

## **INTRODUCTION**

### **MISSION STATEMENT**

Our Lady of Lourdes is a Roman Catholic co-educational high school which seeks to offer a rigorous college preparatory education rooted in the teachings of Jesus Christ to a large and diverse community. Animated by the charisms of the Sisters of St. Dominic and the Marist Brothers, Our Lady of Lourdes strives to enable all students to achieve their fullest potential: spiritually, intellectually, physically, and emotionally. We are Catholic. The Gospel is the foundation and purpose of all that we do. Therefore, we seek to form young men and women in the image of Jesus Christ.

### **ROMAN CATHOLIC SCHOOLS POLICY**

Our Lady of Lourdes High School bases not only their educational purposes, but all their activities on the Christian teaching of the essential quality of all people as rooted in the providence of God, Christ's love, and the supernatural destiny of every person.

Thus, with discrimination so repugnant to their nature and mission, Our Lady of Lourdes High School in this Archdiocese have not and shall not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or religious communities within the Archdiocese.

### **COAT OF ARMS**



The coat of arms of Our Lady of Lourdes High School derives its symbols from the eighteen apparitions of the Blessed Virgin to Saint Bernadette Soubirous at Lourdes, France, beginning on February 11, 1858.

The story is told heraldically: The silver shield represents the white dress which Our Lady wore. The blue horizontal band represents the blue sash which the Blessed Virgin wore around the dress. The two golden roses on the band represent the yellow rosette which Our Lady wore on each shoe, and the circle with the wavy silver and blue lines connotes the spring, which miraculously burst forth at Our Lady's command. Our Lady's words, "I am the Immaculate Conception" are expressed by the two blue crescents which are the symbols of the Immaculate Conception based on the Apocalypse. "And a great sign appeared in heaven: a woman clothed with the sun and the moon under her feet, and upon her head a crown with twelve stars."

The crest of the Dutch windmill sail is from the coat of arms of the Archdiocese of New York and indicates that the high school was built by the New York Archdiocese and is under the Jurisdiction of this See.

The Archdiocesan Priests are designated by the blue circle displaying the Chi-Rho, the initial letters of Christ in the Greek language. The circle, as background for the Chi-Rho symbolizes the Host.

The upper third of the shield is divided between the coat of arms of the Dominican Sisters of Hope (right) and that of the Marist Brothers (left) who had taught at the school from 1958 through 1987 and from 1993 to the present.

### **SCHOOL POLICY**

Once students have met the necessary admission requirements and have been accepted in Our Lady of Lourdes High School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Our Lady of Lourdes High School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Our Lady of Lourdes High School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators.

Students attending Our Lady of Lourdes High School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited. Any other speech which is contrary or disruptive to the philosophy and purposes of our school is also prohibited. Another important right all students at Our Lady of Lourdes High School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the opinion of the school administrators, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, lockers, which are at all times under the joint control of the school and the student to whom the locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Our Lady of Lourdes High School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

#### **PROTOCOL FOR PARENTAL COMMUNICATION REGARDING CLASSROOM CONCERNS**

1. Academic/classroom concerns should be directed to the classroom teacher first by way of an email, phone call or request for a conference.
2. If the concern is not resolved after communication with the teacher, the parent should contact the department coordinator by way of an email, phone call or request for a conference.
3. If the issue is not resolved after communication with both the teacher and the department coordinator, a parent should contact one of the Assistant Principal's or the Dean of Student Affairs by way of an email, phone call or request for a conference.
4. If there is no resolution following the initial contacts, a parent may contact the principal.

These policies have been designed to place the parent in communication with the professional with the most insight to the situation. It is essential that these steps be taken to ensure the most successful and fair outcome for both student and teacher.

**ACADEMICS**

**DIPLOMA REQUIREMENTS**

**REGENTS DIPLOMA**

A. **REQUIRED COURSES**

Religion	4 units
English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
LOTE	2 units
Fine Arts	1 unit
Health	0.5 unit
Physical Educ.	2 units
Sequence/Electives	<u>1.5 units</u>
Total	25.0 units

B. **REQUIRED EXAMS**

English Common Core
Regents Math
Regents Global Studies
Regents U.S. History
Regents Science

**REGENTS W/ADV. DESIGNATION**

A. **REQUIRED COURSES**

Religion	4 units
English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
LOTE	3 units
Fine Arts	1 unit
Health	0.5 unit
Physical Educ.	2 units
Sequence/Electives	<u>2 units</u>
Total	26.5 units

B. **REQUIRED EXAMS**

English Common core
Regents Algebra I
Regents Geometry
Regents Algebra II
Regents Global Studies
Regents U.S. History
Regents Physical Science
Regents Life Science

**WEIGHTED GRADES**

The weighted grading system acknowledges those students who excel in scholarship and who are enrolled in more difficult subjects. The weighting system assigns a factor to the raw grade in each subject when final averages are computed.

<u>Course</u>	<u>Weight</u>
Regents Courses	1.00
Honors Courses	1.03
College Courses	1.04
Advanced Placement Courses	1.06

**ADVANCED PLACEMENT (A.P.) COURSES**

The Advanced Placement Program offers qualifying students an opportunity to challenge themselves by offering rich course material, classroom discussions and demanding assignments designed to develop their critical thinking skills and content masters. AP students are exposed to curriculum that they might otherwise not encounter in high school. Due to the rigorous nature of AP classes, a weighted grade point is awarded. Each AP course has a corresponding AP Exam that is administered in May. Students who pass Advanced Placement exams may earn advanced standing or college credit when they enroll in a university. Students may elect a maximum of two (2) A.P. courses unless approved for more by their Guidance Counselor and the Assistant Principal for Academic Affairs. Students should be aware that once accepted into an A.P. course, they may not drop that course and must take the AP exam for that course.

### **COLLEGE LEVEL OR DUAL ENROLLMENT COURSES**

College level courses offer qualifying students the option to earn college credits while completing regular school studies. Students can study subject matter which may not otherwise be available to them. Due to the rigorous nature of a College class, a weighted grade point is awarded. Prerequisites must be met in order for a student to request a college level course. Credits earned may be applied to degree programs at Dutchess Community College or may be transferred to other colleges or universities. College and university admissions departments may look favorably on students who take more challenging programs. Students should be aware that once accepted into a dual enrollment course, they may not drop that course.

### **HONORS COURSES**

Honors Courses are developed to meet the needs of talented students. An Honors class parallels the curriculum offered in the corresponding regular class, but may cover additional topics or some topics in greater depth. Honors courses may be organized as separate classes, or as extra projects or seminars supplementing a regular course. Due to the challenging nature of an Honors class, a weighted grade point is awarded. Each Honors class has its own different prerequisites and criteria for enrollment.

### **COURSE SELECTION POLICY and GUIDELINES**

Achieving an Our Lady of Lourdes High School Diploma, and a New York State Regents Diploma or Advanced Regents Diploma requires our students and parents to carefully plan a course of study that accommodates individual's goals for each year of their secondary education and the years following graduation. One of Lourdes' mandates as a college preparatory school is to urge our students to select the most challenging courses with the goal of advancing to higher education and keeping in mind a realistic evaluation of ability, potential, and needs.

Our process calls for both parents and students to give appropriate deliberation to the placement recommendations provided by guidance counselors, teachers and administration. Emphasis placed on understanding the requirements and demands of each course will serve the student well. Conferences and discussions with administration, faculty and counselors are strongly encouraged.

Students who contemplate registering and enrolling in Advanced Placement or Dual Enrollment Courses need to consider the demands and workload of a college-level curriculum. Academic success in these courses is determined not only by work performed in the class setting but the completion of assignments beyond class time. Summer assignments are often included in a prerequisite for many of our College level classes. Students should consider these challenging courses if they are cognizant of the time, commitment and prerequisites required to obtain success. College courses also carry a fee.

The finality of a student's choices in courses for the upcoming school year may change due to a number of factors including the final grade in a course, changes in school/course enrollment, scheduling conflicts and faculty availability.

Once registration of courses has been completed and processed for the following year, students and parents will receive a letter listing their choice of courses. Students, parents and guidance counselors will sign the letter acknowledging the collaborative effort and agreement. Students are not permitted to drop any course that has been selected and approved through the course selection process.

*Students' schedules are issued in the fall during Orientation Week. Orientation week provides the opportunity for a student to resolve issues or questions regarding the upcoming year's schedule with the student's guidance counselor. No changes will be made to students' schedules at the start of the school year unless deemed necessary by guidance and confirmed by the Office of Academic Affairs.*

*Students and parents are asked to consider and follow these guidelines:*

- Carefully review the course descriptions and note any prerequisites for courses
- Realistically evaluate your abilities and potential
- Consult with parents, teachers and counselors
- Check graduation and diploma requirements
- Sign the course selection letter
- Return the signed course selection form to homeroom on the date designated

The school reserves the right to cancel or not offer courses listed herein based on insufficient enrollment or lack of a qualified instructor. Students will be offered the opportunity to adjust their schedules in the event a course is not offered.

