

STUDENT HANDBOOK

Junior/Senior High School



2021-2022

**OUR LADY OF LOURDES REGIONAL SCHOOL
2001 CLINTON AVENUE
COAL TOWNSHIP, PA 17866**

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INTRODUCTION

Our Lady of Lourdes Regional School assumes the obligation to ensure its general and specific objectives according to the philosophy of our school. In this pursuit, the school maintains an atmosphere in which all may grow in the Christian life and may advance in academic excellence. Toward this goal, the school sets forth its *Student/Parent Handbook*.

Like any institution, Lourdes Regional establishes its rules and procedural guidelines to ensure orderly conduct on the part of the students. To aid us in providing for the good order of this institution, the administration of Lourdes Regional requires the parents of our students to comply with and support us in upholding these regulations.

HISTORICAL SKETCH

The plan for Our Lady of Lourdes Regional School was begun in December 2005, when Bishop Kevin C. Rhoades announced the merger of Holy Spirit Elementary School, Mt. Carmel, and Our Lady Queen of Peace School, Shamokin and Our Lady of Lourdes Regional High School for the school year 2006-2007. Our Lady of Lourdes Regional High School would become Our Lady of Lourdes Regional School housing grade K thru 12. Ironically, each school was formed by a series of mergers over the past 112 years.

Our Lady Queen of Peace School, Shamokin/Coal Township became a Consolidated School in 1985, bringing together the former St. Stanislaus, St. Edward and West Catholic (former St. Joseph's and St. Stephen's). The Primary Building was located on the East end of town. It was part of the original St. Edward School founded in 1892. The Middle Building was located on the west end of town at Our Lady of Hope Parish site; it was the original St. Joseph School which later became West Catholic.

Holy Spirit School, Mt. Carmel began back in 1964 being the first consolidated school in the nation. At the time of the consolidation the school comprised nine parishes, Our Lady of Mt. Carmel, Our Mother of Consolation, St. Peter, Holy Cross, St. Paul, St. John Baptist, St. Joseph, St. Ignatius, Centralia and St. Joseph, Locust Gap. The new school was named Holy Spirit by the Most Reverend George L. Leech. In 1955 students from eight other parishes were invited to attend St. Edward High School. The name changed to Shamokin Central Catholic School. Soon after this the facilities became inadequate. A successful drive was begun to build a new school in 1956 in the Edgewood section of Coal Township. The school was completed and dedicated in September 1959 in honor of Our Lady of Lourdes. Five years later the school expanded adding another wing to the school. Our Lady of Lourdes Regional High School serves students from seven supporting parishes and three non-supporting parishes.

PHILOSOPHY AND GOALS OF OUR LADY OF LOURDES REGIONAL SCHOOL

MISSION STATEMENT

The mission of Our Lady of Lourdes Regional School, a faith-centered community rooted in the Roman Catholic faith, is to challenge students to strive for personal excellence and responsible citizenship. Our mission is to empower the mind, body, and spirit of all children from first learners to lifelong learners by providing a broad and balanced education.

BELIEFS (CORE VALUES)

We believe that:

- Children learn at different rates and in different ways.

- Differentiated learning is beneficial to all students.
- Life-long learning is essential for success in a changing society.
- Self-esteem is directly related to success.
- All children have a right to safety, love, and learning.
- Effective education develops the whole person – spiritually, intellectually, emotionally, socially, and physically.
- Nurturing a deep faith and prayer life of our Lourdes family enriches the entire community.

PROFILE OF A GRADUATE

A graduate of Our Lady of Lourdes Regional School will:

Spiritually

- Possess a strong understanding of the Catholic faith, and to put that Faith into practice.
- Lead a faith-filled life rooted in prayer and service.
- Articulate his/her beliefs, values, and convictions clearly.
- Model integrity and a respect for the dignity and diversity of human life.
- Embrace Christian values during the decision-making process.
- Grow in their knowledge and appreciation of their Christian heritage and catholic identity.

Intellectually

- Communicate using effective written and verbal skills.
- Utilize technology as a means for locating, analyzing, and presenting information.
- Be an effective problem solver utilizing critical thinking.
- Acquire an appreciation for learning, and an understanding that it is a life-long process.
- Develop the ability to identify a problem, generate alternative solutions to the problem, and decide on an effective course of action.

Emotionally

- Develop a sense of personal awareness which will provide for personal health and well-being.
- Appreciate the arts, including music, drama, dance, and fine arts.
- Develop a sense of purpose and self-respect, and thus have the ability to make decisions in the light of Gospel values.
- Develop leadership skills.

Socially

- Demonstrate personal integrity, moral behavior, and respect for others.
- Believe in the direct correlation between actions and consequences.
- Exercise leadership and service in religious, civic, personal, and professional activities.
- Acquire an appreciation for cultural diversity, be tolerant of others' ideas and opinions, and respond in a positive manner.

Physically

- Have confidence in themselves, in their ability to succeed, and in the strength of their own character.
- Respect his/her body by leading a healthy, active lifestyle that promotes a positive self-image.
- Practice wellness of mind and body.

EXPLANATION OF THE SCHOOL SEAL

The seal of Our Lady of Lourdes Regional School is blue and white, symbolic of Our Blessed Mother. The letter "M" and the fleur-de-lis also symbolize Mary, as do the twelve (12) golden stars described in the Book of Revelation.

The mountains of the area are symbolized by two black peaks. Two black diamonds are designed to represent the heritage of our Anthracite Region.

The upper two discs are from William Penn's coat-of-arms to show our affiliation with the Diocese of Harrisburg.

Our school seal embodies the elements of our faith and heritage.



ALMA MATER

*Sons and daughters of Our Lady,
Raise your voices joyfully.
In the praise of Alma Mater
Lourdes, we pledge our loyalty.*

*Gathered 'neath her royal banner,
Strong, united, here we stand;
Through the years we'll march together,
Joined in heart and mind and hand.*

*Young ambitions surging onward,
Young hearts eager for the strife,
Firm in faith and hope and knowledge,
Forward, then, to love and life!*

*Hail to you, dear Alma Mater!
Love and gratitude we bring,
As the streams of Wisdom's virtue
From this mystic Grotto spring!*

SCHOOL COLORS	Blue and White
ATHLETIC COLORS	Cerise and White
TEAM NAME	Red Raiders
YEARBOOK	Grotto

ADMISSION POLICY OF OUR LADY OF LOURDES REGIONAL SCHOOL

Any student living within the territorial limits of Lourdes Regional School, which includes all of Northumberland County and parts of Schuylkill, Montour, and Columbia counties, may attend Lourdes Regional School provided admission requirements are met.

