



OUR LADY OF LOURDES

Roman Catholic School, Malverne, NY



OLL STUDENT HANDBOOK

The purpose of the Our Lady of Lourdes Student Handbook is to communicate the policies, procedures, and expectations we have for our students and their families.

Questions or Concerns

For all questions or concerns regarding the OLL Student Handbook, please contact the Our Lady of Lourdes Main Office at (516) 599-7328.

Preface

Our Lady of Lourdes School is operated in full accord with the teachings of the Roman Catholic Church (the “Church”), subject first and foremost and at all times to the Church’s moral, ethical, canonical and religious precepts as interpreted by the parish pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the “Diocesan Bishop”) and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.

Our Lady of Lourdes School provides the highest quality religious and secular education. In order to continue to provide such quality education, we must have not only dedicated and committed personnel but generous and charitable parishioners, complete cooperation from those involved in the school, and a full understanding of the economics which are part of the school operation. Those factors have made our parish school one of the best in the Diocese of Rockville Centre and we intend to continue in this tradition. Consequently, the following policies and requirements for admission and continued enrollment in Our Lady of Lourdes have been established.

Parents should understand that regular Mass attendance is the most fundamental public sign of a person's commitment to the Catholic faith and union with Jesus.

Table of Contents

Our Lady of Lourdes Student Handbook	4
Our Mission	4
Financial Responsibilities	4
Termination of the Educational Relationship Due to Parental and/or Legal Guardian Behavior	4
Attendance.....	4
Comprehensive Attendance Policy for Our Lady of Lourdes School	5
Discipline.....	6
Comprehensive Discipline Policy for Our Lady of Lourdes	6
Student Technology Use and Behavior Policy	8
Bring Your Own Device Policy (BYODP)	11
Cell Phones	12
Transgenderism: Catholic School Guidelines for Gender Identity	12
Sexual Harassment.....	15
Emergency Closings	16
Early Childhood Programs	16
School Hours	16
Arrivals and Dismissals.....	16
Parking	17
Bus Transportation.....	17
Bikes, Skateboards, Roller Skates, and Scooters.....	17
School Office Hours.....	18
Visitors	18
Office Telephone	18
Care of School Property	18
Physical Appearance	18
School Uniform	18
Gym Uniform	19
Homework	19
Parent-Teacher Conferences	20
Promotion and Retention.....	20
Courtesy.....	20
Substitute Teachers.....	20

School Board Responsibilities	20
Soliciting Monies.....	20
Pesticide Information.....	21

Our Lady of Lourdes Student Handbook

The purpose of the Our Lady of Lourdes Student Handbook is to communicate the policies, procedures, and expectations we have for our students and their families.

Our Mission

The mission of Our Lady of Lourdes School is to provide an opportunity for each child to grow in the knowledge, friendship, and love of the Lord, while aspiring to reach his or her full potential spiritually, academically, and socially. We are dedicated to creating a strong, charitable, faith community that strives to practice the examples Jesus has given us through the gospels.

Financial Responsibilities

Applicable For All Grades Nursery Through Eighth

1. Past Obligation

Tuition and general fees for the past school years must be paid in full or the student will not be admitted to class.

2. Present Obligation

For a student to be enrolled in the school at the beginning of a new school year, the family must be current in all their financial obligations. This includes tuition, fees, church envelope obligation, raffles, and Scrip.

3. Conditions for Continued Enrollment

- a. Tuition must be paid on the due date.
- b. The student must meet the academic requirements of the school and must conform to the Discipline Code.

4. Registration Fee

A non-refundable \$250.00 fee, per family, is required at the time of registration.

5. Church Envelope System

School families agree to use the church envelope system to make a parish contribution of at least \$500.00 a year. The rectory receptionist will inform the school office of the school families who do not fulfill this obligation.

Termination of the Educational Relationship Due to Parental and/or Legal Guardian Behavior

The educational relationship between the school and a student is also an educational relationship with a student's parent and/or legal guardian. Where, in the discretion of the school, the behavior, attitude or conduct of a parent and/or legal guardian is of such an uncooperative, destructive, or disruptive nature that the ability of the school to manage the relationship with the student's parent and/or legal guardian is significantly impaired, a parent and/or legal guardian may be required to withdraw his/her child or children from the school.

