

**Our Lady of Lourdes High School  
Poughkeepsie, New York**

Contract for 2023-2024 Parent / Student Handbook

By the student's enrollment at Our Lady of Lourdes High School, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms and policies of this handbook.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
1<sup>st</sup> period Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This page should be removed from the Handbook, signed by both the student and parent and returned to the student's 1<sup>st</sup> period teacher during the first week of school. Please note the form on the reverse side should be signed if you consent.

**(ADDITIONAL SIGNATURE REQUIRED ON REVERSE SIDE)**

**Our Lady of Lourdes High School  
Poughkeepsie, New York**

MEDIA AUTHORIZATION AND RELEASE

I hereby consent to the taking of photographs, movies, videos, and images capable of reproduction in any medium of me or my child/children or child/children of whom I am the designated guardian...

\_\_\_\_\_  
(Names of Child/Children, Parent or Guardian)

...by my child/s/children's school, the Department of Education, Archdiocese of New York and its parents, affiliates, trustees, directors, members, officers, employees, volunteers, agents and contractors (the "School").

I hereby grant the School the right to edit, reproduce, use and reuse images for any and all purposes including, but not limited to, advertising, promotion and display, and I hereby consent to the editing, reproduction, use and re-use of said images in any and all media in existence and all media not yet in existence including, but not limited to, video, print, television, Internet, and Pod-Casts.

I forever grant, assign, and transfer to School any right, title and interest that I and/or my child/children may have in any images, including negatives, taken of me and/or my child/children by School. I hereby agree to release, indemnify and hold harmless School from any and all claims, demands, actions or causes of actions, loss, liability, damage or cost arising from this authorization.

**To give consent:**

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

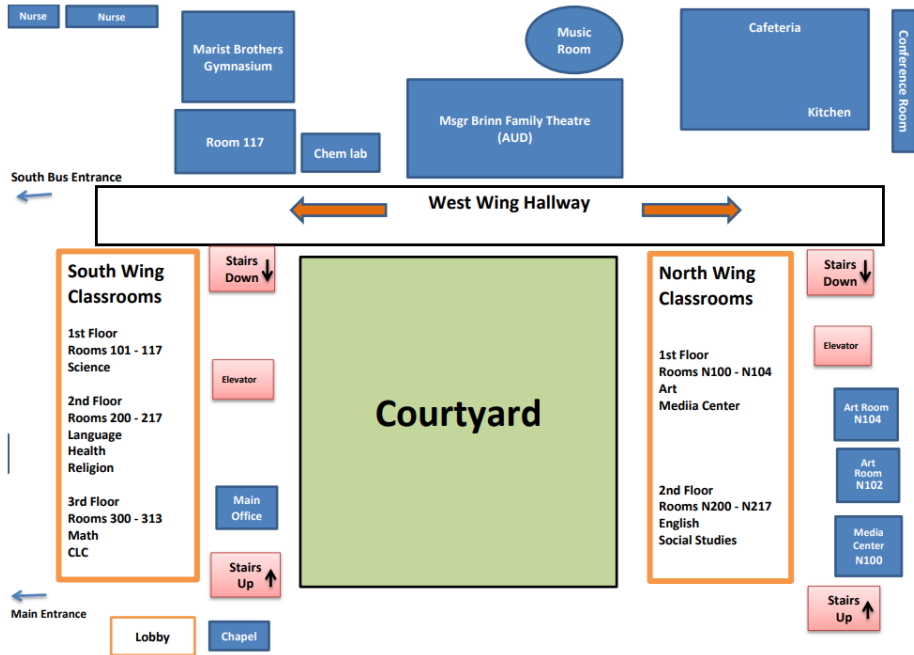
**OR**

**To decline consent:**

\_\_\_\_\_  
Print Name of Parent or Guardian

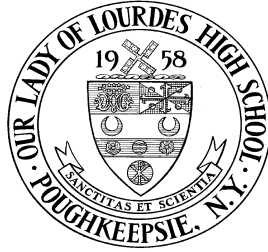
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian



*Our Lady of Lourdes High School Main Campus Schematic 2023-24*

STUDENT HANDBOOK 2023-2024



OUR LADY OF LOURDES HIGH SCHOOL

131 Boardman Road  
Poughkeepsie, New York 12603-4821

[www.ollchs.org](http://www.ollchs.org)

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

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## **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 to attend Our Lady of Lourdes High School, the school warmly welcomes these students for the upcoming 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, this includes cars parked on OLL campus, cell phones and electronic devices if there is a reasonable belief, in the opinion of the school administrators, that contraband, illegal substances, inappropriate content 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. The administration reserves the right to document inappropriate content found on cell phones or electronic devices. It is also within the rights of the school to keep confiscated materials that may violate school policy.