Lourdes Regional School admits students of any race, color, religion, national or ethnic origin, sex, age, or disability to all rights, privileges, programs, and activities generally accorded or made available to its students.

Lourdes Regional School does not discriminate on the basis of race, color, religion, national and ethnic origin, sex, age, or disability in its administration of its education and admissions policies, scholarship and financial assistance programs, athletic, and other school- administered programs.

Any Catholic or non-Catholic student who is promoted from a Catholic elementary school is automatically a candidate to attend Lourdes Regional.

Any student transferring into Lourdes Regional from any public school or any Catholic school outside the territorial limits of Lourdes Regional must be interviewed by the Principal prior to approval. An application must be completed.

Any transfer student may be accepted provided his/her program adapts to the Lourdes Regional educational program as established by the administration and/or Board of Education.

Any student may matriculate at Lourdes Regional whose parents or guardians consent to the payment of fees and tuition and costs in accordance with payment schedules established by the school. Tuition Assistance is available.

Any student, regardless of creed or religion, must take the prescribed Religion courses and attend services and programs regularly scheduled for the students.

A non-refundable registration fee must be paid upon application into the school.

The admission process for transfer students presumes that all records from the previous school, which include health records, academic transcript, and the like, will be received upon request and that a transfer of records has been signed by the parent or guardian.

Lourdes Regional reserves the right to refuse admission to any student.

TRANSFER OF STUDENTS

Students wishing to transfer to Lourdes Regional at any time must secure, complete, and submit an application.

Upon receipt of the application, the Principal will schedule an interview with the applicant and the parents or guardians.

The interview will be used to determine how well the applicant will be able to benefit from the program of studies and the overall goals and philosophy of the school.

The applicant and parents or guardians should have school records with them to document the student's status.

Notification of acceptance or rejection will be given by the Principal with any provisos deemed necessary.

The accepted student's name will be given to Guidance for follow-up student services.

A release of information form must be completed by the parent or guardian with the attendant signature.

Upon completion of the student's roster, the homeroom teacher and classroom teachers will be notified to add the student to the roll.

GENERAL INFORMATION

The School Day

1. Students must be in their homerooms by 7:50 a.m. Any student arriving after 7:50 a.m. must sign in late in the Attendance Office. The bell to begin the day will ring at 7:50 a.m.
2. At 7:50 a.m. the students will stand for the prayer and the Pledge of Allegiance. This is followed by announcements. Attendance is taken during the homeroom period. Students are not to be in the halls during homeroom period.
3. Two minutes are allowed for change of classes. At the end of two minutes, a bell will signal the beginning of the next class. Anyone seeking to enter the room after the bell (whether classroom, study hall, or gym) must present a teacher pass or a late slip.
4. No ordering food from outside sources (Doordash, pizza, etc) during the school day. No chewing gum, no eating or drinking in the hallways at any time.

Attendance

Every student should strive for perfect attendance. Only by being in school every school day can a student gain the maximum from his/her school years. Since daily recitation and explanation of subject matter by the teacher are essential in our educational system, an absence of even one day may, understandably, result in lower grades.

Students who participate in a school-sponsored activity during school hours will not be marked absent.

College Visitation

Students are permitted three college visits which may be taken during the second semester of junior year or during senior year. Students who wish to visit a college or trade school are to present a note of permission from parents to the Principal and Attendance Office. A student is to notify subject teachers ahead of time. When the student returns from a school visit, he/she must bring a note or letter from the college verifying that the student actually visited the school. This note should be signed by a college official and should include the date of the visit.

Student Withdrawal

The Public School Code of the state of Pennsylvania requires that every child of compulsory school age having a legal residence in this Commonwealth attend a school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language. Our Lady of Lourdes Regional School meets these standards.

Legal school age in Pennsylvania is 17. To discontinue school before then, a person must have permission from the public school authorities in the school district where he/she resides.

If students who attend Our Lady of Lourdes Regional School or their parents indicate a desire for that student to leave Our Lady of Lourdes, either as a matter of transfer or termination, the student shall report to the Director of Guidance.

A counseling session with the school counselors will clarify the reasons for withdrawal as well as explore alternatives available to the student and parents. The student will then be referred directly to the Principal to complete withdrawal forms. There is a \$50.00 withdrawal fee for those who withdraw during the school year.

Whenever a student wishes to terminate his formal education at Our Lady of Lourdes Regional School before age 17, Our Lady of Lourdes Regional School will notify the appropriate public school authorities.

If a student withdraws from Lourdes to attend another area school he/she may transfer back to Lourdes within the same school year at the discretion of the administration.

MEDICAL CONSIDERATIONS

1. Emergency Authorization Form - Parents are required to complete the Emergency Authorization Form which gives permission for any emergency medical treatment to students while they are under the supervision of Our Lady of Lourdes Regional High School.
2. Chronic Medical Conditions - Parents are requested to provide information about any chronic medical or psychological problem that may impair a student's performance in school by completing the form sent home by the school nurse.
3. Emergencies during School - Students who become ill or are injured during school hours are to be referred to the school nurse or the office secretary for first-aid. If the student must leave school because of sickness or injury, a member of the school personnel will call some member of the family to arrange transportation home. Those who may grant permission for a student to leave school are the Principal or School Nurse.
4. Medication Guidelines - Parents are asked to administer medications to their children before and after school whenever possible. If students must receive prescription medication at school, please follow this procedure:
 - All prescription medication must be in the original, properly identified container, labeled by a pharmacist or physician. The container must be accompanied by a form listing the following information:
 1. Student's name
 2. Name of prescribing physician, with his/her directions
 3. Name of medication, amount to be taken, frequency of dosage, reason for medication
 4. Curtailment of school activities, if any
 5. Other medications being taken
 6. Parent/guardian permission
 - Students who self-administer prescriptions may do so only with proper consent and physician recommendation. The nurse is responsible for maintaining a medical log and medical storage. Medicine is not to be carried by a student or stored in a locker. All medication MUST be kept in the nurse's office. This includes over-the-counter medications which will be administered to students only with the written permission of the parents.

- Parents must complete an authorization form for prescription or non-prescription medication. The forms are on the website and must be filled in at the beginning of the year or as needed during the year.

RELIGIOUS OPPORTUNITIES

As a Catholic School, the basic practices reflect a Christian orientation to God. Prayer is an essential part of this orientation and should be integral to all elements of the school.

