

Lourdes Academy Middle School



Student Handbook 2021-2022

Student Name: _____

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*Prepared for College
Prepared for Good*

When sick, have parents call 920-235-5670, option 1

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WELCOME TO THE LOURDES FAMILY

Lourdes Academy is a school rich in tradition and dedicated to developing young scholars and servant leaders. To be a student at Lourdes is to accept the challenge to be one's best and to bring out the best in others. Join us in supporting each other in the classroom, at concerts and sporting events, at our parishes, and in the community. Lourdes Academy is a place for leaders. We are honored and privileged to have you.

MISSION STATEMENT

In partnership with families, parishes, and the community, Lourdes Academy provides a family environment in which students can achieve academic excellence, develop strong moral character, live as authentically Catholic disciples, and contribute positively to their communities.

VISION STATEMENT

Inspired by Our Lady of Lourdes and rooted in our Catholic faith, Lourdes Academy forms and challenges students to realize their God-given potential.

LOURDES ACADEMY WAY (LAW)

The Lourdes Academy Way (LAW) is an honor code that our students and staff use to emphasize excellence in conduct and attitude. When you are a student at Lourdes Academy, you pledge to:

- I will treat others with dignity and respect at all times.
- I will demonstrate good judgment in dress, communication, and conduct.
- I will be excellent in my academic effort and meet all of my responsibilities as a student.
- I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.
- I will respect my school and my church with pride and honor in all I do.

FIGHT SONG

Hail, Lourdes Knights;
Reach for the heights;
You are the pride of the school,
So unite and we'll RULE!
U RAH RAH
March onward Knights with pride and valor we'll fight,
Raise up the banners of the Red and White,
We'll Fight, Fight, Fight!

SCHOOL COLORS & MASCOT

Red & White -- Squires

HISTORY

Like many Catholic schools, Lourdes Academy grew out of a small system of local parishes that had existed in the Oshkosh area since the 1800s. These parishes established schools, and over time the need for a centralized high school led to the opening of Lourdes High School in 1959. The high school and other Catholic elementary schools were supported by small area parishes until 1992 when the schools began to consolidate in an effort to operate more efficiently. By 1997, all of the schools were brought together as the Unified Catholic Schools of Oshkosh. During this time, the system began to see increased enrollment and make major physical and curricular improvements.

In 2012, the entire system became known as Lourdes Academy, a PreK-12 Catholic education system serving more than 600 students in Oshkosh and the surrounding communities at one elementary school and a combined middle and high school, making it the largest parochial school system in Oshkosh.

STATEMENT OF NON-DISCRIMINATION

Board Policy 4063.1

Lourdes Academy does not discriminate on the basis of gender, national origin, or race in the enrollment and participation of students or the employment of personnel.

RIGHT TO AMEND HANDBOOK

Board Policy 4090

Lourdes Academy retains the right to amend this Student/Parent Handbook at any time for just cause. Students and parents will be given notification of any modifications to the handbook.

OUR CATHOLIC MISSION

CAMPUS MINISTRY

As Lourdes Academy fosters an atmosphere encouraging spiritual growth, all students must participate in all liturgical activities and retreats. Eucharistic Adoration, Mass, and all school prayer services and other religious rituals provide all students the chance to grow in their faith.

LIVING OUR FAITH

Board Policy 5040.2

Lourdes Academy provides for students, faculty and staff a faith-filled environment. Faith is expressed in personal prayer, liturgy, Reconciliation opportunities, devotions, etc. Opportunities to live out our faith include:

- Weekly masses where part or all of the students attend in person.
- Once a week before school mass is open to students, staff, and their families.

- Divine Mercy Chaplet held weekly.
- Building wide Reconciliation twice a year during Advent and Lent
- Weekly faith sharing groups at both middle and high school levels
- Stations of the Cross during Lent.
- Other events as planned throughout the year.

The chapel is also open and available for prayer throughout the school day. Religious classes will also reserve the chapel for use.

PRAYER

Board Policy 5040.2

The entire student body pauses for prayer each morning and afternoon as well as during each class period and lunch. Weekly prayer services are also available for the Divine Mercy Chaplet. These prayer services are planned by students and take place in the chapel.

RELIGIOUS INSTRUCTION

Board Policy 5040

Religion classes are required of all Lourdes students. Sacramental preparation, including Confirmation, is a parish responsibility and is coordinated with your parish religious education director.

RETREATS

Board Policy 5040 & 6031

Lourdes Academy has an annual retreat for all high school students.. The retreats are one-day events and all students are required to attend. If a student misses a retreat, make-up activities are required. Additional retreats are offered to students seeking further spiritual enrichment, but they do not replace the class retreat.

