



LOURDES ACADEMY
A CATHOLIC SCHOOL OF EXCELLENCE
A MINISTRY OF OUR LADY OF LOURDES
CATHOLIC COMMUNITY

1014 North Halifax Avenue
Daytona Beach, FL 32118
Phone: 386-252-0391 • Fax: 386-238-1175

2010-2011

Dear Parents and Students,

On behalf of the faculty, staff, and parish community, I welcome you to Lourdes Academy!

At Lourdes Academy we believe we are created in God's image and therefore we are good. We believe we are God's hands in the world and we create our future. We will be known by our respect, responsibility, and right choices; and with God's help we believe we can make our lives and the lives of those around us richer by sharing our talent, integrity, and love.

I am excited for a productive and positive year! I commit to working collaboratively with the faculty, staff, students, parents, and parish community to achieve not only academic excellence, but more importantly, spiritual formation and development in the Catholic tradition.

Following in the footsteps of St. Katherine Drexel, our parish and school are committed to the education of ALL of God's children.

With God's blessing, we begin today!

Sean M. O'Dell, Principal



2006 National Blue Ribbon
School of Excellence



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Lourdes Academy is

“Christ-centered - committed to the development of the spiritual, academic and social potential of each student.”

“Jesus said to them, ‘You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.’”
Matthew 22: 37-39

1.00 Faculty and Staff

1.01 Characteristics

Our faculty and staff are highly qualified. Close to fifty percent of our professional staff hold or are pursuing advanced degrees. All of our teachers are certified by the Florida Department of Education and qualified according to the guidelines established by the Florida Catholic Conference which is the accrediting agency for our school and the Catholic schools in the State of Florida.

1.02 Early Childhood

Pre-K3: Valicia Rugerio
BAS Social Science
Stetson University, FL
Certified VPK Teacher
vrugerio@lourdesacademy.net

Pre-K4
VPK Director: Laurie Hickey
AS Early Childhood Education
State University at Farmingdale, NY
Director of Early Childhood Program
Certified VPK Teacher and Director
lhickey@lourdesacademy.net

Kindergarten: Amy Matzke
BA Elementary Education
University of Montana
MS Catholic Educational Leadership
Barry University, FL
Certified Primary Education (K-3)
amatzke@lourdesacademy.net

1.03 Elementary School

Grade 1: Megan Murphy
BS Elementary Education
University of Central Florida
Certified Elementary Education (K-6), Endorsement in English for Speakers of Other Languages
mmurphy@lourdesacademy.net

Grade 2: Michelle Watkins, Alumni
BA Liberal Studies
Education Credential Program
San Diego State University, CA
MS Catholic Educational Leadership
(in progress)
Barry University, FL
Certified Elementary Education (K-6)
mwatkins@lourdesacademy.net

Grade 3: Gregg Erickson
BA Elementary Education
Concordia University, WI
Certified Elementary Education (K-6) and Social Science (5-9)
gerickson@lourdesacademy.net

Grade 4: Geraldine Thomas
BA English Literature and Language
Mercy College, NY
MAT (Master of Arts in Teaching)
Manhattanville College, NY
Certified Elementary Education (1-6)
gthomas@lourdesacademy.net

Grade 5: Bernadette O'Leary
BA Journalism
University of Central Florida
MA Early Childhood Development
Nova Southeastern University
Certified Elementary Education (K-6)
boleary@lourdesacademy.net

1.04 Middle School

6th Grade Homeroom, Religion & Social Studies:
Amy Brissette Van Auken, Alumni
BA Elementary Education
University of Central Florida
Certified Elementary Education (K-6) and Middle Grades Social Studies (Eligible 5-9)
avanauken@lourdesacademy.net

7th Grade Homeroom, Science, & Mathematics:
Mollie Bentley
BA Psychology
University of Central Florida
Certified Exceptional Student Education (K-12), General Science (5-9), Middle Grades Mathematics (Eligible 5-9), and Social Science (6-12)
mbentley@lourdesacademy.net

8th Grade Homeroom, Literature, & Language Arts:
Rebecca Thompson
BA Interdisciplinary Studies
Concentration in English
University of Texas, El Paso
Certified English (5-9)
rthompson@lourdesacademy.net

1.05 Special Subjects

Algebra /
Technology: Joseph Potter
BS Mathematics Education
University of Tennessee
Certified Mathematics (6-12)
jpotter@lourdesacademy.net

Art: Kathy Maloney Johnson
BFA Drawing and Painting
Indiana State University
Master of Liberal Studies (in progress)
Rollins College, FL
Certified Art (K-12)
kmaloneyjohnson@lourdesacademy.net

Music: Rachel Davis
BME Music Education
Stetson University, FL
Certified Music (K-12)
rdavis@lourdesacademy.net

Physical Ed.: Nicole Marine
BS Physical Education
Coastal Carolina University, SC
Eligible for Certification in Physical Education (K-12)
nmarine@lourdesacademy.net

Resource: Kathy Kelly
BA Exceptional Student Education
University of Florida
MA Educational Leadership
University of Central Florida
Certified Educational Leadership, Elementary Education (K-6), Mentally Handicapped (K-12), Specific Learning Disabilities (K-12)
kkelly@lourdesacademy.net

1.06 Administration and Staff

Pastor: Rev. Philip J. Egitto
BA Psychology
M.Ed. and Ed.S. Counselor Education
University of Florida
Master of Divinity
St. Mary's Seminary & University, MD
oll32118@yahoo.com

Principal: Sean O'Dell
BA French Education
State University of New York, Albany
MA French
Middlebury College, VT
Ed.S. Catholic Educational Leadership
Barry University, FL
Certified Educational Leadership and French (K-12)
sodell@lourdesacademy.net

Guidance: Anne Quinones, LMHC
BS Psychology
M.Ed. Counselor Education
Florida Atlantic University
aquinones@lourdesacademy.net

Administrative Assistant: Laurie Brissette
lbrissette@lourdesacademy.net

Receptionist: Patty Huard
phuard@lourdesacademy.net

Bookkeeper: Margaret Kelly
mkellyvoll@yahoo.com

VPK Aide: Andrea Miller
amiller@lourdesacademy.net

Extended Day 3 & 4: Andrea Mele
amele@lourdesacademy.net

After School Coordinator: Edie Wilson
ewilson@lourdesacademy.net

After School Care: Patricia Giardina
pgiardina@lourdesacademy.net

2.00 About Our School

2.01 Mission Statement

Lourdes Academy is a faith community dedicated to the education of children as together we grow in love of God, of others and of learning in the appreciation of the sacredness of life. We live this out by showing respect to all people, by being responsible for our actions, by showing reverence and by making right choices. We begin living this today.

2.02 Educational Goals

Lourdes Academy strives to meet the following goals:

- To broaden the students' understanding of God's love for us through the study of the Gospel and the teachings of the Roman Catholic Church. This is accomplished through religion classes, faith formation throughout the school day, attendance at Liturgy and Liturgical functions, formal Morning and Afternoon Prayer, and experiences that help our students translate their faith into service for others.
- To provide a safe and happy environment so that each child may grow spiritually, physically, emotionally, intellectually and socially. In each classroom, teachers strive to recognize the uniqueness of each individual child. Teachers assist students in acquiring a desire for learning, using techniques and strategies to meet the learning style of each student.
- To provide the students with the basic skills needed to be effective in all areas of life: language arts, including English, speaking, reading, writing, and listening; mathematics; government; citizenship; history; science, including care of the environment; and technology.
- To provide students with the opportunity to learn about and appreciate the fine arts.
- To provide the students the opportunity for physical development, health and safety.
- To provide students with 21st century skills such as technology use, problem solving, critical thinking, and group work.
- To provide continuing education to faculty and staff that will allow them to improve instructional practice.

