL APPOINTMENTS AND EARLY DISMISSAL

Please do not make appointments during school hours if possible. A note of an emergency appointment is to be supplied to the teacher a day prior when possible. For safety, parents/guardians must pick up/drop off children from the office and sign them in or out.

DRESS CODE

Parents/Guardians will find the dress code rules within the packet given to you in the beginning of the year or in the school office if you register after the given date. If a student doesn't follow this code, consequences follow: (i.e. phone call home to bring appropriate attire, note sent home, inability to attend school related trips/activities, inability to participate in out of dress code days).

LUNCH PROGRAM

Students may participate in the daily hot lunch program. Menus are sent home monthly via email with the weekly newsletter. A hot lunch payment sheet is sent home periodically with the newsletter. Milk is provided with the hot lunch order.

If students do not participate in hot lunch, they must bring their lunch from home. They may choose to purchase milk from our program or bring a drink from home. Please pack nutritious lunches that the student will eat. No junk food, carbonated drinks **or fast food are allowed unless a special treat is arranged through the office or by a teacher.** If a student forgets her/his lunch, hot lunch will be provided and the cost will be billed to their PowerSchool lunch account. Parents may review their child's lunch account regularly by logging into the child's PowerSchool account.

MILK PROGRAM

Parents/Guardians may sign their children up for morning (recess) milk at the beginning of the year. Payment can be made on a semester or yearly basis. If your child(ren) choose(s) not to have snack milk, water will be the only acceptable alternative. Juices/soda will not be permitted during snack. Snack time will be daily between 9:00 and 10:00 a.m. Classroom teachers will provide you with more information on their snack policies.

SCHEDULE OF OUR DAY

7:40-7:50 a.m. Students enter our building through the playground door and proceed to the gym

*Students arriving before 7:40 a.m. should report to Before School Care (Located in Room 108)

7:50 - Announcements and prayer will be done in the gym.

7:55 a.m. - Classroom teachers will walk their students to their classrooms to begin the day.

*Students are considered tardy if they arrive after 7:55. Tardy students need to obtain a Tardy slip from the office before proceeding to their classroom. If arriving after 9 a.m., the student must bring a lunch from home, as it is too late to order a hot lunch.

9:00 - 9:15 a.m. Morning Recess (4K & K)

9:15 - 9:30 a.m. Morning Recess (1st & 2nd)

9:30 - 9:45 a.m. Morning Recess (3rd & 4th)

11:00 - 11:25	Lunch	(Daycare, 4K & K)	11:25 - 11:45	Lunch
	Recess			

11:30 - 11:55	Lunch	(1st & 2nd)	11:55 - 12:15	Lunch Recess
----------------------	-------	-------------	----------------------	--------------

12:00 - 12:25	Lunch	(3rd & 4th)	12:25 - 12:45	Lunch Recess
----------------------	-------	-------------	----------------------	--------------

2:55 p.m. Dismissal

PRE-SCHOOL TIMES

3 Year Old Preschool - Tuesday/Thursday A.M. Class - 8:00-10:30

4 Year Old Preschool - Monday/Wednesday/Friday A.M. Class - 8:00-11:00

Monday/Wednesday/Friday P.M. Class - 11:45-2:45

MORNING DROP-OFF

Students may be dropped off in the parking lot and enter the school through the gated playground entrance. They may also be dropped off on 12th street and enter through the gate.

AFTER SCHOOL PICK-UP

Students will be walked outside for dismissal by their classroom teachers and will line up by class inside of the fenced-in playground area.

Due to the significant increase in traffic during pick-up time, we are requiring all drivers to park their vehicles and for an approved adult to walk into the playground area to pick up your child(ren).

CLASSROOM PARTIES

All classroom parties/celebrations are principal approved after proposals are made and appropriate discussions take place with teachers/staff.

Invitations to private birthday or other parties are never distributed on school grounds unless the entire class (or all of one gender) is invited. Please keep in mind that we are a family.

WEEKLY NEWSLETTERS

Each Thursday, an issue of newsletter/update will be e-mailed to all families, a hard copy can be requested in the school. Please take time to carefully read all materials, marking your calendars when necessary. If you have any information/announcements that you would like in the newsletter, please let us know no later than 2:30 p.m. on the Tuesday of the week that you would like it published.