The Spiritual Life Committee lends support to the Lourdes community as it directs efforts towards fostering and freeing the inherent gifts in each person and aiding each one in recognizing his/her unique contribution to the community of Lourdes and the larger community of Church. This committee serves as a resource in coordinating, planning, and directing opportunities for communal prayer as well as spiritual growth and renewal.

Opening Prayers

Each school day begins with prayer, a reminder of our essential relationship with God, and our union with Jesus our brother as He brings the world closer to the Father through the work of the Holy Spirit. Throughout the day these intentions are recalled. During the homeroom period, all members of the Lourdes community join in Morning Prayer which is led over the public address system. At this time we unite our daily intentions with Jesus and offer all our actions throughout the day.

Before Classes

At the beginning of each class, time should be taken to remember the presence of God. A brief prayer may be directed by the teacher or by the pupils.

Mass and Paraliturgical Celebrations

On occasions of importance, Mass and/or special liturgies are celebrated in the gymnasium or chapel. Because these are formal school functions, they are not optional. Students assist in the preparation and celebration of school liturgies with the assistance of the Spiritual Life Committee. Reverent participation and decorum are expected.

Exposition of the Blessed Sacrament

On the first Friday of each month, the Blessed Sacrament is exposed in the chapel for adoration by the entire Lourdes community.

Retreats

As part of its total educational mission, the program of Lourdes Regional includes an opportunity during the school year for the students to reflect on their lives as Christians. This is done by means of annual retreat programs or a day of reflection. The Chaplain coordinates the annual retreats. All students are required to participate in the class retreat each year. **Participation in a school sponsored retreat each year is required in order to graduate.**

Christian Service

An integral part of the Gospel message requires living a life of service. Various opportunities are provided for students to volunteer their services to the school or surrounding communities. These service activities are coordinated by various school organizations.

ACADEMIC POLICIES AND PROGRAMS

Our Lady of Lourdes Regional School has developed a comprehensive curriculum of academic and non-academic programs. Lourdes offers a rigorous honors program. Course offerings are designed to meet the needs of students on all levels. Through the non-academic aspect of the school's curriculum, students are encouraged to explore other interests and talents through athletics, organizations, and clubs.

GRADUATION REQUIREMENTS

Graduation from Our Lady of Lourdes Regional School depends upon successful completion of all required courses, as mandated by the Pennsylvania Department of Education, Our Lady of Lourdes Regional School, and the Superintendent of Education of the Diocese of Harrisburg. Completion of a course is to be interpreted as the receiving of a grade of at least 70 for the year.

A minimum of 26 credits accumulated throughout four years of study (freshman through senior year) is required for graduation from Our Lady of Lourdes Regional School. A student must, therefore, pass all subjects totaling no fewer than these 26 credits. Credits are acquired from the following:

Religion	4 credits	Social Studies	3 credits
English	4 credits	Arts or Humanities	2 credits
Mathematics	3 credits	Health and Phys. Ed.	1 credit
Science	3 credits	Electives	6 credits

It is strongly recommended that a student take, at the minimum, a two-year sequence in a foreign language.

Quarter courses are considered Arts/Humanities credits.

COURSE CREDIT

A course requiring a full year of instruction will equal 1 credit. A course requiring a half- year of instruction, commonly called a semester course, is equal to .5 credit. A course requiring a quarter year of instruction, or quarter course, is equal to .25 credit.

No credit from Our Lady of Lourdes Regional School will be given for courses taken in college, and quality points from college courses will not be assessed toward the student's class standing. The college courses and marks received, as well as credits earned from the college, will be listed on the student's permanent record.

LEVELS OF STUDY

Our Lady of Lourdes Regional School offers two levels of study, distinguished by the comprehension and depth of subject matter exploration. These levels are both designed to lead to higher study. These tracks or levels are Academic and Honors.

- Academic: a traditional academic course with subjects leading to higher study at the college, university, or business school level.
- Honors: a college preparatory course which requires advanced work or in-depth study beyond the traditional academic courses.

In order for a student to gain admittance to an Honors course, he/she must have demonstrated through previous course work and testing that he/she will be able to handle the rigors of the course. The course instructor may also employ other objective criteria for the evaluation of students electing to take an Honors course. The approval of the instructor who teaches the Honors course is mandatory for students who are applying to take such courses.

The status of a student who is taking an Honors course and yet fails to maintain at least an "80" average in the course can be reviewed and changed with the approval of both the instructor and the Principal.

ASSESSMENT - General Average, Cumulative Average, Class Rank

Periodically, a student's work is assessed to determine honors, awards, and class rank. This determination is based on the following terms and criteria:

1. Type of subject: major or minor. A major subject is one that meets regularly throughout the year and is assigned one credit upon its completion. A minor course is one that meets on a semester or a quarterly basis. Successful completion of these

courses will yield a 1/2 or 1/4 credit, respectively.

2. Level of Course: Honors or Academic. Honors courses yield more quality points than Academic courses. For example:

Grade	Academic Quality Points	Honors Quality Points
99	3.92	4.72
90	3.2	4.0
80	2.4	3.2
70	1.6	2.4

3. General Average: the computation resulting by summing the assessment mark for each subject listed on the report card for each quarter and dividing that sum by the number of subjects. The conduct grade is not included in the general average.
4. Class Rank: the computation resulting from the "type" and "level" of the subject. Only subject areas leading to credit in a school year are used to determine class rank. Quality points are assigned based on the level of the course. A quality point average is found by dividing the total quality points by the total number of credits attempted. This average is used to determine the rank. Cumulative rank will be recorded on the report card in June. Cumulative rank will also be calculated for the seniors in **January and after the senior final exams, in order to determine the top five students.**

HONOR ROLL

Our Lady of Lourdes Regional School honors those students who distinguish themselves academically each quarter. Good grades in conduct and regular attendance are also required to achieve these honors.

Courses will be averaged together and then categorized into these three honor groups:

1. **DISTINGUISHED HONORS:** students who have a marking period average of 95 to 99, inclusive, with no grade lower than a 90, and a 95 in conduct.
2. **FIRST HONORS:** students who have a marking period average of 90 or above, with no grade lower than an 85, and a 90 or more in conduct.
3. **SECOND HONORS:** students who have a marking period average of 88 or above, with no grade lower than an 80, and a 90 or more in conduct.

THE TOP 5 STUDENTS are chosen on the basis of quality point average over a student's four-year high school career. This determination is made after the senior final examinations. In order to be considered for the top five, a student must be enrolled at Lourdes for all of his/her junior year and all of his/her senior year.

SCHOLASTIC POLICY

At Our Lady of Lourdes Regional School each student is expected to pass each subject each year. The passing grade is 70%.