Attendance

Regularity of attendance is vital to the academic progress of a student. Every effort should be made by parents and guardians to ensure their children do not miss school except for reasons of health and family

emergencies. After an absence, upon the student's return to school and before attending any classes, a written excuse from home must be presented to the teacher. **IF YOUR CHILD IS ABSENT FROM SCHOOL, PLEASE RECORD THE ABSENCE USING THE PICK UP PATROL APP.** The school will contact the family in the case of an unusual number of absences, especially if they are illegal absences such as for vacations (see below). Excessive absences will require a conference with the parents/guardians and the teacher, social worker or psychologist, and the principal. Strategies to improve attendance will be presented and discussed with the families. Excessive absences may result in the inability of the child to progress to the next grade at the completion of the school year. The principal and designated teachers will review attendance records.

A student arriving after **8:10 AM** must report to the office for a late pass. Lateness is disruptive to the classroom routine and habitual lateness cannot be tolerated. After the third lateness, students will receive detention. Please try to schedule all medical and dental appointments outside of school hours.

The objective of our attendance policy is to impress upon the parents/guardians and students the importance of regular attendance in promoting academic and character growth and responsibility in their work and study habits.

The school calendar provides time for vacation. Family vacations or day trips during school days are recorded as illegal absences. The school will not give permission or excuse an absence for these days. Teachers will not prepare work for children who are being taken out of school for additional vacation. The child is responsible for the material taught in his/her absence.

Comprehensive Attendance Policy for Our Lady of Lourdes School

Our Lady of Lourdes School establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the pupils return from lunch.
- Attendance will be taken on class and/or school field trips
- Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each (see below).
 - A pupil is considered absent if not present when attendance is taken. ○ A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy.
 - A pupil is absent for part of day if present when attendance is taken and then leaves school.
 - Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the Education Department and the

school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.

- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

Excused Absences

The following reasons for absence or tardiness may be considered excused:

- sick
- scheduled medical appointments
- sickness or death in family
- day of religious observance
- bad weather; impassable roads
- court appearance
- family emergency
- district bus problem
- college interviews (limit 2)
- funeral
- other school activity

Unexcused Absences

The following reasons for absence or tardiness would ordinarily be considered unexcused:

- music lessons
- take child to work
- high school visits
- family trips
- CYO trips
- didn't have a ride
- truant

Discipline

The principal reserves the right to speak to and/or call to her office any student, without prior notification to the parent/guardians, who has broken any school rules or is suspected of breaking any school rules or suspected of being involved in any un-Christian-like or inappropriate behavior either in school or while representing the school in any capacity as deemed as such by the principal and/or pastor.

Comprehensive Discipline Policy for Our Lady of Lourdes

PHILOSOPHY AND GOALS

Discipline in a Catholic School is an important part of moral guidance, not a form of repression. It is assumed upon your registration as a student here that you will conduct yourself in a manner befitting a member of Our Lady of Lourdes School. The purposes of our Disciplinary Code are:

1. To promote your moral, physical and spiritual development.

2. To help develop self-discipline.
3. To help develop and display respect for yourself and for others.
4. To help develop and benefit from the values and virtues that insure Christian living and behavior.
5. To provide a school atmosphere that will enable you and your fellow students to learn to the best of your ability.

DISCIPLINARY DEMERITS

Students who disregard the Christian spirit and special rules and regulations (including dress code) printed in this handbook will receive a demerit. The teacher will record the misconduct on the demerit slip and send it home to the parents. The parents are to SIGN and RETURN the demerit slip to the classroom teacher. After receiving three demerits, the student will receive a detention.

DETENTION

Parents will be notified in advance if a student is to report to detention. The parents are to SIGN and RETURN the detention slip to the classroom teacher. Detention will be after school from 2:50 p.m. to 3:30 p.m. Detention may not be postponed except in cases of extreme emergency.

PROBATION, SUSPENSION AND EXPULSION

Any infractions of the type described below will be investigated by the principal and, as appropriate, in consultation with the Pastor and, if warranted, with the Superintendent of Catholic Schools for the Diocese of Rockville Centre. The following is a list of the types of misconduct which would make a student subject to PROBATION, SUSPENSION OR EXPULSION (depending upon the seriousness of the misconduct and the past disciplinary record of the student):

1. Continued and willful disobedience of school rules.
2. Any actions damaging to the moral and spiritual welfare of any Our Lady of Lourdes student, faculty or staff member.
3. Defiance of authority.
4. Any threat of or act of violence.
5. Possession of or use of a weapon (including toy weapons).
6. Use or sale of narcotics, drugs or alcohol.
7. Possession or use of tobacco on school property or at school related activities.
8. Any language or behavior which is not in keeping with the Christian behavior expected of a student of Our Lady of Lourdes School (profanity, vulgar or obscene gestures).
9. Defacing of school or personal property.
10. Willful lack of attendance at school.
11. Stealing or cheating.
12. Harassment of any kind.

