

LOURDES CATHOLIC SCHOOL

*Beyond the
Ordinary*



STUDENT/PARENT HANDBOOK 2021-2022

ADMINISTRATIVE TEAM

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Elementary Principal	Mrs. Rosalinda Perez, M.Ed.
Middle/High School Principal	Mrs. Sandra Contreras, M.Ed.
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**Lourdes Catholic School is fully accredited by:
Western Catholic Education Association**

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This agenda belongs to:

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Table of Contents

Vision Statement	5
Mission Statement	5
School History	5
Disclaimer	5&6
Philosophy	6
Student Learning Expectations (SLE's)	6
Student Responsibilities	6&7
Admission to Lourdes Catholic School	7
Medication & Health Requirements	7&8
Daily Schedule	8
Drop-off/Pick-up	8
School Website	8
Emergency	8
Academic Program	8
Homework	8
Assessment	9
Cheating & Plagiarism	9
Withdrawal	9
Grades K-8	9
Academic Honors (4-8).....	9
Grading Scale	9
Summer School	9
Retention Policy	9&10
Grades 9-12	10
College Now	10
AVLI	10
Course Load Requirement	10
Summer School	10
Grade Point Average	10
Academic Honors	10&11
Adding/Dropping Classes	11
Athletic Requirements	11
Transcripts	11
Discipline Philosophy (ALL Grades K-12)	11
Disciplinary Action	11

Harassment/Bullying,	11&12
Attendance Policy	12&13
Tardiness	13
Truancy	13
Passes	13
Restricted Areas	13
Student Assembly Guidelines	13&14
Visitors	14
Field Trips	14
Class Parties.....	14
General Rules of Conduct	14
Behavior in Instructional Areas	14
Electronic Devices.....	15
Grades 1-8 (1 st , 2 nd & 3 rd Offense)	15
Grades 9-12 (Suspension)	15&16
Automatic Suspension for ALL Grades.....	16
Grounds for Expulsion for ALL Grades	16&17
Lourdes Dress Code (uniform)	17
Elementary (Grades 1-5)	17
Middle School (Grades 6-8)	17
High School (Grades 9-12)	17&18
Warm Weather Options for 6-12	18
Cold Weather Options for ALL	18
Wednesday Options for ALL students	18
Ordering Uniform Information	18
NOT ACCEPTABLE	18
Student Services	18
Student Insurance	18
Peer Tutoring	18
Sports	18&19
Library	19
Computer Lab	19
Cafeteria	19
Snack Bar	19
Student Council	19
National Honor Society MS/HS	19
Campus Ministry	19

Kino Teens	19
Business Club	19
Personal Property/Lockers	19&20
Student Vehicles	20
HS Parking, Permits.....	20
Gate Schedule	20
LCS WARRIORS Logo	21
School Year Calendar 2020-2021.....	22
Welcome Letter	23
Media Release Form 2020-2021	24
Student/Parent Handbook Agreement Form	25

Our Lady of Lourdes, Pray for us!

Nuestra Señora de Lourdes, Ruega por Nosotros!



VISION STATEMENT

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

MISSION STATEMENT Lourdes Catholic School is a bilingual/bicultural Pre-kindergarten 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 2021-2022 marks the 87th 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; Minim Daughters of Mary Immaculate, staff, students, parents, and boards 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 WCE 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.

STUDENT LEARNING EXPECTATIONS

A student of Lourdes Catholic School exhibits grade appropriate experiences as a:

A Person of Faith Who:

Demonstrates knowledge of the teachings of the Catholic Church.

Participates in prayer, communal liturgical celebrations and sacraments and has knowledge of scripture.

Participates actively in providing service to the school and community.

A Bilingual/Bicultural Person Who:

Demonstrates knowledge of both American and Mexican traditions.

Recognizes the benefits of being bilingual and bicultural.

Can effectively and appropriately communicate in both English and Spanish.

An Effective Communicator Who:

Articulates ideas in clear and correct written and verbal ways both in English and Spanish.

Demonstrates technological literacy across the curriculum responsibly.

Understands, interprets, and practices verbal and non-verbal methods of communication both in English and Spanish for a variety of situations.

A Critical Thinker Who:

Analyzes, interprets, synthesizes and evaluates data from different sources in a variety of situations.

Applies problem-solving techniques to life situations.

Demonstrates a solid foundation in academic skills.

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, (D.H.B.) “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 and explain Handbook to children
- Attend parent/teacher conferences
- Attend all PTC meetings
- Do 15 hrs. of service to the school each semester
- Sell four (4) December Raffle tickets and two (2) Bingo Night tickets
- In case of Custody issues, supply the appropriate documentation which must be on file in the Main office.