2.03 Statements of Belief

- Catholic identity, demonstrated first and foremost through responding in faith to Jesus Christ through our words and our deeds, is an integral part of the entire learning experience at Lourdes Academy.
- Each student is a unique child of God, with diverse cultural characteristics and distinct traditions.
- The opportunity for success is an important component of student learning, and requires the incorporation of a variety of teaching styles.
- A healthy learning environment is a shared responsibility among pastor, principal, faculty, parents, students, and the parish community at large.
- A supportive and challenging learning environment increases a student's potential for responsible decision making, while allowing for creative expression and academic success.
- A safe and caring school climate fosters spiritual growth and the realization of student potential.
- Ongoing evaluation and improvement of the curriculum, in accordance with diocesan guidelines and Sunshine State Standards, are crucial to the development of a sound educational program.
- An atmosphere of mutual respect among the parents, students, and staff creates an environment conducive to learning and growing in Christ.

2.04 Philosophy

Lourdes Academy exists for the purpose of assisting parents in the task of preparing their children to be witnesses of their Catholic faith by living according to Christian values.

Lourdes Academy is child-centered because Our Lord was people-centered. Hand in hand with parents, the staff is committed to total development of body, spirit, mind, and heart.

Lourdes Academy provides the child with the fullest and best opportunity to realize the threefold purpose of Catholic Education: message, community and service ("To Teach As Jesus Did").

2.05 Accreditation and Recognition

Lourdes Academy is accredited through the Florida Catholic Conference of Bishops (FCC). The school was granted its first accreditation in 1972, shortly after the FCC began accrediting schools. The school has been continuously accredited ever since.

In September of 2006 Lourdes Academy was recognized by the United States Department of Education as a 2006 National Blue Ribbon School.

2.06 History

Our Lady of Lourdes Catholic Church was founded on the Feast of the Immaculate Conception on Dec 8, 1953 with Fr. Michael Kelly as the first pastor. It was canonically established on March 24, 1954 by Archbishop Joseph Hurley of St. Augustine, and later became part of the new diocese of Orlando in 1968 with William Borders as the first bishop.

The plan for Our Lady of Lourdes Catholic Church included a church, school, rectory, and convent on what was originally a golf course. Initially, services were held in the Daytona Plaza Hotel. When the school "cafetorium" was completed in 1954, it also served as the church. The current Church was dedicated on the Feast of Our Lady of Lourdes, February 11, 1982 by Bishop Grady. The former Church was then converted into our Community Center.

The establishment of Our Lady of Lourdes School created the need for religious sisters who could serve as teachers and administrators. Archbishop Hurley had visited Ireland many times in the early fifties, inviting religious sisters and priests to come to Florida and preach the Good News. Through his invitation, in 1954 the Sisters of Mercy from the community in Navan, Ireland made their way to Daytona Beach. Sr. Mary Clare served as the first principal.

The Sisters went to live in a temporary home and were able to move into their new convent in December 1961, the building which now serves as our Early Childhood Center. The founding Sisters of Mercy played an integral part in the establishment of this great school. Throughout the sixties and seventies, they were the principal educators, instilling in their students strong moral values, discipline, and structure. In the early eighties, lay personnel became more involved as the members of the Sisters of Mercy retired and left the area. We were blessed that in the nineties, a few sisters were still part of our community. The last of our Sisters of Mercy with their great vocation, dedication, and spiritual uplifting, retired in May of 2000.

In 1980, the St. Bernadette Hall building was erected to house the cafeteria, art room, music room, physical education locker room, and office. During the summer of 1997, the convent was converted into our Early Childhood Center.

The faculty and staff members, through their utmost dedication and varied contributions, continue to make Lourdes Academy the great school it is today.

3.00 DIOCESE OF ORLANDO SCHOOL POLICIES

3.01 Acceptable Use Policy

An *Acceptable Use Policy* for all parishes, schools and entities of the Diocese of Orlando has been promulgated. This policy is important for the protection of Diocesan intellectual property, as well as assuring the safety of the users. This document can be found in the "Links" section of our school website. Copies will be made available upon request.

Sections of the policy that pertain to school parents and their children are distributed to all school families. This policy supersedes any other policy which may have previously been signed regarding the use of the Internet. Lourdes Academy families must sign an acknowledgement that they have received the pertinent information and will abide by diocesan policy.

3.02 Child Abuse Reporting

Any clergy, religious, or lay employee or volunteer in the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures.

- Contact the Florida Department of Children and Families toll free abuse registry hotline at 1-800-962-2873 within the same calendar day.
- Respond to the local DCF call-back with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.

3.03 Custody

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

3.04 Fingerprinting Policy

The Diocese of Orlando requires all persons employed by the Diocese, or persons who volunteer in any capacity with children or the elderly, to be fingerprinted. A background check will be completed by the Florida Department of Law Enforcement or the Federal Bureau of Investigation, depending on the area of volunteerism.

3.05 Safe Environment Training

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families. The Diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

3.06 Hazardous Materials Policy

Lourdes Academy is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando.

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed is available without restriction for your inspection in the school office. We ask that you make an appointment if you wish to review the plan.

3.07 Inappropriate Behavior/Language Policy

The Diocese of Orlando believes that all inappropriate behavior or language (harassment and/or sexual harassment) by students is unacceptable. As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment, or knows that students use sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken if the harassment or behaviors continue.

3.08 Media Consent Policy

The Diocese of Orlando requires that all students have a signed Photo / Video Release form in their permanent record before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by Lourdes Academy and the Diocese of Orlando.

3.09 Review of Records

The school voluntarily complies with the Buckley Amendment and allows parents to see their student's cumulative record file. A written request to the administration must be submitted by the parent, and will be complied with by the school within 24 hours.

3.10 Title IX

Lourdes Academy adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

3.11 Child Protection

Dear Parent,

Over the years, the Diocese of Orlando and the Office of schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children and we often ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this information is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Yours in Christ,
Sean M. O'Dell

4.00 ADMISSIONS INFORMATION

4.01 Acceptance

The Catholic school system is a private system. A parent's request to send a child to Lourdes Academy is consent to abide by the rules of the school. **Consequently, the philosophy and discipline of our system must be accepted. It may not suit every child or parent.** We reserve the right to request that a child pursue education elsewhere in the event of refusal to accept school rules and regulations. All students are accepted under the condition that they worship God weekly in Church. Likewise, families are asked to attend Sunday mass regularly. Otherwise, the Christ-centered philosophy of the school loses its meaning.

Student records from previously attended schools must be received prior to acceptance. This will assist the administration in determining whether Lourdes Academy programs will meet student needs. Any student for whom records have not been received prior to the first day of school may be prohibited from attending or tested to determine acceptable placement.

All new students in grades Pre-K – 8 are accepted for a probationary period of 90 days. At 90 days the student will be evaluated and a decision will be made as to continued enrollment.

- Students applying for Pre-K 3 must be three years old by September 1 of the year of entrance.
- Students applying for Pre-K 4 (VPK) must be four years old by September 1 of the year of entrance.
- Students applying for Kindergarten must be five years old by September 1 of the year of entrance.
- Students entering Grade One must be six years old by September 1 of the year of entrance.

4.02 Application, Testing, Interviewing

Application for all grades, Pre-K through 8th, is made during the month of February before the anticipated date of school entry. A \$25.00 non-refundable fee is required for an application. The completed application should be returned to the school office. An entrance exam to determine our ability to serve your child's needs may be required at the discretion of the school.

Students entering grades 1-8 will be required to present their most recent report card, discipline record (if applicable), and standardized test results.

4.03 Nondiscrimination Policy

Lourdes Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

4.04 Preliminary Records

Preliminary records required for new students include a complete medical examination form, an immunization form, social security number, birth certificate, baptismal certificate (if applicable), and an emergency contact card.

4.05 Readmission

Students who leave or have been asked to leave the school and subsequently desire to return, will be required to apply. Applications will be reviewed on an individual basis. Acceptance will be at the Pastor's and Principal's discretion and subject to conditions, including, but not limited to, a probationary period.

4.06 Registration

All accounts must be current before a family is invited to re-register. Re-registration for students currently attending Lourdes Academy is held in February of each year.

Please note that active Catholics (attending Mass weekly, using the envelope system or electronic giving, and participating in church ministries) will be given first preference for seats in the event of over-enrollment.

- Please make every effort to return the re-registration packet in a timely manner.
- Please understand that the number of seats in each class is limited, and early registration will guarantee your child's place in our school for next year.