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 Procedures" 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. The administration reserves the right to amend disciplinary procedures based on a specific incident.

#### **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 either of the **Assistant Principals** 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**

**Our Lady of Lourdes 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 (AP) 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) AP courses unless approved for more by their School Counselor and the Assistant Principal for Academic Affairs. Students should be aware that once accepted into an AP course, they may not drop that course and must take the AP exam for that course.

**COLLEGE LEVEL OR CONCURRENT 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 Mount Saint Mary's 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 college 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 various 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 an 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 school counselors, teachers and administration. Emphasis placed on

understanding the requirements and demands of each course will serve the student well. Conferences and discussions with faculty, counselors and administration are strongly encouraged.

Students who contemplate registering and enrolling in Advanced Placement or Concurrent 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 and Advanced Placement 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 refer to the Parent Portal for the list of their choice of courses. 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 School Counselor. No changes will be made to students' schedules at the start of the school year unless deemed necessary by School Counseling and confirmed by the Assistant Principal 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
- Confirm receipt of course selection with School Counseling

The school reserves the right to cancel or not offer courses listed herein based on insufficient interest/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.

**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.

**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 who fail a course and pass the Regents exam must attend summer school to pass the course. Students who fail a Regents exam but pass the course for the year must retake the Regents Exam. Regents examinations are intended only as partial measures of achievement. 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, will be eligible for **First Honors**.

Students with an average of 85 or above and no grade lower than 80, including physical education, will be eligible for **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 ensure that their grades are improved.

Students failing three (3) or more classes for two consecutive quarters may be required, along with their parents, to meet with their School 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 extracurricular 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. Progress Reports 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. Progress Reports 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 School 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 keywords 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 USAGE OF OLL TECHNOLOGY**

**The Our Lady of Lourdes High School technology initiative is ongoing. In order to keep this plan moving forward, all students will obtain a school issued Chrome book, must have access to a WIFI connection at home and must have access to a working printer. Students will be required to print out resources as needed throughout the school year.**

**Students must follow the OLL Acceptable Usage Policy below.**

The OLL Acceptable Usage of Technology 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 technology.

- A. Follow the directions and procedures of the teacher.
- B. Use the internet for educational purposes only, no games, no chat rooms, no instant messaging or text messaging.
- 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; that is, any attempt to harm, modify, and destroy data of others, or uploading or creating computer viruses or damaging hardware.
- 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, in any way, the settings on the computer established by the teacher or librarian.
- K. Do not create web pages.

A student's failure to follow this policy will result in loss of the privilege to use the Internet and the school computers. When a student signs the compliance to the handbook regulations, they are also signing this Internet and computer use policy.

#### **CHROMEBOOK POLICY & PROCEDURES**

Students in grades 9-12 will receive a Chromebook, as well as a charger. All students will also receive a protective case that must remain on the Chromebook at all times. Students are responsible for providing and utilizing their own personal headphones. Optional accessories include the following: a mouse, an additional HP charger, and/or any necessary HP adapters.

Chromebooks, like a textbook, must be returned in good condition. Should a student move schools or leave town, the Chromebook, charger and case must be returned before leaving.

#### **CHROMEBOOK**

- A Chromebook is a mobile device that runs Google's Chrome OS, including all Google products. These devices are essentially a Chrome browser designed to be used to connect staff and students to the Internet. Student Chromebooks at OLL are limited to using applications that are cloud based. No software is stored on the device and it has limited internal storage.
- Students will be allowed to keep the Chromebooks for the school year to use for all school-based projects and work. Chromebooks remain property of OLL, just like a textbook.

#### **DAILY CHROMEBOOK EXPECTATIONS**

- Students are expected to care for their Chromebooks and are responsible for the care and function of the device. See the Student Chromebook Care Section for more information.
- Students are expected to come to school with their Chromebooks fully charged, and in their cases. Developing a routine of charging the device will be crucial for student learning.
- Should a student forget their Chromebook, based on availability, a loaner may be provided from the OLL HELP DESK in the Media Center from 7:30-8:00a.m. Students are expected to return the loaner to the OLL HELP DESK at the end of the same school day.
- Should a device need repair, (Chromebook or power adapter), the student will return the device to the OLL HELP DESK in the Media Center during morning hours. This will begin the repair or replacement process.

