



10114 Hwy 6
Hitchcock Tx 77563
409-925-3224
409-925-2496 fax
principaloll@internetmailbox.net

Dear Parents,

Welcome to the 2007-2008 school year! Let me extend the warmest greetings from the staff of Our Lady of Lourdes Catholic School to all students, parents, and families as we look forward to another year of growth in our faith and personal achievement.

Our Lady of Lourdes Catholic School is a full accredited school and will be for the next eight years through the Texas Catholic Conference Education Department. We are proud of our commendations and will work to improve our instruction and programs.

The education program at Our Lady of Lourdes Catholic School is designed to meet the needs of each individual student. Ultimately each student will gain from school according to the effort he/she applies. I encourage you to join us in a close communication that will benefit your child. Daily assignment sheets or charts, student planners, newsletters, bulletins, conferences, and phone calls will be used regularly to keep you informed of activities happening here at school. Please check your child's backpack or folder daily for information from the teacher and the front office. Together we can provide the best for your child and continue our proud tradition of excellence.

Thank you for your support and involvement in your child's education. We are truly a school and parish family. Let us always nurture our "family" and be true models of faith in the example Christ has given us.

Our Lady of Lourdes, pray for us.

Blessings,

Lisa Burnam
Principal

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DISCLAIMER

The policies and regulations contained herein are for informational purposes only and do not constitute a contract of employment nor should they be interpreted or construed as such. The Chancery or Archdiocesan School Office or the pastor or principal maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time.

NON-DISCRIMINATION POLICY

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national origin in the administration of its admission, loan, athletic, or scholarship programs.

FORWARD

The Family Handbook of Our Lady of Lourdes Catholic School provides information for the students and parents. It is intended to promote and encourage knowledgeable cooperation among the members of the school community. This handbook follows the framework of the regulations for schools of the Diocese of Galveston-Houston as well as regulations and minimum standards for state-approved schools.

MISSION STATEMENT

Our Lady of Lourdes School is dedicated to providing our students the opportunity to acquire wisdom, achieve academically, and to grow physically. We will strive to help our students develop socially, morally, and spiritually within a Christian environment.

PHILOSOPHY

We value a close relationship with God; to develop this, we strive to create an atmosphere of awareness of God among us through prayer, respect, teamwork, honesty, loyalty, and integrity.

We are committed to excellence in education through mastery of communicating subject matter with emphasis on basic skills. We aspire toward clear and consistent expectations which challenge all students to achieve their fullest potential.

We aim to provide and foster an environment of respect and acceptance where all can grow spiritually, socially, emotionally, and academically.

We value, and strive to instill, a strong and positive self-image in our students. We will accomplish these goals through God's goodness and with a happy and joyful spirit.

GOALS

The goals of Our Lady of Lourdes Catholic School are the goals indicated for all Catholic Schools in the State of Texas:

STUDENT DEVELOPMENT GOALS

- Christian truths and values are integrated into the student's total development.
- Educational programs are designed to meet the needs and talents of all the student.
- Students as social beings are prepared to assume their roles in society.
- Students acquire an understanding of the importance of physical and mental health, and environment and ecological concerns.
- Students as political beings are to be knowledgeable and active participants in civic and governmental affairs.
- Students are to develop an understanding of our economic system and should be prepared to participate successfully in it.

ORGANIZATIONAL EFFICIENCY GOALS

- The Catholic Schools are organized and operated in such a way that the full participation and cooperation of parents, faculty and students is assured.
- The Catholic Schools are to enhance the quality of education through relationships with other educational agencies.
- Sound fiscal management and realistic planning are essential to effective organization of the Catholic Schools.

ACCOUNTABILITY GOALS

- The Catholic Schools are to establish a program of ongoing planning and evaluation to determine the effectiveness of their programs.
- The Catholic Schools are to report regularly the status of the schools to those served.

OBJECTIVES

COMMUNITY OF FAITH

- To strengthen the bond between parish and school through shared activities

INSTRUCTIONAL

- To increase student performance by providing more development of student study skills.

PROFESSIONAL

- To increase opportunities for staff development in areas related to all personnel.

PARISH BOARD OF EDUCATION

The responsibilities of the Parish Board of Education are as follows:

- To provide input and review all education policies of the parish (school, CCE, and Adult RCIA).
- To seek a better understanding of and wider support of Catholic education within the local community.
- To interpret policies of the Diocese of local administrative officers and in matters where the Diocese has not promulgated any policy, give counsel for creating such policies under which administration shall operate.
- To give counsel concerning policies relating to planning, operating, and maintenance of facilities and equipment.
- To review the annual budget.
- To give counsel concerning tuition policies and fee schedules, and policies for the collection of same in regard to the school and CCE Program.

ADMINISTRATION

The Pastor is the immediate administrative head responsible for the school. The Principal has the major responsibility for educational effectiveness of the school. The Principal is the chief officer immediately responsible to the Pastor. The teachers, both religious and lay, are responsible to the Principal.

Pastor	Rev. John Kappe
Principal	Lisa Burnam
	Our Lady of Lourdes School
	10114 Highway 6
	Hitchcock, TX 77563
	409-925-3224

Any school business should be conducted between the hours of 8:00 a.m. and 3:15 p.m. unless otherwise specified. We encourage you to become an active participant in your child’s school life, visitation to the school and the classroom will be allowed. For security reasons, we ask that anyone entering the school to check in with the school office.

HOME AND SCHOOL ORGANIZATION

Parents automatically become members of the Home and School Organization when they place their child in school. Parents should make an effort to attend the meetings and become actively involved in their child's education by sharing ideas and talents.

The objectives of the Home and School Organization are:

- To help parents and teachers acquire an appreciation of the ideals of Catholic education.
- To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage cooperation between the home and the school.
- To help provide funds for academic and social needs that are not covered by tuition and parish subsidy.