PROBATION

Should there be a need for probation to be imposed, the following procedure will be followed:

1. A referral form explaining the probation and its cause will be sent home.
2. A conference will be held with the principal, parent and the student.
3. The parents will be informed of the time period for the probation.

SUSPENSION

Suspension is very serious. However, for the welfare and education of the other students it is sometimes necessary. Disrespect, damage to property (restitution will also be required), bringing to school unauthorized materials which could cause harm or insult, fighting, abusive language or disruptive behavior, smoking, use or possession of illegal substances (counseling will be required) and truancy will result in suspension. A suspended student will be removed from his/her class. He/she will be expected to complete assigned work. He/she may not attend any school sponsored athletic or social events during the suspension period. A parent must meet with the principal before the student is permitted back in class.

EXPULSION

Expulsion is the permanent removal of a student from Our Lady of Lourdes School. It is the result of serious misconduct and disregard for school rules and regulations. Should this become necessary, the following steps will be taken:

1. Parents will be notified and asked to attend a student/teacher/principal meeting.
2. At the conclusion of the conference, the parents will receive a pupil transfer card.
3. The student's records will be forwarded to the school he/she will attend.

TOY WEAPONS

Toy weapons ARE NOT permitted in school. If toy weapons are brought to school, they are not considered a toy but grounds for serious disciplinary action which can result in suspension or expulsion. (SEE SCHOOL DISCIPLINE SECTION ABOVE.)

DISCIPLINARY CONCERNS

1. Disrespectful behavior.
2. Disruption of class.
3. Damage to books/property.
4. Uniform infractions.
5. Lateness to class.
6. Cheating.
7. Fighting (both parties).
8. Harassment of any kind.
9. Gum chewing.

Student Technology Use and Behavior Policy

Our Lady of Lourdes School has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy, the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the authorization of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (including e-mail, G-Suite (Google) apps, web page publication, or other Internet postings) will be sent, received, or posted only under the authorization of a member of the school's staff with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

The student agrees to use his/her G-Suite for Education (Google) account for educational purposes only.

The student agrees not to share his/her password with another student.

The student agrees not to use another student or staff member's account for any reason.

The student agrees not to use school technology resources (including the network and student accounts) for unauthorized purposes.

The student agrees not to use his/her G-Suite for Education account for non-school related use or communication.

Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is

inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Artificial Intelligence / Natural Language Processing Tools - The Department of Education (DOE) and schools of the Diocese of Rockville Centre recognize that technology in our global society is ever-changing. Students are expected to use their own knowledge and skills to complete their schoolwork. When students use resources for informational purposes to support their learning, they are expected to give credit to the original source (i.e. bibliographies, quotations, footnotes, etc.) To promote academic integrity and ethical use of technology, students are not permitted to use Artificial Intelligence (AI) and Natural Language Processing (NLP) tools to complete their schoolwork except as outlined below.

Students may use AI/NLP tools in the school setting if they receive prior permission / consent from their teacher(s) for specific lessons, assignments, and activities in the instances stated below:

- **Research:** students may use AI/NLP tools to learn how to quickly and efficiently research topics and learn how to create search prompts provided students acknowledge use of the AI / NLP tools if any of the information returned is included in their completed assignments.
- **Data Analysis:** students may use AI/NLP tools for assistance in interpreting data provided students acknowledge the use of such tools when completing and turning in assignments.
- **Accessibility:** AI/NLP tools may be used by students to help them access and understand written materials in special circumstances. The DOE acknowledges that, at the principal's discretion, teachers may use AI / NLP tools with their students for additional purposes.

It is important that students recognize that AI/NLP tools do not always return factually accurate information, and it is the responsibility of the student to verify information is correct before including such information in their schoolwork.

It is expected that students will use AI/NLP tools in an ethical manner and that teachers will discuss such with students prior to use of AI/NLP tools in the classroom. Use of AI/NLP tools by students is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting.