Scheduling of Courses

Once registration of courses has been completed and processed for the following year, students and parents will receive a letter listing their choice of courses. Students, parents and guidance counselors will sign the letter acknowledging the collaborative effort and agreement. **Students are not permitted to drop any course that has been selected and approved through the course selection process.**

*Student's schedules are issued in the fall during Orientation Week. Orientation week provides the opportunity for a student to resolve issues or questions regarding the upcoming year's schedule with the student's guidance counselor. No changes will be made to students' schedules at the start of the school year unless deemed necessary by guidance and confirmed by the Office of Academic Affairs.*

**Freshmen and Sophomores** must take and pass 7 credits. **Juniors** must take and pass 6 credits, provided they have earned a minimum of 14 credits. **Juniors** electing 7 classes must pass all 7. **Seniors** must take a minimum of 6 classes. **Seniors** electing more than 6 classes must pass all subjects.

**Students are NOT allowed to drop any course once course selection week is over and signed course selection sheets are submitted.**

#### **FINAL COURSE AVERAGES**

Full Year Courses - Grades for the four marking periods, the semester (mid-term) examination and final examination are averaged to produce the final course average. The Regents exam scores for Global History and English will not be averaged into the final grade as those exams assess course material spanning more than one year, however a local final exam may be offered as well.

Semester Courses - Grades for the two marking periods and the semester (Half-year /mid-term) examination are averaged to produce the final course average.

#### **REGENTS COURSE PASSING REQUIREMENTS**

Students enrolled in a Regents course must sit for the accompanying Regents examination in June. Students taking a Regents course must take the Regents examination in that

course. Credit is granted upon passing the Regents Course. Students failing the course and passing the Regents exam must attend summer school to pass the course. Students failing a Regents exam but passing the class for the year must retake the Regents Exam. Regents examinations are intended only as partial measures of achievement. With a few exceptions, the Regents examination is averaged into the final grade as the final examination for that class. No school examinations will be given for Regents classes.

#### **HONORS FOR ACADEMIC EXCELLENCE**

Those students on the Dean's List for the first three quarters of the year will be eligible to be inducted into the **Principal's Club**.

Each quarter, students with an average of 95 or above and no grade lower than 90, including physical education, will be eligible for the **Dean's List**.

Students with an average of 90 or above and no grade lower than 85, including physical education, receive **First Honors**.

Students with an average of 85 or above and no grade lower than 80, including physical education, receive **Second Honors**.

#### **ACADEMIC FAILURES**

A mark of 65 or higher is passing. When a student is failing, the parent will be contacted by the teacher. The student and teacher will devise an action plan to ensure the student's success.

In a rare occurrence, a student may receive an incomplete in a particular course. This decision is under the discretion of the Assistant Principal for Academic Affairs. Students will have two (2) weeks to satisfy an INCOMPLETE GRADE. If the incomplete is not made up by that time, a failing grade will be given. It is understood that all classes taken at Lourdes must be passed for the year. Any failures will be made up in Summer School. The only exception is for subjects not being offered in Summer School.

If a student does not attend Summer School or fails the subject(s) in Summer School, he/she is not eligible to return to Our Lady of Lourdes. Students failing three (3) or more classes for the year may not return to Our Lady of Lourdes High School.

#### **ACADEMIC PROBATION/INELIGIBILITY**

Students failing two (2) or more classes or possessing a failing cumulative average for two (2) or more courses at the end of a quarter are placed on academic probation. Students on academic probation must take corrective action to insure that their grades are improved. Students on academic probation are also required to have weekly progress reports filled out by their teachers, bring them home for parent/guardian signatures, and return the completed forms to their Guidance Counselor.

Students failing three (3) or more classes for two consecutive quarters may be required, along with their parents, to meet with their Guidance Counselor and show cause why they should remain at Our Lady of Lourdes. The board will make a recommendation to the Assistant Principal for Academic Affairs who will notify the parents/guardian of the outcome of the review.

Students on academic probation for any quarter are ineligible to participate in extra-curricular activities and any school trips for the entire quarter. The Assistant Principal for Academic Affairs will issue an ineligibility report on the day after report cards are printed.

Students who are ineligible may appeal their ineligibility to the Assistant Principal for Academic Affairs after quarterly progress reports are issued.

The Progress Reports:

1. They present a warning that a student is failing a course midway through the quarter, reminding them that they are in danger of being ineligible to participate in student athletics and activities if they fall below eligibility standards.
2. They provide ineligible students an opportunity for reinstatement of eligibility. If an ineligible student demonstrates that at the progress report they are meeting eligibility standards, they can become eligible for the remainder of the quarter. These status reviews are conducted by the Assistant Principal for Academic Affairs, Athletic Director, and the appropriate Guidance Counselor.

Eligibility begins or ends with the report card issue date at the close of each quarter. Each quarter will establish eligibility for the next quarter. Each quarter is assigned a subsequent eligibility period as follows:

Quarter 1 - establishes eligibility for Quarter 2 (Mid-November to late January)

Quarter 2 - establishes eligibility for Quarter 3 (Late-January to Mid-April)

Quarter 3 - establishes eligibility for Quarter 4 (Mid-April to June)

Quarter 4 - Final Grades - establishes eligibility for Quarter 1 of the next year

A student athlete who fails two or more subjects in Quarter 4 will be eligible to participate in the fall season but must submit a special progress report to the Assistant Principal for Academic Affairs after the first three weeks of classes in September. If a student is failing any subject on this special progress report, that student will be declared ineligible until the next regularly scheduled progress report. If the student is not passing all subjects on the regularly scheduled progress report, he/she shall be ineligible for the remainder of Quarter

#### **CHEATING/ PLAGIARISM POLICY**

Cheating and plagiarism contradict everything for which Our Lady of Lourdes stands.

These behaviors are detrimental to the student's academic, emotional, and spiritual development. **CHEATING** involves giving or receiving help on any exam; sharing or copying homework; storing information on an electronic device to be used during an exam; having or sharing prior knowledge of any question on an exam. **PLAGIARISM** is defined as the use of or passing off as your own, the ideas or writing of another.

Plagiarism may be accidental or intentional, but ignorance of what constitutes plagiarism will not be considered an excuse.

Plagiarism includes, but is not limited to, the following:

1. Word for word plagiarism: using the exact words of a source without the required citation.
2. Paraphrase plagiarism: changing or rearranging the words of a source and presenting this as the student's own work.
3. Spot plagiarism: using key words or phrases from a source without citation.
4. Buying, stealing, copying, borrowing, or downloading words from a source without acknowledging that source.
5. Hiring someone to write for the student.
6. Submitting work done for one teacher and re-submitting it to another teacher without permission from the first teacher to whom the work is being submitted.

Source material includes, but is not limited to, the following:

1. Printed material, or material obtained from electronic devices
2. TV programs, musical scores, works of art
3. Personal conversations and interviews, speeches, lectures, or public appearances.

Students producing research at Our Lady of Lourdes HS are taught and mandated to use MLA and/or APA format in their publications/papers. Students may refer to the Writers, Inc. handbook they are furnished with for proper citation and authentic, responsible publication of their work.

Any student who commits an act of academic dishonesty or misconduct in relation to a formal academic exercise will be considered in violation of the OLL policy. This includes but is not limited to: acts of plagiarism, falsification of data or information, deception, cheating and false impersonation. Students engaging in this type of activity are subject to receiving loss of credit for a particular assignment or in cases of a test or quiz receiving a grade of zero. All incidents of academic dishonesty or misconduct will be reported to the Assistant Principal of Academics and a parent/guardian. Students in violation will be subject to an inquiry/disciplinary meeting with the Assistant Principal of Academics. The Assistant Principal of Academics reserves the right to place an academic integrity offense notice in a student's permanent file. **(Please note: incidents of questionable academic integrity can prohibit a student from NHS, Honor Roll, and a team captain or club leadership position)**

Penalties:

1. Students cheating on a homework assignment will receive a zero for the homework grade. Notification will be sent to the Assistant Principal for Academic Affairs.
2. Students found cheating on any exam will receive a zero for that grade. This will result in parental notification and referral to the Assistant Principal for Academic Affairs. This may result in a loss of credit for the course.
3. Students found plagiarizing on a paper, homework or any written assignment will receive a zero. Notification will be sent to the parent and to the Assistant Principal for Academic Affairs. This may result in the loss of credit.

### **ACCEPTABLE INTERNET & COMPUTER USE POLICY**

Our Acceptable Internet & Computer Use Policy..."governs the conduct and responsibilities of each student while they are at school and/or utilizing school computers. It is the expectation of this school, however, that student behavior when using the Internet will be exemplary both on and off school grounds. A Catholic school student always represents [his or her] school and the school community. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, cyberbullying, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet (or other technological medium or device) regardless of the time of day or the student's location. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website or blog that is of a nature which is threatening, profane, obscene, sexual, illegal, that defames another person or contrary to the Catholic mission of the school, will be subject to disciplinary action by the school.

Listed below are the behaviors expected from all students who will use the Internet and computers.

- A. Follow the directions and procedures of the teacher.
- B. Use of school devices is for educational purposes only. Students are not to use devices for personal use during class time and should selectively use the internet in a way that enriches their education during their leisure time.
- C. Observe the copyright laws regarding software, information, and authorship.
- D. Engage in legal activities only.
- E. Access material related to educational purposes; nothing that may be considered inappropriate or offensive by users, parents, teachers, or administrators.
- F. Do not purchase or bid on any commercial services or items.
- G. Do not place abusive or objectionable material on the internet or in emails.
- H. Do not engage in vandalism or deface school property. Devices should remain as they were issued and protected from damage. Do not attempt to maliciously modify or destroy school data.
- I. Do not receive, transmit, or make available to others messages or materials that are racist, obscene, offensive, abusive, harassing to others, or sexually explicit.
- J. Do not change the settings of school issued devices to circumvent web filtering or the management of the devices. These settings are not meant to constrain you but are to ensure that everyone has a safe experience while using them.

