

Lourdes Academy Elementary Family Handbook 2021-2022



Our Mission: *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.*

Introduction

This handbook is published to inform parents/guardians and students about the policies, rules and regulations of Lourdes Academy Elementary of Oshkosh. Both parents/guardians and students are responsible for reading and supporting all of the policies, rules and regulations as presented in this handbook.

We recognize that parents are the primary educators of their children and that the school serves as an extension of that responsibility. The faculty and staff of Lourdes Academy take this responsibility seriously and endeavor to assist parents in developing Christian attitudes and behaviors as an integral part of each child's growth process. Should misunderstandings arise between home and school, the first avenue of discussion is to be with the school personnel directly involved (usually the classroom teacher or the activity supervisor): s/he is the best person to provide you with the facts.

Please keep in mind that your support of school policies, rules and regulations is imperative if your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of Lourdes Academy strives to work with you in order to provide each child with the best Catholic and academic education as possible.

Spiritual Life

Chief among the Lourdes Academy goals are those related to helping our children develop into strong, Christ-centered individuals who are dedicated to God, the Catholic faith and Christian service. Together, we strive to instill the desire to actively live the Gospel message. That is why parents/guardians send their children to Lourdes Academy. We are a close-knit family that genuinely tries to walk in the footsteps of Jesus and live out the Gospel messages.

We set the tone of the day by beginning with prayer and the Pledge of Allegiance. We remind each other of our responsibilities to follow Jesus and to be His disciples. Throughout the day, we pray in order to keep our focus on our goals and demonstrate that in our thoughts, words and actions.

We gather weekly for a very special main event...our Liturgy of the Eucharist. We look forward to this time to gather together as a school family. Each class takes turns planning and leading their assigned Mass. We invite and hope you will join us at Church events whenever you possibly can. You will leave feeling elevated, inspired, happy, changed, motivated, re-created and so much more. That is what Jesus does for us!

*Please note, due to the current health situation, mass attendance will be limited to students and staff only. Families will be notified when we are able increase the number of attendees at mass.

Notice of Non-Discriminatory Policy

Lourdes Academy of Oshkosh does not discriminate against any applicant or student on the basis of gender, race, color, or national and ethnic origin in the administration of its educational policies, admissions, scholarships, athletic, and other school-administered activities or educational programs.

Health and Wellness Precautions

Due to the current health situation, Lourdes Academy will be implementing new procedures for the health and safety of all who enter our building. Please read the following information carefully and contact us if you have any questions.

*Please keep in mind that the guidelines below may change throughout the school year.

Verified COVID-19 Case

- Parents/guardians are required to notify their student's building principal immediately if their child or a member of the child's household tests positive for COVID-19.
- In accordance with state and local laws and regulations, administration will notify local health officials, staff and families of any case of COVID-19, while maintaining confidentiality
- If a student or staff member tests positive for COVID-19, school will conduct a contact tracing investigation for all students and staff who were in close contact (less than 6 feet for more than 15 minutes).
- If a student is a direct contact to a household member who has tested positive for COVID-19, the student will be required to follow the 7 day/10 day guidelines set forth by the CDC.

Increased Cleaning/Sanitizing

- There will be increased cleaning in all common areas.
- Surface cleaning will occur regularly throughout the school day - this will be a joint effort between teachers, students and maintenance staff.
- Hand sanitizing stations have been installed throughout the building .
- Hand sanitizer, disinfectant spray and paper toweling will be readily available in all classrooms.
- Students will sanitize or wash their hands before and after recess, lunch and using the restrooms.

Birthday/Classroom Party Treats

- With increased health and safety practices in mind, we will only be allowing pre-packaged treats/snacks for birthdays and other special occasions.

Attendance

Every absence requires an acceptable excuse. The uniqueness of the learning experience in the classroom and the presentation of the lesson is difficult to be recaptured after an absence. If a student is absent from school due to illness, they will not be permitted to attend any after school activities.

If a student is taken out of school for personal reasons, such as a special holiday or family vacation, teachers will try to provide school work or assignments for the children *when possible*. It should not be an expectation that school work will be prepared in advance of the planned absence. Personal absences are unexcused absences. Students that miss half of the morning or half of the afternoon due to tardiness or early dismissal will be marked absent for half of that day.