Bring Your Own Device Policy (BYODP)

This is an addendum to the Technology Use and Student Behavior Policy.

Our Lady of Lourdes School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy.

- The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.

- The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement, or any modifications needed to use the device at school.
- The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself, or others.
- The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.
- The student may not use the devices to record, transmit, or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.
- Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off their own battery while at the school.
- Cell phones and other devices will be taken from the student if used without permission of the responsible adult in charge and will be held in the office until picked up by the parents/guardian of the student.

Cell Phones

Children must keep their cell phones in their backpacks at all times. Grades 6th-8th will hand them in to their Homeroom teachers to be locked away. If the teachers see a child using his/her cell phone, the phone will be taken and held until the end of the day. In extreme cases, the parents will be asked to come to school to get the phone.

Transgenderism: Catholic School Guidelines for Gender Identity

Rationale:

At the heart of a Catholic Education, a unique educational charism is the integral formation of the whole human person. The Church instructs us:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.¹

Because a child's formation includes the integrity of body, spirit, and moral development, Catholic schools have a proper concern for each student's behavior and development in the complex area of human sexuality. The Catholic Church strongly holds that human bodies are gifts from God and temples

of the Holy Spirit.² All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being."³

Any student who participates in any level of Catholic Education is expected to strive to live a life of virtue guided by the teachings of the Catholic Church in accord with God's plan for us in all aspects of their lives as they prepare to receive the Sacraments. Our diocesan pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human life and dignity. Our Lady of Lourdes Catholic School establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

As such, the proper understanding of human sexuality requires personal integrity and full integration of body and soul as created male and female by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it."⁴

1. Guidelines

Behaviors that are contradictory to Catholic morality and the expectations of Our Lady of Lourdes Catholic School includes expressing a gender that is discordant with one's biological sex. Our school will interact with students, volunteers, staff, teachers, and administrators according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed within."⁵ Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

Our school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.⁶ Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. Our school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community. All school administrators, staff, counselors, and volunteers will, as ministers of the Church, pastorally and appropriately represent the teachings of the Catholic Church in conformity with the Catechism of the Catholic Church and the Code of Canon Law as interpreted by the Diocesan Bishop.

2. A Pastoral Response

We encourage a pastoral approach that seeks to find a balance between recognizing the person and staying true to the mission of the Church. This calls us to learn how to communicate with parents, students, and the public in a way that is respectful while at the same time being clear about our teachings about human sexuality, creation, and the human person. Therefore:

- We acknowledge the need to address both the Church's embrace of those who struggle with gender dysphoria and same-sex attraction while at the same time articulating ever more clearly

a Christian anthropology of the human person. Our program should be a place where people are "accompanied" in difficult situations while being led to live their lives in complete union with Christ.

- Our school has identified where reasonable accommodations can or should be made as well as where it cannot for non-conforming persons. These accommodations are as follows:
 - The school will assist in providing spiritual counseling and referrals to supportive professional counseling that is in conformity with Catholic anthropology and Church teaching to those who exhibit such behavior.
 - The school may accept a new name only if the individual's name is legally changed. However, the school will not refer to said individual by any pronoun that does not conform with his or her biological sex.
- The school will not allow children to wear uniforms that do not conform to their biological sex, nor can one's personal appearance reflect the opposite sex.
 - Boys are not permitted to wear makeup, earrings, or nail polish, and boys' fingernails may not be longer than 1/4 inch from the end of the fingers.
 - Regarding events where students do not wear a uniform (field trips, school dances, dress-down days, etc.), the following attire guidelines should be followed:

Boys/Men:

- Slacks, non-ripped jeans, and khaki shorts are appropriate bottoms for boys/men.
- Button-down shirts (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for boys/men. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith.
- Closed shoes, sneakers, or boots should be worn.
- Hair is to be neatly kept, combed properly without covering the face and length should not touch the shirt collar.

Girls/Women:

- Skirts, dresses, pants, non-ripped jeans, and appropriate shorts that end no higher than two inches above the knee are appropriate bottoms for girls/women.
- Blouses (long and short sleeved), polo shirts, and neat t-shirts (long and short sleeved) are appropriate tops for girls/women. In the colder weather, a fleece, quarter-zip, sweater, or neat sweatshirt may also be worn. No piece of clothing should have any words or graphics that are distracting, defamatory, or stand contrary to the Catholic faith. Shoulders should always be covered.
- Closed shoes, sneakers, or boots should be worn.
- Hairstyles are to be neat and appropriate. Hair may not be dyed any unnatural color.

