LOURDES CATHOLIC SCHOOL

Beyond the Ordinary

STUDENT/PARENT HANDBOOK 2026-2027

ADMINISTRATIVE TEAM

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Middle/High School Principal	Mrs. Sandra Contreras, M.Ed.
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This agenda belongs to:
Name _____
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City/Town _____Zip Code _____
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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-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 2026-2027 marks the 92nd 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 WCEA 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, ensuring 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) February Raffle tickets and three (3) 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 lunch

(Elem. 12:30 MS/HS 12:50)

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 & signs.

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 (18) 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.

Report Cards

If parents are unable to pick up their child's report card on the scheduled day of parent-teacher conferences, they will be required to pick it up during the following week from the school office. It is important that all report cards are collected in a timely manner to ensure open communication and accountability regarding student progress. If a report card is not picked up by the end of

following week, **the student will not be allowed to attend school until the report card has been collected by a parent or guardian.**

End of the Year Report Card

Any report card not picked up on the last day of school will result in the student not being **allowed to register for the next school year** until the report card is picked up by a parent or guardian. Students whose report cards are not collected in a timely manner may be **taken off the registration list.**

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 3-12. 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 College Preparatory high school curriculum is a four-year experience. Graduates of Lourdes Catholic High School must earn a minimum of **24 credits** to earn the **LCS Diploma**.

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***
Athletics	***1.0 credit***
Service	***120 hours***

LCS College Preparatory Programs:

Lourdes Catholic School provides students with **A *High School Step-By-Step Roadmap to College Success***, a structured college preparatory program designed to guide students through academic planning, leadership opportunities, college exploration, and readiness experiences. The program helps students build the knowledge, skills, and confidence needed for success after high school.

ASU Universal Learner Courses (ULC)

Through a partnership with Arizona State University, students may enroll in select college-level courses and have the opportunity to **earn transferable college credits** while still in high school. The program promotes college readiness, academic growth, and advanced learning opportunities.

Pima Community College Dual Enrollment Program

Through a partnership with Pima Community College, students may enroll in select college-level courses and **earn both high school and college credit** while still in high school. The program promotes college readiness, academic growth, and advanced learning opportunities while supporting students on their path to college success.

AVLI

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 as well as giving them the opportunity to increase their GPA.
Semester Term Course +0.5 Credit
Year-Long Course +1.0 Credit

Honors English

Last year, an Honors English Class was introduced (11th & 12th Grades) designed to challenge and inspire students who demonstrate advanced reading, writing, and critical thinking skills. The course offers a more rigorous curriculum with a focus on literacy analysis, academic writing, and enriched discussions around classic and contemporary texts. Students will engage in independent projects, participate in seminar-style conversations, and develop skills that will prepare them for AP-Level coursework and college readiness. This addition reflects our ongoing commitment to academic excellence and providing opportunities for all learners to reach their fullest potential.

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 and tardies. Students who **do not repeat these courses during summer** will **not be readmitted.**

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 can disqualify a student from being in the Honor Roll.**

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 or will be required to attend summer school. ***Elementary*** students should bring a written note on the day they return. Their teacher will file it. It is the ***Middle School*** students' responsibility to pick up an absent slip in the library **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 library **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. Students with 10 or more absences, whether excused or unexcused, will not be allowed to return to the classroom until a parent or guardian meet with the principal. A contract will be set in place.

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

7. 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.

Grades 6-12: 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.**
- Students who accumulate an excessive number of tardies will not be eligible for Honor Roll recognition.

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 time.

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 permitted to loiter in the cafeteria, parking lots, walkways, fields or patios.

3. 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.

4. Students are not permitted to enter or open any storage closets, cabinets, file cases, etc. without permission.

5. 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 after school hours. 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.

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.

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.*)
9. Smoking on campus or in possession of a vape.

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. **Note: For all grades: No OPEN- TOAD SHOES, skinny or torn jeans/slacks. Uniform Violations will result in a UNIFORM REFERRAL. Student will wait in office until uniform is brought from home.**

Elementary (Grades 1 - 5)

Girls: 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/green LCS 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 **solid 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. Girls may wear khaki skorts.

Middle School (Grades 6 - 8)

Girls: Navy blue slacks (**NO SKINNY SLACKS**) 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 white tights** and **solid black shoes** ONLY. No high-heeled shoes 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 **solid white** tennis shoes.