STUDENT LIFE AND EXPECTATIONS

STUDENT CODE OF CONDUCT

Board Policies 5021, 5021.1, & 5026 and all subsidiaries

All students are expected to live according to the **LOURDES ACADEMY WAY (The L.A.W.)**:

- **Treat others with dignity and respect at all times**
- **Demonstrate good judgment in dress, communication, and conduct**
- **Be excellent in academic effort and meet all responsibilities as a student**
- **Live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God**
- **Represent the school and the Church with pride and honor at all times**

Failure to live according to the Lourdes Academy Way will lead to disciplinary consequences at the discretion of the teacher and administration. Such consequences include the requirement of service to the school, detentions, suspensions, or expulsion. The Principal or Dean of Students reserves the right to define individual situations and behaviors as discipline issues and to administer the appropriate consequence(s).

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents/guardians, and Lourdes Academy. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students.

Lourdes Academy may use the following disciplinary actions at its discretion:

- Lunch time detention, before/after school detentions, Saturday School, In school/out-of-school suspension, Extracurricular activities suspension, co-curricular code violations, Behavior Contracts, Expulsion or Withdrawal.
- All discipline has an element of behavioral reflection to them that the student is required to complete. The Principal, Dean of Students, or teacher who assigned the detention should discuss this reflection with the student.
- All discipline has the potential to have a restorative element or perform service to the school.
- Saturday School can be assigned up to 4 hours at a time.
- Behavior Contract –A behavior contract is an agreement between student, parent(s) and school administration defining behavior expectations specific to the situation at hand. If parent and student refuse to sign within 5 school days, they agree to withdraw from Lourdes Academy..
- Expulsion/Withdrawal

Typically, the following behaviors warrant a detention: tardiness for class or school, failure to come to class prepared, disruptive and/or inappropriate behavior, dress code violation.

Specifically, disrespect to others is a serious offense against the values of Lourdes Academy. Disrespectful behavior may result in removal from class, detention, parent meeting, behavior contract, in school suspension, out of school suspension, or expulsion.

In some circumstances, suspensions, requests to withdraw, or expulsion may be the first step. These situation may include but are not limited to:

- Possessing a dangerous weapon on campus or at a school-sponsored activity
- Belonging to a gang or engaging in criminal, gang-like activity
- Having serious criminal charges reported to the school by authorities, engaging in any act that is grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or ordinary circumstances surrounding hunting/fishing violations)
- Engaging in serious insubordination, or verbal or physical abuse of a faculty/staff member or any adult on the school premises
- Using, selling or possessing chemicals, drugs, tobacco, alcohol, steroids or chemical paraphernalia on campus or at a school-sponsored activity
- Physically assaulting another student
- Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with authorities)
- Stealing or vandalism of school or others' property
- Serious hazing or harassment, including sexual harassment, of anyone (this includes group conduct)
- Representing oneself or others unlawfully or inappropriately on the internet (on blog sites, instant messaging, on-line profiles and/or social networking sites, etc.)
- Igniting fused or incendiary devices (fireworks, stink bombs, etc.)
- Engaging in misconduct (during or outside the school day) that is seriously detrimental to the reputation of Lourdes Academy
- Engaging in any situation or problem not specifically covered herein that may be viewed by the administration as seriously threatening

In all cases where expulsion is being considered, the Lourdes Academy policies and the Green Bay Diocesan policies must be followed before expulsion is finalized.

**Students are expected to hold themselves to high standards of behavior
24 hours a day, 7 days a week, 365 days a year.**

ALCOHOL, DRUGS, TOBACCO USE & VAPING

Board Policies 2050, 5018.3, & 5200

Any student purchasing, selling, intending to sell, possessing or under the influence of intoxicants, drugs, mood altering drugs not prescribed to the student by a physician, in possession of drug paraphernalia, or possessing and/or using tobacco products, e-cigarettes, vaporizers or any material that can be smoked or inhaled on school grounds shall receive discipline at administrator's discretion in addition to a meeting with parent(s)/guardian(s). If the situation warrants, the student will be referred to the police. Additional offenses or any student who sells or distributes drugs or intoxicants will be subject to immediate expulsion from Lourdes Academy. This rule applies at all times - 24 hours a day, 365 days a year.

Students are not allowed to be present at events/parties/gatherings where alcohol and/or other drugs are evident and illegally consumed by minors. Presence is defined as knowingly being in a location where

illegal consumption of alcohol and/or other drugs is evident and willingly being present by not making every effort to leave immediately. In keeping with WIAA policy, performance enhancing substances on the NCAA banned list are also banned. Lourdes Academy reserves the right to bring a police dog trained to detect drugs. The dog will have access to the entire building as well as the parking lot. The use of a police dog will take place without warning.