TEACHER AND/OR PRINCIPAL APPOINTMENTS

Please call the school office to make appointments to visit the principal or a teacher. An appointment will assure you of undivided attention.

Issues are quickly and satisfactorily resolved within the walls of our family school.

COMMUNICATION

Principal, staff and teachers will get back to you within 24 hours when you leave a message on the answering machine, email or with one of our efficient secretaries.

Please communicate all school related questions through teacher/administration email addresses, school phone, classroom webpage, etc. Please refrain from using a teacher/administrator's personal Facebook or other social media pages as a means of communication.

Students are not permitted to call home for forgotten homework, band instruments, permission slips, or other materials. In the event of emergencies, a call will come to parents/guardians from the office.

VISITORS

For the safety and protection of all, every visitor, volunteer, repair person, guest speaker, etc., ***must stop in the office to sign in and must wear a school visitor badge***. Parents/guardians coming to the school to speak with their children must also check/sign in.

Parents/guardians of our youngest students and those children who are new to the school may wish to accompany their children to the classroom door for the first few days of school. However, please keep in mind that the sooner the children say "good-bye" in the morning, the better. The teachers make every effort to help children feel welcome and comfortable. When the children see their classmates and begin talking, they soon forget about being afraid and missing home.

VOLUNTEERS

We highly value our volunteers as an integral part of our Lourdes Academy family. We recognize your commitment, dedication and support and we depend on you.

Because of the heightened awareness in safety issues, the following is required from anyone who would like to volunteer:

1. Register and attend a VIRTUS training sponsored by the Green Bay Diocese.
2. Complete and pass the background check (eApps)
3. Read and sign the information on Sexual Misconduct.

Volunteers include, but are not limited to: room parents, lunch supervisors/servers, field trip chaperones, Junior Achievement, and PTA volunteers. ***This list is subject to modification as deemed by the Central Business Office and/or Green Bay Diocese.**

PARENT/GUARDIAN/TEACHER STUDENT CONFERENCES

Formal, mandatory conferences are held during the month of October. Parent or Teacher requested conferences will be held in February. Aside from these specific times, please keep in mind that conferencing can take place anytime during the school year, providing prior arrangements are made with all involved.

PAGES/PTA - Parent Association Guiding Excellent Students

The PAGES/PTA association provides support for our school family by creating the best possible Catholic/Christian educational environment for the students. It does this by:

1. Promoting a broader appreciation of the ideals of Catholic education.
2. Fostering school spirit among parents, students, and staff through active involvement and enthusiastic support of school and Church activities.
3. Providing seminars/workshops that will be of assistance to parents/guardians in carrying out their responsibilities as the primary educators of their children.
4. Organizing fund-raising events that will contribute to the betterment of the school both in financial terms and terms of increasing school spirit.

CURRICULUM

The curriculum of Lourdes Academy of Oshkosh is based on the guidelines published by the Diocese of Green Bay. Lourdes Academy complies with all mandates regarding curriculum matters as required by the state of Wisconsin and our basic framework follows the Green Bay Diocese curriculum encompassing Faith Integration in all subject areas and in the classroom learning environment. Lourdes Academy, working with WRISA (Wisconsin Religious and Independent Schools Accreditation) continues to meet strategic goals in school improvement and curriculum.

HOMEWORK

Home study is a tool that may be used to reinforce concepts taught during the school day. Each grade level has an average amount of time to be spent on home study (reading, writing, reviewing, recalling, studying, working on long range projects --- time management teaching/learning):

Guidelines:	Grades K-2	15-30 minutes
	Grades 3-5	30-60 minutes

As primary educators of your children, you assist the learning process by creating an atmosphere conducive for quiet, uninterrupted studying. Please listen, encourage, ask your child questions and be patient. Please, never do your child's work. Children learn by doing and making their own mistakes. Mistakes lead to learning.

FIELD TRIPS

Field trips are scheduled by teachers to enhance curriculum and to give a face to concepts and information. They are always curriculum appropriate and enhance educational goals. The principal reviews and approves all trips. Permission slips come home prior to the event. The slip contains all needed information including dress, cost, place, time, etc..

All fees are to be paid for **students & chaperones PRIOR** to the actual trip.