Progress Reports: Progress reports are issued to students who are failing a course. Teachers retain one copy, send a copy to the Principal's Office, and issue a copy of the progress report to the student. The student's copy of the progress report is to be signed by the parent or guardian and returned to the teacher who issued it within three days. Failure to do so will result in the student's receiving demerits. (*See Discipline Code*).

Teachers often are in communication with parents by issuing both oral and written reports throughout the quarter. These reports can be issued at any time during the quarter and can focus on the student's academic progress, attendance or conduct. A parent desiring a special progress report should contact the teacher or Guidance Office.

Report Cards: Report cards are issued quarterly. The grades on the cards are an evaluation of a student's progress through homework, class work, tests, etc. The report cards will be distributed to the students on the dates indicated on the school calendar. Parents or guardians should take note of these dates. This copy of the report card will be kept by the parents or guardians.

Make-up Work: Students with excused absences will be given 3 school days to complete missing assignments. Extended absences will be handled on an individual basis. Failure to complete the work will result in a failure for the incomplete work. It is the responsibility of the student to arrange with the teacher to finish those assignments he/she missed when he/she was absent.

"Incomplete" on the Report Card: Because of prolonged illness or other special circumstances, a student may receive an "I" or "incomplete" on his/her report card. Failure to make up work will result in a failure for the missing assignments. This, in turn, may result in a failure or withdrawal from the course itself. It is the student's responsibility to make arrangements with his/her teacher to complete the assignments. Exceptions to this procedure can be granted only by the Principal.

Withdrawal: All students are strongly encouraged to remain in the courses they selected. A student who must withdraw from a course may only do so during the first two of the six day cycles of the school year and with the permission of his/her parent(s), teacher, Guidance Director, and the Principal. No student may drop a course after this time. When a student withdraws from a course, the grade of WP (withdrawal while passing) or WF (withdrawal while failing) will be given.

Failures: A student's failure results from grades earned during the course of the year. The failure is not removed even if the parents have not received notice. All failures in courses required for graduation must be made up in summer school. In the event that the course is not offered in summer school, the student must retake the course the next school year or before graduation.

A failure in a quarter course must also be made-up. No more than two academic credits failed within a year may be made up in summer school.

Any student with three or more full academic credit failures in major subjects must repeat the year. Any student who is repeating the year, and who continues to carry two or more credit failures, or is non-cooperative or a disciplinary problem may be asked to withdraw from school.

Any senior who on his/her final grades receives a failure in a subject in which the credit will be needed by the student for graduation will not be granted a diploma. Furthermore, the diploma will not be granted until after successful completion of the subject course in summer school or by special arrangements with the Principal. **Any senior with three (3) or more failures in major subjects must repeat the year and does not participate in any senior class practice, event, or ceremony after final senior exams.**

Buckley Amendment: The school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records, and staff will be available to discuss the student's records, unless a court order indicating otherwise is filed with the school.

Student Failures and Extracurricular Involvement: A student who is involved in an extracurricular activity, including athletics, is expected to maintain satisfactory grades in conduct and in academic subjects. Failure to do so may result in the student's being suspended or dismissed from that activity.

Students who are failing two or more credits will be ineligible to participate in extracurricular activities. A review of student achievement will take place weekly (Thursday by 3pm); if the student is failing two or more credits, he/she will be ineligible to participate for the next week (Monday 8am to Monday 8am). If a student has two failures in a quarter, the student will be placed on academic probation for the following quarter. The student will be ineligible to participate in any extracurricular activities for a period of fifteen (15) school days. Progress in grades will be reviewed at the end of this time, and eligibility may or may not be restored.

Semester Exams: Cumulative exams are administered to all students at the end of each semester. For college-bound students, the exams serve as important preparation for test taking in college. For all students, they provide an evaluation of their achievements during the semester. Three days are allotted for exams each semester. Students are dismissed when their exam schedule for the day is completed. The semester exam grade is computed as 20% of the student's semester grade.

ATTENDANCE POLICY

Tardiness

Tardiness in the form of being late for school or class can negatively affect a student's academic performance. Students are required to be in their homeroom at 7:50 am. A bell rings at 7:48 am marking the beginning of the school day.

All homeroom teachers will take roll immediately after the 7:53 am bell. Any student not in homeroom at that time will be marked absent. Any student reporting to homeroom after the 7:50 am bell must report to the attendance office to sign in and obtain a tardy pass. Tardy students will be listed on the absentee sheet as tardy (T).

If a student reports to school tardy and does not have a signed note from a parent or guardian explaining the tardiness, the student will be issued one demerit. Parents or guardians who phone and report that their child will be tardy must send a signed note in with the student. Students who report to school tardy three times without a signed note from a parent or guardian will be assigned a detention which will result in the lowering of their conduct grade by three points. A letter will be sent to the parents of any student who accumulates three unexcused tardies. Additional detentions will be assigned every time a student accumulates three additional tardies without a signed note from a parent or guardian. Additional tardies may require a parental conference.

Exceptions (cases involving extenuating circumstances) will be evaluated on a case by case basis by the Principal.

If a student arrives at school after **9:00 a.m.** without a doctor's note or a pre-approved excuse issued by the school Principal, the student **will be ineligible to participate in any school extracurricular activities on that day.** By extension, **students who leave the building or school grounds before the usual end of the school day are also ineligible to participate in any school extracurricular activities on that day.**

Absences

Our Lady of Lourdes Regional School expects students' attendance to meet the requirements of both the Diocese and the Commonwealth of Pennsylvania. In general, there are two types of absences—excused and unexcused. Excused absences are those approved by the Administration. Absences not approved by school authorities are unexcused. It is important to note in this matter that parental signatures only indicate the awareness of the parent or guardian and do not guarantee approval by school authorities. In general, excused absences must be health or education related. Absences not belonging to these categories will be regarded as unexcused.

Sometimes, because of serious illness or special circumstances, an absence may be necessary. In such situations, students must follow these regulations:

1. The Attendance Officer must be notified prior to **7:45 am** at 644-0375 (Ext. 2) on the day of absence. (Any absence without notification will be considered unexcused.)
2. The parent or guardian should give:
 - a. his/her name
 - b. the student's name
 - c. the reason for the absence
 - d. a phone number where they can be reached if necessary to verify the call.

This policy will let the school know that the parents are aware of their child's whereabouts.