SCHOOL PROGRAM ADMISSION POLICY REQUIREMENTS

Forms: Registration Forms

- Health Inventory Forms (includes shot records)
- Last Report Card
- Standardized test results dated within the last 12 months
- Copy of birth certificate
- Copy of baptismal certificate, if Catholic
- Payment of all fees and first month's tuition

TUITION

Tuition is paid at a set yearly rate and may be paid in 10 monthly installments (August through May) or all at once. Tuition payments are due on the 1st of the month in entirety regardless of your child's attendance. Tuition paid after the 15th of the month will be assessed a \$20.00 late charge. Accounts falling two months behind will cause the student not to be allowed back at school until all payments have been caught up.

WITHDRAWAL

The Principal must be informed as to the reason for withdrawal of a student. An exit interview will be held. All payments must be up-to-date prior to release of records. According to Diocesan Policy, if all obligations are not reconciled by the last day of school (including payment of tuition in full), report cards will be withheld.

UNIFORM AND GROOMING

P.E. 1-6 – Uniform shirt and navy pants, walking shorts, or gym shorts

K-6 - Girls

- Navy V-Neck Jumpers
- Navy uniform walking shorts, pants, scooters, or skirt
- White blouse with Peter Pan collar, long or short sleeve
- School logo white polo shirt and white or gray logo tee shirt
- White turtlenecks may be worn under the uniform shirt or blouse in cold weather.
- Socks - White crew length
- Ked style white laced white shoes. Saddle (navy and white) shoe with white laces
- No facial make-up
- Hair ties and barrettes (red, white or blue only)
- No fingernail polish for any reason
- No conspicuous jewelry or dangling earrings; small post earrings are permitted.

K-6 - Boys

- Navy dress pants (required on Mass days), navy walking shorts
- School logo white polo shirt and white or gray logo tee shirt
- Belt (black or brown)
- Tennis shoes (solid white or black, with red, blue, gray or white highlights)
- Socks –white crew length
- White T-shirt worn under regular uniform shirt is optional
- White turtlenecks may be worn under uniform shirts in cold weather
- Hair must be neatly groomed and clear of the eyes and shoulders.

Our official uniforms may be purchased from French Toast Catalog or online, or The Uniform Superstore on 45N at Edgebrook.

Solid navy blue sweaters, the school hoodie jackets or school sweat shirts are the only outerwear allowed to be worn in the classroom or at mass. Other jackets may be worn to school, but will not be permitted to be worn in the classroom or in church.

All clothing must be labeled with your child's name. If an article is not labeled, we shall place it in our Lost and Found. It will then become your responsibility to check for any lost items belonging to your child. Any items not claimed at the end of the year will be given to charity.

ARRIVAL AND DISMISSAL

When you bring your child to school, drive under the covered walk way at the Madonna Hall, where there will be a staff member to greet your child each the morning. School doors will be open at 7:45 a.m.

For afternoon dismissal you will follow the same procedure. All grades will be dismissed from Madonna Hall. School dismissal Monday through Thursday is at 3:00 p.m., and at 2:00 p.m. on Fridays. Any child not picked up by ten minutes after will be sent to the Extended Day Program and you will be charged accordingly. Please read your calendar and note all early dismissals and holidays, making arrangements accordingly.

We will only release your child to you or other adults that you designate. If someone not listed on the registration form is going to pick up your child, you must give us written permission to release him/her to another adult.

ABSENCES

Absences greatly interfere with the student's academic progress. Chronic absence promotes irresponsibility. Therefore, the following rules have been established and must be followed by all students.

- All students who are absent from school must return with a parent-signed note stating the reason for absence. Excused or Unexcused absence is determined by the principal.
- Any students who are absent for (5) consecutive days will not be allowed back in school without a doctor's release or a visit with the parent.
- Excessive absences (19 consecutive days) will cause student to lose credit for promotion.
- Any child arriving after 9:30 a.m. is considered absent for the day. A doctor's appointment is the only excuse for the student not being counted absent. A doctor's note must accompany the child to school for the absence to be removed.

TARDIES OR EARLY RELEASE

- A child is considered tardy at 8:10 a.m. The parent must walk the child to the office and sign them in. All access doors will be locked at 8:00 a.m.
- Early dismissal will be permitted only in the event of an emergency or doctor's appointment. Others will be considered unexcused. All students are required to be picked up from the school office by a parent or guardian.

- Any tardies, early release or absences, whether excused or unexcused, will prevent a student from receiving the Perfect Attendance Award.

MAKE-UP WORK FOR EXCUSED ABSENCES

- “Excused” means that the student is permitted to make up any work missed.
- “Unexcused” means that student is not allowed to make up any work missed during the absences from school.
- It is the student’s responsibility to obtain his/her missed work. For every day missed by the student is the amount of time the child has to return the missed work. (Ex. If the child misses three days of school, they have three days to complete and turn in the missed work)

PHYSICAL EDUCATION

All students of Our Lady of Lourdes Catholic School will participate in two days a week, 45 minutes a day of our physical education program. It is an integral part of the school curriculum and is not optional. Any child who, for any reason, cannot participate in the required program must have a physician’s statement. For minor illnesses or accidents, a note from parents—approved by the principal—will suffice.

RELIGIOUS EDUCATION

Formal religious education is part of the curriculum for all students, Pre-Kindergarten through grade 6, both Catholic and non-Catholic. Students are expected to know the corresponding doctrines in their own church. All children are taught common prayers; private prayer and meditation is encouraged for all student.

The purpose of religious education is to nurture and develop a positive faith response. It is intended to help children realize that Our Lord is manifested in all of life’s experiences and that we are expected to respond to His presence by living our faith daily. Religion classes are taught daily for 30 minutes.

