

LOURDES CATHOLIC SCHOOL

Beyond the Ordinary



STUDENT/PARENT HANDBOOK 2011-2012

ADMINISTRATIVE TEAM

High School Principal	Sr. Barbara L. Monsegur, CFMM, Ph.D.
Middle/Elementary Principal	Sr. Esther Hugues, CFMM, M.ED.
Assistant Principal	Mrs. Rosalinda Perez, M.ED.
Dean of Students	Mrs. Guadalupe H. Heredia
Business Manager	Mrs. Alma Lourdes Duran
Registrar	Mrs. Cindy Vasquez
Development Director	Mrs. Lourdes Jeong

Lourdes Catholic School is fully accredited by the Western Catholic Education Association and the North Central Association.

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This agenda belongs to:

Name _____
Address _____
City/Town _____ Zip Code _____
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VISION STATEMENT

Lourdes Catholic School seeks to be, “Beyond the Ordinary”, “Mas Allá de lo Ordinario.”

MISSION STATEMENT

Lourdes Catholic School is a bilingual/bicultural Pre-kinder through 12th grade school, imbued with Catholic tradition and values, academically rigorous, technologically current, and community service-oriented.

SCHOOL HISTORY

Lourdes Catholic School is a bilingual/bicultural, private, international Catholic Pre-Kindergarten through 12th grade school in the Diocese of Tucson. School year 2009-2010 marked the 75th year of service to the families of Santa Cruz County, Arizona, and Sonora, Mexico. Lourdes Catholic reflects the diverse and unique flavor of its bicultural surroundings. Lourdes Catholic School traces its roots to Sacred Heart School, a parochial school. In 1934 the Minim Daughters of Mary Immaculate were asked to administer Sacred Heart School. From the beginning, the school exemplified a definite missionary spirit, with the Sisters organizing several catechetical centers in the city, as well as in the outlying communities of Patagonia, Tubac, Carmen, and others. The Minims also established Our Lady of Lourdes Academy in 1940, where grades 4, 5, and 6 of Sacred Heart School were transferred, to better meet the needs of the local communities. This marked the beginning of an intertwined history of the two sister schools. Grades were moved between both campuses as the needs dictated.

Our Lady of Lourdes High School was founded in August 1986 as an answer to concerned parents who wanted their children

to continue their education in a Catholic school in their own community. A grade was added during the following three years and the first Senior Class graduated in 1990.

As a result of the 1998 negotiations with the Diocese of Tucson to privatize Sacred Heart School, the two sister schools merged into Lourdes Catholic School. In 2001, with the completion of the Elementary school building, grades PK through 5 left its Sacred Heart campus and moved to its present site. The merging of the Elementary level with the Middle School and High School levels on one campus was a major undertaking and accomplishment for the entire school community. It bolstered the school’s community spirit by providing the sense of being “one family”. The “one campus” orientation also facilitated better articulation and alignment of curricular and co-curricular programs.

As in the past, the Lourdes Catholic School community; staff, students, parents, boards, Minim Sisters of Mary Immaculate, look for ways to adapt to better meet the needs of the local communities who want quality Catholic education for their children. Lourdes Catholic School continues in the Minim tradition of dedicated service. It is the first regional, international school in the Diocese of Tucson and the State of Arizona. It is in compliance with requirements set by WCEA and NCA for full accreditation of the school.

DISCLAIMER

This Handbook does not establish a contractual relationship between Lourdes Catholic School and its students and/or their families. This Handbook only serves to highlight LCS’s general policies, practices and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide

all students and their families with a general framework for addressing and/or resolving various situations that may arise from time to time. Lourdes Catholic School reserves the right to change, alter, remove and/or amend all procedures, policies and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

PHILOSOPHY

Lourdes Catholic School, an educational mission of the Minim Daughters of Mary Immaculate, reflects the values of committed Catholicity. We are faithful to the Gospel and embody Catholic principles in action. We serve as a resource for Catholic families by teaching students to understand, experience and live out their faith. We take pride in providing a safe learning environment. We guide our students in making moral decisions for themselves and their communities. We believe in educational excellence, emphasizing traditional academic core subjects, while fostering creativity, flexibility and teamwork. Our students gain the fluency to communicate for personal and professional success. We believe in cultural awareness and preservation, and are proud to serve a border community that draws on the strengths and traditions of American and Mexican culture. We celebrate diversity while nurturing identity. Our students learn to respect themselves, their communities and their environment.

School Website

The LCS Website (www.lcsnogales.org) is a tool to assist parents and LCS personnel in our educational partnership. Important information can be found on the site, including calendars, newsletters, e-mail addresses, teacher pages and more.

STUDENT LEARNING EXPECTATIONS

A graduate of Lourdes Catholic School is:

A Person of Faith Who:

- 1 Demonstrates knowledge of the teachings of the Catholic Church.
- 2 Participates in prayer, communal liturgical celebrations and sacraments and has knowledge of scripture.
- 3 Participates actively in providing service to the school and community.