ATHLETICS AND ACTIVITIES

Board Policies 6070 & 5021.1

Interscholastic athletics assist in developing a student's mind, body, and spirit. Therefore, interscholastic athletics are considered an integral part of the school philosophy to educate the whole person. Student-athletes are expected to abide by the Lourdes Academy Co-Curricular Code of Conduct and the WIAA Code of Conduct for Athletic Participation.

Please refer to the Lourdes Academy Activities Handbook for more information.

<https://www.lourdesacademyoshkosh.org/domain/124>

A full list of clubs and activities are available on our website.

BUSING

Before and after school busing is available through the Oshkosh City Transit System and the Oshkosh Area Public School System. School buses drop off and pick up students on Josslyn Street near The Commons. Please reach out to Kristin Kowalske (kkowalske@lourdes.today) to learn more about busing.

CLOSED CAMPUS

Board Policy 1050

Lourdes Academy is a closed campus and students are required to remain on campus at all times unless permission to leave is granted. Students who leave campus without permission or do not return within permissible time, will face consequences, up to and including suspension.

COMMUNICATION

Communication with students and parents occurs through three primary vehicles:

1. Daily Announcements – PowerSchool under the Daily Bulletin (parents can sign up to have these announcements sent to them). These are read over the announcements, available throughout signage in the building, and on the student portal. Students who are not present for announcements are responsible for reading them on PowerSchool.
2. Weekly Newsletter – students and parents receive an e-mail of events for the upcoming week
3. E-mail – special announcements and reminders are sent to students through their school e-mail and to parents through their personal e-mail

Any student or group that wishes to make an announcement or add material to the Weekly Newsletter must submit it to the office for approval.

COMPUTER USE

Board Policies 4135 and subsidiaries & 5022 and subsidiaries

Lourdes Academy permits access to computer, telecommunications, and internet resources to further the educational opportunities of students. Students must use all computers and devices solely for educational purposes. Each student must have a signed **Lourdes Academy Acceptable Use Policy for Technology** and the **Chromebook One-to-One Device Responsibility** form on file prior to having the privilege of using computers or other devices.

When the classroom setting needs the use of a computer, the school issued Chromebook is what is expected to be used. When the classroom setting is where a computer is not needed, students are expected to have their Chromebooks away. Failure to adhere to a teacher's request to have your Chromebook away will be treated as insubordination.

DAILY SCHEDULES

The different bell schedules throughout the school day are posted on our website. Special schedules for special events will be posted on PowerSchool Daily Bulletin, website, and school calendar on website as well.

DANCES/PALS EVENTS

The following regulations are noted for all dances:

1. Christian conduct is expected for all dancing. No provocative dancing allowed.
2. Christian dress is expected of dance participants - no low-cut, short, tight, open back dresses allowed. No midriff should be visible.

Students who are failing a class/classes, have unserved detentions, or pending suspension will not be allowed to attend the dance. Students who are not able to participate will work with their teachers during this time or remain in the office.

DAMAGE TO PROPERTY

Board Policies 5051 and 7020

Any damage to school property will require full reimbursement (materials and labor) from the student and may result in additional consequences. Law enforcement may also be notified.

DRESS CODE

Board Policy 5028 and all subsidiaries

As a Catholic education system, Lourdes Academy reserves the right to determine and insist upon a norm of appearance for its students. Proper conduct and appropriate dress reflect the virtues of modesty and self-respect and are essential to maintaining a positive atmosphere for learning.

If a dress code violation cannot be immediately corrected, the parents will be notified and the student will either be sent home to change or will wait in the office for appropriate clothing to be delivered. The student will serve detention. Students who regularly violate the dress code could be subject to suspension. Since styles of clothing and hair change rapidly, the administration reserves the right to restrict fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment.

Through contests, fundraisers, or good behavior, students can receive out of dress code passes to have the right to be out of dress code. Students may only use a pass one day per week (resetting every first day of the school week), CANNOT be used on a mass day, and must be used within the school year that they were given or purchased. For process on redeeming these, please see the dress code on the website.

Updates to the dress code from previous versions are included at the bottom of the document to track changes or adjustments made.

Please visit the Lourdes Academy website for the latest dress code.
<https://www.lourdesacademyoshkosh.org/domain/124>

DROP OFF/PICK UP TIME AND PROCEDURES

Board Policy 5053

All students must be dropped off and picked up in the front circle drive adjacent to Witzel Ave. (Door 1) or band doors (Door 7).

Witzel Avenue is a right hand turn only upon returning to flow of traffic.

Door 1 is open starting at 7:15 AM; Door 7 is open starting at 7:30 AM.

Before school, students are only permitted to enter and leave through Doors 1 and 7. After school, students may use any door, but may only return into school through Doors 1 and 7. Students exiting the North side of the building please do so through Doors 3 or 7 as those are the safest for flow of traffic.