SACRAMENTS

By mandate of the Bishop, students in the second grade must receive their Sacramental Preparation for First Eucharist and First Reconciliation through the Parish Religious Education Program. Our school offers the formal preparation for these Sacraments. All children in the school and in the Parish CCE program will receive Sacramental Preparation and First Reconciliation and First Eucharist together. Only those students who are considered ready by the parents and the religious education teacher will be allowed to receive these Sacraments.

MASS

Because the primary aim of Catholic education is to help an individual live his/her religion, grades one through six attend Mass as a group twice a week on Wednesday and Friday. Kindergarten and Pre-School attend mass once a week on Friday. Mass is at 8:00 a.m. The school children provide the responses, the singing, altar service, readings and commentaries, and the offering of gifts. Parents are invited to attend Mass at this time also. Please feel free to sit with your child during mass.

On Mass days children are to be dropped off at Madonna Hall no later than 7:45 a.m. If children are later, they are to be dropped off at church.

ITEMS AND MONEY SENT TO SCHOOL

If a parent brings forgotten homework, lunches, gym wear, etc. to school, please bring it to the office with the child’s name and grade on it. Do not take anything directly to the classroom. Items will be delivered to the child by the secretary.

Money sent to school for any purpose, including lunch money, should be placed in a sealed envelope with the following information on the outside: Child’s Name, Child’s Grade, Disposition of Money

Tuition is to be sent in the tuition envelope. Please do not include any other fees or purchases with the tuition check. This is a separate account and we do not have the capability to transfer funds easily.

CAFETERIA

A hot lunch is served in the cafeteria daily. Ice cream is sold at lunch time by the Home and School Organization. Your child's lunch comes with milk; however your child can just purchase just milk too. You can purchase a lunch or a milk ticket for your child in the following increments:

5 lunches	\$12.50	5 milks	\$2.00
10 lunches	\$25.00	10 milks	\$4.00
15 lunches	\$37.50	15 milks	\$6.00
20 lunches	\$50.00	20 milks	\$8.00

SNACKS

All children in our school need to bring a healthy snack to school daily. Candy bars, cupcakes, and other high-sugar content snacks are not acceptable. Drinks may be sent in a plastic bottle, but pre-sealed drinks are preferred (Capri sun, Hi-C etc.). Carbonated beverages (coke, sprite, etc) are not allowed. Parents are encouraged to see that their child eats a nutritious breakfast before coming to school; snack time is not to take the place of breakfast.

TELEPHONE USAGE

Students and teachers will not be called to the telephone during class hours except for emergency situations. If you must contact your child, call the school office and leave a message. It will be delivered to your child. Children will be allowed to use the office phone for emergencies only. Forgotten lunch money or homework is not an emergency. Your child will be allowed to charge or turn the work in the next day with points taken off.

Cell phones are not allowed to be used during school hours by students. If your child has a cell phone on campus and is seen by a faculty member, it will be collected and turned over to the principal and only the parent will be able to receive it back.

PARTIES

Classroom parties are allowed during the year at the discretion of the Principal. Two scheduled parties will be at Christmas and the end of the school year. There will be no individual class parties without special permission from the Principal. Please speak with the teacher if you would like to send snacks up on special days (Halloween, Thanksgiving, Easter, birthdays, etc.)

VISITORS

Visitors are welcome at Our Lady of Lourdes Catholic School. For your child's and our faculty's protection all visitors must sign in on the sign in book at the front office. All visitors must come in through the front porch doors because all others will be locked from the outside. If you are coming to eat lunch with your child, please do not report to the Madonna Hall without signing in at the front office first. You must contact the teacher directly beforehand to indicate you are coming so she will have accurate information for the class lunch count. If you plan to buy a lunch from our cafeteria, we need to know by 10:00 a.m. If you are coming to visit a classroom or a teacher, you must sign in at the office first. Please make every effort to visit with a teacher on her conference period as to not to disrupt her class instruction. The sign in book will be in front of the office windows for your convenience.

ACCESS TO STUDENT RECORDS

Diocesan Schools do not directly receive any federal funds from the U.S. Dept. of Education; they are not required to follow the Family Education Rights and Privacy Act. As advocates for justice, however, they shall respect parental and student rights to information and to confidentiality. The school shall provide parents and students access to records directly related to the student (duplicate report card, permanent record card, health records), and obtain the written consent of parents before releasing personally identifiable information from students records.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute or legally binding document relating to such matters as divorce, separation or custody

that specifically revokes these rights. A copy of such document must be in the school file. In cases of joint custody, both parents should be equally informed of their child's progress.

DIOCESAN POLICIES GOVERNING ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Goal: To assure school attendance for children who must use medication in the treatment of chronic disabilities or illness.

- Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum.
- All prescription medication, sent to school, must be in its original container and be properly labeled in English. Any medicine requiring refrigeration should be so labeled. We cannot administer any medication, whether prescription or non-prescription, unless we have both the PHYSICIAN'S AND THE PARENT'S signature. If you want your child to take non-prescription medication at school (this includes cough drops, Tylenol, aspirin, cold tablets, etc.), and you do not have a note from your doctor, you must come to the school and administer it yourself.
- If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designees have the responsibility to question the discrepancy or refuse to give medication. A consultation from the nurse consultant, student's physician or parent/guardian must be documented by the school nurse/principal designee.
- If a medication is prescribed "as necessary" or "when necessary" (for cough, headache, etc.), the parent/guardian must come to the school and administer the medication.
- Exception to the "when necessary" medication is the diagnosed asthmatic, epileptic or diabetic student when medicine must be administered by school nurse/principal designee and parent/guardian request is on file.
- All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
- It is the responsibility of the student to report to the designated area to take his/her medication.
- At the end of the school year, all medication is to be returned to the parent or destroyed.
- In the absence of the nurse, the principal designee must administer medication.