A Bilingual/Bicultural Person Who:

- 1 Demonstrates knowledge of both American and Mexican traditions.
- 2 Recognizes the benefits of being bilingual and bicultural.
- 3 Can effectively and appropriately communicate in both English and Spanish.

An Effective Communicator Who:

- 1 Articulates ideas in written and verbal ways both in English and Spanish, clearly, creatively and correctly.
- 2 Demonstrates technological literacy across the curriculum responsibly.
- 3 Understands, interprets, and practices verbal and non-verbal methods of communication in both languages for a variety of situations, (formal/informal, purpose, persuasive, narrative, prose)

A Critical Thinker Who:

- 1 Analyzes, interprets, synthesizes and evaluates data from different sources in a variety of situations.
- 2 Applies problem-solving techniques to life situations.
- 3 Demonstrates a solid foundation in academic skills.
- 4 Identifies sets and meets goals individually and collaboratively.

STUDENT RESPONSIBILITIES

1. To conduct themselves at all school activities in a manner that will assure the well being of others and themselves, insuring that the educational processes are maintained.
2. To become informed of and adhere to the rules and regulations established and implemented by the school, while respecting the necessary exercise of authority by the school administrators and staff in maintaining discipline in the school and at school-sponsored activities.
3. To maintain the highest possible level of academic achievement.
4. To be punctual in attending school and classes.
5. To act responsibly either on or off campus, at all times in all places, in a manner that will reflect positively on them and Lourdes Catholic School.

ADMISSION TO LOURDES

As stated in the Diocese of Tucson Handbook of School Policies & Procedures, "No person shall be admitted as a student to any Catholic school unless that person and the parents/guardian subscribe to the

school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese." (D.H.B. 2110 A)

A. The established process of admission is:

1. Children who already have siblings enrolled in the school and support the Church and the school.
2. Children of Catholic parents who are interested and willing to cooperate with the school.
3. Children of non-Catholic parents who are interested and willing to cooperate with the school.

B. Every new student must have required immunizations and other necessary documentation at the time of registration.

C. A Placement Exam is administered during the second semester to all entering high school students.

D. Every new family must attend an Orientation meeting at the beginning of the school year to receive pertinent data relative to a parent's responsibilities at school.

E. Parents are expected to abide by the following:

- Read Handbook and explain to Children
- Attend parent/teacher conferences
- Attend all PTC meetings
- Do 30 hrs of service for the school
- Sell three (3) tickets for the annual raffle and two (2) Las Vegas Night tickets
- In case of Custody issues, supply the appropriate documentation which must be on file in the Main office.

Daily Schedule

Office 7:45 a.m. - 4:00 p.m.

Wednesday As indicated on Monthly Calendar
PK-K 8:00 a.m. – 1:00 p.m.
Grades 1-8 8:00 a.m. – 3:00 p.m.
Grades 9-12 8:00 a.m. – 2:20 p.m.

Drop-off/Pick-up

To ensure the safety of all students, parents are to drop-off and pick-up students in **DESIGNATED AREAS ONLY, ON TIME!**

A child care Fee \$5.00 will be assessed for any student picked up 15 minutes after dismissal time.

Disregard for traffic rules may result in loss of driving privileges on campus.

School Grounds open at 7:30 a.m. and close at 4:00 p.m. School Insurance does not cover students before 7:30 a.m. or after 4:00 p.m., unless they are participating in a supervised school-sponsored activity.

Emergency

In the event of an emergency that would force the evacuation of the school, parents would be notified by ***RenWeb Parent Alert***, radio station: ***Radio Xeny 760 AM*** and on the school website: www.lcsnogales.org. Parents would be directed where to pick up their children.

ACADEMIC PROGRAM

Lourdes Catholic School is identified with academic excellence. The academic achievements of our present students, as well as our graduates, indicate the strength of Lourdes' academic program. Lourdes Catholic School is a bilingual/bicultural school with a college preparatory high school program. It provides students the necessary motivation and preparation for higher educational success. More than 98% of our graduates go on to college. Consequently, our academic requirements are stricter than most schools in order to assure that each student has the proper preparation for college and the work force.

To better assist parents with academic monitoring, assignments and grades may be checked on a weekly basis through ***RenWeb***, the school's computer based grade record system. Parent and Student password to access ***RenWeb*** may be obtained through the Registrar's office. Report cards are issued every nine (9) weeks. Consult school calendar for dates. Progress reports may be obtained from ***RenWeb*** on a weekly basis.

Homework

Satisfactory achievement cannot be maintained without sufficient study. Homework is usually a follow-up of some class activity of that day. All students should do some home study daily, even if not assigned. It is always due when required by the teacher. All students are asked to read a minimum of thirty minutes a day. This is necessary to establish good reading habits and strengthen the skills developed daily at school. **It is very important that parents provide a proper study atmosphere at a regularly scheduled time each day.**

Assessment

Students should expect to have their performance evaluated regularly by means of tests, class participation, projects, homework, etc. Semester examinations are administered the last week of each semester for Grades 6-12. Final examinations may raise or lower a student's semester grade. **Students are not excused from exams to leave early for vacation, or activities not related with school.** All financial obligations must be paid prior to semester exams.