Bicycles should be parked and locked in the bicycle parking area at the back of the school by Door 7.

Unless actively engaged in a student activity or working directly with a teacher, students should be picked up or out of the building by 4:00 PM. Students who have practice at a later time (i.e. 6:00 PM) will need to leave by 4:00 PM and return at the appropriate time for practice to ensure adequate supervision of the student.

GAMBLING

Gambling of any type is not allowed on campus or at school-sponsored activities.

GRIEVANCE PROCEDURE/CHAIN OF COMMAND

Board Policies 4063 and 4063.1

Specific academic or behavioral concerns should be addressed in the following manner:

1. Student talks with teacher. If the situation cannot be resolved...
2. Student talks with principal. If the situation cannot be resolved...
3. Parent talks with teacher. If the situation cannot be resolved...
4. Parent talks with principal.

In order to align with our Mission, we encourage the most direct communication possible where students are advocating for themselves. In situations where safety is a concern or other special circumstances, this process may not apply.

Students and/or parents may request an appeal of decisions having to do with consequences given to a student for not meeting expectations.

Except for safety concerns, Lourdes Academy practices the 24 hour rule for a “cool down period.” If the email or communication is going to be one of frustration, please give it 24 hours before composing the email or calling the school. This is to ensure that the conversation can be as productive as possible.

Athletic disputes follow the same chain of command, replacing teacher with coach and principal with activities director.

HARASSMENT/BULLYING

Board Policies 4116, 4117, 5023, and 5022.2

Harassment and bullying of any kind (including physical, emotional and cyber) will not be tolerated. This includes, but is not limited to, offensive, abusive or obscene language, threatening behavior, racial insults, improper touching, sexual comments, and ethnic slurs. Students who believe they have been subjected to harassment or parents/guardians who believe their student has been subjected to harassment should report the incident(s) to administration.

HONOR REPRESENTATION

It is a privilege and honor to represent Lourdes Academy in the community. If a student is suspended from involvement in athletics and/or co-curricular activities, he/she will not be eligible to represent Lourdes Academy in the following: Badger Boys/Girls State, local scholarships, Grace LeVoy, Girls Granting, Tomorrow's Leaders, Youth Leadership Oshkosh, National Honor Society, Homecoming and Prom Courts. This is not an all-inclusive listing.

LOST AND FOUND

Lost and found articles are kept near the school office. At the end of each semester, all lost and found items will be donated to charity. The school will not be held accountable for items lost or stolen.

MEDICATIONS/HEALTH ISSUES

Board Policies 2093 and 5009.1

A parent should administer prescription or nonprescription medications required by a student at home. When this is not possible, the school staff may assist in the administration of medication during school hours subject to the following regulations. An employee may not administer medication to a student unless one of the following is provided:

1. **Written instructions signed by the physician for the administration of the prescribed medication.** - A written statement from the parent authorizing school personnel to give the medication in the dosage prescribed by the physician and also releasing the school and employees from any liability in administering the medication. Prescription medication must come to school in its original container and is kept in the school office.
2. **Parent supplied medication must be in its original, labeled bottle.** A non-prescription product will be dispensed to students as needed, provided a Parent Request & Authorization form is on file in the front office.

It is the responsibility of the parents to inform the school office of any chronic medical conditions their student(s) may have. Asthma, allergies, diabetes, epilepsy, seizures and rare heart conditions are examples of conditions that should be recorded on the medical information sheet collected from families at the beginning of each school year.

PERSONAL ELECTRONIC DEVICES

Student use of cell phones, smartwatches and other electronic devices, including personal listening devices, is prohibited during school hours, except when specifically authorized by the principal or other staff member. All such devices should be turned off during school hours and placed in students' lockers. Staff members may confiscate students' cell phones, smartwatches and other electronic/distracting devices and assign detentions. A parent/guardian may be required to pick up a confiscated item. A student who violates this guideline multiple times may be required to bring the electronic device to the office prior to the school day.

Wisconsin Law 175.22 prohibits the use of cell phones and other image-recording devices in locker rooms or restrooms except in emergency situations. Students caught using cell phones in restrooms will be subject to detention, suspension, request to withdraw, or expulsion.

POLICE INVOLVEMENT

Board Policy 5017

Any student engaged in illegal activity will be reported to the police. Parents will be notified when police are contacted. Referral to the police does not take the place of school disciplinary consequences.

SCHOOL OFFICE HOURS

On days school is in session, the office is open from 7:30 AM to 3:30 PM.