- One earring may be worn in each earlobe. No earrings may be worn on the upper ear cartilage. No expander earrings are permitted. Earrings may not be larger than a quarter. No other facial jewelry is permitted.
 - Make-up is not allowed.
- If possible, the school may allow the individual to use a private bathroom, such as a nurse's bathroom if necessary. However, said individual may not use a bathroom that does not conform with his or her biological sex.

3. Conclusion

Our school recognizes the inherent value and dignity of all members of the human family and value equal opportunity for all members of all races, cultures, and ethnicities.

While our school prohibits discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran or disabled veteran, we reserve the rights and protections granted in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

1 Libreria Editrice Vaticana, Code of Canon Law, §795.

2 Cor. 6:19

3 Catechism of the Catholic Church, §2337

4 Ibid.

5 Congregation for the Doctrine of Faith, Letter to Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and the World, §8.

6 Pontifical Council for the Family, Family, Marriage and 'De Facto' Unions, 2000, §8.

Sexual Harassment

Sexual Harassment shall be defined as any intimidating or disrespectful action, word, or gesture, which causes undue trouble, worry, or discomfort and is unwelcome by the person receiving it or witnessing it. Sexual harassment is illegal and violates state and federal law.

Written sexual harassment may include but is not limited to letters, notes, invitations, or drawings of a sexual nature. This includes computer messages of a sexual nature.

Verbal sexual harassment may include but is not limited to offensive words and comments spoken privately to a person or in front of others. Examples include: comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, or spreading rumors of a sexual nature about a person.

Nonverbal sexual harassment may include but is not limited to making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions (winking, kissing), suggestive looks, leering, or displaying sexually suggestive objects, pictures, cartoons, posters, or magazines.

Physical sexual harassment may include but is not limited to any touching, squeezing, pinching, kissing, brushing up against another's body, assault, or blocking movement. Any person involved in any kind of suspected sexual harassment or misbehavior of any kind will be referred to the administration for

appropriate action which may include but is not limited to referral to a professional such as a doctor, psychologist, or social worker.

Any person who thinks she/he has been the victim of sexual harassment should immediately report the conduct to administration.

Emergency Closings

Parents will be notified of all school closings through the **School Messenger** email system.

Early Childhood Programs

Pre-K - all children must be 4 years old by December 1st of the school year in which they enter. All children must be potty trained before they can enter school.

School Hours

Our school hours are from 8:00 AM - 2:50 PM.

- Nursery Half Day 8:20-11:20AM.
- Nursery Full Day 8:20-2:20PM.
- Pre-K: Full Day 8:15-2:30 PM.
- Pre-K: Extended Day 8:15 - 1:15 PM.
- Grades 3-5 at 2:45 PM.
- Grades 6-8 at 2:50 PM.
- Consult calendar for early dismissals.

There will be a teacher on duty at 7:45 AM. No student should be dropped off before that time.

Arrivals and Dismissals

We, at Our Lady of Lourdes School, are concerned for student safety and want to do all that we can to ensure a safe environment.

Arrival

- Drop off time begins at 7:45 AM ALL STUDENTS WILL REPORT TO THEIR ASSIGNED LINE UP SPOTS OUTSIDE OF THE MAIN ENTRANCE, WEATHER PERMITTING. ON INCLEMENT DAYS STUDENTS WILL ENTER THE BUILDING AND HEAD TO THEIR CLASSROOMS. AT 8:00 AM THE BELL WILL RING, SIGNALING THE TIME TO COMMENCE THE PLEDGE OF ALLEGIANCE.
- If you arrive after all classes have entered the building, you are considered late. Students not entering their classrooms with their classes must get a late pass. Please make every effort to be on time. It is very disruptive to your class to come in late.
- **If driving to school, please do not drop off your child/children in the areas of the bus zone.**
- Parents must stay on the sidewalk by the priests' rectory. Please do not stand next to the children's class lines in the mornings.

Dismissal

- Our faculty dismisses students to parents, guardians, or approved persons.

- Faculty supervision is available until all students are released safely in parent/guardian care.
Note: Exemption: Students with bicycles.