5.00 FINANCIAL OBLIGATIONS

5.01 Tuition

As we continue with these challenging economic times, the Our Lady of Lourdes Finance Committee is partnering with parents in an ongoing effort to keep our tuition at an affordable rate.

The pastoral staff, as well as the faculty and administration of Lourdes Academy, recognize that our students are not responsible for the state of the economy, and their education remains our priority. Academics, sports, and arts programs have not been eliminated.

Tuition payments begin in July for the following school year. The remainder of the yearly tuition is paid monthly. The first tuition payment is non-refundable.

If tuition is one month in arrears, parents may be asked to find another educational facility for their child(ren).

Lourdes Academy Tuition Rate:

\$482.00 per month per child for 11 months

Please note that the tuition rate is all-inclusive, including tuition, books, and registration fees (registration fee, instructional fee, technology fee, and SMART Tuition fee).

Tuition does not include: uniforms, hot lunch, after school care, band, dance, athletic or extracurricular activities.

5.02 Payment Options

Tuition may be paid in the following manner:

- Option A – Entire tuition paid by August 1st directly to Lourdes Academy.
- Option B – Half of tuition paid at time of registration and remainder by January 1st, 2011, directly to Lourdes Academy.
- Option C – Payments through the SMART TUITION management program (11 payments total). The first payment of \$482.00 (per child) being made at the time of registration. The remainder of the payments will begin August 2010, and end May 2011. SMART Tuition offers a variety of options for payment that includes automatic debit, credit card, etc.

For the convenience of our parents, we accept credit cards as a form of payment when paying directly to Lourdes Academy. These payments will be subject to a surcharge.

Families with the means to do so are asked to consider paying the difference between the tuition and the Adjusted Instructional Cost (otherwise known as “the gap”). Every dollar helps to keep our school operating on the cutting edge of education.

5.03 Financial Aid

Because we wish to keep our school affordable for our families, Lourdes Academy has scholarships/financial assistance available for families in financial need. We invite you to meet with our Pastor for specific scholarship requirements.

Scholarship opportunities are also available through
www.floridaschoolchoice.org/information/mckay/
www.stepupforchildren.org

Lourdes Scholarships:

Scholarships, available through the Step Up for Students tax credit scholarship program (www.stepupforstudents.org), provide \$4118 toward tuition in a private school for low-income families. The remainder of tuition for qualifying families is funded through either Our Lady of Lourdes parish (for parishioners) or through a variety of other sources including private donors. A SMART Tuition Aid Analysis application is required along with the Step Up for Students Scholarship application.

Other Scholarships:

Help is available for those families needing financial assistance, but not meeting the income guidelines or other requirements for the Lourdes Scholarships. In all cases, families must complete the SMART Tuition Aid Analysis. Applications are available in the school office or online at www.smarttuitionaid.com

5.04 Late Payment Policy

If payments are not made on time there is a service fee of \$40.00 payable to SMART Tuition Management Services. \$20.00 of this late fee will be returned to Lourdes Academy.

5.05 SMART Tuition Management Service

Brochures and enrollment forms are available in the school office.

There is a non-refundable \$38.00 annual administrative fee per family for enrolling in the SMART deduction program. This fee will be added to your tuition collected by SMART. Please do not make this payment to the school. If you make your check payable to SMART and mail it in, your annual fee is \$42.00.

5.06 Withdrawal Policy

Families must notify the school in writing (complete an exit form) if a student will be withdrawn from the school. **The first month's tuition is non-refundable.** For families who withdraw between September and May, tuition will be prorated for services given.

A return fee of \$25.00 will be assessed to your account for any returned checks (registration, tuition, book fees, materials fee).

6.00 HOME/SCHOOL RELATIONS

6.01 Parents' Role in Education

We at Lourdes Academy consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of Lourdes Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the school and church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at Lourdes Academy, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop morally, intellectually, socially, culturally and physically. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, it is your first step as parents to make investigation of the complete story. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child take responsibility for grades earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she is capable of becoming.

6.02 Parents as Partners

As partners in the educational process at Lourdes Academy, we ask parents:

- to set rules, times, and limits so that your child:
 - ✓ gets to bed early on school nights;
 - ✓ arrives at school on time (by 7:45am) and is picked up on time at the end of the day;
 - ✓ is dressed according to the school dress code;
 - ✓ completes class assignments on time;
 - ✓ has lunch money or lunch every day;
- to actively participate in school activities such as Model Parents, Parent-Teacher Conferences, and fundraising;
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- to notify the school with a written note when the student has been absent or tardy;
- to notify the school office with a written note of any changes of address or important phone numbers;
- to meet all financial obligations to the school;
- to inform the school of any special situation regarding the student's well-being, safety and health;
- to complete and return to school any requested information promptly;
- to sign your child's planner every evening;
- to read school notes, homework sheets and newsletters and to show interest in the student's total education;
- to support the religious and educational goals of the school;
- to support and cooperate with the discipline policy of the school;
- to treat teachers with respect and courtesy.

6.03 Resolution of Conflict with Teachers

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Out of Christian love for each other, we request that parent-teacher contact occur before contact with the Principal is initiated. Only when parent-teacher contact has been ineffective are parents encouraged to confer about a teacher conflict with the Principal.

We respectfully request that negative or hurtful conversation about teachers, staff, or students be avoided at all costs, as this is detrimental to all relationships in the school and not reflective of Catholic Christian values.

In the case of teachers who receive continued complaints, the following process is in place:

- A record of complaints will be kept by the Principal.
- Teachers will be consulted about the complaints and asked to modify any behaviors that may not be in keeping with good educational practice or Christian values. A record of any such conversation will be maintained by the Principal.
- An action plan for correction will be created with the teacher and monitored by the Principal.
- If complaints continue, the teacher will be required to change behaviors in order to continue employment for another school year, in accordance with diocesan employment policies and contract law.

Please note that Employee relations (Employee files, discussion records, etc.) are confidential and details cannot be shared.

6.04 Communication with the School

Stakeholders are a vital part of providing a high quality education to students. All stakeholders should feel that there is a welcoming open-door policy at Lourdes Academy. In other words, we are here when you need us; we are here when you have an idea to share; we are here if you wish to tell us of your joys and frustrations. Likewise, we may call on you when we need help or when we have information that must be shared.

In keeping with Catholic-Christian values, please consider the following when communicating with the school:

- Petitions, or letters and e-mails signed by multiple parents, are not productive communication methods and must be avoided. Any such communication will not receive a response from the school.
- Group meetings with “concerned parents” are usually counter-productive. The Administration will meet with any individual parent or family, but not with a group.
- Anonymous e-mails, letters, or phone calls will never receive a response from the school. If there is a serious issue to be addressed, we count on you to let us know and to provide evidence necessary for us to take action. This can only happen honestly when all parties involved are known.

Together we will make Lourdes Academy the best school it can be. Divided, our children suffer.

6.05 Home and School Association

The Lourdes Academy HSA has as its primary purpose the organization and implementation of parent volunteer programs for the school, and a commitment to fundraise each year to enhance the education of our students. Each family is asked to contribute towards and assist in our home and school efforts.

6.06 School Board of Education

The purpose of the Lourdes Academy Board of Education is to promote the value of Catholic education. It is a consultative board - a board that operates in the policy making process by formulating and advising the school Principal concerning school policies, but never enacting policy.

7.00 GENERAL INFORMATION

7.01 School Hours

Drop Off: Every Day between 7:30 and 7:40am

Monday, Tuesday, Thursday, Friday

- 7:45 am – 3:00 pm

Wednesday

- 7:45 am – 2:00 pm

If an emergency should occur and parents realize that students will not be picked up on time, please notify the school office before the end of the school day since it is not safe for children to be left alone on the school grounds. Students who are not picked up on time will be sent to After School Care in the school cafeteria.

Students must be in church for Morning Prayer no later than 7:45am. Students arriving after 7:45am will be marked tardy.

Picking up students before 3:00 pm is a disruption to the educational process. Please refrain from doing this unless there is an emergency.

School will be dismissed at 2:00pm on Wednesdays throughout the school year. Please consult your school calendar for any other early dismissal dates.