SICKNESS

If your child complains of not feeling well in the morning, you should check his/her temperature before leaving home. If they have a fever, do not send them to school, but notify the school office as to the reason for the absence. In the event he/she becomes ill at school, you will be notified to come and get him/her. Because of this policy, we require each family to provide us with a list of two responsible persons living in the area or nearby who can be contacted if we are unable to contact you. In case of emergency, we must be able to reach you. Therefore, we require that you tell us of any change in your schedule, email address home, cell or work phone as soon as possible.

PARENT/TEACHER CONFERENCES

When you wish to discuss school matters with one of the faculty members or the Principal, please make an appointment by contacting the school office. Every teacher has a conference period each day of the week. The continuity of a class should not be disrupted by impromptu conference requests during a teacher's classroom time. Nor should a conference take place during school dismissal when everyone is required to be supervising students.

GRADING SYSTEM

Our Lady of Lourdes Catholic School, recognizing the uniqueness of each child, is concerned with educating the whole child – spiritually, academically, socially, physically, and aesthetically. The school must aid the child in developing a strong self-concept by creating a Christian environment characterized by understanding, sensitivity, and reasonable firmness. Pupil progress is determined by the child's achievement in subject matter, and the quality of the work that he/she does, examined in the light of the child's ability and in relation to the general expectations for the specific grade.

Our Lady of Lourdes Catholic School is on a nine-week grading system. There are four grading periods during the year. Every student receives grades on daily class work, homework, projects and tests. Notices of academic progress (Progress Reports) are sent home mid-way through the nine-week grading period.

GRADES 1-6 – SUBJECTS

- A letter grade of A-F is to be given for Religion and all subjects considered as Major Subjects. Numerical value is posted on the Duplicate Report Card Sheet.

Primary 1-3 Religion, Reading, English, Spelling, Mathematics
Grades 4-6 Religion, Reading, English, Spelling, Mathematics, Social Studies, Science

- A designated evaluating code is to be used for all other subjects in grades 1-6.

Evaluating Code: E Excellent
 S Satisfactory
 N Needs Improvement
 U Unsatisfactory

GRADES 1-6 BEHAVIORAL/STUDY TRAITS

- Conduct/Traits are to be marked for each subject when multiple teachers teach the same grade. In case of a self-contained classroom, the teacher may choose to mark each subject to note change of conduct. The Evaluating Code is used.
- Trait number is to be marked for each subject area when there is need for improvement.

PRE KINDERGARTEN AND KINDERGARTEN

The Pre-Kindergarten program provides progress reports that will be given out on a bi-annual basis. The reports list areas of knowledge, skills, and attitudes appropriate to four-year-old students. Parents are apprised of the developmental progress of their children.

Kindergarten Report Cards are sent home on a nine-week grading system beginning in January. In Kindergarten, the cards are based on developmental skills acquired as well as academics.

HONOR ROLL

Honor Roll will be awarded for each nine weeks' reporting period. Students who have achieved report card grades of no less than 93 and S- in any subject area will receive the "A" Honor Roll Certificate. Students who have achieved report card grades of no less than 86 (and have at least one average of 93 or above) and S- in any subject area will receive the "A-B" Honor Roll Certificate.

HOMEWORK

Homework assignments will be given almost every day for students in Grades 1-6. Homework assignments are provided for the benefit of the student as a follow-up and strengthening of what has been learned in the classroom. It is the responsibility of the student to complete his/her homework; it is the responsibility of the parent to make sure that their child does his homework. This should be accomplished by providing your child with ample time and a quiet atmosphere.

The following is recommended as a guide for the amount of homework time for each grade:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	30-45 minutes
Grades 5 and 6	45-60 minutes

RETENTION

A student is promoted to the next grade if, after considering the student's abilities, the student satisfactorily completes the current grade curriculum. Failing final grades may result in a student not being promoted to the next grade. The major subjects are these:

Grades 1-3 Religion, Reading, English/Spelling, Mathematics
Grade 4-6 Religion, Reading, English/Spelling, Mathematics, Science, Social Studies

Teachers must keep parents continually informed of student's progress.

DISCIPLINE POLICY

Our ultimate goal in discipline is to help our students become self-disciplined. Students are expected to show courtesy and respect to each other, adults and school property. At no time will defiance or disrespect be tolerated. We also have expectations of parents. We believe that discipline begins at home and should be reinforced by the school. Parents are the primary educators of their children. Both the school and the parents should reinforce and support good behavior. It is helpful to all people to know the limits of behavior and to have clear and concise guidelines for expected behavior. These expectations are outlined below:

CODE OF CONDUCT

- Show respect to parents, sisters, priests, teachers, volunteers, and all other persons.
- Show fair and equal treatment to others.
- Help to keep the school and all its furnishings in the best of order.
- Show loyalty and cooperation in all projects and activities.
- Do your best work at all times.
- Be courteous, alert, and cooperative in the classroom.
- Respect the rights of others and show concern for the welfare of others.
- Be signed out from office if leaving at any time other than dismissal.
- Do not chew gum on the school premises.
- Complete all homework as assigned.
- Use titles of respect when addressing adults; such as, Mrs. Mr., Sister, Father, etc.
- Use refined language at all times. No foul language will be tolerated.
- Wear your uniform with pride.
- Consult your teacher or principal if you have any special difficulty or problem.
- Show respect for school property, shrubbery, etc., as you would at home.
- Knives or any dangerous objects are prohibited on school premises.
- Exhibit your best behavior in church at all times.
- Perform tests and assignments independently; cheating will not be tolerated.