Cheating & Plagiarism

Students are fully responsible for the content and integrity of all academic work submitted. Dishonest scholastic work is a serious deviation from the LCS goal of behavior, which reflects mutual concern and respect. **First offense will result in parents**

being notified; students will serve a detention and receive a ZERO for the work. The consequence for a second offense will result in suspension.

Grades K-8

Academic Honors (3-8)

Being on the *High Honor Roll* is achieved by students 3-8 having earned all A's in every subject. Being on the *A/B Honor Roll* is achieved by students having earned all A's and B's in every subject.

Academic Probation/Tutoring

Tutoring is required for a student receiving a **D** or below in any **two** of the core subjects, or who is reading **one year below grade level**. It may be required for a student who shows **disregard for other subjects and has very low effort**. Parents will be notified at the end of each quarter.

Grading Scale

A+	(97-100)
A	(94-96)
A-	(90-93)
B+	(87-89)
B	(84-86)
B-	(80-83)
C+	(77-79)
C	(74-76)
C-	(70-73)
D+	(68-69)
D	(67)
D-	(65-66)
F	(64 and Below)

Summer School

Summer school is required for a student receiving a **D** or below in any **two** of the core subjects, or who is reading **one year below grade level**. It may be required for a student who shows **disregard for other subjects and has very low effort**. *Summer School Possible* will be written on the report card during the school year as needed after the first semester.

Retention Policy

Students are promoted on the basis of their learning progress and achievement. When a student has not mastered required skills, a teacher recommends that such students continue at the present grade level for the next school year. Promotion is doubtful for a student receiving two or more **F**'s, three or more **D**'s or any combination of these in the core subjects; Math, Reading, Language and Spanish, in any grading period. Promotion Doubtful must be written on the report card after the first semester.

Grades 9-12

The LCS high school curriculum should be viewed as a four-year experience during which the student must accumulate **24 credits** to graduate. Requirements are as follows:

Theology	4.0 credits
English	4.0 credits
Math	4.0 credits
Spanish	2.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Electives	4.0 credits

College Now Program

Beginning with the fall 2010 school year, Lourdes Catholic expanded its academic partnership with Cochise Community College by introducing more college credit coursework with the Lourdes Catholic *College Now* Program.

Course Load Requirements

All students are automatically scheduled for six credits each semester. **Students who are lacking more than three credits in any given school year due to the failures will repeat the year or will not be readmitted to Lourdes the following fall semester.**

Adding/Dropping Classes

After a student has been duly registered and has received her/his schedule Courses will not be dropped simply because they are not needed for graduation. All requests to change or drop a course must be filed with the school registrar. **A schedule change form must be completed, parents must sign it, and then it is to be returned to the office.** The Principal will review the petition and decide upon appropriate actions. Students initiated schedule changes are only processed the first week of each semester. Schedules are not changed without prior approval of the Principal and payment of a **\$40.00 fee** (unless the change has been necessitated by the office/teacher). The parents of the student must approve all schedule changes.

Grade Point Average

Since credits are accumulated by the semester, the grades on the semester report card are those that appear on the permanent transcript. The GPA is the Grade Point Average. Every letter grade is assigned a numerical value in descending order. No points are ever given for an "F or P". The GPA on the transcripts reflects the student's cumulative performance.

Weighted College Now

A (90-100) = 4 pts.	A+ (98-100) = 4.5
B (80-89) = 3 pts.	B+ (87-89) = 3.5
C (70-79) = 2 pts.	C+ (77-79) = 2.5
D (60-69) = 1 pt.	
F (0-59) = 0 pt.	

Academic Honors

High Honors will consist of a **4.0 or better** for a particular marking period. **Honor Roll** will be **3.5 and above**. No "D" or "F" will be allowed, however, one "C" will not disqualify a student from being on the Honor roll.

Academic Probation/Tutoring

Students earning a **GPA below 2.0** at the end of any grading period are placed on

Academic Probation. **Afterschool Study Hall** is required for these students. Parents will be notified at the end of each quarter. Students are removed from academic probation following review of the student's progress at the academic midterm (or date specified) by the Principal.

Minimal academic Progress is cumulative GPA higher than 2.0. **Any student on Academic Probation with a GPA of less than 2.0 is not eligible to participate in Sports, other extracurricular activities, which may include field trips.**

Summer School

Summer school is mandatory for all high school students who fail any required course and/or more than one credit of elective courses. **Students who do not repeat these courses during summer will not be readmitted.** It is the summer school student's obligation to have a transcript sent to Lourdes Catholic School before school opens in August.

Summer courses may be taken at Lourdes Catholic High School, an approved accredited educational institution or community college. Students must first secure the necessary forms from the Registrar before enrolling in any summer courses.