The school office is open daily from 7:30 am – 3:30 pm.

7.02 Early Arrival

Supervision of students begins at 7:30am. For their safety, students must not be dropped off at school any earlier than 7:30. It is not safe for children to be left alone on school grounds. Parents who drop their children off before 7:30 may be asked to meet with the Principal to discuss continued enrollment.

7.03 Attendance

While learning can occur in many places other than school, state law does require daily attendance, except when illness interferes. Additionally, extended absence can affect the educational process.

Students are expected to be in attendance for 180 days each school year. Excessive absences during a marking period may affect a student's grade for that marking period. In addition, they may also affect semester grades.

7.04 VPK Attendance Policy

AM Session

| | |
|-------------------|----------------|
| Drop Off | 7:35am-7:45am |
| Program Hours M-F | 7:45am-10:45am |

PM Session

Monday, Tuesday, Thursday, Friday

| | |
|---------------|-----------------|
| Drop Off | 11:50am-12:00pm |
| Program Hours | 12:00pm-3:00pm |

Early Dismissal Wednesday

| | |
|---------------|-----------------|
| Drop Off | 11:05am-11:15am |
| Program Hours | 11:15am-2:15pm |

Please Note: Drop off and pick up for VPK students will take place in the ECC building every day.

Daily attendance is mandatory for VPK children. Parents must sign in and sign out in the ECC building daily, using their full legal signature (must include first and last name) ONLY as proof of attendance. Your child may have three excused absences (as described in the student handbook) a month. Unexcused absences are those that are not properly documented.

Your child will be automatically withdrawn from our VPK program if he/she does not attend at least one instructional day during a calendar month. If your child's attendance record requires suspension of payment by the funding agency, and you wish your child to continue in the VPK program, the family will then be responsible for all fees incurred.

*Policies and procedures for the VPK program follow at the very minimum the state requirements.

7.05 Absence

When a student is absent from school, a parent should call the office by 8:30 am each day of the absence. This practice is for the protection of our students.

- State law requires that students present a written excuse to the teacher (including the date(s) and reason for absence) on the first day they return to class.
- State law requires students absent from school 15 or more days to provide a doctor's verification for subsequent absences.
- Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.
- A written statement giving reasons for tardiness must be brought to the student's teacher upon the student's arrival at school.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times in order to minimize the need to interrupt a child's learning process. Scheduling vacations during school time is strongly discouraged. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence, plus one, to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given four school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 10:00 am to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 pm – 3:30 pm.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. When ill, a child's main homework is to get better!

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Excessive absence can be cause for a student to be retained in the current grade for another year if the student does not pass the grade.

7.06 Tardiness

Please plan ahead to make sure that your children arrive to school on time every day. It is important to be on time to school because:

1. Our morning prayer starts at 7:45am. As a Catholic school, this is an important start to the day. Students who arrive late or interrupt the prayer serve as a distraction to others.
2. Parents should realize that punctuality is a critical life skill that children can learn by arriving on time to any function. School is a child's first job, they should be on time.
3. Arriving at school on time demonstrates respect for the educational process.
4. As a school we are charged with educating children, a job we take seriously. We cannot teach those who are not in class. Equally important is the distraction that late arriving students cause others.

If parents and students who try to arrive at school between 7:30 and 7:40 would establish a family goal and plan to leave the house only 10 minutes earlier each day, the only tardiness would be in extreme emergencies. Please practice leaving 10 minutes early.

Please note that a student with any tardies will not be eligible for perfect attendance awards. Perfect attendance means no absences or tardies.

Please see the Code of Conduct in section 11 of this handbook for information regarding the consequences for tardiness.

7.07 Insurance

Every child at Lourdes Academy is covered by the diocesan insurance plan for the hours under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

7.08 Volunteers

All individuals who volunteer in the school must have cleared fingerprints through the Diocese of Orlando and participate in Safe Environmental Training through the Diocese of Orlando. All families are required to complete the Volunteer Sign-Up Sheet Annually. Parents/volunteers who observe inappropriate student behavior should make the supervising employee aware of the situation. Volunteers may not reprimand a student.

7.09 Home to School Communication

In order to insure that all communication from school reaches home in a timely manner, Lourdes Academy uses a Friday envelope system, e-mail, and HomeMail via our School Website. Official envelopes containing all correspondence are sent home on Friday and should be returned on Monday. Your child is responsible for emptying the contents of his/her envelope when it is returned to the homeroom. There is a \$2.00 replacement charge for envelopes that are lost. Information is not sent home if the Friday envelope has not been returned.

Official school-wide communications are sent with the youngest or only child. In addition, the school to home email system is used for many communications. Families of children whose parents reside in separate households must notify the school secretary if they would like to receive more than one envelope and set of school mailings.

7.10 Change of Information

Parents/Guardians are required to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that contact can be made at all times.

7.11 School Telephone

Permission to use the telephone must be obtained from the school office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

7.12 Student Directory

Within the second month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories must not be used or sold for other purposes.

7.13 Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Walk to the assigned spot briskly, in single file at all times, and in silence;
3. Stand in a row of twos, facing away from the building;
4. Return to building when the signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned spot in single file;
3. Sit, face the wall, and put hands over head;
4. Return to classroom when signal is given.

7.14 Crisis Plan

Lourdes Academy has developed a crisis plan in case of a lockdown or emergency evacuation. This plan is available for viewing upon appointment.

7.15 Weather Emergencies

For school closings due to weather, we will always follow Volusia County Public Schools, as directed by the Office of Schools, Diocese of Orlando. At the onset of bad weather, parents are encouraged to listen to local television and radio broadcasts regarding school closures.

Lourdes Academy reserves the right to re-open depending on our local campus situation.

Please use the following communications regarding the status of Lourdes Academy:

1. Lourdes Academy home page.
2. Lourdes Academy telephone system.

7.16 Lost and Found

Any items found in the school building or on school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

7.17 Field Trips

Field trips are considered part of the curriculum. All students are expected to attend class field trips or attend school for the day. A Diocesan Field Trip Permission form is sent to the parent for completion and returned to Lourdes Academy prior to student participation in the field trip.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal and e-mail permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip or as stated by the teacher. The school field trip permission slip and the letter of introduction will be sent home by the teacher sponsoring the field trip. This is the only permission form which may be used.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

7.18 Lunch

The Lourdes Academy lunch program is provided five days a week for students in grades K-8. Pre-K students should pack their own lunches. If students do not plan to buy lunch, they should bring a bag lunch. Drinks and snacks are available daily. Students are expected to use the same manners used in the classroom while they are eating lunch. Courtesy towards other students and cooperation with your teachers are in order at all times. Please note that microwaves are no longer available in the school cafeteria.

7.19 Health Services and Medication

Students who are ill or injured are sent to the school office where only emergency care may be rendered. If conditions warrant, the parent will be contacted to determine the appropriate action to be taken.

Alternate emergency telephone numbers must be filed in the school office. If a child has a special medical condition, this information should be filed in the school office together with instructions on how to proceed.

When your child is ill, please do not allow her or him return to school until fever free and showing no signs of illness for 24 hours. This is mandatory for the safety and wellness of all students and staff.

No staff member is permitted to administer medication (even aspirin) to a child.

Oral medications which are prescribed by a physician may be administered in school but only in cases where failure to take prescribed medication during school hours could jeopardize a student's health.

Children should be clearly instructed by the parents as to when they are to go to the office to take their prescribed medicine under the supervision of school personnel.

No form of medication is to be kept on the child's person or among his/her belongings. However, medications for specific life-threatening illnesses such as asthma should be carried by the child after the proper authorization form has been submitted.

Any medication to be administered in school must have a pharmacy label which includes the student's full name, medication name, directions for administration, dosage, time of day to be taken, and the physician's name and phone number. Medication must have a current expiration date.

An Authorization for Medication form must be signed by the physician and the parent/ guardian prior to the administration of any medication in school. This form may be obtained in the school office and must be completed again every year. Any change in physician's information, in medication, dosage or directions will require completion of a new Authorization for Medication form.