SCHOOL SPONSORED TRIPS/OFF-CAMPUS ACTIVITIES

Board Policy 5016

School sponsored trips and extracurricular activities contribute significantly to the full development of students. They are carefully planned and adequately supervised. All school rules and policies are in effect while students are on school-sponsored trips and activities off campus. Students are responsible for their behavior during such events. Parents must be at school to pick up their child by the time the bus returns from the trip.

SEARCHES

Board Policy 5057

Lockers are school property and general searches of lockers and other school property can be conducted at any time without the presence of students. Searches of students, backpacks, vehicles or other items associated with a student require reasonable suspicion and will be reasonable in scope.

SOCIAL MEDIA

Students must remember that they are representatives of Lourdes Academy, whether interacting with others in person or online. Students are expected to maintain the same moral and behavior standards on social media as they would in behaving in church, with their families, and at school.

Expectations of Social Media:

1. Before participating in any online community, students must understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site. Potential employers, internship supervisors, graduate programs, and scholarship committees now search these sites to screen candidates and applications.
2. Students should not post any information, photos or other items online that could embarrass the student, his/her family, or Lourdes Academy This includes information that may be posted by others on the student's page.
3. Students must never post his/her home address, phone number, birth date or other personal information. Anyone doing so could be a target of predators.

4. Student-athletes/co-curricular participants could face discipline, possibly including dismissal, for violations of team, club, department, Lourdes Academy and/or WIAA policies.

Lourdes Academy administration will not seek out students' social media violations. It is the administration's expectation that each student's online activity is monitored by a parent or guardian. In the event that an alleged violation is brought to the attention of the administration, after investigation, the following considerations will be made:

1. Anything that appears to be "only" inappropriate or in bad taste will be handed over to the parents of the parties involved. It is the hope of the administration that the issue will be resolved by those parents in a timely manner. If it occurs on school property, administration reserves the right to issue consequences as appropriate.
2. The malicious use of online social networks such as threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism or stalking, as well as underage drinking, illegal drug use or other prohibited behavior will be subject to disciplinary action by the head coach/advisor, the activities director and/or the administration.
3. Inappropriate photos and/or comments that are directly linked to Lourdes Academy will be handled as school issues and will be punishable as if the behavior occurred at Lourdes Academy.
4. Any action that appears to be of an illegal nature will be reported to legal authorities.

STUDENT I.D. CARDS

Each student is issued a student identification card at orientation. It is used for purchasing food, releasing printing jobs, as a pass for free admission to all regular season "home" athletic events, and may be required by employers or other venues when a student does not have a government I.D.

Replacement fee is \$10.

WEAPONS

Board Policies 2060, 5018.2, 5018.3, and 5052

Possession of weapons is serious and will not be tolerated. No one shall possess or use a dangerous weapon or look-alike weapon in the school, on school grounds, or at school-sponsored events except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes on school premises with a dangerous weapon is guilty of a misdemeanor or a felony, depending on the seriousness of the offense.

ACADEMICS

ACADEMIC ENHANCEMENT TIME (A.E.T.)

Lourdes Academy places a strong emphasis on students being successful in academics and meeting our high expectations. Students who find themselves struggling within an academic course may need additional help. Academic Enhancement Time is a mandatory after school program for students who are struggling in one or more courses to give them additional opportunities to catch up on missing work, work with teachers, and get additional help.

Every two weeks, the administration checks all students grades. Any student with an F in one or more classes or D's in multiple classes is placed into Academic Enhancement Time. Academic Enhancement Time runs for 30 minutes after the school day, all 5 days a week. After the two week period, if a student has improved all grades to C's or above or with administration's consent, they are able to exit the program. Students who achieve this during the two week period must complete their two week period.

Grades will be checked like this at the end of weeks 2, 4, and 6. Those who are enrolled at week 6 will finish out the grading period in the program. After week 6, grades are checked weekly at 7 and 8. Those who did not get placed in the program at week 6 but meet the criteria in weeks 7 and 8 will be placed in the program for the rest of the quarter.

Students who fail a class at quarter will be automatically placed into Academic Enhancement Time for the start of the next quarter for a minimum of 2 weeks.

Students who also have after school detention will need to serve that time either in the morning before school or after their AET time.

If a student is gone for 3 or more academic days for any reason, the administration reserves the right to enroll the student into AET upon return until the work is completed as a method to assist in catching up on missing work.

Lourdes Academy strongly encourages families to plan vacations during planned breaks. The calendar is released to the public every spring prior to the academic year.

ACADEMIC HONESTY

A policy of academic honesty reaffirms the philosophy of education established at Lourdes Academy by ensuring the academic integrity of the learning community. Any form of cheating, including plagiarism, is a violation of the standards for student conduct. Cheating includes taking someone else's work, offering work to another person, and any other attempt to misrepresent one's academic performance. The assignment, test, or project will receive zero credit. The student's parents will be notified.