Not Acceptable

1. No makeup.
2. No nail polish nor acrylic nails.
3. No long hair on male students (long bangs), hair bands, man buns or ponytails.
4. No extreme hair color male or female.
5. **All uniforms must have school logo**.

High School (Grades 9 – 12)

NO UNIFORM!!! Only required for mass, special events or when announced by administration. Mass uniform must ALWAYS be ready for use. During winter, school sweatshirt is required (specifically for Mass).

(Please read section "NOT ACCEPTABLE") 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.

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

Mass Boys: Khaki slacks **(NO SKINNY SLACKS or cargo)** with black belt and (Boys/Mens LS LT) blue oxford shirt and LCS tie. Black socks and **solid black shoes ONLY.**

Cold weather options for ALL

School Jacket with Logo or any Navy blue jacket.

Warm weather options for ALL

Khaki capris, or blue or khaki shorts no cargo**,** (appropriate length), with white socks, and **solid white tennis shoes ONLY.**

Wednesday Options for ALL

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 **Tarasco Banners & Signs** 2073 N. Grand Ave. Nogales, Arizona, 85621 (520) 223-2767.

Plaid jumpers/Plaid Skirts & HS Oxford Shirts order at:
www.educationalapparel.com

Not Acceptable (ALL GRADES)

1. **NO CROCS OR LEGGINGS.**
2. **NO BIRKENSTOCK SANDALS (no other sandals)**
3. Extremes in hairstyles and color. No long hair on male students (long bangs), hair bands, man buns or ponytails.
4. Male students are not allowed to wear nail polish.
5. Excessive make up for female students.
6. Facial hair for male students.
7. Bare mid-drifts or inappropriate skirt lengths.
8. Multiple earrings, excessive dangling earrings for female students, earrings for male students.
9. Sunglasses in buildings
10. Inappropriate jeans/slacks, sagging or tight pants worn in a deliberate fashion.
11. Torn or ripped clothing.
12. Any clothing considered gang related, with inappropriate symbols, language or advertising alcohol, drugs or gangs.
13. No spaghetti straps, off shoulder top, no crop-tops.
14. No torn jeans.

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 $50.00 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 $50.00 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.

Year-round sports:
Basketball, Volleyball, or Flag football will have a monthly fee of $40.00

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 K-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
WE ARE A NUT FREE CAMPUS
LCS offers breakfast from 7:20a.m. – 7:50 a.m., lunch, and a mid-morning nutritional snack for all students and staff (Mon, Tues, & Thurs). All student grades K-8 must eat lunch unless otherwise indicated by a doctor's order.

Student Council HS/MS
Students are eligible to run and be elected leadership officers and representatives of the 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 Leadership members of the National Honor Society.

Campus Ministry
Middle/High School students are eligible to be members 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.

4-H Club
Middle School and High School students are eligible to participate in the 4-H Club, a youth development program that promotes leadership, citizenship, community service, and hands-on learning experiences.

Personal Property/Lockers
Lockers are school property and assigned to students, Grades 6-12. Lockers are issued to students by the school. Any damaged locker will result in a **fine**.
Students are to guard their combination numbers and make sure their lockers are actually locked. Vandalism of a locker in any manner, including the use of decals and stickers, marking on walls, desks, etc. is considered **vandalism, it will be taken seriously and may lead to suspension or expulsion.**

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:

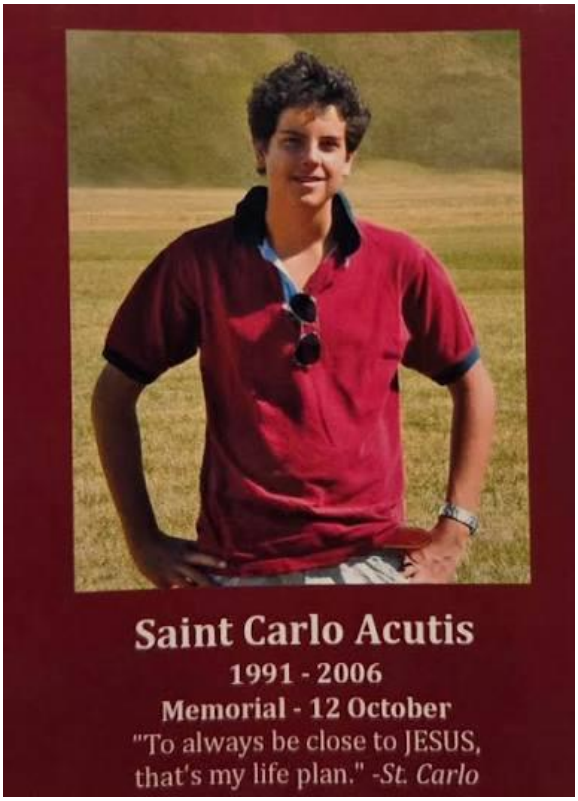
1. Parents' written permission to drive to school.
2. Copy of the title of vehicle, current car insurance and drivers' license.
3. Written permission from parents to permit others to ride in a vehicle.