We are bound to require a signed permission slip for the student to participate in the trip. Oral permission, a phone call or an email is not sufficient permission. If a completed permission slip is not returned, your child will remain in school, working on appropriate learning materials.

The number of chaperones for a field trip is determined by the teacher(s) and/or the field trip location. This number is based on the ratio of children to adults and can vary based on the field trip. **The responsibilities of a chaperone can include: supervising/monitoring students during transport i.e. on the bus and supervising/monitoring students during all field trip activities.** All chaperones are required to ride the bus with the students unless special circumstances apply i.e. the bus has reached capacity. All chaperones must be VIRTUS trained. Chaperones shall be given information and instructions from the teacher and shall direct any concerns to the teacher.

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

TESTING PROGRAM

MAPS (Measures of Academic Progress) testing is administered in grades 2 through 4 in fall, winter and spring. MAP testing is a great tool for teachers to aid in flexible grouping and differentiated instruction for all students. Results are studied and shared with parents/guardians in your student(s) report card.

REPORT CARDS

Report cards are distributed quarterly as the central means of communicating your child's progress. Awareness and cooperation are the keys to success on the part of all involved. Parents are encouraged to check PowerSchool on a regular basis to stay updated on academic progress. Teachers will contact parents/guardians when a need arises or when the situation may lead to academic retention or acceleration.

If a child's proficiency is minimal and there is doubt about the child's ability to succeed at the next grade level, a conference will be initiated by the teacher. A gathering with the principal, parents, classroom teacher and resource teacher will be arranged to work on a plan with an acceptable solution for the very best of the child. This shall take place no later than the end of the second quarter of the respective school year.

DISCIPLINE

Discipline is a positive means of aligning a child's character within moral values. Discipline promotes genuine self-esteem, wholesome development, respect for authority, self and others. It also creates an atmosphere conducive to learning and safety. The conduct of our children proudly reflects our Catholic/Christian philosophy.

Principal, staff, students and parents/guardians work together when necessary to develop plans for behavior modification. Disruptive/uncooperative behavior interferes with the learning process and daily goals of achievement set in place by each instructor. For fairness, safety and sake of all, issues of behavior are dealt with positively and seriously.

A child's registration for the upcoming year may be in jeopardy if support for school policies, rules and regulations are a continued challenge.

DISCIPLINARY REFERRAL NOTICES

Lourdes Academy Elementary is a close-knit family. We genuinely care for each and every person in our school-home. Like any family, we like to deal with our problems within our walls first.

Everyone makes mistakes. Initial reminders about expectations/rules are given especially at the beginning of the school year.

1. Classroom behavior
2. Timely and neat completion of assignments
3. Tardiness
4. School rules, policies, etc.
5. Dress code
6. Language/gestures
7. Moral ethics (lying, stealing, aggression, disrespect, disobedience, abuse of property, etc.)

If we need parent/guardian support, we call home. When necessary, disciplinary notices are issued for severe or unimproved situations. Reasons for the referral are explained and a plan for corrective behavior is outlined. The agreement/referral plan is signed by all involved and placed in the student's

cumulative file.

SUSPENSION

When all else has failed the child may be temporarily removed from the school setting. During this time, the parents/guardians and child discuss the actions needed for resolving the problem. This is a serious step which could lead to expulsion from school should the child and parents/guardians be unable to find resolution.

Grounds for suspension include, but are not limited to the following:

1. Violation of any federal, state, or local laws
2. Conduct that harms the good name of Lourdes Academy
3. Violation of school policies, regulations, or rules such as:

Disrespectful attitudes:

- Arguing with teacher/staff/chaperones/adult
- Questioning teacher/staff/authority figure, etc.
- Harassing other children/bullying

Violent fighting: - parents/guardians called immediately and the student will be sent home (out of school suspension)

- Causing physical harm or injury (or having such intentions)
- Provoking a fight
- Losing control (temper tantrum) that causes continued disruption to the class

Disruption/disturbance of class:

- Ignoring class rules
- Ignoring playground/lunch rules

Profane language:

- Using vulgarity/profanity (written/spoken/action)

Repeated refusal to do or complete required work

Stealing, lying, cheating

Vandalism - deliberate destruction/damage of property

No improvement in following a Disciplinary Referral

DURATION OF SUSPENSION

The principal determines the length and type of suspension. Either in-school or out-of school suspension may be imposed for infractions. Consideration is given to severity and/or nature of the offense. In-school and out-of-school are not interchangeable.