A parent or guardian is required to call the school office no later than 8:30 a.m. on the day of the absence. As a school, we are required to report all illness-related absences to the Winnebago County Health Department. In the event that you call school to report an absence and your call is not answered directly, please leave a message and indicate the symptoms related to your child's illness. Schoolwork may be requested and will be provided if possible.

A student is considered tardy if arriving at school later than 7:55 a.m. Students arriving at school after 7:55 a.m. must report to the window outside of the main office to check in and report their lunch and after school plans. Please remember that when a student is habitually tardy, their academics are severely impacted.

Health Records

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. The current age/grade specific requirements are available from schools and local health departments. These requirements can only be waived if a properly signed health, religious or personal conviction waiver is filed with the school.

Withdrawals

The school office must be notified in advance in the event of a child's move/transfer. Your new mailing address and the last day your child will be in attendance is necessary to send to the office in order for official records to be forwarded to the receiving school upon their request.

Emergency Cards

Emergency cards for each student should be submitted to the office during the first days of school. These cards are kept in the office file and office staff must be notified of any changes as soon as they occur. Please notify us immediately if you have changes related to your child's health/medical records, family contact information or other relevant changes.

Medication

If a student requires medication during school hours, a parent/guardian must complete a medication permission slip and provide the medication in its original container. On the form, please indicate the dosage, the time it is to be administered and how often. Please write legibly. The form and medication must be left in the school office.

The school may never dispense aspirin, cough drops or any other medications to children unless provided with the proper, signed medication form. Under no circumstances are students to have medications in their possession, with the exception of insulin, an inhaler or an EpiPen.

Medical Appointments and Early Dismissal

When possible, please avoid making medical appointments during school hours. In the event that an appointment must be made during the school day, please notify both the office and the classroom teacher. Parents/guardians must pick up/drop off children from the office and sign them in/out.

Dress Code

All students are expected to follow the school dress code. If a student does not follow the dress code, consequences will follow: i.e., phone call home asking parent to bring appropriate clothing, note sent home, inability to participate in future out of dress code days, etc.

Lunch Program

Students may participate in the daily hot lunch program. Hot lunch menus will be emailed monthly. (Hard copies can be found outside of the main office.) Milk is provided with the hot lunch order.

If students do not participate in the hot lunch program, they must bring their lunch from home. Students may choose to purchase milk or bring a drink from home. We ask that you please pack nutritious lunches that your child will eat. (There is often much food that is thrown into the garbage each day!) Please do not pack junk food or carbonated drinks. **Fast food is not allowed unless a special treat is arranged through the office or by a teacher.**

If a student forgets his/her lunch, hot lunch will be provided and the child's PowerSchool account will be charged for the cost of the lunch. Parents may review their child's lunch account by logging directly into PowerSchool.

Milk Program/Daily Snack

Parents/guardians may sign their children up for snack milk at the beginning of the year. Payment can be made on a semester or yearly basis. If children choose not to have snack milk, water will be the only acceptable alternative. Do not send juice/Gatorade/soda with your child, as these will not be permitted.

Each classroom will have a daily snack break. Each child should bring their own snack to school each day. If you choose to send in snacks for multiple days, the snacks should be pre-portioned in a ziplock style baggie and must be kept in the child's backpack. Please send healthy snacks with your child.

School Day Schedule 7:55 AM-2:55 PM

7:30-7:50 a.m. - Students enter our building and proceed directly to the gym. Morning announcements will begin at 7:50 each day.

7:55 a.m. - All students should be seated in their classrooms and prepared for morning announcements and prayer.

*Students are considered tardy if they arrive after 7:55. If a child is tardy, they must stop at the office window to check in. Office staff will record their lunch choice and document what they are doing after school (getting picked up, taking the bus or going to After School Care.)

9:00-9:15 a.m. Morning Recess (4K & K)

9:20-9:35 a.m. Morning Recess (1st & 2nd)

9:40-9:55 a.m. Morning Recess (3rd & 4th)

11:00-11:25 Lunch (Daycare, 4K & K) **11:25-11:45** Lunch Recess

11:30-11:55 Lunch (1st & 2nd) **11:55-12:15** Lunch Recess

12:00-12:25 Lunch (3rd & 4th) **12:25-12:45** Lunch Recess

PRE-SCHOOL TIMES

3 Year Old Preschool - Tuesday/Thursday A.M. Class - 8:00 - 10:30
Tuesday/Thursday P.M. Class - 12:15 - 2:45

4 Year Old Preschool - Monday/Wednesday/Friday A.M. Class - 8:00-11:00
Monday/Wednesday/Friday P.M. Class - 11:45-2:45

Morning Drop Off

DROP-OFF Procedure for grades 4K-4: Students may be dropped off at either the playground gate or the gate located off of 12th Street.