A SPECIAL NOTE: If a student is to be picked up by someone other than one of the parents, PLEASE SUBMIT THE CHANGE IN THE PICKUP PATROL APP

Parking

Parking is not permitted in front of the school building, in the area designated for the school buses, or in front of the safety gates at either end of the school street.

Please obey all parking codes. Do not block our neighbors' driveways.

Bus Transportation

Bus transportation is provided by the school district of residence for non-public school children who live not less than two nor more than fifteen miles from their school. If you have any question concerning your eligibility for such transportation, please contact the school district in which you reside. Parents are notified, prior to the opening of school, about the location of their child's bus stop and the time of pickup.

Bus Conduct

The following rules should be followed to ensure the safety of all children riding on the bus:

1. Be on time for the bus.
2. While waiting for the bus, do not play in the road and refrain from pushing one another, pulling or chasing other children.
3. Show respect for one another by keeping voices moderate and not touching anyone else's belongings.
4. As the bus approaches, line up at least six feet from the road and do not go near the bus until it has stopped, and the driver has opened the door.
5. Orderly behavior is required on the bus: **remain seated**, keep seat belts fastened, keep hands and arms away from windows and legs out of the aisle. Voices should be kept low.
6. Upon leaving the bus, cross ten feet in front of the bus (never in the back). Cross when the driver signals you to do so.

Parents will be notified when there is a problem on the bus. Children who jeopardize the safety of their fellow students by not following the bus rules may be reported by the driver to the bus company who will then report it to the school. Those children will then receive a school detention. Repeated infractions reported by the company will result in suspension of bus privileges.

Bikes, Skateboards, Roller Skates, and Scooters

The school does not accept responsibility for bikes. These should be locked to the bicycle rack in the church parking lot. Students are not permitted to ride bikes, skateboards, roller skates, or scooters on the playground before or after school, while children are assembled, or during lunch period. Skateboards and roller skates may not be brought to school. **All students riding a bike to school should be wearing a protective helmet.**

School Office Hours

All school days: 7:45 AM - 3:30 PM. No one should visit a classroom while school is in session without the principal's consent. Teachers are responsible for the children during school hours. Conference appointments should be made in advance for before and after school.

Visitors

Since it is imperative that we know who is in the building at all times, all visitors must report to the front entrance and be properly screened.

Office Telephone

Students are not permitted to use the office telephone except in the case of a real emergency. Neither teachers nor students will be called to the phone during the school day. Messages will not be relayed to students unless it is an emergency.

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. A student who disfigures property will be required to pay for the damage. Careless disposal of gum presents health and maintenance problems; therefore, gum chewing IS NOT PERMITTED (CONSULT DISCIPLINE CODE).

All children are asked to stay off the lawns of the rectory and residence and school. Please, no fence or tree climbing!

Physical Appearance

Every child is expected to dress neatly and be in complete uniform at all times.

Boys' hair is to be no longer than the top of the collar in the back and no longer than the tops of the ears on the sides and no longer than the eyebrows in front. Bizarre haircuts, tails or unusual coloring is not acceptable for any child. Boys may not wear earrings to school.

Girls are not permitted to wear dangling earrings or make-up. Only two small bracelets are allowed. The principal will have the final decision as to what is acceptable.

Demerits will be given for dress code infractions.

School Uniform

All students are expected to be in school uniform at all times. If for any reason this is not possible, a note from the parent is necessary. Students are excused from wearing their uniforms on the day the photographer takes individual pictures in the fall and on dress down days.

The optional summer uniform may be worn until the end of October and (usually) from the beginning of May until the end of school. *The principal will announce when the change in uniforms is to occur.*

GIRLS

- **Grades K - 3** - Uniform jumper or blue slacks, blue blouse, navy blue knee socks, black or navy oxford or loafers.
- **Grades 4 - 5** - Uniform plaid kilt to the middle of the knee, blue blouse, navy vest, navy blue knee socks or tights, black or navy oxfords or loafers (HEELS NOT HIGHER THAN 1 INCH). Only light nail polish may be worn.
- **Grades 6 - 8** - Blue skort with light blue banded shirt, long or short sleeves. Navy uniform shorts may be worn as part of the summer uniform. Only uniform sweaters may be worn. Blue knee socks or stockings or tights. Black or blue shoes, **no heels, no ballet flats or shoes of any type**. Light colored nail polish only. **No make-up is permitted**. Earrings must be no larger than the size of a quarter. Dyed hair or highlights is not permitted for boys or girls.