A student's failure to follow this policy will result in serious disciplinary action.

### **COVID-19 EMERGENCY REMOTE LEARNING POLICIES AND PROCEDURES**

To ensure the most productive, enhanced and safest experience in our COVID-19 remote learning program, Our Lady of Lourdes requires a level of commitment from each student and parent.

These policies are primary expectations but also include other expected codes of conduct that would exist in a traditional OLL classroom setting.

- Cell phones will be turned off and located in another room during any live sessions.
- Students will not take any pictures or record any part of a google hangouts session or live streaming session
- Students will not redistribute, disseminate or copy any school owned documents and or OLLHS materials published online.
- Students will not use any social media to comment, or discuss their online experiences at OLL.
- Students will complete all work solely on their OLL issued Chromebook.
- Students will place themselves in a public area of the home. (Attending a Google Hangout session or attending a live streaming class in a bedroom is strictly prohibited).
- Students will maintain good attendance. Teachers will take attendance remotely (All school attendance policies will apply)
- Students will be dressed in attire that is appropriate for a classroom setting. (students acknowledge that strictly prohibited dress includes pajamas, or any immodest dress determined by my teacher)
- Students remove all distractions that are within their control
- Students will not distract the operation of the class in any way.

- Students will refrain from chewing gum, eating, or drinking in front of the camera.
- If a student engages in any distracting behaviors, the teacher will terminate their participation and report such issues to the Dean.

## **STUDENT SERVICES**

### **SCHOOL COUNSELING**

Counseling personnel are available to assist the Lourdes student in profiting from the educational experience of Our Lady of Lourdes High School and to help the student plan realistically for the future. The Counseling program is designed to help students in the course selection, test interpretation, academic difficulties, and career planning, as well as to aid them in clarifying and overcoming personal and familial difficulties, which may impede their personal, social, and vocational development.

### **COUNSELING APPOINTMENTS**

The school counselor will email a student with an appointment time slot. If the appointment is during a regularly scheduled class, it is the responsibility of the student to inform his/her teacher of the appointment by presenting the guidance pass to them before the beginning of class. Appointments may be conducted in person or virtually. If the appointment is virtual, the student will receive a Google Hangout invite through their school email.

### **COLLEGE ADVISOR NOTES:**

Seniors and second semester juniors are permitted 3 out-of-school college visits during the academic year, September through May. We encourage all students to use vacation and school holidays to make college visits. To obtain permission for a visit on a school day an email from a parent must be sent to the College Advisor at least one day before the visit explaining where the student is going and with whom. Phone or voice-mail messages will not be accepted as legitimate excuses. This email will be submitted to the attendance office. Verification of the visit, on the college's letterhead, must be returned to the College Advisor within one day after the visit. **NO COLLEGE VISITS WILL BE PERMITTED AFTER THE END OF MAY.**

### **HEALTH OFFICE DEBBIE? ISOLATION PROTOCOL**

When ill or injured, students should inform their teacher immediately and then report to the School Nurse located in the Health Office. The Health Office is located on the 1<sup>st</sup> floor, to the left of the student bus entrance.

A Registered Nurse is on duty to help students with their health problems. If a student needs to see the nurse, there are certain procedures to be followed. A student should:

- A. Come for first aid immediately following an injury.
- B. Get a pass from the subject teacher to see the nurse during school hours.
- C. Be sure an accident is reported to the faculty member in charge of the activity at the time of the accident so that he/she can file a written accident report in the Nurse's Office.
- D. Pick up accident insurance claim papers from the school Finance Office when a claim must be filed with the school insurance company.
- E. **Medication** - If it is necessary for a student to receive any medication during school hours, the following must be done:
  1. There must be a written request from the parent.

2. There must be a written request from the physician to the school nurse. It must contain the following information:
    - a. Name of student
    - b. Name of drug
    - c. Illness for which drug is being given
    - d. Directions (amount and frequency of dose)
    - e. Name and signature of physician
  3. The medication should be delivered directly to the nurse by the parent.
  4. The medication should be clearly labeled and have the student's name on it. The medication should be safely locked in a drawer or file cabinet in the health office.
  5. The nurse will administer the medication. The medication should be administered in the health office.
  6. Medication requests must be renewed at the beginning of each school year and as needed.
  7. With proper written authorization from a doctor or primary health care provider, a student may carry and self-administer Inhaler medication.
- F. All excuses from P.E. class must go through the nurse's office.

The nurse cannot legally dispense any internal medication to students unless the above instructions have been fully carried out.

### **BEHAVIOR EXPECTATIONS & REGULATIONS**

Lourdes students are expected to demonstrate Christian behavior both on school grounds as well as off school property. We believe that the four high school years represent a period of crucial physical, emotional, intellectual, and spiritual development. We recognize, also, that students' reactions to the adolescent period vary: some students cope successfully with the changes and challenges, while others find this period in life more difficult. To help all students develop an attitude of responsibility for their desires and actions as they seek individual and group satisfactions, we believe that guidelines and steps in disciplinary procedures are necessary. In establishing those guidelines and procedures, we recognize that all disciplinary situations cannot be handled in exactly the same manner. Often there will be circumstances that will necessitate variation in procedure. However, stated guidelines and recommended steps in procedures will lead to relative consistency as we work with students on matters of discipline. The code of conduct is intended to provide an understanding of the behavior patterns expected of our students and the procedures used in maintaining that standard of conduct. It is likewise expected that a student's behavior off school property will be dealt with as though it occurred in the building. Students in trouble with the legal authorities will be subject to school discipline.

### **DISCIPLINE PROCEDURES**

If a student breaks a school rule, he/ she will be given an Incident Notice by a teacher/Dean. Parents will be sent a notification if this happens via email, to the email address provided by the parent to the school.

1. The Incident System
  - A. An Incident System is used to reinforce school-wide rules.

- B. Basic school rules are posted in classrooms throughout the building.
- C. Incident notices will be emailed to the Dean of students by the teacher and/or staff member for the infraction of a school-wide rule.
- D. The Deans will retain the email for school records and record the infraction into the school's student management system.
- E. Those students who accumulate a number of incidences for each infraction are assigned a detention and the parents/guardians are notified. Certain infractions do not warrant an automatic detention. Parents and students are notified by email when a student receives an incident notice.
- F. If a student accumulates 10 incidents, the Dean of Students will contact the parent for a meeting. Students who accrue 20 incidents will be automatically suspended from school and will be subject to a discipline contract. Terms of the discipline contract are contingent upon the severity of the infractions, and may warrant suspension from extra-curricular activities and/or sports.
- G. Students accumulating excessive incidents/detentions will have their records reviewed by the Administration throughout the year. Excessive incidents/detentions may lead to more serious disciplinary actions.
- H. Questions regarding incidents and detention assignments should be referred to the Dean of Students.
- I. Students will be notified of a detention date, time and location through their school email

**2020/2021 SCHOOL YEAR COVID-19 ATTENDANCE POLICY AND PROCEDURES**

If a student is absent from school, it is essential that a parent or guardian report the absence to the attendance office of the school on the day of the absence before 8 am that day. This should be done by calling the school at 845-463-0400 ext. 1124. For any type of absence or lateness to school, the student must provide an email only from the parent/guardian on the day he/she returns. The attendance office will not be receiving paper notes this year due to health and safety concerns. The email must indicate the days and dates of absences along with the reason for the absence. If the student was seen by a doctor, a doctor's note should also be provided for the school's records. Regular and punctual attendance for school and class is essential if a student is to realize his or her potential. Therefore, students are expected to be present and actively involved in school every day.

Please note that the Administration may determine that absences, early dismissals or lateness are in excess and are hindering the academic success of the student. If this is the determination, it may warrant that the student and parents attend a mandatory meeting with the Dean of Students and the school Counseling Department. It is extremely important to note that a student's grade may be affected negatively if they lose valuable instructional time. Family vacations are not an acceptable reason to be absent from school. Please immediately communicate any diagnosed illness with the school counseling department and school nurse.

Though daily attendance is essential to student success, a student should stay home when the have any of the following active symptoms:

- Vomiting
- Headaches
- Sore throat

- Diarrhea
- Congestion
- Body aches and pains
- Cough
- Rashes
- Fever of 100.00 or above

If a student begins to exhibit these symptoms at school, a parent will be notified and will need to pick their child up immediately. Please arrange for an emergency family plan if this issue should arise.

**Return to school protocol with a negative COVID 19 test**

If a student exhibits symptoms related to the COVID 19 virus, they should not return to school until they have tested negative for the COVID 19. Subsequently, if a student tests negative for the COVID 19 Virus they should not return to school until they have been symptom free for 24 hours without the use of medication.

**Return to school protocol with a positive COVID 19 test**

If a student tests positive for the COVID 19 virus, they should not return to school until the school nurse has received notification from a doctor that it is safe for them to return to school safely.

All parental notes for student lateness, early dismissal or absence must be submitted by email only. The reason for the lateness, early dismissal or absence must be clearly stated in the email. If a student's lateness is due to a doctor's appointment a doctor's note must be emailed to the attendance office for the school's records.