Parents may choose to park their vehicles and walk their children to the door. NO students should be walking in the parking lot without being accompanied by an adult at any time.

DROP-OFF Procedure for PreSchool

Families with preschool aged children may park their vehicle in the parking lot and walk their children to the preschool classroom.

After School Pick Up

After school pick up will begin at 2:48.

After school pick up will be carried out in a “drive-thru” style. In an effort to effectively identify family vehicles, each family will be provided with a name placard that must be displayed on the visor of the passenger side of the vehicle. When pulling into the parking lot, families should put the passenger-side visor down so the teacher on duty can easily view the family’s name.

Vehicle Procedures

All vehicles must enter the parking lot from South Park Avenue, drive along the side of the church (toward Oregon St.), then along the side of the school building (SEE DIAGRAM IN YOUR REGISTRATION PACKET).

We will have designated/marked pick up spots along the side of the school and playground fence. Vehicles will pull into available pickup spots where students will be monitored as they enter the PASSENGER side of the vehicle. Once children are safely inside the car, that vehicle should pull out and the next in line can take its place.

A.M. PRESCHOOL PICKUP

PreSchool teachers will walk the preschool students to the playground for pickup at the end of their session.

Classroom Parties

All classroom parties/celebrations are principal approved after proposals are made and appropriate discussions take place with the teachers/staff.

Invitations to private birthday or other parties may never be distributed on school grounds unless the entire class (or all of one gender) is invited. Please keep in mind that we are a family.

Weekly Newsletters

Each Thursday, an issue of the weekly newsletter/update will be e-mailed to all families. A hard copy can be requested with the school office. Please take time to carefully read all materials, marking your calendars when necessary. If you have any information/announcements that you would like in the newsletter, please let us know no later than 2:30 p.m. on the Tuesday of the week that you would like it published.

Teacher and/or Principal Appointments

If you wish to meet with a teacher or the principal, please set up an appointment directly with the person(s) you are wishing to meet with. Depending on the circumstances, a Zoom Meeting/Google Meet may be set up. In other circumstances, a face-to-face meeting may be scheduled.

Appointments are always necessary.

Communication

When leaving a message for our teachers, staff or principal, please allow 24 hours for a response.

Please communicate all school-related questions by using the teacher or principal's school issued email address, classroom webpage or school phone number. Please do not contact any school personnel on their personal email, cell phone, Facebook or other social media pages.

**School staff often work well beyond their typical 8 hour work day and there becomes a point in their day when work needs to be "turned off", in favor of family time or other obligations. When personal Facebook pages or cell phones are used as a means of communicating with teachers/staff during the evening, it often (unintentionally) impedes on family time. We want all of our teachers to have a healthy work-life balance. Your help and support with this is greatly appreciated!

Visitors/Volunteers

For the safety and protection of all, every visitor, volunteer, repair person, guest speaker, etc., must wear a visitor badge throughout their time in the building.

We highly value our volunteers as an integral part of our Lourdes Academy family. We recognize your commitment, dedication and support and we depend on you.

Because of the heightened awareness in safety issues, the following is required from anyone who would like to volunteer:

1. Register and attend a VIRTUS training sponsored by the Green Bay Diocese.
2. Complete and pass the background check (eApps)
3. Read and sign the information on Sexual Misconduct.

Volunteers include, but are not limited to: room parents, field trip chaperones, Junior Achievement, and PTA volunteers. ***This list is subject to modification as deemed by the Central Business Office and/or Green Bay Diocese.**

Parent/Guardian-Teacher Conferences

Formal, mandatory conferences are held during the month of October. Parent or Teacher requested conferences will be held in February. Aside from these specific times, please keep in mind that conferencing can take place anytime during the school year, providing prior arrangements are made with all involved.

PTA (Parent/Teacher Association)

The PTA provides support for our school family by creating the best possible Catholic/Christian educational environment for the students. It does this by:

1. Promoting a broader appreciation of the ideals of Catholic education.
2. Fostering school spirit among parents, students, and staff through active involvement and enthusiastic support of school and Church activities.
3. Providing seminars/workshops that will be of assistance to parents/guardians in carrying out their responsibilities as the primary educators of their children.
4. Organizing fund-raising events that will contribute to the betterment of the school both in financial terms and terms of increasing school spirit.