BOYS

- **Grades K - 4** - Navy slacks, blue polo shirt, black or navy oxfords or loafers.
- **Grades 5 - 8** - Navy slacks, blue Oxford shirt, navy & yellow striped tie (5-8), black or navy oxfords or loafers.
- **Grades 5 - 8** - Boys are required to wear an OLL vest or sweater as part of the winter uniform. ***Hair should be kept above the brows, ears, and collar.***
- All boys must wear a navy blue or black belt. Dyed hair or highlights is not permitted for boys or girls.

Infraction of the dress code will result in a demerit!

Gym Uniform

A physical education uniform is required for boys and girls in grades K - 8. The uniform consists of blue shorts/school sweatpants and a T-shirt/school sweatshirt for grades K – 3, and gym sweat suit and a Tshirt/school sweatshirt for grades 4 – 8, which may be purchased from Flynn O'Hara. Only black, white, grey, or blue sneakers with laces may be worn and ONLY on gym day. Only the uniform shorts or sweatpants may be worn. No neon colored sneakers or shoelaces are acceptable! White ankle or mid-calf socks only.

Infraction of the dress code will result in a demerit!

Homework

Homework is given to accomplish a specific purpose. It is never meant as a punishment or as plain busy work. Assignments may vary from quite simple to the more complex. The following guide may be helpful:

- Grade K - approximately 15 minutes
- Grades 1 - 3 - approximately 30 - 45 minutes each evening
- Grades 4 - 6 - approximately 45 - 60 minutes each evening
- Grades 7 - 8 - (approximately) 60 - 90 minutes each evening

Parent-Teacher Conferences

The Diocesan Assessment of Student Progress will be issued at the end of each trimester. Teachers are available for parent conferences at the time of these reports and at other times by parent or teacher request.

Promotion and Retention

All promotions should be decided upon by the principal and the teacher. Plans for retention should be made in conference with the parents by the second trimester. Although the principal should act in consultation with the teacher, the final responsibility for the promotion or retention of a student remains with the principal. Any student who is below grade level in reading and math must be considered a candidate for retention. In Kindergarten and grade 1, a child's maturity, as well as social and emotional development, will also be taken into consideration. Students who are deficient in reading, language arts and/or math also may be required to attend summer school.

Courtesy

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious, or economic background. Respect and obey the judgment of your teachers. They are not only your teachers and adults but are considered your parents during the school day. Treat all other adult employees of the school with courtesy and follow any request or directive given by them. These include custodians, lunchroom supervisors and volunteers, and office personnel. Rudeness will result in disciplinary action.

Substitute Teachers

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teachers.

School Board Responsibilities

According to the Diocesan Guidelines, the School Board is to develop policies that are compatible with the school's philosophy and that will enable the school to reach its goals, to formulate the annual budget, to help determine the sources of funding, and to represent its constituency. The function of a parish school board is not to administer the school, but to recommend policy to the pastor and principal.

The School Board will adopt an annual agenda, suggested by the monthly agendas, to serve as a guide to all school board members as to the events for which they are responsible. They will annually review said agenda for any change deemed necessary.

Soliciting Monies

Soliciting money for any outside organization will not be permitted in our school by our students except instances where such solicitations have been approved and/or recommended by the Diocesan Education Department and after consultation with the principal of the school concerning the wisdom of any given solicitation in the context of the present prevailing parish economy.

Pesticide Information

NEW YORK EDUCATION LAW SECTION 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the year. Our Lady of Lourdes School is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior notification of certain pesticide applications. The following applications are not subject to prior notification requirements. --Anti-microbial products ---Nonvolatile rodenticides or insecticidal baits in tamper resistant bait stations in areas inaccessible to children ---Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children ---Boric acid and disodium octaborate tetrahydrate ---The application of EPA designated biopesticides ---The application of EPA designated exempt materials under 40CFR152.25 ---The use of aerosol products with directed spray in containers in 18 fluid ounces or less when used to protect individuals from and imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets. In the event of an emergency application necessary to protect imminent threat to human health, a good faith effort will be made to supply notification to those on the 48-hour prior notification list. If you would like to receive 48-hour notification of pesticide applications that are scheduled to occur in our school, please send your full name, address, daytime telephone number, evening telephone number to: Our Lady of Lourdes School, 76 Park Blvd. Malverne, New York, 11565 Attention: Pesticide Notification