3. The day the student returns to school he/she must present a written excuse to the Attendance Officer explaining the reason for the student's absence. The note must

contain:

- a. the student's name and homeroom
 - b. date
 - c. day(s) of absence
 - d. reason for absence
 - e. parent or guardian's signature
4. Any student leaving the building after school is in session must present a note from the parent or guardian indicating the reason for and time of dismissal. A form in the attendance office must be completed before the student is dismissed. This will include the signature of the person responsible for providing transportation for the student. The student must also sign out in the attendance office. Students who sign out without prior approval will be listed on the following day's absentee sheet.
 5. Any appointments for medical purposes must be accompanied by a note from the doctor indicating the time and date of the appointment. **It is preferable that appointments with doctors, dentists, etc., be scheduled during non-school hours.**
 6. If a student knows in advance that an absence from school will be needed, a note to that effect must be presented to the Attendance Officer at least one day in advance. The note must be signed by the parent, doctor, dentist, or hospital personnel.
 7. Any pre-planned absence for three (3) or more days must be submitted in writing a week before the absence and approved by the Principal.
 8. If a student is absent for three (3) consecutive days, a doctor's excuse is required.
 9. When a student accumulates ten (10) absences, every day absent after that will require a doctor's note. If one is not provided, it will be recorded as an unexcused absence.
 10. If a student accumulates three (3) unexcused absences, by law, the school is required to conduct a Student Attendance Improvement Plan (SAIP) meeting. The student, parents, school officials, Children and Youth Staff and Juvenile Probation Staff will be invited to the meeting. The purpose is to assist families in dealing with student attendance issues.
 11. If a student accumulates six (6) unexcused absences, the school is required by law to refer the matter to a community based attendance improvement program, make a referral to the Children and Youth Agency and /or file a citation with the District Magistrate.
 12. Students who are absent from school for the entire school day are excluded from any and all school activities both curricular and extra-curricular on that day.
 13. The Attendance Officer will call all parents who did not report a student's absence. Students are permitted three (3) college visits that may be taken during the second semester of junior year or during senior year. These days will not count against perfect attendance.
 14. Any student who reports that he/she is sick may be granted permission to lie down in the Nurse's Office for one period only. If after one period the student is still sick, he/she must contact a parent or guardian and make arrangements to go home. He/she may not participate in any extra-curricular activity that day/evening.

Truancy

Those students who absent themselves from school with or without parent permission and without permission of school authorities will be considered truant. If a student is deemed to be truant, the following procedures will be implemented:

1. Parents will be notified whenever a student is determined to be truant.
2. First time carries a 70 in conduct and detentions equal to the number of days or partial

days truant.

3. Second time carries a 60 in conduct and additional detentions. A parental conference to review the student's continuance at Lourdes will also take place.

NATIONAL HONOR SOCIETY INDUCTION PROCESS

CRITERIA FOR MEMBERSHIP: Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, character, and service by which they were selected. They are expected to follow the conditions set forth in the materials given in their packets. Failure to do so will result in being removed from the Chapter. NHS policies regarding academic honesty, etc., supersede those listed in the OLOL Student Handbook.

The first step leading to candidacy for membership in the Father Filippelli Chapter of the National Honor Society at Our Lady of Lourdes Regional School is ELIGIBILITY. In order to be considered eligible, the student must meet the following conditions:

- Students eligible for membership must be in either Junior or Senior year
- The student must have been enrolled at Our Lady of Lourdes Regional School for at least one full semester.
- The student must have achieved an overall grade point average of 3.5.

The NHS moderator will notify eligible candidates at the start of the fall semester and provide them with information necessary for the next step toward membership. It is important to note that the requirements, deadlines, etc., are extremely important.

Having met the conditions of academic eligibility, candidates must provide evidence of the qualities of leadership, character, and service. This is accomplished by submitting the following materials:

- An original essay of 250-500 words. The candidate will discuss how he or she has personally demonstrated the qualities of leadership, character, and service. The essay must be typed and double spaced. It is expected that the final draft will be the result of considerable revision.
- Two letters of recommendation. These letters must be from adults, excluding relatives, who know the candidate well.
- A completed activity form as provided by the moderator. The completed form must include appropriate signatures from club sponsors, athletic coaches, employers, etc.
- A current Transcript.

Each candidate must make six copies of the completed documents for distribution to the NHS Moderator and the five-member NHS Faculty Council. Compilation of the above-mentioned document packet is time sensitive. The completed documents must be presented to the NHS Moderator on or before the stipulated due date. Candidates who submit late or incomplete packets will not be considered for NHS membership that year.

The NHS Faculty Council will convene with the Moderator to review the material submitted by each candidate. The Faculty Council determines which candidates will be selected for membership in the Father Filippelli Chapter of the National Honor Society. Once decisions have

been made, the moderator will inform the candidates of the Faculty Council's decisions. Those students selected for membership in the National Honor Society officially become members during the Chapter's Induction Ceremony.

REQUIREMENTS FOR INDUCTION INTO THE FRENCH NATIONAL HONOR SOCIETY

Candidates must be in at least the first semester of Level 2. They must have also attained a minimum average of 90 in French at Our Lady of Lourdes Regional School for five quarters prior to their induction. In order to maintain membership, students must continue to study French. Their grades will be reviewed annually, and they must maintain an overall average of 90 in their language.

REQUIREMENTS FOR INDUCTION INTO THE SPANISH NATIONAL HONOR SOCIETY

Candidates must be in at least the first semester of Level 3. They must have also attained a minimum average of 90 in French at Our Lady of Lourdes Regional School for five quarters prior to their induction. In order to maintain membership, students must continue to study French. Their grades will be reviewed annually, and they must maintain an overall average of 90 in their language.

GUIDANCE SERVICES

The Guidance Services are organized school services that help the students do the following:

1. Evaluate ability, achievement, aptitude, interests, needs, and values
2. Plan for the future - whether for work or further education
3. Think through personal problems
4. Make the best adjustment to school situations, to other students, and to teachers.

Areas of service are counseling, student appraisal and testing, educational and occupational planning.

- **Counseling** seeks to help students assume responsibility for making plans and decisions and to encourage the development of positive qualities of self-esteem, confidence, and responsibility.
- **Student Appraisal** is gathering and organizing information about students' academic grades, standardized tests, completing student academic and personal information forms, conferences with parents, teachers, and students. This data is interpreted to students when dealing with decisions about future education and/or occupation.
- **Educational and Occupational Planning** involves providing students with information on post-secondary educational and occupational opportunities. This is accomplished by the following:

1. Having a series of classroom activities and presentations which include career interest, occupational information, admission information from college and technical schools, and college financial aid.
2. Coordinating job shadow opportunities for students.
3. Career guest speakers for the monthly Career Spotlight.
4. College representative class visits which include the annual Our Lady of Lourdes Regional College Fair.
5. Coordinating field trips to career symposiums.
6. Personal interviews with students to discuss future plans, which include assistance with high school course selection.
7. Processing senior and graduate transcripts, college and scholarship applications and teacher recommendations.