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 WAIT FOR DISMISSAL. STUDENTS WILL USE DESIGNATED CROSS WALKS TO GO TO THE CAR. NO PARENTS ALLOWED IN DISMISSAL AREAS.



SAINT CARLO ACUTIS. PRAY FOR US

GO LCS WARRIORS!

Diocese of Tucson Catholic Schools

LOURDES CATHOLIC SCHOOL

SCHOOL CALENDAR 2026 - 2027

Symbol Key

	Diocesan Holidays / No School
X	No School
/	1/2 Day / Early Release

JULY 2026

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~~	

T= 0

AUGUST 2026

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16	17	18	~~19~~	20	21	22
23	24	25	~~26~~	27	28	29
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SEPTEMBER 2026

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20	21	22	~~23~~	24	25	26
27	28	29	~~30~~			

T= 21

OCTOBER 2026

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NOVEMBER 2026

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29	30					

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DECEMBER 2026

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JANUARY 2027

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10	11	12	~~13~~	14	15	16
17	18	19	~~20~~	21	22	23
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31						

T= 18

FEBRUARY 2027

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28						

T= 20

MARCH 2027

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APRIL 2027

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T= 20

MAY 2027

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23	~~24~~	~~25~~	~~26~~	27	28	29
30	31					

T= 13

JUNE 2027

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T= 0

Important Dates		
First Day for Teachers	July	27
New Teachers' Orientation	July	27
First Day for Students	***August***	***3***
Parent/Teacher Conferences	October	
Last Day for Students	***May***	***21***
Last Day for Teachers	*May*	26
Holidays/Vacation		
Labor Day	September	7
Fall Break	October	9-12
Veteran's Day	November	11
Thanksgiving Break	November	26-27
Christmas Vacation	December - January	12/21-1/4/27
Dr. Martin Luther King, Jr. Day	January	18
Good Friday	March	26
Easter Vacation	March - April	3/22-4/2
Memorial Day	May	31
Special Events		
Catholic Schools Week	January - February	1/31-2/6
8th Grade Transition	May	5
Graduation Day	***May***	12

Quarters	Teaching Days	Dates
First Quarter	48	8/3-10/9/2026
Second Quarter	46	10/12-12/18/2026
Third Quarter	38	01/05-02/26/2027
Fourth Quarter	48	03/01-05/18/2027
TOTAL	180	

Approved: Superintendent of Catholic Schools: 5-6-26

August 2026

Dear Lourdes Catholic School Families,

Welcome to the **2026–2027 school year**—and a special one as we proudly celebrate the **92nd Anniversary of Lourdes Catholic School**! We are thrilled to begin another year filled with faith, learning, and community. By choosing Lourdes, you are making a powerful commitment not only to your child's academic and spiritual growth, but also to the values and philosophy of a **Minim Catholic education**.

Our dedicated and highly qualified faculty—100% certified and degreed, with the majority holding advanced degrees—are ready to guide your children through an enriching year of discovery and development. We look forward to working hand in hand with you to nurture excellence in learning and deepen our students' faith journeys, rooted in the teachings of the Catholic Church.

Please review, sign, and return the attached partnership agreement form with your child to their homeroom teacher as we begin this year united in purpose and faith.

Let us entrust this school year to God, praying that He who has begun this good work in us will continue to bless and guide us in this shared mission of Catholic education.

God bless you and your families,

Mrs. Rosalinda Perez, M. Ed.
Elementary Principal

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

Lourdes Catholic School

Media Release Form 2026-2027

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 2026-2027

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 2026-2027

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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____