RE-ADMISSION FOLLOWING SUSPENSION

The student is accompanied back to school with parents/guardians. Evidence, regarding resolution of the problem that led to suspension, is presented to the principal along with assignments that were to be completed at home.

EXPULSION

Expulsion is the removal of a child from attendance at Lourdes Academy by the principal, System President, and the Board of Trustees. Infractions may include, but are not limited to:

1. Behavior so serious that future attendance is not acceptable. Involvement with drugs and/or alcohol on or off school grounds is one area that constitutes immediate expulsion.
2. A consistent pattern of disruptive/disrespectful behavior.
3. A consistent refusal to complete school work as expected.
4. Gross lack of improvement following suspension(s).

Expulsion Procedure

1. The principal takes a recommendation to the System President.
2. Notification is given to parents/guardians.
3. Notification is given to the Board of Trustees and Diocese.
4. If parents/guardians request a meeting with the President and principal, one will be arranged.
5. Following the meeting, the principal and President will meet with the Board of Trustees. A final decision regarding the recommendation will be made.
6. Parents/guardians will be notified of the decision in writing.

PROPER GRIEVANCE PROCEDURE FOR ALL STUDENT CONCERNS

If a parent/guardian is dissatisfied with a child's status/progress, the proper procedure is:

- Consult with respective teacher(s).
- Consult with the principal.
- Consult with the System President.

STUDENT ACTIVITIES

Before- School Program

The Before-School Program was put in place for parents who needed child care before 7:40 a.m. This program runs from 6:45 a.m. until 7:40 a.m. At 7:40 a.m. the students in grades 4K-4th grade will be dismissed to the gym. The fee for the program is \$1. All school rules and discipline procedures apply for this program. The hourly fee is subject to change upon yearly review.

After School Program

The After-School Program exists to serve the needs of parents/guardians who are unable to pick up their children at 2:55 p.m. The after school care program will be run by the Oshkosh Y.M.C.A.

For the safety of your children, if they are not picked up by 3:05 p.m., they will need to report to the Y.M.C.A. after school care program and you will be charged accordingly.

Sports Program

Presently, we offer 3rd and 4th grade boys' and girls' basketball. See the website for more details and schedules of our sporting activities.

AFTER SCHOOL ACTIVITIES

Students should be supervised at all times during after school and extracurricular activities. This includes, but is not limited to, Boy Scouts, Girl Scouts, Little Flowers, sporting events, and PAGES/PTA sponsored activities. The school/staff/leaders/parents/students should be treated with the utmost respect at all times. Students should only be in the designated event areas. Please keep in mind that the parents in attendance and leaders of these activities are responsible for making sure that the students follow the school rules. In the event that the activity is taking place in the gym, we require that students stay off of the stage and the stairs leading up to the stage. Use of the balcony is not permitted at any time.

All volunteers are required to follow the Green Bay Diocese Safe Environment policies and procedures.

OTHER

The use of personal electronic devices is not permitted during the school day. If your child has a device, it must remain in their backpack. The school is not liable for lost or damaged personal electronic devices.

Students are not permitted to bring toys/games from home for use on the playground or in the classroom unless permission is given by the classroom teacher or playground supervisor. The school is not liable for lost or damaged personal items.

Students remaining on the playground with their parents after school hours are expected to follow all school playground rules, i.e. sliding down the slide on their bottoms, not walking up the slide, not using footballs, basketballs inside the fence, etc.

Student Agreement & Contract: Please read and sign below. Only this final page of the handbook should be returned to the school office. Handbook should be kept at home as a resource.

We have read the Lourdes Academy Family Handbook and agree to the policies, procedures and regulations regarding student life at Lourdes Academy Elementary. We will support and cooperate with these policies.

Parent's Signature: _____

Parent's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Date: _____

*****Please sign the above agreement and return this page to the school office by Friday, September 6th.***

The principal of Lourdes Academy Elementary reserves the right to amend policies, procedures and regulations in this Handbook. Parents will be given prompt notification if changes are made.