TESTING:

Grade 9 PSAT 8/9

Grade 10 PSAT/NMSQT

Grade 11 PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test
ASVAB (Armed Services Vocational Aptitude Battery)

Grade 12 SAT I & II: Critical Reasoning Test; SAT II: Subject Tests
ACT (American College Test)

PROGRAMS:

SADD (Students against Destructive Decisions): A peer-to-peer youth prevention program. SADD's approach involves young people delivering education and prevention messages to their peers about making sound, intelligent and safe decisions. This is done through school-wide activities.

SALT (Student Assistance Lourdes Team): SALT is the Student Assistance Program. The team is comprised of a group of school personnel who have been trained to work with high-risk students. The SALT team identifies students who are having school related problems as a result of a family, social/emotional, alcohol or drug-related problems. SALT is also a method of assisting parents with finding services and assistance within the school, and if needed, county services which include Drug/Alcohol or Behavioral Health Services. SALT is an intervention, not a treatment program.

AUXILIARY SERVICES:

CSIU (Central Susquehanna Intermediate Unit)

CSIU offers the following services through ACT 89:

- Remedial Instruction – Reading and Math tutoring, study skills groups; educational diagnostic testing.
Psychological Testing - diagnostic interviews and consultation
- Speech and Hearing Therapy – sessions for students identified with speech and hearing deficits.

- Equitable Participation - conduct child find and provide equitable services to parentally-placed private school children with disabilities.

Teens In Innovative Educational Structures (TIES) – A CSIU grant funded program which gives students the opportunity to participate in after school programs which include SAT prep, math tutoring, science programs, art and family consumer projects.

OVR (Office of Vocational Rehabilitation) - a counselor assists students with physical handicaps to pursue education and/or employment.

SPECIAL ISSUE POLICIES

Drugs and Alcohol - The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia, or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is a major disciplinary infraction. Also, being under the influence of illegal drugs, alcoholic beverages, or mood-altering substances on school property or at a school sponsored activity is forbidden and is a major disciplinary infraction. In each case, the emphasis of the school staff will be on preventive and corrective action designed to enhance the education, health, and welfare of all students.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, prescription drugs, mood-altering substances, or drug-related paraphernalia is considered a special situation because of the possible harm to other students.

1. Our Lady of Lourdes Regional School is interested in helping students with a drug or alcohol problem. Lourdes will assist students in obtaining professional help. A referral can be made to the SALT Team whose purpose is to evaluate, counsel and direct students to intervention. Students may also be referred to the local drug and alcohol agency for counseling. All SALT members abide by high standards of confidentiality.
2. A student, who possesses, uses or is under the influence of drugs or alcohol at school or school-sponsored activities will be suspended for three (3) days, will relinquish non-class time for a period of two weeks, and will not be permitted to participate in extra-curricular activities during that period. The student will also be required to undergo professional evaluation, approved by the school, at student expense. If a student is found possessing, using, or under the influence of drugs or alcohol while participating in extra-curricular activity, he or she will also be dismissed from that activity. A second offense by the student will subject him/her to expulsion.
3. A student found selling, distributing or passing illegal drugs, alcoholic beverages, prescription drugs, mood-altering substances, look-alike drugs or drug-related paraphernalia will be expelled immediately and the police will be notified.

Suicide - Any Our Lady of Lourdes Regional School employee, professional and non-professional, will report verbally and in writing any potentially suicidal student based on observation or assumption to the Principal and/or SALT member. Students who communicate an intention to commit suicide must be viewed with utmost seriousness. In case of life-threatening situations, the issue of confidentiality no longer applies.

Our Lady of Lourdes Regional School Suicide Prevention Guidelines

If any staff member or employee initially recognizes that a student is seriously planning suicide, these guidelines must be followed:

1. Administrative Information
 - a. The person directly involved shall contact the Guidance Counselor, Principal and/or a member of SALT.
 - b. The Guidance Counselor, Principal and/or SALT member shall be responsible for determining the seriousness of the threat.
 - c. The Principal will determine who will inform parents and who will be responsible for handling the situation and the follow up.
2. Response to the Student
 - a. Be calm
 - b. Open lines of communication
 - c. Ask questions: How do you feel? Do you want to talk about it?
 - d. Offer expressions of hope and be reassuring
3. The person directly involved shall complete the Report of Suicide Risk form for high-risk students. The original is filed and passed on to the next school district should the student transfer.

Marriage - The general policy of the Diocese of Harrisburg is that students who attend our schools should be unmarried. Any Catholic student who attempts to marry in any manner or form other than in accordance with the laws of the Roman Catholic Church and the Common Policy of the diocese will be subject to immediate dismissal from a diocesan school. In other situations - Diocesan Policy 5138.2 will be followed.

Pregnancy - Although Our Lady of Lourdes Regional School has as a primary objective the teaching of the practice of Christian morality and cannot in any way condone the actions which may lead to the conception of a child out of wedlock, there is the realization that this situation does occur. The students involved may continue in school during and after the pregnancy. Continuance in school will keep the young people in a supportive environment and do much to rebuild self-esteem and uphold the value of human life. With a genuine concern for the welfare of those concerned, the school will request that the student obtain appropriate counseling and medical attention. When for reasons of health and safety it is judged that it is no longer advisable for the young woman to attend classes, the school will try to make special arrangements for the continuance of her education.

Abortion - Right of the Unborn

The moral teaching of the Catholic Church in regard to human life cannot be wantonly ignored or willfully disobeyed by any student (male or female) at Lourdes. Any action by any student which leads to the procurement of a direct abortion will result in the student being asked to withdraw from the high school.

"God, the Lord of Life, has conferred on man the surpassing ministry of safeguarding life -- a ministry which must be fulfilled in a manner which is worthy of man. Therefore ... life must be

guarded with the greatest care, while abortion and infanticide are abominable crimes." (Vat. II Constitution on the Church in the Modern World, IV, 51)

The Catholic Church, in its centuries of tradition, has promoted respect for human life. Any student who promotes, procures, actively assists or performs an abortion shall be dismissed unless the principal, after examining all aspects of the case in a pastoral manner, determines that there are mitigating circumstances.

In all cases, the Secretariat for Education must be consulted before a final decision is made.