Athletic Requirements

All high school students are required to participate in a minimum of one sport per academic year. Participation is equivalent to .25 P.E. credits. Participation includes showing up for ALL practices, games and related activities. Failure to do so is considered truancy.

Grades K-12

SCHOOL CONDUCT & RULES

Attendance Policy

Parents, students and faculty are to observe the following guidelines:

1. A student who misses school without a valid and acceptable reason will be considered as **truant/unexcused absence** and cannot make up any work missed that day(s). Parents must understand that when children are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not obligated to anticipate school work, homework or tests or provide same for the child upon her/his return.

2. Any **elementary/middle school student** who is absent more than **18 days** per school year (excused or unexcused) may be retained. **Elementary* students should bring a written note on the day they return. Their teacher will file it. *It is the *Middle School* student's responsibility to see the Dean with **before 8:00 a.m.** on the day of return to secure an admit pass. Students without a written note or parent phone call on record will be documented as an unexcused absence.

3. Any **high school student** who is absent more than **10 days** per semester (excused or unexcused) will lose credit for classes. *It is the *High School* student's responsibility to see the Dean **before 8:00 a.m.** on the day of return to secure an admit pass. Students without a written note or parent phone call on record will be documented as an unexcused absence.

4. In cases of extended illness (more than five full days), a doctor's letter of verification must be presented to the office.

5. Advance notice of **24 hrs** is required for any pre-arranged absence (appointments, etc.) An early-dismissal form must be filled out and signed by parent and approved by principal. **Parents are urged to make appointments after classes.**

6. Parents/guardians are to **call the office before 9:00 a.m.** to report an absence.

Middle/High school students who arrive **15**

minutes late for any period will be recorded as an **unexcused absence**.

Middle/High school **TEACHERS** are not to permit a student to enter class without an admit pass.

It is the *Middle/High* school students' responsibility to contact teachers to arrange make-up tests and work when **absence is excused**. Unless otherwise stated, students are to present each teacher with all make-up work or take tests on the day of return.

Tardiness

Punctuality is extremely important for teachers to conduct their classrooms in an orderly and effective manner. Students are expected to be on time for class every day. Parents' cooperation is necessary this matter.

Grades 1-5: Tardiness is defined as a student entering the classroom **5 minutes** after the bell.

Grades 6-12: Tardiness is defined as a student entering the classroom **after the second bell**.

Students and faculty are to observe the following guidelines:

- Teacher will input attendance information on *RenWeb*.
- Three (3) tardies will be considered one unexcused absence for grades 6 – 12.
- Six tardies will result in a parent conference. Students will be placed on probation or may be requested to withdraw from school.

Truancy

Truancy is defined as leaving the school grounds or missing class without appropriate permission from the Dean in advance. Truancy is a serious offense and results in **immediate suspension**. A student suspended for truancy during two consecutive semesters will be placed on

probation or be requested to withdraw from school.

Passes

Leaving class without permission is considered truancy. Students may not leave a class to pay tuition, make appointments, use the phone, etc. This is to be done during homeroom, lunch or after school.

Visitors

Visitors are not permitted in the instructional areas without a visitor's pass, which can be obtained in the main office. Students from other schools **will not** be issued a pass if their school is in session. Students may visit only during the lunch hour. All student guests must comply with the dress code and code of conduct.

Field Trips

Teachers, in light of educational need and appropriateness, schedule various field trips. A LCS Permission Slip Form stating dates, times, and places will be sent to parents in advance. The permission slip may also be downloaded from the school website. **Verbal permission and or "note" from parents are not acceptable.** LCS Permission Slips must be signed and sent to the teacher in advance. Students who do not submit the proper form will not be allowed to participate in the field trip. **Field trips are a privilege. Students may be denied participation at the discretion of the teacher/principal for reasons of discipline or failure to complete classroom activities.**

DISCIPLINE PHILOSOPHY

Discipline is a set of learned inner controls, which help each of us follow rules established for the safety, well-being, and order of persons who live and work together. Discipline is considered a meaningful learning experience at LCS. It directly relates to adjusting successfully with society. Through this process, a student

learns about responsibilities for respecting others, regardless of race, color, sex, intelligence or age. Any student who attends LCS can expect to learn a Catholic system of values that will enable him/her to be Christ-like. Thoughtfulness, politeness and in general a Christian behavior is expected of everyone. Students will have the opportunity to achieve their full potential academically and creatively. This will be better attained by accepting and following the school's policies and regulations.

Disciplinary Action

If a student is in public violation of the law or morality outside of school, the administration reserves the right to take disciplinary action, including expulsion, when the name of the school community is jeopardized. LCS reserves the right to require a drug screening test at the administration's discretion. Pregnancy is not a reason for dismissal from school, (D.S.H.P. 2220)

Harassment/Bullying

Lourdes Catholic School takes complaints of harassment and bullying seriously. Harassment, and or bullying of any student by another student, school employee or volunteer is not acceptable. This causes emotional harm and often results in dropping grades and physical harm to self and others. Harassment or bullying is defined as *"an individual subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted (cyber-bullying), or emotional abuse, or through attacks on the property of another"*. It may include, but is not limited to such actions as verbal taunts, name-calling and put-downs, derogatory written words, drawings or gestures, extortion of money and/or possessions.