In the case of any type of absence, the student will assume complete responsibility for all work missed during his/her absence and is required to communicate to their teacher's school counseling department via email and check teacher Canvas pages.

A student who is absent from school may not attend any social function or participate in any extracurricular activities, including athletic events, on the day of the absence. An absence for vacations, reunions, parent or family business is documented as an unexcused absence.

**Home Daily Parental Checklist**

As indicated in our Covid re-entry plan all parents will need to complete a daily health self-check for their students by answering the questions listed below and by taking their OLLHS student's temperatures each day prior to entering the school or being on the school property. A parent or guardian is responsible for completing the daily screening on behalf of their student.

Self-Screening: Below are the self-screening questions parents should review each day. If the answers are "No" to all of the following questions, individuals may enter the school, if you answer yes please keep the student at home and immediately contact the school at [wellsj@ollchs.org](mailto:wellsj@ollchs.org) or [barrickd@ollchs.org](mailto:barrickd@ollchs.org) to register the health issue.

(a) Have you been in close contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?

(b) Have you tested positive through a diagnostic test for COVID-19 in the past 14 days?

(c) Are you currently experiencing any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days?

(d) Is your body temperature at or above 100.0 degrees Fahrenheit or have you or your child (ren) taken any temperature reducing drug. (i.e. Tylenol, Advil, Benadryl, Motrin, Aspirin) within the last 24 hours?

(e) Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days? ([https://coronavirus.health.ny.gov/covid-19-travel-advisory for Official State List](https://coronavirus.health.ny.gov/covid-19-travel-advisory-for-official-state-list))

*If you answer YES to any of these questions on any given day, your child may not enter the school building. Contact a medical professional for guidance and notify the school immediately. Depending upon the answers to the screening questions, you or your child may need to receive medical clearance to return to work or school.*

If you or your child is sick with a common cold or other ailment not related to COVID-19, stay home until symptoms subside and you or your child (ren) fever-free without the aid of a temperature reducing drug.

The signed *OLLHS Handbook Contract* is due on **September 18th** and by signing the parent contract acknowledging you have read and understand the school handbook you also acknowledge receipt of all school policies and expectations as they relate to the OLLHS Covid-19 Reopening Plan.

### **LATE TO SCHOOL**

Students are expected to report to school on time. Instructional time begins with 1<sup>st</sup> period at 8:05. Any student arriving after 8:05 a.m. is late. Emails from parents are required prior to the student's arrival at school explaining the lateness. This required parent email does not excuse the lateness, but is necessary for school security. Students coming from a medical appointment must have a note from the doctor, on the doctor's stationary, to verify the lateness. A doctor's note or other emergency situations are the only way a lateness will be considered excused. The administration will decide if lateness is considered excessive. Excessive lateness to school will result in loss of driving privileges, school activities (sports, proms, trips) and other consequences as decided by the Deans including having to sign an attendance contract.

***Three (3) tardies to any class period (including 1<sup>st</sup> period) will warrant a detention, regardless of a parental note. A detention is merited for each individual late occurrence after twelve (12). This rule regarding detention resets after midterms.***

Students must be in the proper classroom when the bell rings at the start of each period. Any student who is not in his/her classroom when the period begins is considered late. Failure to report to class on time will result in the issuing of an incident notice email. Three (3) late to class incident notice emails will result in a student receiving a detention. Students who are repeatedly late to class may be referred to the Dean of Students.

### **MOVING FROM CLASS TO CLASS**

When attending class in the school building, students are not dismissed from their class until they are verbally dismissed by their teacher. Once the bell has rung signaling the end of a class period, students are to remain seated at their desks until their teacher dismisses them specifically. This staggered dismissal will be in place for each class period.

#### **STUDENT IDENTIFICATION**

All students must display their Our Lady of Lourdes High School student identification badge as they enter the building each morning. Door monitors stationed at each entry point will check student ID's at the door. Students will have to lower their face-coverings upon entry to verify their identity.

#### **CUTTING CLASS**

Any student who cuts class will receive two 1 hour weekday detentions. The student may also be given a grade of (0) which is the equivalent in point value to a test grade for the class cut. A second offense will warrant an in-school suspension or possible further disciplinary action.

#### **TRUANCY/LONG TERM ABSENCE POLICY**

A student is truant if he/she is absent from school without the knowledge and consent of a parent or guardian. The Dean of Students will contact the parents/guardians. Truancy will result in automatic suspension by the Dean. A second offense will be subject to further disciplinary action.

#### **DISCIPLINARY ACTIONS**

##### **A. Detention**

Detention is conducted by the Deans and are held after-school.

After-school employment and/or extra-curricular activities, including games and practices, are not sufficient reasons for missing detention. Failure to report to detention will result in an additional detention.

##### **B. Suspension**

An infraction of the school rules may be serious enough for the Dean of Men/Women to suspend a student from classes until a conference with the parents/guardian can be arranged.

A suspended student is one from whom the privilege of attending school or school related activities has been temporarily withdrawn as a disciplinary measure. Any student suspended during the course of a school year loses the privilege of attending school proms or school trips (including the Senior Disney trip) unless otherwise determined by the Dean of Students. Suspension may be in or out of school at the discretion of the Deans.

A suspended student is personally responsible for any missed schoolwork. All assignments must be submitted the day they return to school. If a student misses a test while on external school suspension, the student must make arrangements with his/her teachers for a make-up.

Certain infractions render a student liable to suspension and possible expulsion from school. These include, but are not limited to:

1. Bringing public disgrace on the school (social media or otherwise)
2. Rowdy conduct unbecoming or detrimental to the school (in or out of school)
3. Insolence to a teacher or administrator
4. Flouting school authority or rules (in or out of school)
5. Truancy/Illegal Absence
6. Perpetual disregard for rules on dress code
7. Possession of or use of E-cigarettes, alcohol, tobacco, drug paraphernalia of any type or narcotic substances on or off the school campus. (Including in their vehicle, at social/sports events, or practices)
8. Frequent lateness and numerous detentions
9. Cutting detention
10. Rebellious or negative attitude towards school authorities and regulations (social media or otherwise)
11. Intimidation or threats to others (social media or otherwise)
12. Damage to school property (including lockers and Chromebooks)
13. Fighting (in or out of school)
14. Forgery/Cheating
15. Texting--inappropriate language and/or pictures (in or out of school)
16. Possession of pornography on phone, Chromebook or any other form
17. Threats of violence against another student or the school/ threats of the use of a weapon against another student or against the school.
18. Discrimination of any type which includes written or verbal statements that suggest racial, religious or sexual prejudice/cruelty
19. Inappropriate behavior during a remote learning session.

C. **Discipline Contract**

A student whose attitude or actions warrant very serious attention may be placed on a Discipline Probation Contract.

Students on a Discipline Contract are prohibited from attending extracurricular school activities, such as school proms.

D. **Expulsion**

Expulsion is dismissal from school for grave and severe reasons.

Certain offenses (in or out of school) may involve dismissal from the school. These may include, but are not limited to:

1. Physical violence
2. Stealing
3. Possession of weapons
4. Possession or use of fireworks
5. Obscene and vulgar behavior (social media or otherwise including possession of pornography of any type)
6. Setting fire alarms
7. Bomb threats
8. Inciting mob action
9. Extortion
10. Sexual, physical or racial harassment
11. Discrimination of any type which includes written or verbal statements that suggest racial, religious or sexual prejudice/cruelty
12. Possession, use or sale of E-Cigarettes, alcohol, drug paraphernalia of

any kind or narcotics in school, on school grounds, or at school related or sponsored affairs

13. Violation of the social media policy

14. Threats of violence against another student or against the school/ threats of the use of a weapon against another student or against the school, or threatening to bring a weapon into the school.

### **SCHOOL POLICY ON ALCOHOL, DRUGS, AND NARCOTIC SUBSTANCES**

1. Any student using, providing, distributing, selling or "pushing" alcohol, drugs, steroids, cigarettes, electronic cigarettes, or narcotic substances in any form may be expelled from the school and may be subject to arrest by the Police Department.
2. Any student found with alcohol, drugs, drug paraphernalia, steroids or narcotic substances in their possession, in their locker or in their car may be subject to expulsion and may be subject to arrest by the Police Department. For any student who has been using alcohol, drugs, or narcotic substances, if the student voluntarily brings this information to the attention of school authorities, the school, through its school counseling program and nurse, will try to work with the student and their family in helping the student overcome this problem.

### **SCHOOL POLICY ON HARASSMENT & SEXUAL HARASSMENT**

Our Lady of Lourdes High School is committed to providing an educational environment that is free of harassment. Harassment is fully against the teachings of Jesus Christ and the Catholic Church and is therefore unacceptable. It will not be tolerated in any form. Further, it is a violation of this policy to condone harassment by another person. To condone harassment means to participate in such behavior by inciting, encouraging, fostering or otherwise giving support or approval to the harassment. To remain silent in the presence of harassment is also to condone it and a violation of this policy. Also prohibited is any retaliation against a person because he/she complains of being harassed or assists a school investigation of harassment. Any intimidation, coercion or other attempted interference with an investigation of a harassment complaint will carry serious disciplinary consequences. The school will take seriously all complaints of harassment, the condoning of such harassment or retaliation and will have each such complaint thoroughly investigated.