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. (D.H.B. 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 Health Clerk's office. Under no circumstances will students be allowed to have medicine (including aspirin, or cough drops) in their lockers, bags, classrooms or persons.

Daily Schedule

OFFICE	7:30 a.m. - 4:00 p.m.
Preschool	8:00 a.m. – 2:00 p.m.
Grades 1-8	8:00 a.m. – 3:00 p.m.
Grades 9-12	8:00 a.m. – 2:00 p.m.
Wednesday	Dismissal after

School Grounds open at 7:30 a.m. and close at 4:00 p.m. School Insurance does not cover students before or after these times unless they are participating in a supervised school-sponsored activity. (See Gate Schedule on page #20)

Drop-off/Pick-up

To ensure the safety of all, parents are to follow traffic rules: NO PASSING, STOP SIGNS, 5 Mph., drop-off and pick-up students ON TIME in DESIGNATED AREAS ONLY! **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 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, contact information, teacher pages and more.

Emergency

In the event of an emergency that would force the evacuation of the school, parents would be notified by **Parent Alert**, **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 LCS' academic program. LCS is a bilingual/bicultural school with a college preparatory high school program. It provides students the necessary motivation and preparation for higher educational success. Seniors graduate with an average of up to seventeen (17) college credits, transferable to both U.S. and Mexican universities. Ninety-nine percent% 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 through **RenWeb**, our web-based school management system. Passwords 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. It is very important that **parents provide a proper study atmosphere at a regularly scheduled time each day.** Homework is usually a follow-up of some class activity of that day. It is always due when required by the teacher. Students are asked to read a minimum of thirty minutes a day. Students using ALEKS are expected to put in four hours weekly. All students should do some home study daily, even if not assigned. This is necessary to establish good reading habits and strengthen the skills developed daily at school.

Assessment

Students should expect to have their performance evaluated regularly by means of tests, class participation, projects, homework, etc. Semester exams are administered the last week of each semester for Grades 1-12. These exams may raise or lower a student's grade. **Students are not excused from exams to leave early for vacation, or non-school sponsored activities.** 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**.

Withdrawal

Students are accepted with the understanding that they will remain enrolled at LCS for the entire academic year. The school consequently makes its commitments to the faculty and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. If a student is withdrawn from school for reasons beyond the control of the parents or guardians, (such as a family move), the student may re-enroll. A student who withdraws from LCS may not re-enroll for reasons other than those delineated above, unless approved by the Admissions Committee. The Admissions Committee will evaluate these matters on a case by case basis. **The decision of the Admissions Committee is final.** 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 documentation is issued. If tuition or other monies are owed, completed transcripts and other documentation **will not be sent to the new school** until the financial obligations are met.

Grades K-8

Academic Honors (4-8)

Being on the **High Honor Roll** is achieved by students 4-8 having earned A's in all subjects. Being on the **A/B Honor Roll** is achieved by students having earned A's and B's in every subject.

Grading Scale

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

Summer School

Summer school is required for students receiving a **D** or below in any **two** of the core subjects; Math, Reading, Language and Spanish, (MS: on final semester grade) who is reading **one year below grade level** or demonstrates **limited English fluency**. It may be required for students who show **disregard for other subjects**. Summer school is mandatory for students with excessive absences. *Summer School Possible* will be written on the report card during the school year as needed. *Summer School Required* will be written on the report card after the 4th Quarter

Retention Policy

Students are promoted on the basis of their progress and achievement. When a student has not mastered required skills, the principal in consultation with teachers recommends that such students continue at the present grade level. Promotion is doubtful for a student receiving **two** or more **F's**, **three** or more **D's** or any in any

grading period. *Promotion Doubtful* will be written on the report card after the first semester. *Retention* will be written after the 4th Quarter.

Grades 9-12

The LCS high school curriculum should be viewed as a four-year experience. Graduates of Lourdes Catholic High School must earn a minimum of **24 credits** to earn the **LCS Diploma**, those who earn a minimum of **24 credits + 6 College Credits or AVLI combination**, will earn the **LCS Scholars Diploma**. Students who earn **24 credits + 13 College Credits or AVLI combination**, will earn the **LCS High Honors Diploma**.