If in the judgment of school officials any cyber activity occurring on or off-school

premises could result in the harassment, intimidation or bullying of an LCS student and or staff, such activity may be treated as an offense under the LCS Harassment and Bullying Policy (*C.P.B.P. pgs. 13-15; D.S.H.P. 2210*).

All cases of suspected abuse and/or neglect will be reported to Child Protective Services (CPS) in Arizona and Desarrollo Integral de la Familia (DIF) in Sonora.

Students who believe they have witnessed or been the victim of harassment should report it immediately to their Teacher, Principal or Dean. Any person who knowingly abuses or assaults a student, teacher or other school employees on or off campus is guilty of a class three misdemeanor. Lourdes Catholic School will report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of students, teachers or employees. *Arizona statues 13-2911(D); 15-507; 13-1204 (6); 15-341 (33); 13-3620;*

GENERAL RULES OF CONDUCT

As part of a Christian community, students will:

1. Be committed to active participation in the Liturgy and Faith community activities.
2. Respect the rights and property of others.
3. Follow the dress code and be appropriately groomed.
4. Conduct themselves in ways that will not endanger others.
5. Arrive to class on time and be prepared every day.
6. Remain on campus until properly dismissed.
7. Conduct themselves in a manner conducive to the instructional process and normal functioning of the school.
8. Obey all federal, state, and local

laws.

9. Obey **ALL** faculty and staff members.
10. Have in their possession **ONLY** material that is appropriate at school.
11. Refrain from the use of foul language, verbal abuse or violent assaults.
12. Refrain from lying, stealing, or cheating.

Behavior in Instructional Areas

Instructional areas include classrooms, library, labs and adjoining patios and walkways. These areas merit special consideration because students and teachers are actively involved in classes.

- Public Displays of Affection (PDA's) are inappropriate on school campus.
- The **chewing of gum or eating** is not permitted in instructional areas or in the cafeteria/gym during assemblies.
- Benches located in the school area are intended for students to **SIT ON**.
- **NO TYPE OF LOUD MUSIC** is permitted on campus between 7:30 a.m. and 4:00 p.m.
- Electronic devices, (cell phones, I-Pods, etc.) are not permitted. If confiscated more than once, they will not be returned until the end of the school year.
- No student will be called from class to accept a telephone call. Students may check in the office to see if parents have called about anything important during their free time.
- Students, grades 6 - 12 are expected to drink water, visit the bathroom and lockers during the five minute break between classes.

GRADES 1-8

First offense

For the first offense committed against the LCS Discipline Policy by the student, a verbal warning or reprimand will be given to try to communicate to the student correct behavior. The teacher or school official will document this as a first offense extending the warning. Parents may be notified.

Second offense

For the second offense committed by the student, a disciplinary referral will be sent home to the parents/guardians, which must be returned signed by parent/guardians. A conference may be conducted between the student, parents, teacher, and if necessary, the Dean of Students/Assistant Principal. The signed notice will be placed in the student's file. This will be documented as a second offense. The student may lose field trip or other extracurricular opportunities.

Third offense

A third offense committed by a student regarding documented misbehavior will result in suspension. Suspension may be in-school or at-home suspension. Any student in violation of the *Student Discipline Policy* may be denied participation in extracurricular activities. Work assignments, and tests for suspended students will not be made up.

GRADES 9-12

Detention may be given after the first offense on any infraction of the Discipline Policy. An Administrator/teacher may decide to offer detention as an alternative, or in addition to other disciplinary actions. Detention may include restriction from recess, break, lunch, field trips or special activities. After school detention may be implemented as well.

Suspension

There are three types of suspension:

CLASSROOM SUSPENSION

If a teacher has considerable problems with a student, the student is sent to the Dean/Principal for that period. This absence is recorded as "*unexcused*". If a student is suspended from a class, parents/guardians must make an appointment to see the teacher.

IN-SCHOOL SUSPENSION

The student spends a day in the suspension room doing schoolwork. If there is a test, the student has no right to take this test(s). The absence is recorded as unexcused.

OUT-OF-SCHOOL SUSPENSION

This is invoked when a student demonstrates a deliberate disregard for the school's guidelines and rules. While suspended, the student may not attend regular classes nor participate in any school activities or functions. The student is responsible for all class work missed and may not make up any tests, etc. This time will be considered as "unexcused".