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature. This includes student conduct at school related activities and their conduct on buses and any means of transportation to and from school or school related activities. Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined on a case-by-case basis. The following, though not meant to be inclusive, suggests examples of language and conduct which all members of the school community are warned to avoid: Comments to, or about, any students appearance; any sexually offensive verbal or written forms of communication; any physical contact of a sexual nature; sexually suggestive sounds or gestures; display of objects, posters, or pictures of a sexual nature.

All other forms of harassment — verbal, written or posted on social media networks — are equally unacceptable and will not be tolerated. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members. Any student who believes that he/she has been subjected to

harassment or sexual harassment, in any of its forms, or has witnessed such harassment to another person, should immediately report the incident to the Deans or an administrator. An investigation will immediately take place.

Any student found to have harassed/sexually harassed another individual is subject to disciplinary actions, up to and including expulsion from the school. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student because he/she has reported harassment will also result in disciplinary action, up to and including expulsion. Any student found to have condoned harassment by another might, depending upon the extent of their participation, be subject to disciplinary action.

Any and all students involved in harassment of another individual are subject to the legal consequences as well as school actions.

### **SCHOOL POLICY ON DISCRIMINATION, RACISM AND PREJUDICE**

Our Lady of Lourdes High School is a *Catholic* School. At the heart of Catholic doctrine regarding the human person, Our Lord Jesus Christ teaches us that every human being is made in the image and likeness of God. All races of people are created by God with an eternal destiny of Heaven in mind. Our Blessed Lord has taught us that love of God and neighbor are the two great commandments, our neighbor being every person we encounter in life. “Do unto others as you would have them do unto you” applies to all people, regardless of skin color, social status, background, etc. With Our Savior as our model, Our Lady of Lourdes High School takes seriously any injustice or cruel act against others, including racism.

“Racism arises when—either consciously or unconsciously—a person holds that his or her own race or ethnicity is superior, and therefore judges persons of other races or ethnicities as inferior and unworthy of equal regard. When this conviction or attitude leads individuals or groups to exclude, ridicule, mistreat, or unjustly discriminate against persons on the basis of their race or ethnicity, it is sinful. Racist acts are sinful because they violate justice. They reveal a failure to acknowledge the human dignity of the persons offended, to recognize them as the neighbors Christ calls us to love (Mt 22:39).” (*United States Conference of Catholic Bishops, Open Wide Our Hearts, And Enduring Call to Love, A Pastoral Letter Against Racism, November 2018*)

Part of the maturation process during adolescent years includes acquiring behaviors that demonstrate respect for all God’s people in word, thought and deed. Our Lady of Lourdes High School is committed to instilling within the hearts and minds of our students a true love for neighbor,

flowing from love of God, regardless of race or background. As such, OLL prohibits racist actions, in word or deed from any member of the Lourdes community. Our Lady of Lourdes High School is committed to creating a school culture that leads to the formation of young people who understand their call to holiness is a call to see Christ in all creation and all people as their brother and sister in Christ.

### **STUDENT USE OF SOCIAL MEDIA**

Students with parental permission to utilize social media are encouraged to always exercise caution when participating in any form of social media or online communications, both within the OLLHS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Lourdes community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Social media sites (such as Facebook, Instagram, Snapchat and Twitter, etc.) will be blocked by the school's content filter. While accessing these applications through cellular devices may be possible, students and parents are reminded that students are prohibited from using their phones during the school day.

In addition to the regulations found within the Parent/Student Handbook, students are expected to abide by the following:

- To protect the privacy of OLLHS students and faculty, students may not, under any circumstances, create digital still photos, digital video, or audio recordings of OLLHS community members either on campus or at off-campus for online publication or distribution without the knowledge and consent of those being recorded or photographed.
- Students may not use social media sites to publish disparaging or harassing remarks about OLLHS community members, athletic or academic contest rivals, or any individual, organization, or entity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission adheres to all aspects of the conduct code set forth for OLL students.
- Students may not post pictures of themselves or anyone else who is engaging in behavior that brings public disgrace upon the school. Any students who is in violation of this policy, may be subject to sever disciplinary measures. This includes but is not limited to:
  - Alcohol use
  - Drug Use
  - Nudity/sexually explicit language
  - Vulgar gestures
  - Possession of weapons
  - Threatening language against students, teachers or administration

Standards in this handbook for appropriate conduct apply to students who subscribe to and/or participate in social media networks such as Facebook, Twitter, Snapchat or any other public or private access internet site or application. If a student is found on any

website or application to have represented himself or the school in a manner that is deemed inappropriate or in violation of school standards, he/she will be subject to disciplinary action. Students should not initiate or accept social media relationship requests (also known as “friend” or “contact” requests) with faculty or staff members.

#### **Process for Reporting Abuse**

Because of the fast-paced nature of postings, participants are encouraged to report immediately any posts they deem inappropriate. Please contact the Dean of Men or the Dean of Women with any concerns so that the issue may be dealt with in a timely fashion. A detailed description of the location of the post will be required. Reporting any threat, abuse, suspicion of or otherwise will be kept confidential and can be made via email, in person or by phone.

#### **COVID 19 Uniform Amendments**

##### **Masks**

Students are responsible for their own Personal Protective Equipment (PPE). These should be worn while entering the building and exiting the building. In addition, they should be worn moving throughout the building during the day. This includes going to the bathroom, the nurse’s office, changing classes etc. Students will be required to wear their facemasks when participating vocally and while in the classroom. Temporary lowering of the mask may be necessary at certain times in a controlled environment. Acceptable face coverings include cloth coverings and surgical masks. Bandanas may not be worn. It is essential that these masks cover both the mouth and the nose. Mask with inappropriate logos are not acceptable and will be disciplined accordingly.

##### **Backpacks and Outerwear**

Use of lockers and backpacks will be eliminated for the 2020/2021 school year. All students will be required to purchase a machine-washable drawstring bag, no larger than (14x18), with no excessive pockets.

Bags must be labeled with student name and grade. Contents of the bag should include only the following items:

- School-issued Chrome book
- Cellphone
- Calculator
- Pens/Pencils
- Lunch (if necessary to bring from home)
- Refillable water bottle - Labeled with Name & Grade

If students choose to wear cold-weather outerwear to school, it must be stored in the mandatory drawstring bag for the duration of the school day. If the outerwear does not fit in the drawstring bag, the student will be provided a plastic bag to place the object in. This bag will be placed under the student’s seat.

School and gym uniforms are to be purchased from Lil Darling Uniform Shoppe. ([www.lildarlinguniformshoppe.com](http://www.lildarlinguniformshoppe.com)) – 1177 Rt. 9, Wappingers Falls, NY (845-298-7300).

#### **GIRLS AUTUMN/SPRING DRESS CODE**

**(Quarters 1 & 4)**

The basic attire for girls consists of:

1. **School Polo/ Short Sleeve or Long-Sleeve Polo**
  - A. The uniform for girls for the 1<sup>st</sup> and 4<sup>th</sup> quarters allows the wearing of the school polo shirt either short sleeve or long. Polo shirts do not have to be tucked in but may not be oversized and of excessive length. The approved colors are navy and white.
  - B. Only short-sleeved, solid white, black or navy T-shirts (no printed T-shirts with logos, etc.) may be worn under the shirts. The T-shirt must be tucked in at all times.
  
2. **Regulation School Uniform Pants**
  - A. Colors: Navy or Tan
  - B. Pants must fit properly and be worn at the waist.
  - C. Pants should not have slits or be cut at the bottom.
  - D. Pants must display the OLL logo.
  - E. Black or brown solid color dress belts, of simple design, are required with uniform pants.
  
3. **School Kilts**
  - A. Kilt colors are plaid, navy, and khaki.
  - B. Kilts should be worn no higher than 2" above the knee (measured from the top of knee).
  - C. All must be hemmed. Cut off or frayed kilts are NOT permissible.
  - D. All students wearing the kilt must wear stockings/tights (black, navy, grey, maroon, white) Knee socks are not permitted
  - E. Students in violation of the kilt regulations may be required to wear school pants only.
  
4. **Shoes**
  - A. All students are required to wear dress shoes, in conformity with the OLL requirements, which are:  
Shoes must be dress shoes, black, navy or brown in color, must be below-the-ankle, and must be neat. **Strictly prohibited footwear** includes sneakers, high-heel shoes (shoes must be flat), boots, above the ankle shoes, sandals, moccasins, slippers, Crocs clogs, or any white bottom (panel) shoe. If there is any question about whether a particular shoe meets the school dress code requirement, please check with either of the Dean of Students. Whether or not a particular shoe conforms to the OLL dress code is ultimately at the discretion of the Dean of Students.
  
5. **Stockings**

Stockings/tights must be worn at all times with the school kilt throughout the school year. Only solid colors (navy, white, maroon, black, grey) are permitted. No ankle socks, sports socks, knee socks or leggings are allowed. Patterned or torn hosiery are not permitted.
  
6. **Miscellaneous**
  - A. No faddish/unnatural hairstyles (cut, color, etc.), excessive or faddish/bold makeup (e.g. black, dark colors) will be permitted. The Dean will determine whether a particular hairstyle or color is appropriate.

- B. Girls may wear appropriate earrings but are not permitted any other jewelry associated with body piercing. Gauges are not permitted. Tattoos are prohibited.

**GIRLS WINTER DRESS CODE**  
**(Quarters 2 & 3)**

The basic attire for girls consists of:

1. **School Uniform Oxford**

The uniform for girls for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters require the oxford and school sweater.