Our Lady of Lourdes Catholic School policy in regard to disciplinary measures follows a procedure. The procedure is that students who misbehave or infringe on the academic process will be disciplined. Disciplinary measures will include individual conferencing with the student or withdrawal of privileges. A telephone call will inform the parents that their child has seriously misbehaved within the classroom or during an extra-curricular activity. Any student guilty of a major offense, as determined by the principal, will be subject to disciplinary action, possibly including suspension or expulsion.

The school observes a uniform discipline management program modeled after Right Choice. Each teacher follows the guidelines appropriate for the age and grade level of the students.

FIELD TRIPS

Field trips should provide a valuable educational or cultural experience for students. These are taken after proper planning, which includes the assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities.

According to state law, students are not to take part in field trips without written permission from parent or guardians. No exceptions will be made. No over-the-phone permissions are allowed. Students must return the proper form; no other form will be accepted. Parents will always be notified of a planned activity prior to field trips. If a parent does not wish for the student to participate, the school should be notified in writing. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

FIELD TRIP GUIDELINES

1. The teacher responsible for the field trip will direct parents to make their cell phone numbers available. A list will be compiled and given to each driver and the office.
2. Chaperones will be given a list of the names of the children they are responsible for and what their exact responsibilities are on the field trip. Adults should remain with their assigned groups through the trip and are directly responsible to the teacher in charge. The teacher is in charge of all adults and students for the trip and has full authority to give directions, make decisions, and be notified of problems.
3. When the field trip forms are prepared, the teacher should write out all rules or guidelines for the trip to designate what is acceptable and/or required or not.
4. During the field trip, the teacher in charge should require at least two or three appointed times to make a "head count" and confirm that all is in order during the trip.
5. If a parent is chaperoning, they may not bring siblings along.
6. Drivers must be over 21, and provide proof of possession of insurance and driver's license.
7. The ratio of children to adult chaperones should be stated at 1:10 for older kids and 1:5 for younger.

OUR LADY OF LOURDES CATHOLIC SCHOOL PRESCHOOL PROGRAM

PHILOSOPHY

We believe that our nation's most valuable resource is our children. Our Lady of Lourdes Catholic School takes seriously the responsibility of promoting children's health, safety, and development. We believe that these are the most important of society's endeavors.

We will meet the learning needs of the developing child while providing for the health and safety of that child. We allow the natural energies and curiosities of children to function and we channel these into constructive play. We strive to create an atmosphere of trust, friendliness, and helpfulness while encouraging self-dependence. We offer children the opportunity to express themselves creatively and to be respected as individuals.

We want children to familiarize themselves with the school environment, and we encourage their desire to learn. We help them learn to share, to make new friends, and to enjoy Christian living in a parochial environment. We accomplish these goals through learning stations, art work, music, story time, outdoor play, circle time (language experience), and attending children's mass on Fridays.

Our Lady of Lourdes Catholic School forms a partnership of trust and respect with its families, thus providing every opportunity for children to learn and develop positively. We want parents:

1. To feel comfortable and welcome
2. To learn about child growth and development
3. To feel confident in asking for help.
4. To know confidences will not be betrayed.
5. To know that their child is a unique and valuable individual.

PURPOSE OF PRESCHOOL

The Pre-School of Our Lady of Lourdes Catholic School is designed, equipped, and staffed to provide developmentally appropriate educational opportunities in a Christian environment. It provides the beginnings of a Catholic education.

HOURS OF OPERATION

The Pre-School programs will follow the elementary school year calendar. School hours are 8:00a.m. - 3:00p.m. The Extended Day Program starts at 3:00 p.m. and lasting until 6:00 p.m.

ATTENDANCE

Daily attendance is required, as we are educating your child all day every day. With in our program, children are expected to arrive by 7:50 a.m. and will be dismissed at 3:00. For more information, please see the attendance policy on page 6.

ARRIVAL AND DEPARTURE

When you bring your child to school, drive under the covered walk way where there will be a staff member to greet your child each the morning. For afternoon dismissal you will follow the same procedure, except older children will be helping load children into their vehicles. We will only release your child to you or other adult(s) that you designate. If someone not listed on the registration form is going to pick up your child, you must give us written permission to release him/her to another adult.

COMMUNICATIONS WITH STAFF

It is our hope that parents and staff will become partners in the education of your children. To do this, we will need your help from time to time. Since you know your child better than we do, we ask that you share any information that may help us to understand your child better and meet his/her particular needs. We will share with you the progress your child is making, but this partnership requires two-way communication. We will try to keep you informed in the following ways:

1. Scheduled parent meetings
2. Phone calls or notes
3. Classroom assignment folders

WHAT YOUR CHILD NEEDS DAILY

Backpacks-Kindergarten and Preschool children are not allowed to have rolling backpacks or luggage. Make sure your child's back pack is cleaned out every night. Be sure to check your child's backpack as notes go home every day from the teacher, office and our home and school organization. When purchasing a backpack please make sure it is big enough for a braded size folder.

Snack and lunch-Children will need to bring a healthy snack food to school daily. Candy bars, cupcakes, and other high-sugar content snacks are not acceptable. Drinks may be sent in a plastic bottle, but pre-sealed drinks are preferred (Capri sun, Hi-C etc.). Carbonated beverages (coke, sprite, etc) are not allowed. Parents are encouraged to see that their child eats a nutritious breakfast before coming to school; snack time is not to take the place of breakfast. For lunch time, your child may bring a lunch or purchase a lunch from our schools cafeteria. A school lunch comes with a milk or juice; however your child can just purchase just milk or a juice too. You can purchase a lunch or a milk ticket for your child in the following increments:

5 lunches	\$12.50	5 milks	\$2.00
10 lunches	\$25.00	10 milks	\$4.00
15 lunches	\$37.50	15 milks	\$6.00
20 lunches	\$50.00	20 milks	\$8.00

Clothes-A complete change of clothes, clearly labeled with your child's name is recommended as well for any accidents that may occur while at school. We do hands on activities daily so your child may come home with paint or marker on their shirt. We will not change their clothes for this kind of reason, however if the markings are severe enough we will.