Requirements are as follows:

<i>Theology</i>	<i>4.0 credits</i>
<i>English</i>	<i>4.0 credits</i>
<i>Math</i>	<i>4.0 credits</i>
<i>Spanish</i>	<i>2.0 credits</i>
<i>Science</i>	<i>3.0 credits</i>
<i>Social Studies</i>	<i>3.0 credits</i>
<i>Electives</i>	<i>4.0 credits</i>
<i>Athletics</i>	<i>1.0 credit</i>
<i>Service</i>	<i>120 hours</i>

CollegeNow/AVLI

Since fall 2010, LCS expanded its academic partnership with Cochise Community College (online) and Pima Community College offering college credit coursework under the Lourdes Catholic *College Now* program. In addition LCS partners with the Arrupe Virtual Learning Institute (AVLI) offering students a wider variety of college prep courses which include AP (Advanced Placement), Modern Languages, Art, Science, Math, S.S. Computer Science, English/Communications & Theology. The following are a list of College Now Courses available this school year 2021-2022.

Pima CN/ Course/Title	Credits/Semester
WRT 101/Eng. Composition I	3 Fall
WRT 102/Eng. Composition II	3 Spring
MAT 188/ Pre-Calculus I	4 Full Academic Year
MAT 189/Pre-Calculus II	3 Full Academic Year

Course Load Requirements

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

Summer School

Summer school is mandatory for all high school students who receive a “D-“ or a failing “F” in any required course and/or more than one credit of elective courses. Summer school is mandatory for students with excessive absences. 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 LCS before school opens in August. Summer courses may be taken at an approved accredited high school or community college if approved by the Principal. Students must first secure the necessary forms from the Registrar before enrolling in any summer courses.

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. GPAs from other schools are nontransferable.

Regular Classes	Weighted CN/AVLI
A (90-100) = 4.0	A=4.5
B (80-89) = 3.0	B=3.5
C (70-79) = 2.0	C=2.5
D (60-69) = 1.0	
F (0-59) = 0.0	

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. Excessive absences will disqualify a student from being in the Honor Roll.

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 action. **Students initiated schedule changes are only processed the first week of each semester.** Schedules are not changed without prior approval of the Principal. The parents of the student must approve all schedule changes.

Athletic Requirements

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

Transcripts

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.**

ALL GRADES K-12

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.H.B. 222)

Harassment/Bullying

Lourdes Catholic School takes complaints of harassment/bullying seriously.

Harassment/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, gestures social media, extortion of money and/or possessions. Harassment/bullying of any student by another student, school employee or volunteer are not acceptable. This causes emotional harm and often results in dropping grades and physical harm to self and others.

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 (*D.H.B. 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 abuse 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. LCS 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 statutes 13-2911(D); 15-507; 13-1204 (6); 15-341 (33); 13-3620;*

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, receiving zeros for any work missed**. Students 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. Parents/guardians are to **call the office before 9:00 a.m.** to report an absence.

3. 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 pick up an absent slip from the office before 8:00 a.m. on the day of return. Students without a written note or parent phone call on record will be documented as an **unexcused** absence.

4. Any **high school student** who is absent more than **18 days** per school year, (excused/ unexcused) will lose credit for classes. It is the **High School** student's responsibility to pick up an absent slip from the office 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.

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

6. 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.**

Teachers are not to permit a student (K-5) to enter class without a written excuse from parents. Students (6-12) will not be permitted to enter class without an absent slip.

It is the students' (6-12) 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. Parents' cooperation is necessary in 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. For every 4 tardies, there will be an imposed consequence during lunch or after school.

Middle/High school students who arrive **15 minutes late** for any period will be recorded as an **unexcused absence**.

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 lunch

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/ 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 respectful manner that will assure the well-being of others and themselves. Assemblies are held in either the school gym or cafeteria.

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. An 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.**

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 as per Health Department regulations.**

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.
- **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

- **The use of electronic devices, are for educational purposes only. If used otherwise they will be confiscated and returned according to infraction. Cell phones are not permitted in the classroom. Apple watches are strictly prohibited.**
- 1st Offense- Electronic device will be confiscated for **five school days**, and will be returned **the same weekday it was confiscated.** (Example: It was confiscated on a Wednesday, it will be returned the following Wednesday.)
- 2nd Offense- Electronic device will be confiscated and returned until the end of the semester.
- No student will be called from class. Students may check in the office to see if parents have called about anything important during their free time.

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 in addition to other disciplinary actions. Detention may include restriction from 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*; 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 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.

LOURDES DRESS CODE

Uniforms are to be kept in good repair. Since the regulations are not all inclusive, they presuppose good will and good judgment on the part of the students and parents. No caps on campus. **Note: For all grades: No open-toed shoes, skinny or torn jeans/slacks, no-show socks. Uniform Violations will result in a UNIFORM REFERRAL. Student will wait in office until uniform is brought from home.**

Elementary (Grades 1 - 5)

Girls: School-plaid jumper with white blouse, white/forest green knee-high socks and black shoes. Khaki slacks, Black belt with white/green LCS polo shirt, white socks and black shoes. Hair Accessories in school colors only (khaki, navy blue, forest green and white).