- A. Oxford style colors: white, blue, yellow
- B. Only short-sleeved, solid white T-shirts (no printed T-shirts with logos, etc.) may be worn under the shirts. They must be tucked in at all times.

2. **Lourdes Sweater/Vest/Varsity Sweater**

- A. The Lourdes sweater or Lourdes vest must be worn over the oxford.
- B. Colors: Navy, Maroon or Grey
- C. The seniors have an option/privilege of wearing the Lourdes-issued senior sweatshirt (must be worn over the collared oxford) throughout the whole school year.
- D. All students have an option of wearing the Lourdes-issued varsity sweater during the winter months.

3. **Regulation School Uniform Pants**

- A. Colors: Navy or Tan
- B. Pants must fit properly and be worn at the waist.
- C. Pants should not have slits or be cut at the bottom.
- D. Pants must display the OLL logo.
- E. Black or brown solid color dress belts, of simple design, are required with uniform pants.

4. **School Kilts**

- A. Kilt colors are plaid, navy, and khaki.
- B. Kilts should be worn no higher than 2" above the knee (measured from the top of knee).
- C. All must be hemmed. Cut off or frayed kilts are NOT permissible.
- D. All students wearing the kilt must wear stockings/tights (black, navy, grey, maroon, white) Knee socks are not permitted
- E. Students in violation of the kilt regulations may be required to wear school pants only.

5. **Shoes**

All students are required to wear dress shoes, in conformity with the OLL requirements, which are:

Shoes must be dress shoes, black, navy or brown in color, must be below-the-ankle, and must be neat. **Strictly prohibited footwear** includes sneakers, high-heel shoes (shoes must be flat), boots, above the ankle shoes, sandals, moccasins, slippers, Crocs clogs, or any white bottom (panel) shoe.

If there is any question about whether a particular shoe meets the school dress code requirement, please check with either of the Dean of Students. Whether or not a particular shoe conforms to the OLL dress code is ultimately at the discretion of the Dean of Students.

#### **6. Stockings**

Stockings/tights must be worn at all times with the school kilt throughout the school year. Only solid colors (navy, white, maroon, black, grey) are permitted. No ankle socks, sports socks, knee socks or leggings are allowed. Patterned or torn hosiery are not permitted.

#### **7. Miscellaneous**

- A. No faddish/unnatural hairstyles (cut, color, etc.), excessive or faddish/bold makeup (e.g. black, dark colors) will be permitted. The Dean will determine whether a particular hairstyle or color is appropriate.
- B. Girls may wear appropriate earrings but are not permitted any other jewelry associated with body piercing. Gauges are not permitted. Tattoos are prohibited.

#### **OLL BOYS Dress Code Regulations for the 2019-2020 School Year**

School and gym uniforms are to be purchased from Lil Darling Uniform Shoppe ([www.lildarlinguniformshoppe.com](http://www.lildarlinguniformshoppe.com)) – 1177 Rt. 9, Wappingers Falls, NY (845-298-7300).

#### **BOYS AUTUMN/SPRING DRESS CODE** (Quarters 1 & 4)

The basic attire for boys consists of:

1. **School Polo/ Short Sleeve or Long-Sleeve Polo**  
The uniform for boys for the 1<sup>st</sup> and 4<sup>th</sup> quarter allows the wearing of the school polo shirt either short sleeve or long sleeve. Polo shirts do not have to be tucked in but may not be oversized and of excessive length. The approved colors are navy and white. Only the *current* design can be worn. Only short-sleeved, solid white, black or navy T-shirts (no printed T-shirts with logos, etc.) may be worn under the shirts. The T-shirt must be tucked in at all times.
2. **Regulation School Uniform Pants**
  - A. Colors: Navy or Tan.
  - B. Pants must fit properly and be worn with a belt at the waist.
  - C. Pants should not have slits or be cut at the bottom.
  - D. Pants must display the OLL logo.
  - E. Black or brown solid color dress belts, of simple design, are required with pants.
3. **Shoes**
  - A. All students are required to wear dress shoes, in conformity with the OLL requirements, which are:  
Shoes must be dress shoes, black, navy or brown in color, must be below-the-ankle, and must be neat. **Strictly prohibited footwear** includes sneakers, high-heel shoes (shoes must be flat), boots, above

the ankle shoes, sandals, moccasins, slippers, Crocs clogs, or any white bottom (panel) shoe. If there is any question about whether a particular shoe meets the school dress code requirement, please check with either of the Dean of Students. Whether or not a particular shoe conforms to the OLL dress code is ultimately at the discretion of the Dean of Students.

B. Socks (black, navy, white, maroon, grey) must be worn at all times and seen at the ankle.

#### **4. Miscellaneous**

A. Boys are to be clean-shaven at all times. Hair must be well groomed, may not be lower than the bottom of the ear or cover the eyes, and may not hang below the collar at the back.

- No faddish hairstyles (cut, color, etc.) will be permitted.
- Dying of hair in any form is not permissible.
- Sideburns are to be no lower than the bottom of the ear.

B. Boys are not permitted to wear earrings or any other jewelry associated with body piercing. Tattoos are prohibited.

C. No hats may be worn inside the building.

#### **BOYS WINTER DRESS CODE** (Quarters 2 & 3)

The basic attire for boys consists of:

##### **1. School Uniform Shirt / Oxford**

The uniform for boys for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters require the wearing of the school oxford and sweater.

- A. Oxford style colors: white or blue
- B. Only short-sleeved, solid, black, navy or white T-shirts. No printed T-shirts with logos, etc., may be worn under the shirts.
- C. Oxford shirts must be tucked in at all times.
- D. Ties must be worn with the Oxford shirts. Ties must be worn appropriately.

##### **2. Lourdes Sweater/Vest/Varsity Sweater**

- A. Lourdes sweater, Lourdes vest, or varsity sweater must be worn over the oxford shirt and tie. Colors: Navy, Maroon or Grey
- B. The seniors have an option/privilege of wearing the Lourdes-issued senior sweatshirt (must be worn over the collared oxfords and tie) throughout the winter
- C. All students have an option of wearing the Lourdes-issued varsity sweater throughout the whole school year.

##### **3. Regulation School Uniform Pants**

- A. Colors: Navy or Tan

- B. Pants must fit properly and be worn with a belt at the waist.
- C. Pants should not have slits or be cut at the bottom.
- D. Pants must display the OLL logo.
- E. Black or brown solid color dress belts, of simple design, are required with pants.

4. **Shoes**

- A. All students are required to wear dress shoes, in conformity with the OLL requirements, which are:  
Shoes must be dress shoes, black, brown or navy in color, must be below-the-ankle, and must be neat. **Strictly prohibited footwear includes** sneakers, high-heel shoes (shoes must be flat), boots, above the ankle shoes, sandals, moccasins, slippers, Crocs clogs, or any white bottom (panel) shoe. If there is any question about whether a particular shoe meets the school dress code requirement, please check with either of the Dean of Students. Whether or not a particular shoe conforms to the OLL dress code is ultimately at the discretion of the Dean of Students.
- B. Socks must be worn at all times and seen at the ankle.

5. **Miscellaneous**

- A. Boys are to be clean-shaven at all times. Hair must be well groomed, may not be lower than the bottom of the ear or cover the eyes, and may not hang below the collar at the back.
  - No faddish hairstyles (cut, color, etc.) will be permitted.
  - Dying of hair in any form is not permissible.
  - Sideburns are to be no lower than the bottom of the ear.
- B. Boys are not permitted to wear earrings or any other jewelry associated with body piercing. Tattoos are prohibited.
- C. No hats may be worn inside the building.

**STUDENT EXPECTATIONS**

**TRANSFER STUDENTS**

Transfer students are a welcomed addition to OLLHS. It is understood that any transfer student that will be accepted at Lourdes for a one-year period of academic/disciplinary probation. A review of studies and overall behavior will be done during the semester and a decision to continue the student or remove him/her will be made.

**INCLEMENT WEATHER EARLY DISMISSAL**

In the event of inclement weather it may arise that individual districts call for an early dismissal and pick up students at different times. In these cases the Administration will post up-to-date information on our website, [www.ollchs.org](http://www.ollchs.org), and dismiss the students accordingly. If a district picks students up early, the drivers from that district will also be

dismissed. Based upon the severity of the weather on these exceptional days, the Principal may dismiss drivers from all districts at a specific time.

If you choose to pick up your student early before your district's designated time, you must come into the main office to sign your student out. If you are picking up someone other than your student, we need express permission from that student's

### **BUSES**

Students should be courteous and considerate on buses. The bus driver is the responsible authority in charge of the school bus, and requires from the student, as a passenger, courtesy and consideration for himself/herself and fellow passengers. Students can contribute to safety if they obey the bus driver, remain in their seat until the bus has stopped and keep their conversation at a normal level. The privilege of riding the bus can be withdrawn from any student who consistently abuses rules of safety and courtesy. In dealing with bus behavior problems, the administration of Lourdes will view the driver in the same light as a teacher and will support the driver in handing out punishment or bus suspension.

For the most part transportation is provided by local school districts; however, in the exceptional circumstance that transportation is not provided, it is the responsibility of the parent/guardian to see that they students are brought to school.