#### **CHROMEBOOK PRIVACY**

Students should not share their username or password with anyone at any time. Our Lady of Lourdes Administration reserves the right to inspect chromebooks and chromebook usage when deemed necessary. Any violation of the Acceptable Usage of OLL Technology policy will warrant the appropriate disciplinary action.

**IMPORTANT:** No one, other than the student, should be using the device. It is designed for school work only.

#### **APPROPRIATE CHROMEBOOK CARE & TRANSPORTATION**

- Food or drink should not be consumed near your Chromebook .

- Use caution when connecting/disconnecting any cords, cables, or other removable hardware.
- Never carry the Chromebook when the screen is open.
- Be careful there are no obstructions when closing the screens, (pens, power cables, etc.).
- Chromebooks should be powered OFF before storing to preserve battery life and internal hardware.
- Never leave the Chromebook unattended, unlocked, unsupervised, or logged in.
- Never leave the Chromebook where it could be subject to extreme temperatures, (eg. car).
- Chromebooks should always be carried/transported in a protective case.
- Nothing should be placed on top of the Chromebook when stored or carried.
- Students are encouraged to take their Chromebooks home each day, regardless of whether or not they are needed in order to keep them charged and ready for use in school.
- Under no circumstance should Chromebooks be left unattended or unsupervised as they are at risk of being stolen.

#### SCREEN CARE:

- Avoid putting any pressure or weight on the Chromebook
- Do not lean on or place anything on the top cover of the device
- Do not poke the screen
  
- Do not place anything on the keyboard before closing the lid, (pens, pencils, power cables)
- When cleaning your screen use a soft, dry cloth (preferably a micro-fiber cloth)
- Avoid cleansers or water-based cleaners

#### DIGITAL CITIZENSHIP

All students will receive digital citizenship instruction at the beginning of the school year.

Our Lady of Lourdes High School student acknowledgement for Chromebook use:

- I understand the Chromebook is the property of OLLHS and can be inspected at any time.
- I will use my Chromebook in ways that are appropriate and educational.
- I will follow the Chromebook care directions.
- I will never leave my Chromebook unattended in an unsupervised or unsecured location.
- I will bring my charged Chromebook to school daily. I can leave my charger at home.
- I will never loan my Chromebook to other people including my siblings and parents.
- I will not deface, disassemble nor remove any identification stickers on any Chromebook.
- I will not place permanent decorations on the Chromebook.
- I will report any cases of theft, vandalism, or inappropriate use to school administrators.
- I will follow all OLLHS policies and Acceptable Use Practices.
- I agree to return the OLLHS Chromebook and charger in good working condition as requested.

#### PROPER USE OLL STUDENT CHROME BOOKS

- The Dean of Student Affairs receives electronic alerts whenever profanity is typed into student school-issued chrome books, whether in an email, in a google document, etc. Students found guilty of using profanity on school-issued chrome books, or, students found to be using their school-issued chrome books for non-school-related purposes during class time will receive an Incident Notice. Students found guilty of visiting morally inappropriate websites on school-issued chrome books will also be subject to school consequences from the Dean of Student Affairs.



## **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 email invitation 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.

### **HEALTH OFFICE**

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.

#### **ATTENDANCE POLICY AND PROCEDURES AT OLL**

If a student is absent from school, a parent or guardian must report the absence to the attendance office on the day of the absence before 8:30 AM. This must be done by calling the school at 845-463-0400 ext. 1112. For any type of absence or lateness to school, the student must provide a note or email from the parent/guardian on the day he/she returns. The note must indicate the days and dates of absences along with the reason for the absence. **For absences of (3) days or more, a note from a physician is required along with the parent note.**

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. If a student exceeds ten (10) absences, a parent will be required to attend an in person meeting with the Dean and the student's school counselor. Please note that if the Administration determines that absences, early dismissals or lateness are in excess, disciplinary action may occur. With the exception of absences excused by a doctor's note, if a student is absent from school 12 times by mid-term, that student will lose the privilege to attend prom/ senior trip and any other school activities, as decided by the Dean. Please note that a student's grade may be affected by their attendance record.

Notes sent to school for students who are late, leaving early or absent can only be accepted if signed by the parents/guardians or the people designated by the parents/guardians on the emergency card. Please make sure the reason is clearly stated in the note.

In the case of any type of absence, the student will assume complete responsibility for all work missed during his/her absence.