Blanket-For Pre Kindergarten only a rest mat, blanket and pillow with your child's name clearly written on it is recommended. With our busy day at school our little bodies need rest, so our pre kindergarten students rest for 45 minutes daily after lunch. Once you bring the mat, pillow and blanket we will store them at school and send them home periodically for washing.

Jackets-During the winter season a jacket is needed so we can continue our outside time. Please remember to write your child's name on the jacket as many children have the same jacket.

WHAT YOUR CHILD SHOULD WEAR

Kindergarten parents please see Uniform Code on page 5. Pre Kindergarten students are not required to wear a specific uniform. We hope to create a warm and caring atmosphere where children can learn as they play. They will play, so sturdy, washable play clothes should be worn. In order to keep the children safe, we require that closed toe shoes be worn. No child will be allowed to wear backless sandals, thongs, boots, or any open toe footwear.

HEALTH AND NUTRITION

If your child shows signs of any of the following, please keep him/her at home.

- 100 degree or plus temperature
- Vomiting within the past 24 hours
- Diarrhea
- Yellow or green nose discharge
- Pink eye - tears, redness of eyelid lining, irritation followed by swelling and discharge of pus, (unless doctor has given written proof of allergy)
- A real stiff neck with fever and headache and glandular swelling
- Anything contagious, such as ringworm, chicken pox, head lice, scabies, impetigo, etc.
- Severe coughing, sneezing or breathing difficulties

If your child becomes sick during the day, we will take him/her to our nurse's room directly adjacent to the secretary's office. We will notify you immediately. You will then need to pick up your child as soon as possible. If an accident occurs, we will administer first aid and, if necessary, call an ambulance. You will be notified immediately of any serious injury.

In case of emergency, we must be able to reach you. Therefore, we require that you tell us of any change in your schedule, email address home, cell or work phone as soon as possible.

If your child needs to take any prescription medication during the day, you must:

1. Bring the medication in its original container
2. Provide a note from the doctor stating the name of the medicine, when it is to be given, and how much should be given.
3. If medication is to be given on a daily basis throughout the year, a medication form must be filled out. These can be obtained from the school office.

No medication will be given if it is out of date or not in its original container.

Vigorous exercise and rest also play an important part in maintaining good health. Both of these will be part of each day's activities. To develop positive mental health, we will use a variety of techniques to create and maintain a warm and nurturing atmosphere. Positive approaches to discipline will be used. No child will be hit, shaken, shamed, or be deprived of food as punishment.

Our curriculum will include health education for the purpose of developing good health practices and positive attitudes toward health professionals.

SPECIAL OCCASIONS

To celebrate your child's birthday, you may eat lunch or snacks with your child. If you are going to join us for lunch, we ask that you tell us in the morning no later than 8:30 a.m., so that you can be included in the day's lunch count. Other days we celebrate are Christmas, Easter and the last day of school. Please check with the teacher or the room mom for any plans.

VOLUNTEERING

Everyone has some skill or knowledge that can be useful to a child-care program. Any program for children can be enriched by a team approach where everyone contributes what they can. Maybe you can tell stories, play games, repair toys or tell the kids about your job. We hope you will find some time to be involved. Before volunteering, please schedule an appointment with the teacher.

RELIGION

Our Lady of Lourdes Preschool is a Catholic School and, while your child does not have to be Catholic to attend, he/she will have to attend mass on Fridays with the rest of the class.

EXTENDED DAY PROGRAM

PHILOSOPHY

Many families served by Our Lady of Lourdes Catholic School need an affordable education program before and after school hours. The number of single-parent families is increasing. Economic conditions of some families necessitate that both parents be employed. Working parents face the problem of finding Catholic Schools and a before- and after-school program with a Christian environment.

The Bishop's Pastoral Letter on Catholic Social Training and the U.S. Economy say, "For those children whose parents do work outside the home, there is a serious shortage of affordable after-school care. Employers, governments, and private agencies need to improve both the availability and quality of child care services." The need for quality before-and after-school programs exists in all communities, both suburban and inner city.

Our Lady of Lourdes Catholic School addresses this community need by expanding its staffing and scheduling to serve families on an Extended Day basis. The Extended Day is a planned implementation of a school program that will benefit working families, the schools themselves, and the educational growth and development of students.

ELIGIBILITY OF STUDENTS

Students enrolled in Our Lady of Lourdes Catholic School, in grades Pre-Kindergarten through 6th grade. Students who will be attending must have a signed Extended Day Agreement on file in the school office. Also, the Emergency Information Form must be up-to date in the health records of the school. All families are registered in the Extended Day Program upon completing their registration forms. Whether you plan for your child to attend or not your child is automatically enrolled.

SCHEDULE

The Extended Day Program is held in Madonna Hall. It begins operation on the second day of school. The program is open on all school days in the morning. The program is closed in the afternoons of early release days. The program is only open when school is open. If there is no school, there is no extended day.

7 a.m. - 8 a.m.	All school days at Madonna Hall
3:00 p.m. - 6:00 p.m.	Monday through Thursday - all school days
2:00 p.m. - 6:00 p.m.	Fridays

DAILY

On all days the 3:00 p.m. to 6:00 p.m. schedule will include:

- Quiet time - during this time students will be expected to either do homework or read a library book. Some older students will be asked to read to the Pre-K and Kindergarten students. Students are expected to bring their supplies such as pen, pencils, paper, etc. for homework.

- Free Play - the students will be allowed to choose activities, games or TV, under the direction of the teacher, to occupy their time. This may be in door or out door activities depending on the weather. All students must be in the same location as the entire class.
- Structured Activity - the EDP teacher will provide a structured sports or learning activity. During this time, all students are expected to participate.
- Snack Time - each student should have a snack, preferably fruit or other nutritious item which they bring to school.
- Safety Drills will be held on a regular basis to acquaint all students with safety measures to be followed in case of fire, tornado or hurricane.