Additional Information:

- Children under prescription for an Epi-pen will be required to fill out additional specific forms.
- The clinic of the school will only store medications for students who have a completed written authorization on file.
- The parent / legal guardian will be notified in writing when unused / discontinued medication is left at school. If not picked up within five days of notification, the medication will be destroyed.
- Any questions or concerns regarding the administration of medication should be directed to the school office.

7.20 Gifts

Students should not exchange individual gifts at school. This gesture can create hurt feelings among other students. Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

7.21 Parties

Students are permitted the following parties at the discretion of homeroom/classroom teachers: Halloween, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these parties.

7.22 Birthday Observances

Students may come to school dressed out-of-uniform on their birthday or (in the case of summer birthdays) their half-birthday. Parents may send a small treat for distribution at lunchtime. The treat should be individually portioned, sufficient for all members of the class, and should not include gum, candy or perishable foods such as ice cream.

8.00 UNIFORMS AND DRESS CODE

8.01 General Information

Uniforms are to be worn beginning with the first day of school. Uniforms are to be clean, neat and in good repair at all times. Failure to dress in the correct uniform is an unacceptable offense as defined in the Code of Conduct (section 11).

All uniform regulations and guidelines are subject to the discretion of the Principal.

The Administration reserves the right to have students call home for a change of clothes if shorts or skirts are not of appropriate length.

8.02 Approved School Uniform

PRE-K 3, VPK (Both Boys and Girls)

- Gray, white, yellow, light blue Lourdes Early Childhood Center shirt.
- Navy blue shorts/pants with elastic waists only

K-8 GIRLS

Grades K-5

- Plaid jumper
- Plaid skort with back panel
- Plaid culotte
- Peter pan blouse
- Navy blue Lourdes knit shirt (the new school uniform shirt)
- Gray pants (in cold weather)

Grades 6-8

- Plaid skirt
- Plaid skort with back panel
- Plaid culotte
- Green Lourdes knit shirt (the new school uniform shirt)
- Gray pants (in cold weather)

K-8 BOYS

Grades K-5

- Gray walking shorts
- Gray long pants (in cold weather)
- Navy blue Lourdes knit shirt (the new school uniform shirt)
- White, button-down, collared, long or short sleeve shirt (with or without logo) and Lourdes Tie

Grades 6-8

- Gray walking shorts
- Gray long pants (in cold weather)
- Green Lourdes knit shirt (the new school uniform shirt)
- White, button-down, collared, long or short sleeve shirt (with or without logo) and Lourdes Tie

On Mass days, boys in grades K-8 MUST wear a white, button-down, collared, long or short sleeve shirt with the school tie.

FOOTWEAR

The following applies to all grades, both boys & girls:

- Solid black shoes
 - No logos of any color, no white laces, no white soles, no boots, no heels, no accessories.
- White crew socks
 - Colored stitching and sports socks are not permitted.

8.03 PE Uniform

ALL STUDENTS GRADES 1-8

- Gray gym t-shirt with school logo
- Black gym shorts with school logo
- Athletic shoes (any color)
- Navy blue sweatshirt/sweatpants

8.04 Jewelry

GIRLS

Jewelry must be appropriate for school. Bracelets and necklaces may not be worn. Earrings must be small and not dangling. Girls may wear one pair of earrings only. Earrings may be worn on the ears only. Holiday earrings may be worn on Valentine's Day, Halloween and on the last day of school just prior to Christmas vacation and Easter vacation.

BOYS

Bracelets and necklaces may not be worn. Earrings may not be worn on any part of the body.

8.05 Personal

Any altering of hair color is not permitted. Boys' hair must be in a business cut, above the ears, eyebrows and collar, and layered. Girls hair must not cover the eyes. The Principal reserves the right to judge the appropriateness of a hairstyle and altered color.

The student has 24 hours to correct an unacceptable style/color. The student will not be allowed on campus until the problem is corrected. All time out of class will be unexcused.

Permanent marking of any part of the skin is not acceptable.

Make-up may not be worn to school or during the school day.

8.06 Uniform Wear Guidelines

Please ensure adherence to the following guidelines:

- Pants must be worn at the waist.
- Shirts must be tucked in at all times.
- Skirts and skorts must be worn no shorter than 2 inches above the knee.
- Shorts must be no shorter than 3 inches above the knee.
- Boys are required to wear belts.
- If students choose to wear a T-shirt under their uniform shirt, the T-shirt must be short-sleeved and plain white with absolutely no writing or graphics.

The Administration has the right to judge the acceptability of apparel and jewelry. The school uniform (including clothing for Physical Education) must be purchased from our uniform companies. Shoes are not available from Sir Walter Uniforms.

8.07 Special Uniform Pieces

Classroom Cold Weather Outer Wear

These items may be worn by both boys and girls.

- Navy Blue V-Neck Cardigan or Crew Neck Sweater
- Navy Blue Cotton Jersey Button Down
- Navy Blue Monogrammed (Lourdes Academy) Sweatshirt
- V-neck Windbreaker (purchased through the school)

*Plain white turtleneck shirts may be worn underneath the uniform shirt on very cold days.

PE Cold Weather Outer Wear

These items may be worn by both boys and girls.

- Navy Blue Monogrammed (Lourdes Academy) Sweatshirt
- V-neck Windbreaker (purchased through the school)
- Navy Blue Sweatpants

8.08 Out-of-Uniform/Dress-Down Days

Students **may** wear

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- dresses
- slacks
- crocs

Students **may not** wear

- flip-flop sandals
- open back shoes
- tank tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- nail polish
- necklaces & bracelets
- pajama pants
- make-up
- hats

Rule of Thumb: If you think you shouldn't wear it, you shouldn't.

8.09 Field Trip Dress Code

The Lourdes Academy dress school uniform will be worn on all field trips unless indicated otherwise.

9.00 ACADEMIC INFORMATION

9.01 Evaluation of Students

Students are evaluated for mastery of skills and content during each marking period. Each area - primary, elementary and middle school - has evaluation procedures suited to the levels of the students. The purpose of all evaluation is to document academic progress. Students are also assessed on behavior and effort. Assessment is both formative (assessment that helps students and teachers to understand current levels of learning) and summative (assessment that allows teachers to determine how well learning objectives were achieved).

Parent/teacher conferences are scheduled once per year, however, our policy of open communication invites parents to contact teachers whenever they feel it is necessary. This should always be done through the school and never at the home of the teacher. Middle school cumulative semester exams are scheduled on the school calendar.

9.02 Grading Scale

PRE-K - KINDERGARTEN:

Developmental Progress Report four times a year.

GRADES 1 – 8

Academics

A = 89.5 – 100

B = 79.5 – 89.4

C = 69.5 – 79.4

D = 59.5 – 69.4

F = 59.4 or below

Conduct and Effort

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

The grading system for Physical Education –
All grade levels: S, N, U issued by semester

The grading system for Music and Art –
Grades 1-5: S, N, U issued by semester
Grades 6-8: A-F issued by quarter

Please note that the number grade will automatically transfer into a letter grade through our GradeQuick Program.

9.03 Report Cards/Progress Reports

Report Cards are important tools for communication. Hard copies of Report Cards (Grades 1-8) will be distributed in January and June. Report cards (Grades 1-8) can be accessed on Edline in October and April. Hard copies of Report Cards (Grades Pre-K – K) will be distributed in January, October, April and June.

Progress Reports will be posted on Edline midway between each nine-week grading period for grades 1 – 8 (3 times per year), but parents are encouraged to keep up with student progress by monitoring Edline on a weekly basis. Pre-K and Kindergarten Progress Reports will be issued to parents as needed.

9.04 Honors

Middle School students are eligible for Honors.

Principal's Honors

- An **average** of 94% or above (no B's) in the following subjects: Religion, Math, Science, Social Studies, Language Arts, and Literature.
- An S in Conduct and Effort in all subjects including specials.

A/B Honor Roll

- An **average** of 90% or above in the following subjects (all A's or B's): Religion, Math, Science, Social Studies, Language Arts, Literature, and Spanish.
- An S in Conduct and Effort in all subjects including specials.