As a school made up of students from various surrounding school districts, in the event that a student's home district is on a delay or is closed for the day, that student is not obligated to find alternate transportation to school.

**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 an unexcused absence.

Though daily attendance is essential to student success, a student should stay home when they 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.

#### **REQUIRED SEAT TIME**

Students must fulfill the O.L.L. seat time requirement in order to move on to the next grade level.

If a student exceeds 8 absences in a given semester, that student has not met the attendance requirement for the semester. In order to make up for the required seat time, students in excess of 8 absences in a semester will be required to make up those hours by attending Replacement Seat Time.

Replacement Seat Time will be held every Thursday afternoon, after school, beginning in the 2nd semester, from 2p.m. to 4 p.m. During RST, it is expected that students will be completing assignments that compensate for loss of academic time. Students will be required to attend one two-hour RST session for each absence after the 8th absence in a semester.

#### **LATE TO SCHOOL**

Students are expected to report to school on time. Instructional time begins with 1<sup>st</sup> period at 8:00 AM. Any student arriving after 8:00 AM is late. Notes from parents are required upon the student's arrival at school explaining the lateness. This required parent note 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 stationery, to verify the lateness. The administration will decide if a lateness is excused. Excessive lateness to school will result in loss of driving privileges, school activities (sports, proms, trips) and other consequences as decided by the Dean 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 fifteen (15).*

A student who accumulates over 12 tardies by mid-term may lose the privilege of participating in extracurricular activities, such as sporting events, prom, field trips, etc, as documented by the student signing an attendance contract. Parents will be notified of excessive lateness.

A half-day absence will be credited to the student who arrives after the start of 3<sup>rd</sup> period. A student who reports to school after 10:00 a.m is not permitted to attend any social function or participate in any extracurricular activity, including athletic events (including games and practices), on that day, without the permission of the Dean of Students. Inclement weather means that students should start out earlier to avoid being late or driving at unsafe speeds.

#### **LATE TO CLASS**

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. Three (3) late to class write-ups will result in a student receiving a detention. Students who are repeatedly late to class may be referred to the Dean of Student Affairs.

#### **CUTTING CLASS**

Any student who cuts class will receive two 1 hour 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 a suspension and 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.

#### **INVESTIGATIONS**

If a report is made to the Dean of Students regarding behaviors that go against the OLL Handbook including but not limited to, vaping, social media violations, inappropriate messages sent via text, etc. The Administration reserves the right to conduct such investigation without prior parental notification. These investigations involve a thorough search and seizure if necessary, followed by parental notification.

#### **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. Individual school rules are outlined in this handbook and will be communicated during grade-level orientations.
  - C. Those students who accumulate a number of incidents for each infraction are assigned a detention and the parents/guardians are notified. Parents and students are notified by email when a student receives an incident notice.
  - D. Certain infractions do not warrant an automatic detention.  
Incidents may accrue to warrant the following disciplinary actions.
    - Fifteen (15) incident notices warrant a suspension, accompanied by an in- person parent meeting and a Student Discipline Contract.
    - Twenty (20) please refer to Post Suspension Hearing Process (pg. 19)
  - E. Students accumulating excessive incidents/detentions will have their records reviewed by the Administration throughout and at the end of the school year. Excessive incidents/detentions may lead to more serious disciplinary actions, up to potential expulsion.

- F. Questions regarding incidents and detention assignments should be referred to the Dean of Student Affairs.
- G. Students will be notified of a detention date, time and location through their school email.
- H. Failure to report for an assigned detention merits another detention. Multiple cut detentions may result in a suspension.

#### **DISCIPLINARY ACTIONS**

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

Detention is conducted by the Dean and is 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. Multiple cut detentions may result in a suspension.

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

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

- Suspended students are not eligible to participate in extracurricular activities until the suspension has been served. This includes club activities, sports practices and games, field trips, school events, proms and ceremonies.