PAYMENT OF EDP FEES

All Extended Day Program payments must be made on the Monday following the week that your child stays in EDP. Students may not return to EDP until full payment is made. This means all payments are due by 6:00 p.m. on the Monday following the week that your child stays in the Extended Day Program. Additionally, parents of EDP students who are picked up after 6:00 p.m. will be charged \$2.00 per minute per child for each minute after 6:00 p.m.

DISMISSAL FROM EXTENDED DAY

Names, addresses and phone numbers of anyone who will be responsible for picking up children should be on file. No child will be turned over to anyone unless their name is on file. The parent must sign the child out every day by signing their name and the time they picked the child up.

SAFETY - STUDENT RULES

- Students must go straight to EDP from their classrooms at regular school dismissal.
- Students must always stay in sight of EDP teacher.
- Students must never jump out of swings or off equipment.
- Students must never throw anything - sand, rocks, sticks, etc.
- Students must never leave room or playground without permission.
- Students must stay off railings, air conditioner, fence around basketball court, and must not play in back of cars or in the ditch.
- Students must not play ball on the porch or near windows or doors.
- Students must not go past the first window on south side of school near the park.
- Students must not speak to strangers, but should tell the EDP director they have seen a stranger.
- There will be no running in the room or in the hall.
- There will be no climbing on or under furniture.
- All playground equipment will be returned to its proper place when children leave the playground. Whoever takes the equipment out will bring it in whether they played with it last or not.
- All snack papers, cartons, etc. will be picked up by the student and thrown in the trash basket.
- All toys will be returned to their proper place whether the child played with it last or not.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, between classes, or after school. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, inner office, teachers' lounge, kitchen maintenance area, and the trash collection area. Students are expected to cooperate and refrain from playing or visiting these areas.

SCHOOL COLORS AND SCHOOL MASCOT

Our Lady of Lourdes Catholic School mascot is the Angel and the school colors are red, white and blue. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

USE OF CONTROLLED SUBSTANCES

The use of illicit drugs and the unlawful possession and abuse of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution if while on school property or while attending a school sponsored or school related activity on or off school property there is question of:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana or controlled substances).
- Acting under the influence of an illegal drug - alcohol, narcotic, marijuana or a controlled substance.
- Medication misuse or over dosage.

The school nurse, the counselor and the principal should work together with the student and family, towards bringing about a complete recovery and elimination of the drug abuse for the student involved.

Upon removal from class the principal should:

- Report the incident to the superintendent of Catholic Schools of the Galveston-Houston Diocese.
- Notify parent(s)/guardian immediately and request a conference.

After the conference with the parent and student, the student may be suspended for a period of three (3) days. During this time, the parents enroll in some type of family therapy with the student, as suggested by their physician or this office. At the completion of the suspension, the student will return to school with a contract to continue the therapy until the therapist feels a complete recovery has been made.

APPEALS PROCESS - GRIEVANCE PROCEDURE

Informal Resolution/Conciliation

Prior to using the steps set forth below, a student or his/her parent or guardian shall meet with the person with whom he/she is having a dispute. If the matter is not then settled to the complainant's satisfaction, the complainant shall present the complaint in accordance with the procedures.

Level One - School Principal

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing (on a form to be provided - see Addendum 3000D), setting forth the nature of the complaint, all relevant details, and the remedy sought. The following procedure shall then be utilized.

- a. The written complaint shall be submitted to the principal within five (5) working days following the informal resolution/conciliation;
- b. The principal will meet with the complainant within five (5) working days following receipt of the written complaint and any other information that the principal deems relevant.
- c. Following the meeting, the principal shall issue a written decision within five (5) working days. The principal's decision shall identify the person to whom an appeal must be delivered.
- d. If the complainant is dissatisfied with the decision or, if no decision is received within five (5) working days after the meeting with the principal, the complainant may appeal to the next level.

Level Two - Parish/Regional Board

Each parish Board of Education and regional School Board shall establish a standing Complaint Committee for the purposes of hearing complaints under this. If a satisfactory resolution is not reached at Level One, the complainant may appeal, in writing, to the Level Two Committee of the parish Board of Education, or, if applicable, regional School Board. The following procedures shall then be utilized.

- a. The written appeal shall be submitted to the Level Two Committee within five (5) working days following the complainant's receipt of the Level One decision or the expiration of the time for issuance of such decision.
- b. The record for the Level Two Committee consideration shall consist of all materials submitted at Level One plus a written statement setting forth with specificity the reason(s) for dissatisfaction with the decision at Level One.
- c. The Level Two Committee shall then schedule a conference with complainant within fifteen (15) working days from the date the written appeal is received. The Committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Committee shall hear the appeal and review the materials presented at Level One as well as any other information the Committee deems relevant.
 - (1) In a parish school, the level Two Committee shall make a recommendation for decision to the Pastor within five (5) working days after the scheduled conference has been held and a copy of the recommendation shall be forwarded to the complainant. The Pastor may accept, reject or modify the Level Two committee's recommendation and his decision must be communicated in writing to the complainant within five (5) working days. If the Pastor does not issue a written decision, that will be deemed an acceptance of the Committee recommendation.
 - (2) In a regional school, the Level Two Committee shall make a decision that must be communicated in writing to the complainant within five (5) working days after the scheduled conference has been held.
- d. If the complainant is dissatisfied with the decision or, if no decision is received within five (5) working days after the meeting with the Committee, the complainant may appeal to the next level, provided that the appeal concerns an expulsion, or a discipline issue involving the removal of a student from classes. Level Two decisions regarding any matter other than expulsion, or a discipline issue involving the removal of a student from classes, are final and will not be considered at Level Three.