Automatic Suspension for ALL Grades

The following are grounds for automatic suspension, (safeguarding cases mentioned elsewhere):

1. Violating of any state or local laws. (AZ or Sonora)
2. Conduct, such as public display of rudeness, violence and disrespect that harms the image of Lourdes Catholic School, on or off campus
3. Any form of harassment/bullying (*Diocesan Policy 2210; LCS Policy C.P.B.P. pgs. 13-15*), or loss of self control)
4. Continually, by attitude and actions, demonstrating disregard for school personnel, fellow students, and the orderly process of learning
5. Failure of past disciplinary actions to bring about improved conduct
6. Failure to report to the Principal/Dean when sent from class for disciplinary reasons, or when called by the

Principal/Dean

7. Throwing anything at anyone that could cause personal injury or property damage
8. Obscenity (written, spoken, gestures)
9. Truancy
10. Forgery, signing a name other than one's own, or placing a false phone call to excuse absence
11. Misuse or abuse of the computer lab, library or library books or materials
12. The use of school equipment without proper permission
13. Any type of vandalism, whether on or off LCS campus
14. Being on school property outside of school hours without the necessary permission or proper supervision
15. Smoking on campus.

*The Principal in agreement with the Dean/Assistant Principal determines length of suspension. A *suspension notice* stating the reason of suspension is written and sent home, keeping a copy in the student's permanent file. Readmission following suspension requires evidence that the problem, which led to the suspension, has been resolved. In addition, the student must be accompanied back to school by his/her parents or guardians.

***Three or more suspensions in any one school year may result in permanent expulsion** from L.C.S. The Diocese of Tucson handles this problem in the Policy and Regulations Handbook 2220.B.4.

Grounds for Expulsion for ALL Grades

Expulsion is the removal of a student from attendance at LCS by the Principal as the result of:

1. Behavior problems so serious that future attendance is not acceptable.
2. Involvement with drugs and/or alcohol on or off campus is one area that constitutes cause for immediate expulsion. If necessary, the local police

will be informed.

3. A consistent pattern of disruptive behavior in spite of all help offered by teachers and staff.
4. Gross lack of improvement following suspension. (*Diocesan Policy 2220.B.4.*)
5. Stealing without restitution.
6. Flagrant insubordinations, an excessively negative attitude.
7. Carrying a weapon, or anything which may be considered a weapon, gang membership. If necessary, the local police will be informed.
8. Students may be requested to withdraw on the grounds of parental behavior. (*Diocesan Policy 2220.B.5.*)

In some cases, a student may be allowed to withdraw prior to being expelled. These rules will govern the conduct of students, faculty and other staff and all members of the public while on the property of Lourdes Catholic School.

Class Parties

Class parties are discouraged. Teachers may schedule them under special circumstances and only with the approval of the Principal. Outside food is not allowed unless the principal has granted special permission in advance. **No eating or drinking in the classrooms.**

Restricted Areas

Since all students should respect the property and privacy of others, the following regulations should be observed:

1. Students are not permitted to tamper with another's locker, lock, or school equipment. Any damage or breakage, whether accidental or not, is to be reported to the teacher/Dean.
2. Students are not allowed to enter the faculty lounge, (office aides may during their class period only), cafeteria, gym, etc. without the proper permission or presence of a faculty or staff member.

3. Students are not permitted to loiter in the cafeteria, parking lots, walkways, fields or patios.
4. Inappropriate behavior/language in the pick-up areas will result in students being picked up in the office for a determined amount of time by the Dean/Assistant Principal.
5. Students are not permitted to enter or open any storage closets, cabinets, file cases, etc. without permission.
6. Students are not allowed to touch anything on or in a teacher's desk.

Student Assembly Guidelines

Students will conduct themselves in a manner that will assure the well being of others and themselves. Assemblies are held in either the school gym or cafeteria.

LOURDES DRESS CODE

Uniforms are to be kept in good repair.

Elementary (grades 1 - 5)

Girls: School-plaid jumper or shorts. Khaki slacks. White/green LCS polo shirt, white/forest green knee-high socks and black shoes/ white tennis shoes. **No open-toed shoes for safety.**

Mass: Plaid jumper, white LCS polo shirt, forest green knee-high socks and black shoes.

Boys: Khaki slacks or shorts. White/green LCS polo shirt, white socks and black shoes/white tennis shoes. **No open-toed shoes for safety, baggy, cargo or torn pants.**

Mass: Khaki slacks, White LCS polo shirt, white socks and black shoes.

P. E. for Girls and Boys: LCS T-shirt,

sweatshirt, pants/shorts, white socks and white tennis shoes, (due to gym floor).

Middle School (grades 6 - 8)

Girls: Plaid skirt, (appropriate length), navy blue slacks, navy blue/ white LCS polo shirt, white knee socks, black shoes/white tennis shoes. **No opened-toed or high-heeled shoes for safety, No baggy, cargo or torn slacks. No skinny jeans/pants.**

Mass: Skirt (**appropriate length**), white LCS polo, white socks, black shoes.

Boys: Khaki slacks, navy blue/white LCS polo shirt, black shoes/white tennis shoes. **No open-toed shoes, baggy, cargo or torn pants. No skinny jeans/pants.**

Mass: Khaki slacks, white LCS polo, white socks, and black shoes.