Curriculum

The curriculum of Lourdes Academy of Oshkosh is based on the guidelines published by the Diocese of Green Bay. Lourdes Academy complies with all mandates regarding curriculum matters as required by the state of Wisconsin and our basic framework follows the Green Bay Diocese curriculum, encompassing Faith Integration in all subject areas and in the classroom learning environment. Lourdes Academy, working with WRISA (Wisconsin Religious and Independent Schools Accreditation) continues to meet strategic goals in school improvement and curriculum.

Homework

Home study is a tool that may be used to reinforce concepts taught during the school day. Each grade level has an average amount of time to be spent on home study (reading, writing, reviewing, recalling, studying, working on long range projects --- time management teaching/learning):

Guidelines:	Grades K-2	15-30 minutes
	Grades 3-4	30-60 minutes

As primary educators of your children, you assist the learning process by creating an atmosphere conducive for quiet, uninterrupted studying. Please listen, encourage, ask your child questions and be patient. Please, never do your child's work. Children learn by doing and making their own mistakes. Mistakes lead to learning.

Electronic Devices

The use of personal electronic devices is not permitted during the school day. If your child has a device, it must remain in their backpack. The school is not liable for lost or damaged personal electronic devices.

School issued Chromebooks will be assigned to all Kindergarten through 4th grade students at the beginning of the academic year. All families must read and sign the One to One Family Chromebook Agreement, as well as the Acceptable Use Policy.

Field Trips

Field trips are scheduled by teachers to enhance curriculum and to give a face to concepts and information. They are always curriculum appropriate and enhance educational goals. The principal reviews and approves all trips. Permission slips come home prior to the event. The slip contains all needed information including dress, cost, place, time, etc. All fees are to be paid for **students & chaperones PRIOR** to the actual trip.

We are bound to require a signed permission slip for the student to participate in the trip. Oral permission, a phone call or an email is not sufficient permission. If a completed permission slip is not returned, your child will remain in school, working on appropriate learning materials.

The number of chaperones for a field trip is determined by the teacher(s) and/or the field trip location. This number is based on the ratio of children to adults and can vary based on the field trip. **The responsibilities of a chaperone can include: supervising/monitoring students during transport i.e. on the bus and supervising/monitoring students during all field trip activities.** All chaperones are required to ride the bus with the students unless special circumstances apply i.e. the bus has reached capacity. All chaperones must be VIRTUS trained. Chaperones shall be given information and instructions from the teacher and shall direct any concerns to the teacher.

All students are required to ride the bus to and from a field trip, unless special circumstances apply. If special circumstances have been approved by administration, parents/guardians are required to fill out the necessary paperwork in the school office prior to leaving for the field trip.

Testing Program

MAPS (Measures of Academic Progress) testing is administered in grades 2 through 4 in fall, winter and spring. MAP testing is a great tool for teachers to aid in flexible grouping and differentiated instruction for all students. Results are studied and shared with parents/guardians in your student(s) report card.

Report Cards

Report cards are distributed quarterly as the central means of communicating your child's progress. Awareness and cooperation are the keys to success on the part of all involved. Parents are encouraged to check PowerSchool on a regular basis to stay updated on academic progress. Teachers will contact parents/guardians when a need arises or when the situation may lead to academic retention or acceleration.

If a child's proficiency is minimal and there is doubt about the child's ability to succeed at the next grade level, a conference will be initiated by the teacher. A gathering with the principal, parents, classroom teacher and learning specialist will be arranged to work on a plan with an acceptable solution for the very best of the child. This shall take place no later than the end of the second quarter of the respective school year.

Discipline

Discipline is a positive means of aligning a child's character within moral values. Discipline promotes genuine self-esteem, wholesome development, respect for authority, self and others. It also creates an atmosphere conducive to learning and safety. The conduct of our children proudly reflects our Catholic/Christian philosophy.

Principal, staff, students and parents/guardians work together when necessary to develop plans for behavior modification. Disruptive/uncooperative behavior interferes with the learning process and daily goals of achievement set in place by each instructor. For fairness, safety and sake of all, issues of behavior are dealt with positively and seriously.