A suspended student is personally responsible for any missed schoolwork. All assignments must be submitted on the designated due date. 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. Accruing fifteen (15) incident notices in one school year
2. Accruing ten (10) detentions in one school year
3. Bringing public disgrace on the school (social media or otherwise)
4. Rowdy conduct unbecoming or detrimental to the school (in or out of school)
5. Placing one's hands on another student
6. Insolence to a teacher or administrator
7. Blatant disregard for school authority or rules (in or out of school)
8. Truancy/Illegal Absence
9. Perpetual disregard for rules on dress code
10. Possession/Selling/Purchasing of or use of E-cigarettes, alcohol, marijuana and THC (in any form), tobacco (in any form), drug paraphernalia of any type or narcotic substances on or off the school campus. This Includes the above items found in any vehicle driven to or parked on campus. (This includes any school events after hours)
11. Possession of a Fake Identification
12. Frequent lateness and numerous detentions
13. Cutting detention
14. Rebellious or negative attitude towards school authorities and regulations (social media or otherwise)
15. Intimidation or threats to others (social media or otherwise)
16. Damage to school property (including lockers and Chrome books)
17. Damage to others personal property
18. Fighting (in or out of school)

19. Forgery/Cheating
20. Texting--inappropriate language and/or pictures (in or out of school)
21. Possession of pornography on phone, Chrome book or any other form
22. Threats of violence against another student or the school/ threats of the use of a weapon against another student or against the school.
23. Discrimination of any type which includes written or verbal statements that suggest racial, religious or sexual prejudice/cruelty
24. If applicable, inappropriate behavior during a remote learning session.

**C. Post Suspension Hearing Process**

If a student is in violation of a school policy that warrants a suspension and potential expulsion, the student and their parents/ guardians will attend a student discipline hearing with the administrative team. This includes a student who accumulates (20) twenty or more incident notices. The student will have an opportunity to speak to the violation and provide administration with an explanation and steps for personal growth related to the incident. This meeting and its content will be utilized to help determine the final disciplinary consequence and status as an Our Lady of Lourdes student. This meeting is not a meeting to determine guilt, but a hearing given after it has been confirmed that a school rule has been violated.

This hearing could result in one of the following:

- a. Automatic expulsion from Our Lady of Lourdes High School
- b. An opportunity for the student to withdraw from Our Lady of Lourdes.
- c. Retention of the student by Our Lady of Lourdes, in conjunction with a Discipline Contract signed by the student and parents/ guardian. Each contract is built to meet the needs and set individualized objectives for the student.
- d. An update to an already established Discipline Contract with stricter and more stringent conditions.

If a student is on a Discipline Contract and continues to violate school rules or directly violates their contract, the student will be subject to expulsion or asked to withdraw. Additional disciplinary hearings will not be held for students in violation of their Discipline Contract.

**D. Discipline Contract**

**The Dean of Student Affairs may decide that a specific infraction warrants an automatic discipline contract.**

- Students who are on a disciplinary contract are not eligible to participate in extracurricular activities until the Dean of Student Affairs has determined that the student has displayed consistent effort and improvement in their behavior. In some circumstances a student may be required to attend counseling. A student must fulfill these requirements in order for the contract to be terminated. This restriction while on contract includes club activities, sports practices and games, field trips, school events, proms and ceremonies.

**E. 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 of Fake Identification
5. Possession or use of fireworks
6. Obscene and vulgar behavior (social media or otherwise including possession of pornography of any type)
7. Setting off fire alarm
8. Bomb threats
9. Inciting mob action
10. Extortion
11. Sexual, physical or racial harassment
12. Placing one's hands on another student
13. Discrimination of any type which includes written or verbal statements that suggest racial, religious or sexual prejudice/cruelty
14. Possession/Selling/Purchasing of or use of E-cigarettes, alcohol, marijuana and THC (in any form), tobacco (in any form), drug paraphernalia of any type or narcotic substances on or off the school campus. This Includes the above items found in any vehicle driven to or parked on campus. (This includes any school events after hours)
15. Violation of the social media policy
16. 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.
17. Perpetual disregard for the rules of the school

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

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.

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 Dean 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, Tik Tok 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 OLLCHS 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 are in violation of this policy, may be subject to severe 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, TikTok 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 immediately report any posts they deem inappropriate. Please contact the Deans of Student Affairs 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.

#### **OLL GIRLS Dress Code Regulations for the 2023-2024 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).

**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. Only the current designs can be worn.
  - 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, gray, maroon, white) **Knee socks and short socks are not permitted**
  - E. Students in violation of the kilt regulations may be required to wear school pants only.
4. **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.
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, gray) 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.
  - C. Warrior Friday will be observed every Friday during the school year with the exception of the days in which school wide Masses will fall on a Friday.
  - D. On Warrior Fridays, students are permitted to wear their Our Lady of Lourdes spirit gear **OVER** their school uniform.

**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 requires 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 Gray
  - 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, gray, maroon, white) **Knee socks and short 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, gray) 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.
  - C. Warrior Friday will be observed every Friday during the school year with the exception of the days in which school wide Masses will fall on a Friday.
  - D. On Warrior Fridays, students are permitted to wear their Our Lady of Lourdes spirit gear **OVER** their school uniform.