Mass Girls: Plaid jumper, white blouse, white or forest green knee-high socks and solid black shoes. NO BOOTS.

Boys: Khaki slacks, Black belt with white or green Polo shirt, white socks and solid black shoes.

Mass Boys: Khaki slacks, black belt with white shirt, white socks, black shoes and green LCS tie.

P. E. for Girls & Boys: LCS P.E. t-shirt, sweatshirt, pants/shorts, white socks and **white** tennis shoes.

Warm weather options for elementary students: Khaki shorts (no cargo), with white socks and white tennis shoes, or plaid uniform shorts, with white socks, black shoes and black belt.

Middle School (Grades 6 - 8)

Girls: Navy blue slacks (**NO SKINNY SLACKS**) Black belt, with navy blue or white LCS polo shirt, white or black socks, and **solid white tennis** or **solid black shoes**. No high-heeled shoes for safety.

Mass Girls: Plaid skirt (appropriate length means 1 ½" above the knee), white blouse, white knee-high socks or blue or white tights and solid black shoes ONLY. No high-heeled shoes or boots for safety. (NO BOOTS.)

Boys: Khaki slacks, (**NO SKINNY SLACKS or cargo**) Black belt with white or blue LCS polo, white or black socks and **solid white** or **solid black shoes**.

Mass Boys: Khaki slacks (**NO SKINNY SLACKS**) with Black belt, white shirt, white socks, **solid black shoes ONLY** and blue LCS tie.

P. E. for Girls and Boys: LCS P.E. t-shirt, sweatshirt, pants/shorts, white socks and **white** tennis shoes ONLY.

High School (Grades 9 – 12)

NO UNIFORM!!! unless otherwise announced at any time or days. Must have uniform available when announced, it will be available to wear.

Failure to comply with Dress Code, will result in wearing uniform for a day or the whole week depending on the situation and indicated by the Principal or Dean.

Girls: Navy blue or khaki slacks (**NO SKINNY SLACKS or cargo**) black belt, navy blue, green or white LCS polo shirt with white or black socks, and **solid white** or **solid black shoes**. No open-toed or high-heeled shoes or boots for safety. Hair Accessories in school colors only (khaki, navy blue, forest green and white).

Mass Girls: Plaid Skirt (appropriate length means 1 ½ “above the knee) with white blouse, white knee-high socks or blue or white tights, **and solid black shoes ONLY**. NO BOOTS. If mass uniform is worn any other day, rule still applies.

Boys: Khaki slacks (**NO SKINNY SLACKS or cargo**), Black belt with navy blue, green or white LCS polo shirt with white or black socks, and **white or black solid shoes**.

Mass Boys: Khaki slacks (**NO SKINNY SLACKS or cargo**) with black belt and pin-striped oxford shirt and LCS tie. Black socks and **solid black shoes ONLY**.

Warm weather options for 6-12 students: Khaki capris, or blue or khaki shorts no cargo, (appropriate length), with white socks, and **solid white tennis shoes ONLY**.

Cold weather options for ALL students: LCS or school clubs sweatshirt, (others are **not acceptable**, including **hoodies** with the school logo). White, navy blue or dark-green turtleneck may be worn. LCS Jacket,

(others not acceptable). **Black boots are the only other option for shoes.**

Wednesday Options for ALL students: LCS t-shirt, polo shirt, or Kermes t-shirt and jeans (**No skinny or torn jeans**, or student will not be allowed to enter class), white socks and **solid white tennis shoes ONLY**

Uniforms should be purchased at **Dandy’s Custom T-Shirt** 1138 N. Bankerd Ave. Nogales, Arizona, 85621 (520) 281-0259

Plaid jumpers/Plaid Skirts order at:
www.educationalapparel.com

Not Acceptable

1. Extremes in hairstyles and color. No long hair on male students (long bangs), hair bands, man buns or ponytails. Male students are not allowed to wear nail polish.
 2. No caps on campus.
 3. Excessive make up for female students
Facial hair for male students.
 4. Bare mid-drifts or inappropriate skirt lengths.
 5. Multiple earrings, excessive dangling earrings for female students, earrings for male students.
 6. Sunglasses in buildings
 7. Inappropriate jeans/slacks, sagging or tight pants worn in a deliberate fashion.
 8. Torn or ripped clothing.
 9. Any clothing considered gang related, with inappropriate symbols, language or advertising alcohol, drugs or gangs.
- The Dean and/or Principal reserves the right to make final determination of appropriate attire.