### **EARLY DISMISSAL**

Students who find it necessary to leave school because of illness must wait in the nurse's office until a parent/guardian comes to pick them up. Parents must come to the Main Entrance and wait for the student to meet them outside. The student will be directed to the attendance office to meet attendance officer and will be walked out to meet their parent by a staff member. A student who requests permission to leave school for reasons other than illness (example: doctor or dentist appointment) must present an email to the attendance office on the morning they are being dismissed stating the date, time of dismissal and the reason for leaving. If students are driving themselves, they must report to the attendance office previous to leaving in order to notify the attendance office that they are exiting the building. If students are being picked up, they are to wait in their classroom until they are called for. Students will be called down to the attendance office when their parent/guardian arrives. A parent/guardian picking up the student must come to the Main Entrance and wait for the student to meet them outside. A student will be walked outside by a staff member. In addition, a parent must provide an email to the attendance office from the doctor/dentist upon his/her return to school.

A student who leaves school before 12:15 p.m. may not attend any social function or participate in any extracurricular activity, including athletic events, on that day, without the permission of the Deans of Students.

### **CAFETERIA**

The cafeteria will be utilized as a multi-purpose space for the 2020/2021 school year. Students are not permitted in this space unsupervised. If students are occupying this space for any reason, it is essential for them to maintain social distancing regulations of remaining 6 feet apart.

### **CELL PHONE, ELECTRONIC DEVICES & SMART WATCH POLICY**

The Administration recognizes that many students have cell phones, smart watches, or electronic devices for emergency contact with parents or to arrange rides home after school and practice. *Cell phone use, and any device that is Wi-Fi or cellular-enabled is prohibited during the school day.* Students will not have access to WIFI on their personal cell phone devices during the school day. If a parent needs to get in touch with a student in an emergency, they should call the main office to get the message to the student. Students are not permitted to bring sound and/or video equipment to school unless they are to be used as part of class projects and permission has been given by the Deans. If a student disregards these regulations, phones (or smart watch) carried or used will be confiscated, an automatic incident notice will be issued and the student will be required to pay a \$10 fine. For every infraction thereafter, a student will be required to serve a detention.

The use of electronic devices (e.g. portable music players, cameras or camera phones) is not permitted to be used during the school day. Devices used during the school day will be confiscated and returned only after informing the student's parent/guardian. The administration may inspect phones for inappropriate correspondence, pictures, etc. Items in violation of this policy will be confiscated and held by administration for an indefinite period. Student will be required to pay a \$10 fine and an incident notice will be issued.

The Administration reserves the right to ban or prohibit the carrying/use of any item which it deems might be disruptive to the good order of the school.

#### **EVACUATION DRILLS/LOCKDOWN DRILLS**

Students are instructed to maintain COMPLETE SILENCE during all fire/emergency exercises. Students are expected to be aware of all exit routes. Students must walk swiftly, maintain silence, and listen for directions. Students who are issued an Incident Notice for talking during an Evacuation Drill will be required to serve a one hour detention.

#### **FIRE EXTINGUISHERS AND EQUIPMENT**

Students **MUST NOT** handle the equipment unless an emergency has arisen.

#### **GUM POLICY**

Gum is not allowed anywhere on campus. Students will receive an incident notice for each offense.

#### **HALL PASSES**

No student is to be in the hallways during regular class periods without permission of their teacher. If in the hallway for any reason, a student must be wearing a mask.

#### **INAPPROPRIATE LANGUAGE OR SIGNS**

Students must use appropriate language at all times. Students using or writing profane, obscene, vulgar, discriminatory or otherwise inappropriate language will be disciplined.

#### **LOCKERS**

**Lockers will not be available for 2020/2021 school year due to COVID-19 restrictions**

#### **PARKING PERMITS**

Students will be required to sign-up for a parking permit before the start of the school year. Seniors will receive priority in driving to school. Only a select number of parking passes will be issued. Any student who does not purchase a parking permit, will not be allowed to drive to school. Any violation of the parking contract will result in loss of parking

privileges. Each student will be assigned a numbered parking spot in the student lot and must park in their designated space.

### **PROTECTION OF PERSONAL PROPERTY**

Personal property brought into the building should be extremely limited. The school will not assume responsibility for the protection of personal property. Personal property should include only the following items:

- A machine-washable drawstring bag, no larger than (14x18), with no excessive pockets.
- School-issued Chrome book
- Cellphone
- Calculator
- Pens/Pencils
- Lunch (if necessary to bring from home)
- Refillable water bottle - Labeled with Name & Grade

### **PROPERTY**

All property adjacent to Lourdes is off limits at all times to Lourdes students.

### **SCHOOL EVENTS**

Attendance at school events is a privilege, not a right. All school rules apply at school dances.

### **SMOKING**

OLL is a smoke free campus. The administration has prohibited smoking of any kind on school grounds or property adjacent to the school, and in the school building. Tobacco products are not permitted on campus. Students in violation of this policy will be suspended.

### **VANDALISM**

Parents are financially responsible for all damage to equipment or school property caused by their sons and/or daughters.

### **ELEVATOR**

No student is allowed to ride the elevator at any time without proper authorization.

### **LOST AND FOUND**

Items found around the school are turned in to the Attendance Office.

### **SCHOOL TRIPS, FIELD TRIPS, ATHLETIC TRIPS**

All school trips and field trips are canceled for the 2020/2021 school year

### **TEXTBOOKS**

**Textbooks will not be distributed for the 2020/2021 school year**

### **CAMPUS MINISTRER**

Our Lady of Lourdes High School has a Campus Minister who is responsible for all liturgical and spiritual activities. The school chapel is located off of the main lobby of the

school on the Boardman Road side of the building. The chapel is open before, during, and after school for prayer and reflection. Social distancing regulations must be adhered to. The maximum capacity for the chapel is 10 individuals. Students are reminded that the Blessed Sacrament is present in the chapel at all times, and are asked to maintain an appropriate level of reverence and respect.

Throughout the year, the Lourdes community comes together to worship God through the Holy Sacrifice of the Mass. Attendance is mandatory for all, and students are expected to maintain a reverent and respectful attitude.

Among the many spiritual activities at Our Lady of Lourdes, students have the opportunity for frequent confessions, Stations of the Cross, recitation of the rosary, and Exposition of the Most Blessed Sacrament.

### **NATIONAL HONOR SOCIETY**

All members must fulfill all of the following requirements:

**Academics:** Members must have a GPA of 90% (rounded). Senior and junior members must have an average of 90% by the end of the third quarter in order to receive their cords or pins at the awards ceremony. Sophomores must have a 90% GPA by the end of their sophomore year in order to be inducted as juniors the next fall semester.

**Character:** All members must abide by the school rules as set forth in the school handbook as well as obey civil laws.

**Service:** Senior members will be required to complete forty hours of service, juniors are required to perform 30 hours of service and sophomores are required to perform 20 hours of service. At least half of the service hours must be completed for the benefit of the school.

**Leadership:** Members must exhibit the quality of leadership and will be required to fill out a form to show this. All leadership projects must have a minimum of 5 hours of work.

### **EXTRA-CURRICULAR ACTIVITIES**

#### **CLUBS AND ACTIVITIES**

Due to COVID 19 restrictions clubs will most likely be unable to conduct in person meetings. Meetings can be conducted through Google hangouts with the presence of their adult moderator. There are a number of clubs already well established at Lourdes. Some of these clubs are academically centered and many others are not. If a certain club does not exist, and a group of students show enough interest in that activity, they should address their ideas to the Student Council Class Officers or Executive Board for additional information and help. Some of the clubs already established are: Pro-Life Club, Art Club, Chess Club, Math Team, Drama Club, Warrior (School Newspaper), Lourdean (School Yearbook), Student Council, National Honor Society, Ski Club, Campus Ministry, Foreign Language Club, Mock Trial

#### **SPORTS PROGRAMS**

Due to the COVID-19 Global Pandemic, the Fall 2020 sports season has been cancelled. In the event that Section 1 determines that it is safe for school sports to resume, the following is an overview of the Our Lady of Lourdes Athletic Handbook

A wide variety of interscholastic sports are offered for all Lourdes students. The following sports are offered:

**FALL**

Cross Country  
 Football\*  
 Volleyball\*  
 Tennis (Girls)  
 Soccer (Boys/Girls)\*  
 Cheerleading  
 Field Hockey (Girls)\*  
 Swimming

**WINTER**

Basketball\*  
 Cheerleading  
 Swimming (Boys)  
 Fencing  
 Winter Track  
 Wrestling

**SPRING**

Baseball\*  
 Track  
 Softball\*  
 Golf  
 Crew\*  
 Tennis (Boys)  
 Lacrosse (Boys/Girls)\*

\* Sport is offered on Junior Varsity and Varsity levels.

**CLUB AND ATHLETIC APPAREL**

With regard to sweatshirts, warm-ups, and outerwear for athletics and clubs: The approved colors are white, grey, navy blue, and gold. Lettering should reflect blue and gold on all apparel and the Athletic Director and the Principal must approve the cost.

**ATHLETIC CODE OF CONDUCT**

Student athletes, coaches, and spectators at all sporting events are reminded that they represent the administration, staff, students, and alumni of Our Lady of Lourdes High School. For this reason, all are held to the highest possible standard of conduct and sportsmanship. Student athletes are to refer to the “Athletic Handbook for Athletes and Parents” for requirements, standards, and specific code of conduct for athletes.