#### **OLL BOYS Dress Code Regulations for the 2023-2024 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**
  - A. The uniform for boys 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. Only the current designs can be worn.
  - 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. **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.

Socks (black, navy, white, maroon, gray) 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.
  - B. Sideburns are to be no lower than the bottom of the ear.
  - C. Boys are not permitted to wear earrings or any other jewelry associated with body piercing. Tattoos are prohibited.
  - D. No hats may be worn inside the building.
  - E. Warrior Friday will be observed every Friday during the school year with the exception of the days in which school wide Masses will fall on a Friday.
  - F. On Warrior Fridays, students are permitted to wear their Our Lady of Lourdes spirit gear **OVER** their school uniform.

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

The basic attire for boys consists of:

1. **School Uniform Oxford**

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

  - A. Oxford style colors: white or blue
  - B. Only short-sleeved, solid 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. The Lourdes sweater or Lourdes vest must be worn over the oxford.  
Colors: Navy, Maroon or Gray
  - B. 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.
  - C. 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. **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.

Socks (black, navy, white, maroon, gray) 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.
- B. Sideburns are to be no lower than the bottom of the ear.
- C. Boys are not permitted to wear earrings or any other jewelry associated with body piercing. Tattoos are prohibited.
- D. No hats may be worn inside the building.
  
- E. Warrior Friday will be observed every Friday during the school year with the exception of the days in which school wide Masses will fall on a Friday.
- F. On Warrior Fridays, students are permitted to wear their Our Lady of Lourdes spirit gear **OVER** their school uniform.

**Liturgy Day Dress Code**

Students are to dress in their "Winter Dress Code" on Liturgy days. This includes oxford shirts, sweaters and/or vest and ties for gentlemen.

**Guidelines for Dress Down Days**

Throughout the course of the school year there will be opportunities for the students to dress down. On these designated days they do not have to wear their uniform. Students may lose this privilege if they do not follow the following dress down regulations. The Administration has the final say on what is deemed appropriate attire. Students with inappropriate attire will be asked to change or contact a parent to bring an appropriate article of clothing.

- 1. No shorts (No pants at or above the knee).
- 2. No spaghetti straps or sleeveless tops. All dresses should be modest. All tops and dresses must have a sleeve or be covered by a long sleeve/sweater at all times. No cut off shirts or tank tops.
- 3. No off the shoulder, crop top, choker/collar style top, or deep plunging tops are permitted.
- 4. **Skirts/Dresses should only be worn during the extremely warm months.** (when authorized by the Dean) When applicable, only skirts/dresses meeting the school code length are acceptable. Skirts/dresses may be no shorter than 2" as measured by the top of the knee. No spandex skirts or dresses.
- 5. Shirts may not be low cut and must hang below the waistband.
- 6. No Hats.
- 7. No flip flops or sandals without straps.
- 8. No ripped clothing (including jeans) or inappropriate logos.
- 9. Handbook regulations apply regarding piercings.

## **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.

### **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 parents.

### **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 their 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 the attendance officer and will be walked out to meet their parents 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 prior 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 early 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 following guidelines apply to cafeteria use:

- A. No food or drink is to be brought beyond the cafeteria area and tables should be left clean upon exiting.

- B. Students are not to share their cafeteria pin number with other students.
- C. No student is allowed in the Gym area during lunch/free periods.
- D. No student is to go to lockers, go upstairs, or stay in corridors during the lunch period.
- E. No students are allowed to leave school grounds during their lunch period.
- F. Students are not permitted to have food delivered by a 3rd-party before, during or after school.

**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

Dean. 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. Students 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 working 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.

**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 are available to students and assigned at the beginning of the school year. The school assumes no responsibility for the safeguard of articles left in the lockers. The lockers are not designed



for maximum security. Students are urged not to place valuable items in lockers for safekeeping. All lockers must be kept clean and in an orderly fashion. No inappropriate pictures or signs may be displayed on the inside or outside of lockers. Students are not to go to their lockers during class time. Lockers are the property of the school and are under the direct control and supervision of the administration. The administration may inspect lockers, their contents, and personal belongings of the students at any time at its discretion. All students must use the assigned locker during the school year. Locker changes may only occur when permission has been granted by the Administration. For the purpose of proper security, it is mandatory that lockers be locked and that only key controlled school issued locks be used for each student's hall and gym lockers. The gym locker is not to be used to store P.E. clothes and sneakers but only as a place to keep the regular school uniform while participating in P.E.