All of the students who qualify for the honors listed above will receive a certificate of recognition from the Principal. All students may be recognized by their teachers for accomplishments.

9.05 Parent / Teacher Conferences

If parents require conferences during the school year, they may make arrangements with the individual teacher. Please do not plan on having conferences during drop-off or pick-up. All conferences must be scheduled through the school office.

9.06 Student Records

Parents requesting records/transcripts/recommendations must make a request to the school office five days before the records are needed. Records will be sent via the U.S. Mail. All postal fees for special handling will be paid by the parents.

If a family financial commitment is in arrears, any records sent to other schools will be marked so that the receiving school will know of the financial obligation.

9.07 Testing

Students will not be permitted to retake a classroom quiz or test in order to improve their academic standing (in the absence of a class policy stating the contrary).

The Iowa Test of Basic Skills is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechisis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or tests per day.

9.08 Promotion Policy and Retention Policy

Advancement to the next grade at Lourdes Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

9.09 Academic Probation

A student whose academic performance indicates serious deficiencies, such as two D's or one F on a report card, may be placed on academic probation. Students on academic probation may not participate on any Lourdes Academy athletic team or participate in extracurricular activities.

9.10 Homework

All students in grades 3-8 are required to use a student planner which is supplied by the school. The planner should be signed by the parent each evening. Homework is re-enforcement of instruction, research on a particular subject or project, study, or reading for enjoyment. It includes studying as well as writing. It is an important part of developing good study habits. The amount and type of homework given is appropriate to the child's developmental level and/or needs. Each teacher will distribute specific homework guidelines and grading policies for homework. The School Administration will support the teacher's guidelines and policies.

Suggested Time Allotments

- Kindergarten – 10 minutes
- Grade 1 – 20 minutes
- Grade 2 – 30 minutes
- Grade 3 – 40 minutes
- Grade 4 – 50 minutes
- Grade 5 – 60 minutes
- Grade 6 – 90 minutes
- Grade 7 – 90 minutes
- Grade 8 – 90 minutes

*This does not include reading assignments

Homework will not be assigned over breaks.

10.00 STUDENT SERVICES

10.01 School Counselor

A certified counselor serves the needs of students, parents, faculty, and administration. This is accomplished through large and small group guidance classes, academic testing, and individual consultation. Appointments can be made with the counselor by calling the school office.

10.02 Sacramental Formation Program

The Lourdes Academy Sacramental Formation Program is under the direction of the Parish Director for Religious Education. Students in grade 2 are prepared for two sacraments – Reconciliation and First Eucharist. Parents are required to be active partners in preparation of their children for these sacraments. Information about preparation for these sacraments will be sent home in a timely manner through the Parish Religious Education Office.

10.03 Requests for Student Information

Parents may need information from teachers regarding their children's academic, social and/or emotional progress in school when they are seeking outside help from professionals. Lourdes Academy is committed to working with parents to get necessary paperwork completed in a timely manner following the rules for privacy for all students.

If you need any information for doctors, counselors, psychologists, psychiatrists, or tutoring centers, please bring all paperwork to the school office. You will sign the necessary release forms and the Administrative Assistant will distribute the forms to be completed to the proper teachers. The information will then be sent to the professional you have indicated. Teachers are not permitted to complete forms unless the forms come through the school office.

10.04 Title I

Title I is a federally funded program intended to enhance classroom instruction in reading and math skills. The criteria for acceptance into this one-on-one tutoring program include standardized test scores, classroom assessment portfolios, and teacher recommendations. In addition, Volusia County determines which of its public schools are Title I schools. Students who qualify based on test scores and teacher recommendation must also be zoned for a Title I public school. Title I instruction takes place during the school day and/or after school with a certified teacher contracted through a private tutoring company.

10.05 Library

Library Hours are 9:00 am – 3:30 pm

Loan Period:

- Grades Pre-K – 6: Books are due each week on the day the class is regularly scheduled in the library.
- Grades 7 – 8: Varies. Books are due on the day the book report is due.

Reference books must be used in the library only. Children are taught to take proper care of library books and materials. Lost or damaged books are the financial responsibility of the parents of the students who check them out. Report cards and transcripts can be withheld for library infractions. Students should return books when they are due so that others may enjoy them too. Students pay \$0.05 per school day on overdue books until the book is returned (exceptions for days of illness). Lost books must be paid for at the cost of the book.

11.00 CONDUCT

11.01 General Information

In accordance with the stated mission of the school, which emphasizes respect and responsibility, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other actions which the students' sense of appropriateness will indicate to them.

The Administration reserves the right to determine the appropriateness of an action if any doubt arises. The Administration reserves the right to amend this policy dependent on circumstances.

Every form of organization, be it family, a club, or a school, needs to have a set of rules by which it conducts itself. Orderly conduct, as prescribed by rules and regulations, is needed if any organization is expected to maintain its existence and preserve its reason for being. Here at Lourdes Academy, we want our students to realize that rules are created not as a means of punishment or forced behavior, but rather as a means of providing an atmosphere that will nurture happiness and a Christ-like peace among all people involved, be they students, faculty, staff, and even outside visitors. At Lourdes Academy, we strive to create an environment of controlled and responsible freedom and safety. The school is very much dependent upon the parents to uphold and support our Code of Conduct. It is desirable and expected that each student learn to exercise self-discipline and to conduct him / her-self in a Christ-like manner conducive to a scholastic, athletic and social environment.

Lourdes Academy School Board

11.02 Student Conduct Guidelines

I. Getting To and From School

A. Parking Lot

1. Students are to use extreme caution at all times while in the parking lot, mindful of the potential hazards of moving vehicles dropping off and picking up students.
2. Students must walk at all times and avoid any form of behavior such as pushing or shoving that might jeopardize their own or others' safety.
3. During pick-up and drop-off times, students are not to be in the parking lot. Parents should wait in the line and advance when safe.

B. Arrival At School

1. Students may be dropped off according to *Parking Lot Procedure* found toward the end of this handbook.
2. Students must not be on the school premises before 7:30am since there is no supervision provided before this time.
3. Students arriving in the church or at the E.C.C. after 7:45am are considered tardy. Students who arrive after 8:00am must be escorted to the school office by their parent and receive a tardy pass.
4. For the safety of the students, parents are respectfully asked not to use their cell phones in car lines during arrival at school.

C. Consequences for Tardiness

- **9th Tardy** - A letter is sent home that lets parents know that this is their child's (children's) 9th tardy. The letter reminds parents of their agreement to follow the tardy policy in the handbook.
- **14th Tardy** - A face to face meeting with the Principal is required regarding the excessive tardiness.
- **18th Tardy** - Students who arrive late for the 18th and consecutive times will be sent home for the school day. This is will treated as an out-of-school suspension for excessive tardiness. This procedure will be repeated for each additional tardy in the same school year.

II. School Ground Behavior

A. In Transit between Classes, to the Cafeteria, Specials, Recess Area, and Church

1. Students must walk in a line at all times.
2. Students must show consideration for others by avoiding loud, inappropriate talking, shouting or any form of unruly behavior.
3. When using the drinking fountains, students are expected to act in an appropriate manner.

B. Cafeteria

1. Students are expected to wait in line in an orderly manner.
2. While in the lunchroom, the students are expected to show respect and be courteous to other students and all adults.
3. Students are expected to use proper manners while eating.
4. **ALL** Students are required to ask permission to use the restroom.
5. Students are expected to leave the lunchroom in an orderly manner.

C. Restrooms

1. Loitering in the restroom is prohibited.
2. Students must use the restroom located in the area of the building where they are in class.
3. Students are to properly dispose of paper towels.
4. Students using restrooms during class time are required to follow the procedures of the individual teacher.
5. Vandalism is prohibited.

D. Outdoor Recess

1. Students are required to behave in such a manner that their actions are not harmful to themselves or others.
2. Body contact sports are not permitted (other than tag type games): no pushing, tackling, piling, etc.
3. Unnecessary roughness is forbidden along with teasing, harassment, bullying or making mean comments.
4. Proper use of the playground equipment is expected.
5. Students must take turns using equipment, allowing students who arrive first to play first.
6. Vandalism is prohibited.
7. Students must ask permission to use the restroom.
8. Students are to obey the requests of any school employee or volunteer during recess.