Level Three - Diocesan Catholic School Office

If a satisfactory resolution of a complaint concerning expulsion or a discipline issue involving the removal of a student from classes, is not reached at Level Two, the complainant may appeal to Level Three, the Diocesan Catholic School Office. The following procedure shall then be utilized.

- a. The written appeal shall be submitted to the Diocesan Catholic School Office within five (5) working days following the complainant's receipt of the Level Two decision or the expiration of the time for issuance of such decision.
- b. The record for the Level Three consideration shall consist of all materials submitted at Levels One and Two plus a written statement setting forth with specificity the reason(s) for dissatisfaction with the decision at Levels One and Two.
- c. A Diocesan Catholic School Office representative shall then schedule a conference with

the complainant within fifteen (15) working days from the date the written appeal is received. The School Office will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the School Office representative(s) will hear the appeal and review the materials presented at Levels One and Two as well as any other information the School Office representative deems relevant.

- d. The School Office representative(s) shall make a recommendation for decision to the Bishop within five (5) working days after the scheduled conference has been held and a copy of the recommendation shall be forwarded to the complainant.
- e. The Bishop, or his designee, may accept, reject, or modify the Diocesan Catholic School Office's recommendation, or take any other action he deems appropriate. The Bishop's decision must be communicated in writing to the complainant within fifteen (15) working days of receipt of the Diocesan Catholic School Office recommendation, and shall be final for all purposes. If the Bishop, or his designee, does not issue a written decision, that will be deemed an acceptance of the Catholic School Office's recommendation.
- f. No provision of this process shall be understood to limit the ecclesial authority of the Bishop of Galveston-Houston. The Bishop may, in his sole discretion, choose to intervene in this process at any stage if he deems it necessary.

Procedural Issues

While the complaint process is designed to accommodate all parent/student disputes which may arise within the Diocese, it is understood that situations may arise which require flexibility. Any issues regarding the use of Level One, Two, or Three, or the appropriate administrator at those levels, shall be resolved by the Superintendent of Diocesan Schools.

Computation of Time

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If the last day of any time line falls on a holiday, however, the time line shall be Extended to the next working day. Time limits may require flexibility and, if necessary, may be Modified by agreement of the parties.

DISASTER AND STORM ALERT

Television, radio stations and the IRIS Alert system will be alerted to possible closing of school and asked to transmit this information. Our Lady of Lourdes Catholic School follows the Hitchcock ISD emergency closing, or as announced by the Galveston-Houston Diocese.

5th GRADE CAMP KAPPE

Camp Kappe, School for Environmental Education, is located in Plantersville, Texas is required as part of the fifth grade curriculum. Camp Kappe offers an intriguing experience for fifth graders. The students, their teachers and chaperones learn about food chains and life cycles. They study botany, wild-life, farm animals and gardening. Students are introduced to environmental issues and concerns. In addition, they learn about the effects of the environment on mankind and the effects that humans have on the environment. Stewardship principles of God's creation is taught, which enables the students to protect our God-given resources and to use them wisely. Students, their teachers and chaperones leave for Camp Kappe by parent transportation on a Tuesday morning and return by parent transportation before school is dismissed on a Friday afternoon.

All students are required to participate in this overnight experience, absence from camp is considered unexcused and students who miss the experience are given zeroes. In order for a students absence from Camp Kappe to be considered excused, the following must occur

1. The students' doctor must call Camp Kappe personally and speak directly to the camps director Sr. Thomas Ann LaCour to express his/her objections for the student attending camp. If after the dialogue, the doctor still believes a waiver should be given to said student, the doctor must write a letter to the principal

stating the conditions that prohibit the student from attending Camp Kappel. Once the above mentioned conversation occurs and the letter from the doctor has reached the principal, the principal will then give the student an excused absence.

2. If the principal approves the waiver the student is given makeup work and is required to take a comprehensive major test.

TECHNOLOGY ACCEPTABLE USE POLICY

Our Lady of Lourdes Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

INTERNET AND EMAIL

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access.

EXPECTATIONS

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

RULES OF APPROPRIATE USE

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites (e.g. myspace, friendster, tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

SUCCINCT ADVICE

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

PARENT-STUDENT HANDBOOK
ACKNOWLEDGEMENT FROM

Please sign, date and return this acknowledgment form to your child's teacher. Your signature and that of your child indicates that you have read this handbook. It also means that you have discussed with your child the appropriate items from the handbook, and that you and your child agree to abide by the school procedures, regulations, and policies discussed in this handbook. The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Parent or Guardian Signature _____ Date _____

Student Signature _____ Date _____

**TECHNOLOGY ACCEPTABLE USE POLICY
AGREEMENT AND PARENT PERMISSION FORM**

As a parent/guardian and student of Our Lady of Lourdes Catholic School, we have read the above information on the appropriate use of technology at school and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ **Date:** _____

Student Name (print) _____ **Signature** _____

PARENT/GUARDIAN'S PERMISSION

(Please check your choice/s below)

- My child may use the Internet and e-mail while at school according to the rules outlined.
- I would prefer that my child not use the Internet and email while at school.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

- My child's work can be published on the school website/Internet.
- My child's work cannot be published on the school website/Internet.
- Photographs of my child can be used or published on the school website/Internet.
- Photographs of my child cannot be used or published on the school website/Internet.

School Copy Received By _____ Date _____

5th Grade Parents Only

_____ I have read the part in the Handbook about Camp Kappe and understand that it is required for my child to attend this field trip.

_____ I would be interested in attending this field trip as a chaperone.

_____ I would not be interested in attending this field trip as a chaperone.

_____ I would be able to drive children to and from this field trip.

_____ I would not be able to drive children to and from this field trip.

Date _____