#### **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 park on the OLL campus. 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**

The school will not assume responsibility for the protection of personal property. All books and other personal objects should contain the student's name and should be stored in a locked locker when not in use.

#### **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 all school events.

#### **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 and marijuana products are not permitted on campus. Students in violation of this policy will face disciplinary action.

#### **VANDALISM**

Parents are financially responsible for all damage to equipment or school property in addition to damage to another individual's personal 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**

In order to participate in a field trip, students must have a written parent/guardian consent note. Participation is a privilege, not a right. A student's academic and disciplinary record will be subject to review and students who have demonstrated their inability or unwillingness to cooperate and obey rules either in school, or on previous field trips, will jeopardize their opportunity to attend. Students are reminded that, while on a field trip, they are subject to the same rules of conduct and consequences as apply while they are in school. Students represent Our Lady of Lourdes High School when they go on a trip. Students on overnight trips who do not conform to the rules of conduct may be subject to return home by the most appropriate public transportation at parent or guardian

expense. It is the parent's responsibility to come and provide the escort home for their student. If this proves impossible then they must bear the expense of the fees required for one of the chaperones to escort the student home.

Any student absent from class because they have gone on an authorized athletic event, field trip or school trip is held responsible for any missed work.

#### **TEXTBOOKS**

The textbooks used at Our Lady of Lourdes are received from the various public school districts and are the property of these school districts and on loan to non-public school students on a year-by-year basis. An accounting must be kept of these books every year and forwarded to them. Textbooks are distributed to the students each September and every student will be responsible at the end of each school year to return that book or be charged by the respective school district for the cost of a new book. Should a book be lost or damaged during the year, the student will be responsible for paying for the replacement. Students who lose a book during the school year should check with the Main Office for possible recovery or to obtain a lost textbook request form and further instructions in order to obtain the necessary textbook. All textbooks are to be covered.

#### **CAMPUS MINISTER**

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. 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 be reverent and respectful.

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**

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, Students Take Action, Model UN, Psychology Club, OLL People of Color Culture Club, Knitting Club, and Mock Trial.

### **SPORTS PROGRAMS**

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:

<b><u>FALL</u></b>	<b><u>WINTER</u></b>	<b><u>SPRING</u></b>
Cross Country	Basketball**	Baseball*
Football*	Cheerleading	Track
Volleyball*	Swimming (Boys)	Softball*
Tennis (Girls)	Fencing	Golf
Soccer (Boys/Girls)*	Winter Track	Crew*
Cheerleading	Wrestling	Tennis (Boys)
Field Hockey (Girls)*	***Ice Hockey	Lacrosse (Boys/Girls)*

Swimming

\* Sport is offered on Junior Varsity and Varsity levels

\*\*Sport is offered on Freshman, JV, and Varsity levels

\*\*\*Merged team with Pawling High School

### **CLUB AND ATHLETIC APPAREL**

With regard to sweatshirts, warm-ups, and outerwear for athletics and clubs: The approved colors are white, gray, 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.

### **THE OUR LADY OF LOURDES HIGH SCHOOL SPECTATOR SPORTSMANSHIP AGREEMENT**

Our Lady of Lourdes is committed to providing a positive and enriching environment for all students, all coaches, all school personnel, and all spectators. In order to ensure that all of the aforementioned are treated with dignity and respect, all attendees at any OLL High School Athletic Event must commit to a series of expectations that will be upheld throughout the 2023/2024 Fall, Winter and Spring sports seasons. Any individual who violates any one of the OLL Spectator Sportsmanship Regulations

will be removed from the OLL Athletic facility and will not be welcomed back for the duration of the school year.

#### ***Spectator Sportsmanship Regulations***

1. Spectators at Our Lady of Lourdes High School are required to maintain a high degree of sportsmanship during all athletic events/contests and treat all attendees with respect, courtesy, dignity, integrity and fairness.
2. Spectators must follow all OLL rules set forth by the administrators. OLL school rules are in effect as indicated by the OLL Student Handbook at both home and away games.
3. Spectators will not engage in inappropriate or derisive yells, cheers, or comments.
4. Spectators are not allowed to confront an official, coach, or player before, during or after an athletic contest.
5. Spectators are prohibited from entering the playing area before the game, at halftime, or during the game.
6. Spectators are not to use noise makers, sound horns, or ring bells at indoor contests.
7. Spectators will not throw debris, confetti, baby powder or any other objects in the stands or on the playing area.
8. Spectators will not taunt, ridicule, direct any insults or personal comments of any kind towards players, game officials, referees, other spectators or school personnel.
9. Spectators will not use inappropriate language or profanity. Any violation will not be tolerated and will result in immediate ejection from the game and/or campus.
10. Alcoholic beverages, controlled substances, and tobacco products (including e-cigarettes and vapes) are prohibited on the OLL Campus as per school and state regulations.