E. School Gatherings/Assemblies/Performances, Etc.

1. Students will enter and exit assemblies in an orderly manner under the supervision of a teacher.
2. Boogie, yelling, whistling or talking during assemblies is not permitted.

F. Church

1. While at Mass or other times of worship, students are expected to show respect for the Blessed Sacrament.
2. Talking and/or fooling around with classmates is prohibited.

11.03 Unacceptable Behaviors

There are two types of offenses at Lourdes Academy: Prohibited and Unacceptable Offenses.

1. PROHIBITED OFFENSES are those that affect the offender or other people in the learning environment. Examples of which are listed here:

- Disrespect for teachers and/or other adults assisting in the school.
- Disruptive classroom behaviors.
- Stealing/cheating or any other form of copying from another student, books or other materials and plagiarism.
- Foul language either spoken or written.
- Sexual harassment in the form of inappropriate verbal or physical conduct.
- Physical or verbal abuse or violence of any form including fighting.
- Bullying behavior towards another student(s) / making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation, etc.
- Possession of intoxicants or illegal drugs.
- Possession or use of any weapon, or any device or instrument that could be used as a weapon.
- Use of electronics including cell phones without the permission of and supervision of a faculty member.
- Inappropriate use of technology – internet, and cell phones.
- Forgery of another person's name.
- Defacing property / books / materials.
- Publicly challenging a teacher on a reprimand and/or consequence given to him/her or another student.

2. Consequences of Prohibited Offenses

a. First Offense

1. Infraction Report
2. Teacher Detention
3. U in conduct (U in conduct disqualifies a student from participating in NJHS for that school year. In addition, for 4 weeks from the issuance date of the infraction, the student will be ineligible to receive honors for that quarter, participate in special classroom activities, field trips, field day, drama, and sports).
4. At the Administration's discretion, any offense in this category may result in a parent conference and an Out of School Suspension, additional consequences (including mandatory psychological evaluation and/or drug/alcohol testing) and/or expulsion from Lourdes Academy.

b. Second Offense

1. Immediate conference and possibility of out of school suspension.
2. At the Administration's discretion, any offense in this category may result in an Out of School Suspension, additional consequences (including mandatory psychological evaluation and/or drug/alcohol testing), and/or expulsion from Lourdes Academy.

3. UNACCEPTABLE OFFENSES are those which are of a less serious nature but need to be addressed with the student or students in order to help them develop into moral Catholic-Christians. Examples of which are listed here:

- Gum chewing.
- Eating in the classroom without permission.
- Failure to follow the dress code.
- Tardiness to class.
- Eating in the dismissal area after school.
- Playing with toys, balls, etc. in the dismissal area after school.
- Failure to take proper care of books and materials /lost books.
- Failure to be prepared for class (materials, homework, tests not signed).
- Failure to follow teacher directions.

4. Consequences of Unacceptable Offenses

a. First Offense

1. Warning and/or phone call home

b. Second Offense

1. One Teacher Detention and phone call home (N on student report card)

c. Third Offense

1. Additional Teacher Detention and phone call home (U on student report card)
2. U in conduct (U in conduct disqualifies a student from participating in NJHS for that school year. In addition, for 4 weeks from the issuance date of the infraction, the student will be ineligible to receive honors, participate in special classroom activities, field trips, field day, drama, and sports).

d. Fourth Offense

1. Phone call home
2. Conference with Administration, Teacher, Parent and Student (U on student report card)

**Detentions must be served on the assigned date. Skipping a detention may result in an out of school suspension.

Items taken away from students will be returned to the parent(s) / guardian(s) on the last day of school.

11.04 Bullying Policy

As a member of the body of Christ and part of the community of Lourdes Academy, each person has a right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional/relational bullying); and sending insulting messages by email or text message (cyber-bullying).

If a student feels that he/she is being bullied, he/she should follow these three steps:

1. Tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying) please stop" or report the incident to the teacher or adult supervisor.
2. If the behavior is repeated on another occasion, again tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying) to me. Please stop." or report the incident to the teacher or adult supervisor.
3. The next time the same student bullies you, report the incident to a teacher or adult supervisor.

Teachers and assistants will follow these steps:

1. Each reported incident of bullying will be documented in writing and signed by the supervising teacher, student and parent.
2. If a second incident involving the same offender occurs, the offender will be sent to the office and a conference will be held immediately with the administration, parent and student. The student will not attend school until the conference has taken place. The administration reserves the right to take additional disciplinary actions as deemed appropriate, which may include suspension or expulsion from Lourdes Academy.

Listed by grade levels are some of the offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level at which they occur. These lists are samples and are not all-inclusive.

Examples of Bullying by Grades (not all-inclusive)

1. Primary Grades Pre-K – 2

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Taking and/or hiding another student's possessions
- Invading personal space
- Starting or spreading rumors / gossip
- Hitting, pushing, biting
- Writing unkind notes / pictures
- Disrespect to another person's belongings
- Falsely accusing another student

2. Intermediate Grades 3 – 5

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Pushing or poking
- Writing and/or passing unkind notes
- Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
- Lying about another student
- Negative gestures and facial expressions
- Insults of any kind, belittling, put downs
- Starting or spreading rumors / gossip
- Retaliating
- Falsely accusing another student
- Demanding another's possessions, food or money

3. Middle School Grades 6 – 8

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Lying about another student
- Starting or spreading rumors / gossip
- Physical threats
- Intimidation
- Writing and/or passing unkind notes
- Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening – not necessarily on school property
- Negative gestures and facial expressions
- Insults of any kind
- Demanding another's possessions, food or money
- Sarcasm with intent to hurt another
- Taking and/or hiding another student's possessions
- Falsely accusing another student

11.05 Returning to School After Dismissal

Students are not permitted to return to the school building after 3:30 PM unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher face detention, suspension, or expulsion.

12.00 ATHLETIC POLICIES

12.01 Sports

Lourdes Academy is a member of the Oceanside Athletic Association and includes the following:

- Boys (Grades 5 – 8) Flag Football, Soccer, Basketball, and Track & Field
- Girls (Grades 5 – 8) Soccer, Basketball, Volleyball and Track & Field

Students may try out for as many of the sports activities as they wish. All fees for participation in sports are the responsibility of the parents.

12.02 Sports Philosophy

We believe that the sports program should complement and work directly with the teachings and Catholic philosophy of Lourdes Academy to promote the overall education, growth, and development of our students. Individual responsibility is taught and expected of all involved. This is achieved through the cooperation and involvement of students, parents, coaches, faculty and parish. While having winning teams is an important part of any sport, the primary goal is to develop students who put forth a winning attitude toward life and school. Victory will come as a natural result of this attitude. Success is knowing you have done your best!

Lourdes Academy provides competitive and developmental athletic programs, while promoting and embodying the ideals of teamwork, sportsmanship, hard work, and self-discipline. Developing the student athlete's character through a positive and supportive environment increases self-confidence and therefore is essential to personal success on and off the playing fields.

At Lourdes Academy we create an environment that encourages and allows for participation by students competing at all ability levels. We aim to promote character and teach many values to our students. Among the values that help our student athletes and competitors to become responsible adults include but are not limited to sportsmanship, leadership and character, commitment to one's team or activity, critical thinking during practice and competition, time management, self-discipline, and enjoyment. We believe that students will gain these and other values by taking part in the athletic programs offered at Lourdes Academy.

12.03 Sports Standards and Fees

The following criteria must be met to participate in the sports program:

1. Pay a nonrefundable fee for each sport which is payable when a child is accepted on a team.
2. The child must maintain a "C" average on his/her report card in the major subject areas -Religion, Math, Social Studies, Science, Literature, Language Arts, and an S in Conduct and Effort.
3. The team coach is responsible for discipline at practice and games.
4. It is a privilege to participate as a member of a Lourdes Academy sports team. The Principal reserves the right to remove a student, temporarily or permanently, from a team.