Plagiarism is the use of words, ideas, or information of another without informing the reader of the source of these words, ideas, or information. Examples of plagiarism include:

- Copying (word for word) all or part of someone else's work without proper citation
- Submitting a paper or assignment that has been translated by translating software or another person when the teacher expects you to do the translating yourself
- Turning in a paper that has been done by another student

The work of another person, when taken word for word, should be quoted and cited. When paraphrasing or summarizing, a citation is still required.

For the first offense, the student will be required to attend an Academic Honesty Seminar course that will work with the student to remediate and correct the violation. Additional offenses could result in detentions, suspensions, failing the course, academic probation, requests to withdraw at administrator's discretion, disqualification from National Junior Honor Society, or disqualification from 8th grade graduation academic awards.

ASSISTANCE FOR STUDENTS

Board Policy 5029

If a student experiences academic difficulty (indicated by his or her online reports, midterm progress reports, and/or term grades), assistance may be facilitated by:

- communicating via phone conferences, written contact, or email messages between the student's teacher(s), the learning specialist, and administration and/or counselor regarding student progress; setting up meetings with the learning specialist, guidance counselor, administration, teacher(s), the student and the parent(s);
- monitoring the weekly homework and grades recorded online;
- collaboratively developing individual learning contracts to support the student's academic success; and/or the student being assigned or finding a peer tutor.

The counselor, administration learning specialist, teachers, the student and parent(s) will determine together strategies that will enhance the student's learning process.

COUNSELING CENTER

Board Policies 5003 & 5059

The school counselor offers assistance to all students in classroom lessons and on an individual and group basis in the following areas:

1. Academic Counseling - Throughout the year, students and parents or guardians may have questions concerning academic progress. Academic counseling, advising, and tutoring are available to every student.
2. Career Exploration - The school counselor assists students in exploring careers throughout middle school. Students are exposed to career information through classroom lessons, Career Locker computer program, Career Day and career fairs.
3. Personal Counseling- The school counselor helps students understand and accept themselves and enables them to develop and express an awareness of their own feelings, needs, values, ideas, and beliefs. The school counselor assists students in dealing with academic, personal,

spiritual, and social concerns that may be inhibiting their ability to learn, to achieve self-understanding, and to grow as individuals.

4. Prevention and Intervention Programming - Classroom lessons and personal and/or group counseling are conducted by the school counselor to assist students in making appropriate decisions in order to contribute to a safe environment for all students

COURSE SELECTION AND COURSE LOAD

Board Policies 5006, 5040.1, 6031 & 6032

All middle school students take a similar course load:

- Religion
- Mathematics
- Language Arts
- Social Studies
- Science

A separate reading class is taken in 6th and 7th grade.

In 8th grade, students will be placed by administration in either 8th Grade Spanish or Reading 8.

Lourdes Academy values the positive impact fine arts has on developing the individual as a whole and requires students to take music all three years of middle school. Students may do band, choir, or both. Performances are a course requirement and occur outside of the school day.

Students also participate in additional “elective” style courses throughout their three years in middle school. These courses rotate on a quarterly basis (previously trimester courses).

6th Grade	7th Grade	8th Grade
<ul style="list-style-type: none"> ● Art 6 ● Physical Education ● Health 6 ● Computer Essentials 	<ul style="list-style-type: none"> ● Art 7 ● Physical Education ● Study and Lifeskills ● Project Lead the Way: Innovators and Creators 	<ul style="list-style-type: none"> ● Art 8 ● Physical Education ● Health 8 ● Project Lead the Way: App Creators

GRADING SCALE

Board Policy 5031 and all subsidiaries

Lourdes Academy High School employs the following grading scale:

Lourdes Academy
Grade Scale

Grade	Grade Pts	%
A+	4	99-100
A	4	94-98
A-	3.7	90-93
B+	3.3	88-89
B	3	84-87
B-	2.7	80-83
C+	2.3	78-79
C	2	74-77
C-	1.7	70-73
D+	1.3	67-69
D	1	63-66
D-	.7	60-62
F	0	0-59

Grade point averages are calculated on a 4.0 scale at the end of each quarter and are cumulative.

Co-curricular courses such as band and choir have requirements beyond the school day, such as concerts and performances, which are considered a part of the class. Participation in these events will be considered an expectation for grading.

HONOR ROLL

GPA needed for honor roll listings are as follows:

- Highest Honors 3.75-4.00
- High Honors 3.5-3.749
- Honors 3.25-3.49

LEARNING SERVICES

Board Policy 5029

Students with special learning needs often need additional assistance in developing academic, organizational, or basic content area skills. The goal of the Lourdes Academy Learning Services Program is to provide support for students with learning needs and help each to become an independent learner and self-advocate. Students with service plans should work with the learning specialist to develop interventions or accommodations. The learning specialist, in conjunction with the counseling staff, may also recommend a student for testing for academic learning needs.