#### **Daily Attendance to Participate in a Sport**

See "Lateness to School" in the Attendance Policy section.

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 in advance.
2. A student must not miss more than two hours of seat time in an individual school day in order to be eligible to participate in any extracurricular activity without the permission of the Dean of Student Affairs and or the Athletic Director in advance.
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**

1. 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.
2. Missed practices and contests without giving proper notification to the head coach will result in consequences. The severity of repercussions taken will be decided by the head coach of the team.
3. Unacceptable reasons for absences include, but are not limited to the following:
  - a. Non-required academic class or group trips
  - b. Family vacations and trips to visit relatives at any time

- c. Participation with an outside team of any sport (travel, rec league, individual training, etc.)
- 4. Coaches will allow excused absences for the following, provided they receive a parental note or a phone call before the absence:
  - a. College visits for seniors
  - b. Family emergencies
  - c. Family weddings or funerals
  - d. Any similar event that would require the student-athlete to be present elsewhere
- 5. 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.
- 6. 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.

#### **TUITION AND FEE 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 Management offers two types of payment plans. 1. A Pay-in-Full option due in June (this option provides for a small discount of \$100) or 2. A 10 month payment plan beginning August 10<sup>th</sup> and ending May 10<sup>th</sup> of each school year.

All payments are made via ACH directly to FACTS MANAGEMENT either by bank account, check or credit card. (A processing fee will be charged if you select to pay with a credit card).

#### **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 and incidental expenses are paid in full. Students may not be allowed to take midterm or final exams if tuition accounts and/or fees are in arrears. Throughout the school year, students who have past due accounts will not receive quarterly progress reports/report cards, may be removed from participating in extracurricular activities, and may be asked to withdraw or be disenrolled for non payment.

If by the end of the school year all financial obligations, including, but not limited to, tuition, fees, textbooks, sports uniforms, 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**

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

#### **Tuition 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 in full for any month in which a student attends.

#### **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 1st. 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 31st 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 \$300-\$2000. **A Financial Assistance Grant does not automatically renew. Families receiving Financial Assistance must apply each year.**

### **IMPORTANT INFORMATION FOR PARENTS**

#### **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. Meghan Vilardo
Assistant Principal for Academic Affairs	Mr. Michael Krieger
Assistant Principal for Student Support Services	Mrs. Caroline Beyer
Director of School Safety & Dean of Student Affairs	Mr. Nicholas Fernandez
Athletic Director	Mr. Matthew Petruzelli
Associate Athletic Director	Mr. Richard Curran

#### **BELL SCHEDULES**

##### **2023-24 Regular Schedule**

Warning Bell	7:55				
1st Period - A	8:00	-	8:40	0:40	min
2nd Period- B	8:45	-	9:25	0:40	min
3rd Period- C	9:30	-	10:10	0:40	min
4th Period-D	10:15	-	10:55	0:40	min
5th Period-E	11:00	-	11:40	0:40	min
6th Period-F	11:45	-	12:25	0:40	min
7th Period- G	12:30	-	1:10	0:40	min
8th Period- H	1:15	-	1:55	0:40	min
Dismissal	1:55	-	2:00	0:05	min

##### **2023-24 Liturgy Schedule**

Warning Bell	7:55				
1st Period - A	8:00	-	8:30	0:30	min
2nd Period- B	8:35	-	9:05	0:30	min

3rd Period- C	9:10	-	9:40	0:30	min
Students to Liturgy HR	9:40		9:45	0:05	min
Students to AAC	9:45		10:00	0:15	min
Liturgy	10:00		10:50	0:50	min
Return to Liturgy HR	10:50		11:05	0:15	min
4th Period-D	11:10	-	11:40	0:30	min
5th Period-E	11:45	-	12:15	0:30	min
6th Period-F	12:20 PM	-	12:50 PM	0:30	min
7th Period- G	12:55 PM	-	1:25 PM	0:30	min
8th Period- H	1:30 PM	-	2:00 PM	0:30	min
Dismissal	2:00 PM	-	2:00 PM	0:00	min