Daily Attendance to Participate in a Sport: See “Lateness To School” in the Attendance Policy section.

Spectators are to refrain from interfering in any way with the athletic contest. While cheering is encouraged, spectators are not permitted to engage in abusive behavior toward teams, game officials, other fans, or school officials. Examples of such behavior include, but are not limited to, the following: use of profane or vulgar language; abusive remarks or gestures; any form of disrespect shown toward the name, colors, symbols, insignias, etc. of either team; attempting to distract players or game officials; bearing signs or banners, or wearing clothing which are deemed by school officials to be offensive. Spectators engaging in such behavior shall, at the discretion of school officials, be removed from the event.

It is understood that students will be present in school in order to participate in a practice, game or activity that day.

1. No student may participate in athletics on a day in which he/she does not attend school. This rule may only be waived for extenuating circumstances and must be approved by the Athletic Director.
2. A student must arrive no later than 10:00 AM and remain in school for the rest of the day, attending classes as scheduled in order to be considered in school for athletic participation. A student who leaves school before the end of the school day may not participate in any extracurricular activity without the permission of the Dean of students and or the Athletic Director.
3. Team members on suspension for any disciplinary infraction will not be allowed to practice or participate in any event for the day. In the event a student is assigned to detention students will be expected to attend their detention assignment *before* reporting for extracurricular or athletic activity.

4. If a student will need to miss part of a school day to attend an athletic contest, it is the responsibility of the Athletic Director to inform the attendance office and faculty. However, the student-athlete should inform their individual teachers in advance, and the student-athlete is responsible for all work missed during that time, i.e. homework, class notes, tests, etc.

#### **Attendance at Practices and Games**

**A.** It is the expectation of the Athletic Department that student-athletes will attend all practices and/or contests. Being a member of a team is a commitment made to coaches and teammates, which may involve giving up school vacation time, weekends, and other activities. This includes all travel teams.

**B.** Missed practices and contests without giving proper notification to a member of the coaching staff will result in consequences. The severity of repercussions taken will be decided by the coach of the team.

**C.** Unacceptable reasons for absences include, but are not limited to the following:

1. Non-required academic class or group trips
2. Family vacation during school break periods
3. Participation with another out of school team in a different sport
4. Trips to visit relatives during school break or on weekends
5. Participation of the same sport with a club or travel team

**D.** Coaches will allow excused absences for the following, provided they receive a parental note or a phone call:

1. college visits for seniors
2. family emergencies
3. family weddings or funerals
4. any similar event that would require the student-athlete to be present elsewhere

**E.** Suspension from school prohibits student-athletes from participation in practice or contests throughout the duration of the suspension. Disciplinary action may also be taken by the coach, following consultation with the Director of Athletics, as a consequence for athletic time missed during a suspension.

**F.** Physical Education Requirement: Athletes who are illegally absent from physical education class *will not be permitted* to attend practices or games on the day of the absence. The NYSPHSAA regulations state that a student must be enrolled and participate in physical education to participate in athletics.

#### **PHYSICALS**

Athletic physicals by the school doctor are required annually to participate in interscholastic sports (including Crew and Cheerleading) at Lourdes. These physicals are offered as follows:

- |               |                      |
|---------------|----------------------|
| Fall Sports   | - preceding May/June |
| Winter Sports | - Sept. /Oct.        |
| Spring Sports | - Jan. /Feb.         |

Appointments are given through the Health Office. A sports screening card, obtained from the school Nurse must be completed within 30 days prior to each sport season.

Academic Eligibility to Participate in Sports: See “Academic Probation/Ineligibility” in the Academic Requirements section.

## **IMPORTANT INFORMATION FOR PARENTS**

### **TUITION AND FEES POLICY**

The Board of Trustees of Our Lady of Lourdes High School will set the annual tuition cost for the school year. The designated agent used by Our Lady of Lourdes to bill and collect tuition is FACTS Management Company. Their phone number is **1-866-441-4637** and their web site is <https://online.factsmgt.com>.

#### **Payment Plan**

Facts Mgt. offers a Pay-in-Full option due in June (this provides for a small discount) or a monthly payment plan. The monthly plan starts in August and runs through May for a total of ten note: All payments are due on the tenth of the month and, if received after the tenth, a \$30 late fee will be assessed. All payments are paid directly to FACTS MGT. If you need to payments. This plan is either an emailed invoice or an automatic deduction from a provided account. Please make any payments to the Finance Office, please note that only cash or checks, payable to Our Lady of Lourdes High School, are accepted.

#### **Past Due Accounts Policy**

Any student whose account falls 30 days in arrears may be subject to Financial Suspension or Dis-enrollment. The student may be asked to leave Our Lady of Lourdes H.S. until all tuition is brought current. Students may not be allowed to take mid-term or final exams if tuition accounts and/or fees are in arrears. Throughout the school year, students who have tuition and/or fee arrears will not receive quarterly progress reports/report cards and may be removed from extra-curricular activities. Students may not be allowed to go the prom or attend school trips. If by the end of the school year all financial obligations, including, but not limited to, tuition, all fees, textbooks, sports uniforms, detention, etc., are not met, students will not receive graduation caps, gowns, tickets, yearbooks, or any academic records, such as report cards, diplomas, final transcripts, etc.

#### **Re-Registration Fee**

Both new and returning students will be required to pay a non-refundable registration fee each year to Our Lady of Lourdes High School. For returning students you will receive all re-registration information in March with instructions regarding this fee and a schedule of all other fees and tuition for the upcoming school year.

#### **Refund Policy**

For students who withdraw from Our Lady of Lourdes High School, tuition refunds will be issued after a 60-day period. Tuition is required to be paid for any month in which a student is registered as an active student at Our Lady of Lourdes. No other refunds will be allowed.

#### **Tuition Assistance Grants**

A limited amount of financial aid funding is available to qualified students whose families demonstrate financial need. The online application is available each year on the school

web-site beginning January 1<sup>st</sup>. A student must be in good academic, financial and disciplinary standing to be eligible for an award. Assistance awards are **NOT** given out unless a properly filed application, including all supporting documentation, is submitted before the March 31<sup>st</sup> deadline. These grants can only be used to offset tuition and will be applied to the student's account on a monthly basis. Currently, awards range from \$800-\$2,000. A Financial Assistance Grant does not automatically renew. Students receiving Financial Assistance must apply each year.

**ADMINISTRATION**

The Administration of Our Lady of Lourdes High School reserves the right to amend this handbook – and any of its policies and procedures – at any time. Changes will be made known to students and families in a timely fashion.

Principal .....	Mrs. Catherine Merryman
Assistant Principal for Academic Affairs .....	Mr. Michael Krieger
Assistant Principal for Faculty .....	Mrs. Meghan Vilardo
Director of School Safety and Student Discipline .	Mr. Nicholas Fernandez
Athletic Director.....	Mr. William Kyle

**BELL SCHEDULES UPDATE**

**Regular Schedule**

Warning 8:05  
 1<sup>st</sup> Period 8:10 – 8:55  
 2<sup>nd</sup> Period 9:00 – 9:40  
 3<sup>rd</sup> Period 9:45 - 10:25  
 4<sup>th</sup> Period 10:30 – 11:10  
 5<sup>th</sup> Period 11:15 – 11:55  
 6<sup>th</sup> Period 12:00 – 12:40  
 7<sup>th</sup> Period 12:45 – 1:25  
 8<sup>th</sup> Period 1:30 – 2:10  
 Prayer/Dismissal 2:10 – 2:13

**Liturgy Schedule**

Warning 8:05  
 1<sup>st</sup> Period 8:10 – 8:38  
 2<sup>nd</sup> Period 8:43 – 9:11  
 Students to AAC 9:11 – 9:26  
 Liturgy 9:30 - 10:35  
 Return to 2<sup>nd</sup> Period 10:40 – 10:55  
 3<sup>rd</sup> Period 11:00 – 11:28  
 4<sup>th</sup> Period 11:32 – 12:00  
 5<sup>th</sup> Period 12:05 – 12:33  
 6<sup>th</sup> Period 12:38 – 1:06  
 7<sup>th</sup> Period 1:11 – 1:39  
 8<sup>th</sup> Period 1:44 – 2:12  
 Prayer/Dismissal 2:12-2:13

**2-Hour Delay**

Warning 10:10  
 1<sup>st</sup> Period 10:15 – 10:40  
 2<sup>nd</sup> Period 10:45 – 11:10  
 3<sup>rd</sup> Period 11:15 – 11:40

**3-Hour Delay**

Warning 11:05  
 1<sup>st</sup> Period 11:15 – 11:33  
 2<sup>nd</sup> Period 11:38 – 11:56  
 3<sup>rd</sup> Period 12:01 – 12:19

4<sup>th</sup> Period 11:45 – 12:10  
5<sup>th</sup> Period 12:15 – 12:40  
6<sup>th</sup> Period 12:45 – 1:10  
7<sup>th</sup> Period 1:15 – 1:40  
8<sup>th</sup> Period 1:45 – 2:10  
Prayer/Dismiss 2:10-2:13

4<sup>th</sup> Period 12:24 – 12:42  
5<sup>th</sup> Period 12:47 – 1:05  
6<sup>th</sup> Period 1:10 – 1:28  
7<sup>th</sup> Period 1:33 – 1:51  
8<sup>th</sup> Period 1:56 – 2:14  
Prayer/Dismiss 2:14-2:13