P. E. for Girls and Boys: LCS T-shirt, sweatshirt, pants/shorts, white socks and white tennis shoes, (due to gym floor)

High School (grades 9 – 12)

Girls: Plaid skirt,(appropriate length), navy blue/khaki slacks, navy blue/ green/white LCS polo shirt, white knee socks, black shoes/white tennis shoes. **No open-toed or high-heeled shoes for safety, no baggy, cargo or torn pants. No skinny jeans/pants.**

Mass: Skirt (**appropriate length**), white LCS polo, white/green socks, black/brown shoes.

Boys: Khaki slacks, navy blue/green/ white LCS polo shirt, black shoes/white tennis shoes. **No open-toed shoes, baggy, cargo or torn pants. No skinny jeans/pants.**

Mass: Khaki slacks, Pin-striped oxford shirt and LC tie, white socks, black/brown shoes.

Cold weather options for ALL students:

LCS sweatshirt, (others are not acceptable, including hoodies with the school logo), white/navy blue, dark-green turtleneck may be worn. LCS Jacket, (others not acceptable). Black boots are the only footwear option.

Warm weather options for ALL students:

Khaki capris; Khaki shorts, (others are not acceptable, including cargo shorts).

School uniform may be purchased through **Garment Graphics**, 220 W. Fr. Lowell Rd., Tucson, Arizona. www.garmentgraphics.net (520) 544-0529

Not Acceptable

1. Extremes in hairstyles and color. No long hair on male students.
2. Excessive make up for female students. Facial hair for male students.
3. Bare mid-drifts or inappropriate skirt lengths.
4. Multiple earrings, excessive dangling earrings for female students, earrings for male students.
5. Sunglasses in buildings
6. Inappropriate pants/slacks including skinny jeans/pants, baggy, cargo or torn. Pants worn sagging on the hips in a deliberate fashion.
7. Torn or ripped clothing.
8. Any clothing considered gang related (i.e. handkerchiefs, colored shoelaces etc.), clothing with inappropriate symbols, language or advertising alcohol, drugs or gangs.

Dress Code Violations

Since the regulations above are not all inclusive, they presuppose good will and good judgment on the part of the students and parents. **Violations will result in a class suspension until uniform is brought from home.**

Withdrawal

Any student, who decides to withdraw from Lourdes to attend a local school, should first

consult the Principal and reconsider the decision. Students and parents must then fill out an exit interview, and present the necessary written notification. This must be signed and dated. The student is then given a Withdrawal Form which must be completed before the transcript is issued. If tuition or other monies are owed, transcripts and other documentation **will not be sent to the new school** until the financial obligations are met.

Transcripts

Transcripts are **\$10.00** each. No grades will be calculated on a report card or transcript until all contract obligations have been satisfied in the office. Requests for transcripts should be made **five school days prior to mailing date**.

STUDENT SERVICES

Student Insurance

All students are covered by secondary health insurance provided by the school and administered by Myers-Stevens. Coverage applies only during school hours.

Peer Tutoring

This is Student- to- Student extra help, offered at lunch at teachers' discretion.

Sports

The sports programs of the **Arizona Interscholastic Association** (9-12), the River Canyon League (6-8) and the Junior Olympics are designed to foster a spirit of sportsmanship and a lasting concern for good health. Lourdes competes with other private and public schools in southern Arizona.

Library

Library books and materials are to be returned when they are due. Overdue materials cause a grave inconvenience to those working in the library, but most of all to the other students who are waiting to use them. No student may check out more

books until the books are returned and fees are paid. Lost or damaged books are to be paid.

Computer Lab

The lab is for use by students, for educational purposes only. Students, grades 6-12 must have a signed **Telecommunications User Agreement** on file in the Main Office before using school technology. Upon violation of this, students will lose the privilege of technology use.

Cafeteria

LCS offers breakfast from 7:30a.m. – 7:50 a.m., lunch, and a mid-morning nutritional snack for all students and staff. All students grades K-8 must eat lunch unless otherwise indicated by a doctor's order.

Snack Bar

Students, grades K-8 must eat in the cafeteria before going to the Snack Bar. Only healthy items will be sold. Students are not allowed to bring soda, chips, candy, or other unhealthy snacks to school.

Student Council

Students are eligible to run and be elected officers and representatives of this student government program.

Campus Ministry*Kino Teens**

High School students are also eligible to be part of the Campus Ministry Team and Kino Teens.

Telephones

The school phones are NOT FOR STUDENT USE. Emergencies will be handled accordingly.

Personal Property/Lockers

Lockers are school property and assigned to students, Grades 6-12. Locks are issued to students by the school. Any lost or damaged lock will result in a **\$10.00 fine**.

Students are to guard their combination numbers and make sure their lockers are actually locked. Defacing a locker in any manner, including the use of decals and stickers, is considered **vandalism**. Neither permanent marker pens nor Super glue is to be brought on campus unless needed for a specific project.