13.00 Parking Lot Procedures

13.01 General Guidelines

For the safety of our children, the following procedures have been developed:

- **Please note that this year, Grades 1-8 drop-off will occur at the breezeway, rather than the pavilion.**
- **Pre-K and Kindergarten will both drop off and pick up from the Early Childhood Center every day.**
- Compliance with the drop-off and pick-up rules is required of parents and students at all times.
- The system is one-way.
- Please see the map on the following page.

The school will not be responsible for children left on University, Halifax or any other undesignated area.

13.02 Grades 1-8 System

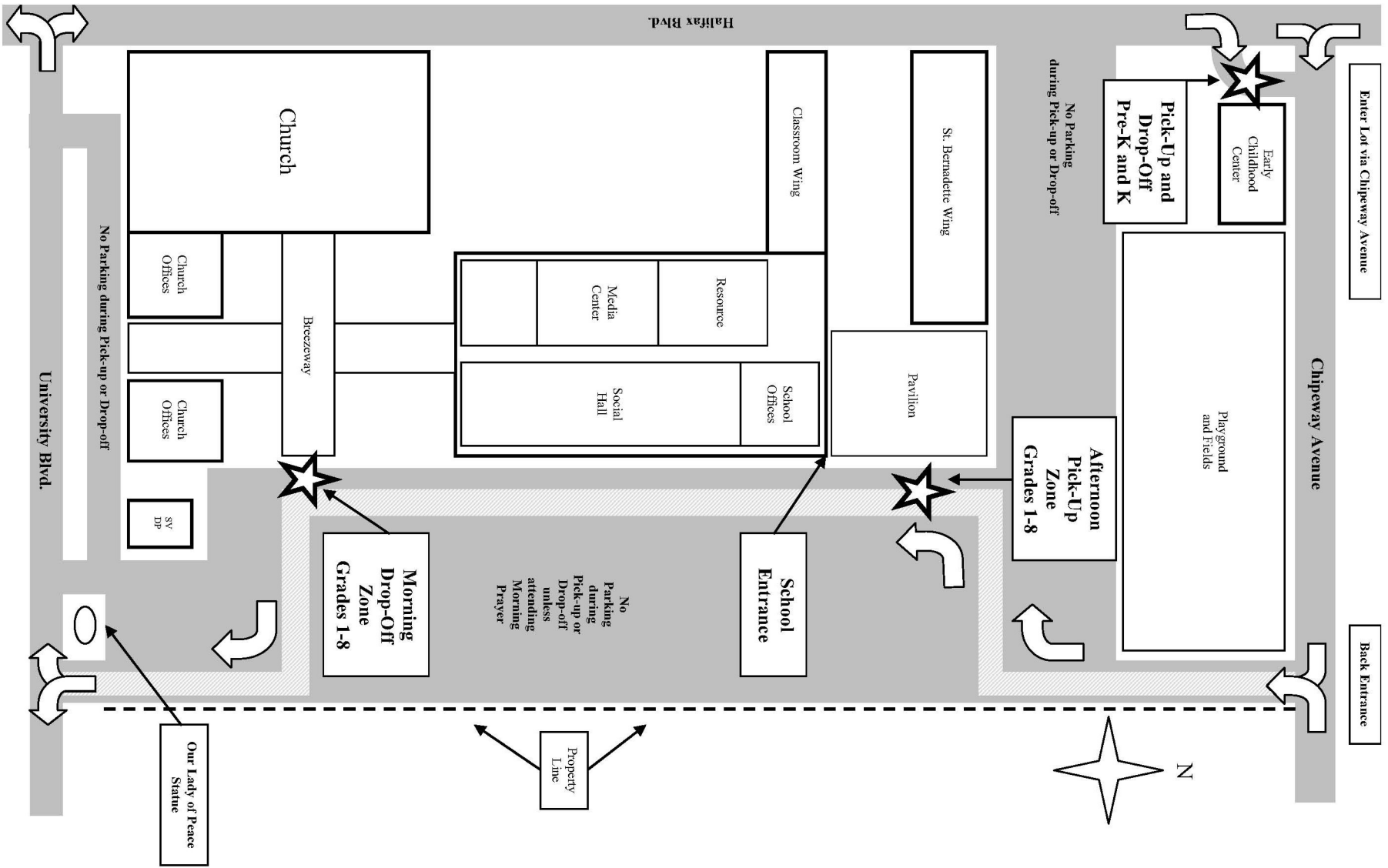
Please follow the system as described:

- Gates will close at 7:45 am and open at 2:55 pm (or 1:55pm on Wednesdays).
- Grades 1-8 students will be dropped off at the church breezeway and picked up from the pavilion.
- You will be directed to pull up to the breezeway/pavilion and drop-off or pick-up your car pool.
- Please follow the arrows on the map:
 - Enter from Halifax Ave. onto Chipeway Ave.
 - Enter the school campus through the back (east) driveway.
 - Follow the path to either the breezeway or the pavilion.
 - Move from the pick-up or drop-off zone through the church parking lot to the open gate on University.
- Please do not park or get out of your cars unless you will be joining us for Morning Prayer.
 - If you will participate in Morning Prayer, for safety, please park in the church parking lot **AFTER** you have dropped off your carpool at the breezeway.
 - No students should be walking in the parking lot.
- Please do not confer with your child's teacher during our traffic flow.
 - Teachers are available by appointment.
 - Appointments should always be scheduled through the school office.
- If you have business in the school office in the morning, please park in the school parking lot **AFTER** you have dropped off your car pool at the breezeway.
 - No students should be in the parking lot.
- Students not picked up by 3:10 pm will be sent to After School Care.

13.03 Pre-K and K System

Pre-K and Kindergarten parents are asked to pick up and drop off their children at the Early Childhood Center.

- You may park facing north on Halifax Ave. **ONLY** and deliver or pick up your child for arrival and dismissal.
- If you have students in grades 1-8 you should then proceed east on Chipeway Ave. (right hand turn from Halifax Ave.) to the back (east) entrance and then get in line with the other parents.
- Depending on traffic flow, parents with children in both the school and the ECC may wish to drop off grades 1-8 first before heading back to the ECC in order to avoid tardiness.
- VPK parents must remember to sign in and out every day as a condition of enrollment.
- **Please note that on Wednesdays, Pre-K releases at 2:15, fifteen minutes after grades 1-8. Please plan accordingly.**



Student Name _____ Grade _____

Parent/Guardian name _____



14.00 LOURDES ACADEMY PARENT AUTHORIZATION

Please initial each appropriate box and sign accordingly. The following have been addressed in the handbook.

14.01 Parent/Student Handbook
I have read the parent/student handbook, understand its contents, and agree to be governed by it and to support the school's policies and procedures. The Principal reserves the right to amend the parent/student handbook at his discretion. Parents and students will receive appropriate notification if changes occur.

14.02 Code of Conduct / Athletic Code / Dress Code
I have read and understand the code of conduct, athletic code and dress code included in this handbook. I will ensure that my child follows the rules and regulations specified here and agree to be bound by the consequences as outlined. I have read and understand the Diocesan Wrongful Conduct Letter.

14.03 Diocese of Orlando Photo/Video Permission
For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (We), the undersigned parent(s) or legal guardian(s) of _____, do hereby consent, authorize and grant permission to the Diocese of Orlando and Lourdes Academy, Daytona Beach, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In granting such permission (I) (we) hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

OR
I do NOT permit my child to be photographed, etc.

14.04 Diocese of Orlando Acceptable Use Policy
Diocese of Orlando technology users are responsible for abiding by all of the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.
Users who disregard or violate, in any way, the AUP may have their use privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP.
As the parent/guardian of this student, I have read the Authorized Use Policy and discussed it with my child. I understand that access to the Internet and emerging technology is designed for education purposes only. I hereby give my consent for my child to have use of the Internet and emerging technologies. I acknowledge that should my child, or any child for whom I am legally responsible, access information other than that which is intended for instruction, study or research related to the curriculum, the Diocese of Orlando will not be held responsible. I certify that the information contained on this form is correct.

14.05 Homeroom Phone List
I wish to be included in the class list

OR
I do NOT wish to be included in the class list

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____

This page must be completed and returned to your child's teacher by the end of the first full week of school.

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