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** (3-5) are designed to foster a spirit of sportsmanship, responsibility to attend all games, and a lasting concern for good health. Lourdes competes with other private and public schools in southern Arizona.

Eligibility:

M.S. Students are required to participate in one sport per school year and will become ineligible for competition during the season if they are earning one or more F's and/or two or more D's at progress report and grade times. **A \$25.00 non-refundable fee per sport** must be paid **IN THE OFFICE** prior to the first day of practice. Students are required an annual Physical done with a USA doctor or clinic

H.S. Students are required to participate in at least one sport per school year and will become ineligible for competition during the season if they are earning one or more F's and/or two or more D's at progress report and grade times. **A \$25.00 non-refundable fee per sport** must be paid **IN THE OFFICE** prior to the first day of practice.

A \$35.00 uniform fee will be **refundable (if complete uniform is returned)** rental fee per sport must be paid **IN THE OFFICE prior to the first game.** Students are required an annual Physical done with a USA doctor or clinic

Library

Library books and materials are to be returned when they are due. Overdue materials cause a grave inconvenience. 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 4-12 must have a signed **Technology User Agreement** on file in the *Technology Dept. Office* before using school/personal computers. Upon violation of this, students will lose the privilege of technology use.

Cafeteria

LCS offers breakfast from 7:20a.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. Students **are not allowed** to bring soda, chips, candy, or other unhealthy snacks to school.

Student Council HS/MS

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

National Honor Society HS/MS

Students are eligible to apply and demonstrate excellence in the areas of scholarship, leadership, service, and character, and become a member of the organization.

Campus Ministry

Middle/High School students are eligible to be part of the Campus Ministry Team.

Kino Teens

High School students are also eligible to be part of Kino Teens, in partnership with the Kino Border Initiative.

Business Club

High School students are eligible to be a part and gain experience in the area of running a Business.

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, marking on walls, 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**. 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. Students are not allowed to drive Motorcycles to campus. Students cannot go back to car during school hours.

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. **Violation of**

these restrictions will result in loss of parking privilege.

HS 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 car 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. The permit is free but if lost, there will be a fee of \$25.

Gate Schedule

Monday-Friday	Wednesday
7:20 am - 8:20 am	7:20 am - 8:20
1:45 pm - 2:30 pm	12:15 pm - 1:00
2:50 pm - 3:20 pm	

PARENTS ARRIVING BEFORE 3:00 PM



**MUST PARK AND WALK TO
PICK-UP AREA USING
DESIGNATED CROSS WALKS**



GO LCS WARRIORS!

Symbol Key	
	Diocesan Holidays/No School
	No School
	½ Day

Shawn Stahl

Approved: Superintendent of Catholic Schools:

August 2021

Dear Lourdes Catholic School Families,

Welcome to the 2021-2022, 87th Anniversary school year of Lourdes Catholic School! You are in store for exciting and challenging learning opportunities! In choosing Lourdes Catholic School you have not only demonstrated a commitment to the values and philosophy of a Minim Catholic education, but a commitment to investing in your child's future. Know that all faculty are certified and degreed, with a majority holding a Master's degree or higher.

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 an educational partnership in the Minim Tradition.**

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,

Mrs. Rosalinda Perez, M. Ed.
Elementary Principal

Mrs. Sandra Contreras, M.Ed.
Middle/High School Principal



Lourdes Catholic School

Media Release Form 2021-2022

Parent/Guardian Consent

I authorize the release of my child's photo/image and name to be published in internal and external publications required in the normal course of business. Publications may include, but are not limited to: Yearbook, local newspapers, billboard, social media, student publication, school related brochures, promotional videos or videotaped ceremonies.

Student Name: _____ Grade: _____

Name of Parent/Guardian (print): _____ Relation to Student: _____

Signature of Parent/Guardian: _____ Date: _____



Lourdes Catholic School

Forma para Comunicados de Prensa 2021-2022

Consentimiento Paterno

Autorizo el uso del nombre y fotografías de mi hijo(a) para publicaciones internas y/o externas durante el ciclo escolar. Las publicaciones incluyen pero no estan limitadas a: anuario escolar, periódico, cartelera, medios de comunicación social, publicaciones de alumnos, folletos, videos promocionales, y videos de ceremonias.

Nombre del Alumno: _____ Grado: _____

Nombre del Padre/Tutor: _____ Relación al estudiante: _____

Firma del Padre/Tutor: _____ Fecha: _____

LOURDES CATHOLIC SCHOOL

Beyond the
Ordinary

Student/Parent Handbook 2021-2022

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

Please Print
Parents:

Please Sign

Student/Grade

Signature