A child's registration for the upcoming year may be in jeopardy if support for school policies, rules and regulations are a continued challenge.

Disciplinary Referral Notices

Lourdes Academy Elementary is a close-knit family. We genuinely care for each and every person in our school-home. Like any family, we like to deal with our problems within our walls first.

Everyone makes mistakes. Initial reminders about expectations/rules are given especially at the beginning of the school year.

1. Classroom behavior
2. Timely and neat completion of assignments
3. Tardiness
4. School rules, policies, etc.
5. Dress code
6. Language/gestures
7. Moral ethics (lying, stealing, aggression, disrespect, disobedience, abuse of property, etc.)

If we need parent/guardian support, we call home. When necessary, disciplinary notices are issued for severe or unimproved situations. Reasons for the referral are explained and a plan for corrective behavior is outlined. The agreement/referral plan is signed by all involved and placed in the student's cumulative file.

Suspension

When all else has failed, a child may be temporarily removed from the school setting. During this time, the parents/guardians and child discuss the actions needed for resolving the problem. This is a serious step which could lead to expulsion from school, should the child and parents/guardians be unable to find a resolution.

Grounds for suspension include, but are not limited to the following:

1. Violation of any federal, state or local laws
2. Conduct that harms the good name of Lourdes Academy
3. Violation of school policies, regulations or rules, such as:

Disrespectful attitudes:

- Arguing with teachers/staff/chaperones, etc.
- Inappropriately questioning teachers/staff, etc.
- Harassing or bullying other students

Violent Fighting - parents/guardians will be called immediately and the student will be sent home

- Causing physical harm or injury (or having such intentions)
- Provoking a fight
- Losing control (temper tantrum that causes continued disruption to the class)

Disruption/Disturbance of Class

- Ignoring classroom rules
- Ignoring playground/lunch rules

Profane Language

- Using vulgarity/profanity (written/spoken/action)

Repeated refusal to do or complete required work

Stealing, lying, cheating

Vandalism (deliberate destruction or damage of property)

No improvement following a disciplinary referral

Duration of Suspension

The principal determines the length and type of suspension. Either in-school or out-of school suspension may be imposed for infractions. Consideration is given to the severity and/or nature of the offense. In-school and out-of-school are not interchangeable.

Re-Admission Following Suspension

The student must be accompanied back to school by a parent/guardian. Evidence regarding resolution of the problem that led to the suspension is presented to the principal. All classwork that was missed during the suspension is required to be completed.

Expulsion

Expulsion is the removal of a child from attendance at Lourdes Academy by the principal, System President, and the Board of Trustees. Infractions may include, but are not limited to:

1. Behavior so serious that future attendance is not acceptable. Involvement with drugs and/or alcohol on or off school grounds is one area that constitutes immediate expulsion.
2. A consistent pattern of disruptive/disrespectful behavior.
3. A consistent refusal to complete school work as expected.
4. Gross lack of improvement following suspension(s).

Expulsion Procedure

1. The principal takes a recommendation to the System President.
2. Notification is given to parents/guardians.
3. Notification is given to the Board of Trustees and Diocese.
4. If parents/guardians request a meeting with the President and principal, one will be arranged.
5. Following the meeting, the principal and President will meet with the Board of Trustees. A final decision regarding the recommendation will be made.
6. Parents/guardians will be notified of the decision in writing.

Proper Grievance Procedure for Student Concerns

If a parent/guardian is dissatisfied with a child's status/progress, the proper procedure is:

1. Consult with the respective teacher (s)
2. Consult with the building principal
3. Consult with the system president

After School Activities

Sports Programs

We currently offer 3rd and 4th grade boys' and girls' basketball. Please visit our website for more details and schedules of our sporting events.

- Students should be supervised at all times during after school and extracurricular activities. This includes, but is not limited to, Boy Scouts, Girl Scouts, sporting events, and PAGES/PTA sponsored activities. The school/staff/leaders/parents/students should be treated with the utmost respect at all times.
- Students should only be in the designated event areas and should never be in classrooms when a teacher is not present. Please keep in mind that the parents in attendance and leaders of these activities are responsible for making sure that the students follow the school rules.
- In the event that the activity is taking place in the gym, we require that students stay off of the stage and the stairs leading up to the stage. Use of the balcony is not permitted at any time.
- All volunteers are required to follow the Green Bay Diocese Safe Environment policies and procedures.