Students with HIV/AIDS or related diseases - Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission or discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis. This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers, and students.

Harassment - The Diocese of Harrisburg and Lourdes Regional School affirms the inherent value of every individual and upholds the respect due to each because of his/her uniqueness as a child of God: therefore, the Diocese and school are committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment. The Diocese and the school prohibit any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy.

The School prohibits any form of harassment of or by employers, employees, students or volunteers. Any student who experiences some form of harassment should report it to the school administration. Prompt investigation of allegations of harassment, hazing, and/or bullying will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Confidentiality of all parties shall be

maintained, consistent with the Lourdes Regional School's legal and investigative obligations. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal and/or written comments or physical contact relating to an individual's race, color, ancestry, sex, national origin, physical/personal characteristics, or handicap/disability which creates an intimidating, hostile or offensive educational environment.

Each student shall be responsible to respect the rights of the other students and to ensure an atmosphere free from all forms of unlawful harassment.

When a student believes that he/she is being harassed/bullied, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall contact a guidance counselor or administrator who will initiate the complaint procedure. After the student's initial concerns have been addressed, the following courses of action are available: the student may lodge a verbal complaint, or the student may file a written complaint after the initial session. A substantiated charge against a student shall subject such a student to disciplinary action, consistent with the student discipline code.

Sexual Harassment - The school prohibits any form of sexual harassment of or by employers, employees, volunteers, or students. Sexual harassment is defined as 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct containing sexual matter or suggestions which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs, or unwanted sexual advances;
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures including derogatory and/or sexually-oriented materials;
3. Unwanted physical contact such as assault, touching, blocking around movements, or interfering with work, study or play;
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc., or to avoid some other loss and offer of benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Weapons Policy - Our Lady of Lourdes Regional School is committed to providing a safe environment where all students can benefit from the educational program that is provided. Since weapons on school property, or at school functions, present a danger to those present and a direct

disruption to a safe and orderly environment, the following policy is established. Students will not be permitted to possess, distribute, or use any weapon at any time, on school property or at any school function.

Terms which shall be considered an integral part of this policy are:

- Weapons shall include but not be limited to: any firearm, knife, or look-a-like weapon. The Principal reserves the right to define "weapon" in the case of objects other than the obvious ones mentioned above. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.
- School property shall include but not be limited to: all buildings and grounds, or vehicles and school buses that are owned, contracted, leased, or used by the school.
- School function shall include but not be limited to: any regular educational program, extracurricular activity, athletic event, or other activity sponsored or co-sponsored by the school whether on or off school property.
- Possess shall include but not be limited to; having possession of, to control, to have on one's person, concealed in one's clothing or belongings, in a locker, or in a vehicle.
- Use shall include but not be limited to: display, handle, load, operate, point, or discharge a weapon.
- Distribute shall include but not be limited to: transfer, transport, trade, or exchange in any manner, of any weapon to any person, when such act takes place in a setting in which students are under the jurisdiction of the school.

Possession or Distribution of a Weapon - The student will be immediately suspended from school for up to ten days. During that time, a meeting with the principal, disciplinarian, parents, and student will be held. The local law enforcement agency will be notified and criminal charges may be filed. A recommendation will be made that expulsion be considered. Expulsion is permanent.

Use of a Weapon - The student will be permanently expelled from school, the local law enforcement agency will be notified, and criminal charges filed. Exceptions to this policy will be determined by the Principal after extenuating circumstances have been investigated.

Threat to Inflict Violence - A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/her self, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school. *{This policy reflects our commitment to*

the Safe Schools Act of 1997}

4. Alerting Law Enforcement: Public or private schools must notify local law enforcement upon the discovery of any weapon. All diocesan schools should notify the local law enforcement authorities and the Diocesan Education Office whenever a weapon is discovered on the school grounds, or in the possession of a student under your care (i.e., school bus, etc.)

DISCIPLINE POLICY

It is our expectation that students who enroll in Our Lady of Lourdes Regional School desire to be here and want to be the best they are capable of becoming. Motivated by these intentions, students are expected to strive for excellence in academics and in the practice of the social graces and the virtues associated with living the Catholic faith exemplified in the Gospels and in our Christian Tradition.

Students must remember that their continued attendance at Our Lady of Lourdes Regional School is dependent upon their conducting themselves appropriately in school and out of school. Any dishonorable conduct outside of school that is deemed to have a negative impact on Our Lady of Lourdes Regional School may be subject to disciplinary action, including expulsion.

Catholic education rests on the good or bad behavior of the students. Each student bears this responsibility individually.

All students are expected to conduct themselves in all school-sponsored activities in the same manner that is required during the school day. Any misconduct during sporting events, bus trips, class trips, etc. will be considered serious and students will be liable for disciplinary action. Our Lady of Lourdes Regional School will discipline any student who uses school time or school property to promote any illegal, immoral, or inappropriate activity. Disciplinary action is not limited to the reference list of infractions printed below. **The Administration has the authority to deal with any situation during the school year that is not spelled out in this handbook. The final action for any unforeseen event lies with the Administration.**

Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by the administration.

If the Board of Education updates a policy during the year, parents will be notified and the policy will be binding.

Demerits

A demerit citation is a notice issued to a student indicating that a minor or major infraction of school rules has been committed. Teachers, administrators and school employees have the authority to issue demerits. The student is to be verbally notified of the demerit; and within 24

hours, the Disciplinarian is to receive a copy (white sheet) of the demerit citation issued to the student. The demerit is to be issued as soon as possible after the infraction has occurred; if a situation, such as vandalism, should occur, a citation will be issued at a later date by the Disciplinarian or the Principal. The number of demerits issued for each citation will be determined by the disciplinarian. An accumulation of three demerits will warrant one period of detention.

In lieu of demerits, or at their discretion, teachers may assign a student(s) private detention. Private detention generally lasts from 5 to 30 minutes and is served in the assigning teacher's homeroom/classroom.

Demerits are cumulative during the year for detention and cumulative during each quarter for conduct grade. After a student accumulates ten (10) demerits, the Disciplinarian will verbally notify the parents or guardians.

Detention

Detention will be held every Thursday afternoon from 2:35 p.m. – 3:35 p.m. in room 205. It is the student's responsibility to report to the assigned detention. Failure to do so will result in additional detentions.

In the case of a serious violation, the Principal and the Dean of Students have the right to suspend the student immediately. Suspension, if necessary will be out of school and may vary in time from one to ten days.