REPORT CARDS

Board Policy 6040

Report cards are available at the end of each term and emailed out to families usually within a week after the term ends. PowerSchool is the quickest way to see the most up-to-date grades.

STANDARDIZED ASSESSMENTS:

Schedule for standardized assessments are as follows:

- 5th Grade - Diocese ACRE Testing
- 6th Grade - MAPS Testing (Fall, Winter, Spring)
- 7th Grade - MAPS Testing (Fall, Winter, Spring)
- 8th Grade - MAPS Testing (Fall, Winter, Spring)
- 8th Grade - Diocese ACRE Testing

STUDENT/PARENT/TEACHER CONFERENCES

Board Policy 5032

Student/parent/teacher conferences are held annually in the fall, once in the evening and once during the day. The purpose of conferences is to be proactive with regard to each student's academic performance. Any time a student, parent and/or teacher feel it is necessary to discuss the student's academic progress, individual conferences may be arranged.

TEXTBOOKS

Students receive their textbooks or e-textbooks in their academic classes within the first week of classes.. Books must be taken care of during the year and should be returned in good condition at the end of the course. Excessive damage or loss of books will be charged to the students at the cost of a new book.

ATTENDANCE AND TARDINESS

ATTENDANCE

Board Policy 5011

It is the shared responsibility to assist students in developing desirable habits of punctuality and attendance. Parents are encouraged to monitor attendance on Powerschool. Lourdes Academy follows Wisconsin State Statute 118.15 on compulsory school attendance and truancy (School Attendance Statute).

Students must be in attendance the full day of school in order to participate in after school activities (i.e practice, rehearsal, game, performance). Medical appointments, school events, and funerals are the exceptions to this expectation.

Every effort must be made to schedule medical appointments outside of the school day. Students must provide documentation of attended appointments during school hours in order for them to be excused as a medical absence.

ABSENTEEISM AND TRUANCY

Board Policies 5012 & 5013

A parent/guardian must contact the school office before 9:00 am if their student will be absent.

Missing more than 10 minutes of class is considered an absence.

Students are responsible for contacting teachers to make arrangements for make-up work or assignments. Absences are recorded on the student's permanent record. Students who are absent without parent verification will be considered truant.

A parent/guardian may not excuse their student for more than 10 school days in a school year. This includes sick days, vacations, truant days, etc. Any absence beyond the 10 days will be considered unexcused (truancies) and require a medical note to be considered not truant.

Students may not leave the building without parental or school authority permission at any time.

Excessive absences may result in loss of credit(s). If a student accumulates 10 absences in a class, the administration reserves the right to deny credit for the course or courses due to insufficient instructional time.

Lourdes Academy follows Wisconsin State Statute 118.15 on compulsory school attendance and truancy (School Attendance Statute). Truancy is defined as an absence from class, assemblies or school at anytime without permission. Academic work missed during the period of truancy is subject to failure/no credit. Students will not be permitted to make up tests or assignments missed during the unexcused

absence. Students who are truant are subject to consequences including but not limited to Saturday school, suspension from activities and ineligibility for honor representation.

Excessive (habitually) truant under (118.15) is when the student is truant for all or part of 5 days in a semester. Habitually truant students will be referred to law enforcement. .

ILLNESS DURING THE SCHOOL DAY

Board Policies 5015 & 5055

Any student who becomes ill during the school day will be sent to the office by his/her teacher. A member of the school staff will care for the student temporarily. If the student continues to feel ill after resting, a parent or emergency contact person will be notified. In the event of a serious medical problem, the school may contact emergency medical personnel. Identification will be required of persons unknown to school authorities.

KNOWN PROLONGED ABSENCES

Parents are encouraged to plan vacation time in conjunction with the school calendar. If a student will knowingly be absent regardless of length, he/she must complete the pre-arranged absence form located in the main office. The form must be picked up 1 week prior to absence and turned into office at least 1 day prior to absence. A copy will be made and given to the student. Students returning from vacation may be placed in our Academic Enhancement Time program upon return.

PASSES

During class, students must obtain permission from the teacher to go to another location (i.e. bathroom, counseling office, main office, etc.). Students who are not in an assigned area and/or do not have a proper hall pass may face disciplinary action and may be considered unexcused.

TARDY

Board Policy 5014

Students are expected to be in classes on time, in dress code, prepared to work. A tardy is defined as being up to 10 minutes late; anyone who arrives at school more than 10 minutes tardy without a written doctor's note or note from parent with good cause will be considered absent. Students who arrive after the school day has begun must report to the main office to receive a pass.

Three tardies to school, class or advisory will result in a detention.