Marking on walls, lockers, desks, etc. is considered vandalism, will be taken seriously and may lead to suspension or dismissal.

The school is not responsible for lost or stolen articles. Students are to put their names on all personal belongings, as well as textbooks. All textbooks, desks, and lockers are issued to the students for their use and are to be kept in good condition at all times. As part of students' education, parents and staff encourage students to take good care of these, and all other school and students' property. **Parents will be billed for the repair or replacement necessary for damaged or destroyed property.**

Student Vehicles

It is considered a privilege to park on school grounds. **Students are to park their vehicles in the student parking zone ONLY.** Violation of this restriction will result in loss of parking privilege. Students park their vehicles on campus at their own risk. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, etc. might be present in the vehicle, or to ascertain the owner of the vehicle. Drivers and passengers will wear seat belts. **THE SPEED LIMIT ON CAMPUS IS FIVE (5) MILES PER HOUR.** Students are not to loiter in the parking area nor play loud music during school hours.

Parking Permits

Students are to present the following documents in the school office **prior** to bringing a vehicle on campus, to secure

permission to park on campus.

1. Parents' written permission to drive to school.
2. Copy of the title of vehicle, current automobile insurance, and drivers' license.
3. Written permission from parents to permit others to ride in a vehicle.

Vehicles without permits may be towed at the owners' expense. Suspension of driving privileges may occur when violations of regulations occur. **Remember the life you save may be your own.**

MEDICATION & HEALTH REQUIREMENTS

Immunizations

In compliance with state law, all students must be fully immunized and show proof in order to attend classes. Students will not be allowed to enter class without these. (Diocesan Policy 5210). Any student having or who is suspected of having a communicable disease as defined in the County Health Department Policy for the Prevention and Control of Communicable Disease will be excluded from school for the period of time designated in the health policies. Decisions regarding the type of educational setting for the student with Acquired Immune Deficiency Syndrome Virus will be based upon the behavior, neurological development, and physical condition of the student.

Prescription & Non Prescription

Drugs

Students requiring medication during school hours must bring a doctor's order stating the type of medicine, amount and times to be taken. A prescription drug must be brought to the school in original properly labeled prescription bottle with the name of the student, doctor, drug dosage, and directions for administering it. **Written permission from the parent/guardian is also required.** This will be filed with the school nurse/office. Under no circumstances will students be allowed to have medicine (including aspirin, or cough drops) in their lockers, bags, classrooms or persons.



Lourdes Catholic School

Beyond the Ordinary

CALENDAR 2010-2011

Symbol Key

	Diocesan Holidays/No School
	No Classes
	1/2 Day A.M. (Session)
	1/2 Day P.M. (Session)

JULY 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Event	Month	Days
ACE workshop	August	2-6
New Teacher Training	August	9
First Day for Teachers	August	5
First Day for Students	August	12
First Day for PK - K	August	16
Labor Day	September	6
Veteran's Day	November	11
Thanksgiving Recess	November	25-26
Christmas Vacation	Dec. 18	Jan. 3
Martin Luther King Jr. Day	Jan.	17
Catholic Schools Week	January	1/30-2/5
Our Lady of Lourdes	February	11
President's Day	February	21
Founders Day	March	25
Easter Vacation	April	21-May 2
Last Day for Students	May	27
Graduation Day	May	20
Last Day for Teachers	May	31
QUARTERS		
First Quarter	End	Oct. 15
Second Quarter	End	Dec. 17
Third Quarter	End	March 11
Fourth Quarter	End	May 27
TOTAL		180 T. days

Approved: Supt. of Catholic Schools: *De Rosa Maria Ruiz*
 Sr. Rosa Maria Ruiz

Dear Parents and Students,

Welcome to the 2011-2012 school year at Lourdes Catholic School! We have been preparing exciting learning opportunities all summer! In choosing Lourdes Catholic School you have not only demonstrated a commitment to the values and philosophy of a Catholic education, but a commitment to investing in your child's future.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual growth in the context of the teachings of the Catholic Church. **Together we develop a partnership in education.** Please sign the attached form in support of this partnership, and have your youngest child return to her/his teacher.

Together let us pray that God, who has begun this good work be with us on this adventure we call Catholic education.

God Bless you,

Sr. Esther Hugues, CFMM, M.Ed.
Elementary Principal

Sr. Barbara Monseguir, CFMM, Ph.D.
High School Principal

LOURDES CATHOLIC SCHOOL

Beyond the Ordinary

Student/Parent Handbook 2011-2012

We the _____ family agrees to abide by the policies and regulations set in the Lourdes Catholic School Student/Parent Handbook.

Please Print

Please Sign

Parents:

Student/Grade

Signature

THIS FORM MUST BE RETURNED DURING THE FIRST WEEK OF SCHOOL TO YOUR YOUNGEST CHILD'S HOMEROOM TEACHER.