Situations such as traffic or car trouble, oversleeping, forgotten lunches, homework or gym clothes, etc., will count as tardies. Students and families are responsible for plannable changes to transportation, including pre-announced construction.

Excessive tardiness may lead to consequences including but not limited to Saturday school, suspension from activities and ineligibility for honor representation.

SCHOOL SAFETY

EMERGENCIES

A plan of action is in place to ensure the safety of all students and staff members in the event of severe weather or other emergencies. Parents will be notified by text and/or email of any emergency situations. Fire, severe weather, and school safety drills are held regularly during the school year in accordance with city and state law.

VISITOR POLICY

Board Policy 1050

All visitors must report to the school office immediately upon entering the school building through door #1 in the front circle drive off of Witzel Ave.. In addition, requests for student visitors must be brought to the principal a minimum of two days prior to the planned visit. In general, only students with an expressed interest in attending Lourdes will receive approval to visit the school.

WEATHER CLOSURES

Closure days due to weather are reported to all Green Bay media outlets, sent out via email, and PowerSchool calling system. Although unlikely, Lourdes Academy reserves the right to remain open if Oshkosh Area School District closes.

FOOD SERVICES

LUNCH

All students eat their lunch in the commons, which is supervised by staff members. Hot lunches and ala carte meals are available. In addition, students are welcome to bring their own bag lunches. Students may not have food delivered to the school. Administration reserves the right to confiscate the delivered food and hold it until the student leaves for the day.

A lunch account has been set up for each student through Powerschool. All students planning to purchase lunch must keep a positive balance in the account at all times.

PROCEDURE FOR LOW OR NEGATIVE LUNCH ACCOUNT BALANCES

Board Policy 3080

Parents are responsible for monitoring their child/children's lunch account balance throughout the school year. At the end of the school year all lunch accounts must have a positive balance. Negative lunch accounts will be addressed through the Business Office.

- Balance at or below \$10.00: email notification sent to parent(s) to be aware that account balance is getting low
- Balance negative (-) \$25.00 or more: email notification and automated phone call to parent(s) to be aware that their student is allowed basic hot lunch only, consisting of entree, vegetable/fruit, and milk, at daily hot lunch rate. Ala carte purchases will NOT be allowed.
- Balance negative (-) \$50.00 or more: personal phone call from Central Business Office to begin payment plan. The student is allowed basic hot lunch of peanut butter/jelly Uncrustable, apple and milk and charged daily hot lunch rate..

Applications for reduced or free lunch are available from the Food Service Director.

SNACKS

Students are encouraged to go to the Food Service Area located in the Commons and purchase a healthy snack as available. Food Service is available for a la carte items or breakfast items may be purchased during this time.

No soda, energy drinks, coffee drinks, or unhealthy snacks are allowed during the school day. Water is important to the health of students, water bottles are allowed in the classroom. Only water is allowed in the bottles.

LOCKERS

Board Policy 5057

SCHOOL

A hall locker and individual lock are assigned to every student at the beginning of the school year. We expect that locks will be on your lockers at all times in order to protect personal belongings and valuables. Under no circumstances should a student divulge his/her locker combination to another student. Students must report any damage, missing items or needed repairs to the school office. Students may decorate the inside of their lockers appropriately. No open liquid or glass containers may be stored in school lockers. All personal items must be placed inside student lockers. Only magnets may be used, no tape is allowed.

The locker and the padlock are the property of Lourdes Academy. Lourdes reserves the right to inspect the lockers assigned to students at any time. The student will be held responsible for any lost or damaged property. Missing locks result in a replacement fee (\$10). If a student wishes to use their own padlock, the combination must be given to the office or a copy of the key. Failure to do so will result in the lock being cut without reimbursement.

PHYSICAL-EDUCATION

Locker security is the responsibility of the student. It is expected that students secure in a locker their personal items while participating in physical education class and/or athletic practices. Students who put a lock on a locker, for long term use, need to give the combination to the gym teacher or a copy of the key.

At the end of the semester or sport season, any personal belongings stored in lockers will be disposed of or donated to charity.

EXTERNAL DOCUMENTS

In addition to what is laid on this handbook, our e-Collect system has additional information and policies on the following:

- Diocese of Green Bay Safe Environment
- Lourdes Academy Computer Use Agreement
- Lourdes Academy One to One Family Chromebook Agreement
- Lourdes Academy Communication Preference
- Adult Volunteer Code of Conduct
- Free and Reduced Lunch Program Information
- Health and Immunization Requirements
- Medication Administering Form

Our website, www.lourdes.today, has the most up-to-date information regarding:

- Course selection handbook and guide
- Dress Code
- Counseling suite information
- Activities and athletics Code of Conduct Handbook
- Staff Directory