The following guidelines will be followed:

- Parents are to be notified orally the day a suspension is incurred and in a written communication thereafter.
- At least one parent or guardian may be required to meet with the Disciplinarian or the Principal before a suspended student is readmitted to class.

Expulsion

In particular cases, the accumulation of demerits and/or a serious offense may warrant immediate expulsion. If a student is expelled, the Principal will inform the parents/guardians of the student that they have the right to appeal the expulsion to the Judiciary Committee of the School Board. Such appeal must be made in writing to the Principal within 48 hours of the act of expulsion. Within one week of the appeal, the Judiciary Committee will meet to review the case. At the review, the student and his/her parents/guardians will have the opportunity to present grounds for the possible re-admission of the student. The decision of the Judiciary Committee is final. Only one appeal is permitted; in any subsequent expulsion, there is no appeal. The Judiciary Committee will consist of three members of the Lourdes Regional School Board of Education appointed by the chairperson of the Board. The student's Pastor, his/her school counselor, the Disciplinarian, and the Principal will also serve on the committee in a non-voting consultative capacity. When an appeal over an expulsion is made by a student to the designated committee of the local school board, the appeal is made by the student and his/her parents or guardians. Neither the student nor the board will be represented by legal counsel.

Discipline Office Procedure

1. The discipline office staff will record the discipline grade for each marking period. The grades are as follows:
 - 95% --- 0 - 1 demerit
 - 90% --- 2 - 3 demerits
 - 85% --- 4 - 5 demerits
 - 80% --- 6 - 7 demerits
 - 75% --- 8 - 9 demerits
 - 70% --- 10 - 11 demerits
 - 65% --- 12 - 15 demerits
 - 60% --- 16 - 20 demerits

2. Suspension during a quarter lowers conduct grades:
 - One day suspension - ten points deduction
 - Three-day suspension - automatic 60%
3. It is the duty of the discipline office to keep accurate records of demerits and to file all demerits.
4. It is the duty of the Disciplinarian to issue written and verbal notices to parents of students who are in jeopardy of detention due to the accumulation of demerits.

I. MINOR OFFENSES - A teacher may give a demerit or one-half hour of private detention. A fifth occurrence of the same minor offense may be cited as flagrant insubordination.

INFRACTION	1st OFFENSE	2nd	3rd	4th
1. Tardiness to school	1	1	1	1
2. Tardiness to class	1	1	1	1
3. Eating in undesignated area	1	1	1	1
4. Late slips, forms,	1	1	1	1
5. Failure to have necessary books and materials for class	1	1	1	1
6. Walking corridors without a pass/not in assigned area	1	1	1	1
7. Studying for one class in another class	1	1	1	1
8. Lack of cooperation	1	1	1	1
9. Running in corridors	1	1	1	1
10. Minor disturbance	1	1	1	1
11. Loitering in lavatories	1	1	1	2
12. Failure to adhere to dress code	1	1	1	3
13. Copying assignments	1	1	1	3
14. Unbecoming conduct	1	1	1	3
15. Inappropriate display of Affection	1	1	1	3
16. Not in assigned areas	1	1	1	3

II. MAJOR OFFENSES

A. Demerits plus one period of Detention

INFRACTION	1 st OFFENSE	2 nd	3 rd	4 th
1. Failure to report to private detention	2	2	2	3
1. Improper language spoken, written, or gestured	2	2	3	3
2. Disobedience or disrespect	2	2	3	3
3. Abuse of student rights i.e: any action that is deemed an infringement of a student right; e.g., berating or ridiculing a fellow student, name-calling, deliberately knocking books out of hands, bullying or cyberbullying	2	2	3	3
4. Shouting or screaming in the halls	2	2	3	3
5. Major disturbance	2	2	3	4

B. Demerits plus two periods of Detention

1. Lying	3	3	5	5
2. Unexcused absence from class (cutting a class)	3	3	5	5
3. Sitting in cars during school hours	3	3	5	5

III. SERIOUS OFFENSES.

1. Possession of, smoking, or use of other Tobacco products, including juuling or vaping

1st offense – 2 demerits plus two detentions

2nd offense – 2 day suspension out of school suspension

2. Failure to attend two (2) detentions Additional detentions and possible suspension

The following offenses warrant immediate referral to the Disciplinarian/Principal, 1 to 5 days suspension (in or out of school), and, where warranted, referral to the proper outside authorities – police, etc.

1. Truancy or leaving school
2. Flagrant insubordination
3. Defiance
4. Theft or attempted theft

5. Careless driving in the vicinity of the school
6. Disrespect at Liturgy
7. Use of school time or property to promote illegal or immoral activities
8. Grave disrespect, abuse, and or bullying/cyberbullying toward school personnel or students
9. Damage to or misuse of school or student property
10. Possession of dangerous disruptive devices or substances
11. Possession, use, or selling of alcohol, drugs, or drug-related paraphernalia - Hours of counseling through a Public Agency will be mandatory for an offense of this nature.
12. Violations of PA Criminal Code
13. Fighting (immediate referral to the Disciplinarian/Principal and an automatic 3-day out of school suspension for the first offense. Two or more acts of violence will be dealt with more severely.)
14. Students who use Internet, computers, social networking devices, and/or cell phones in an unethical manner will lose computer privileges at the school. Further disciplinary action will be determined by the Principal, Computer Teacher, and/or Disciplinarian.(See Cyber bullying under Harassment)

ACADEMIC DISHONESTY POLICY

In a competitive academic environment like Lourdes High School, the temptation to cheat is ever present. Cheating is immoral and will be dealt with harshly. If a student is suspected of cheating, or attempting to cheat, on a quiz, test, exam, lab, paper (including plagiarism), homework, or project; or fails to follow directions concerning behavior during a test, he/she will be sent immediately to the Disciplinarian who will conduct an investigation and determine both the guilt and the penalty. In cases where it has been determined that cheating has taken place, the ordinary penalty will be a “0” with a letter sent home. The Disciplinarian will keep a record of the incident and place it in a file. Demerits and detention will also be added for the above listed infraction.

The Disciplinarian and the Principal will handle the second and subsequent instances of cheating. Stricter penalties will result and the Principal, in conjunction with the Administration, may expel the student or students. Chronic/Severe cases will receive some or all of the following: probation, suspension, termination from NHS, and possible expulsion. For each instance of an act of academic dishonesty, as defined above, the teacher will file a report with the Principal. Depending upon the nature of the act or its frequency, the Disciplinarian may contact the student’s parents. Again, depending upon the nature of the act of academic dishonesty or its frequency, the Principal and/or the Disciplinarian may suspend the student from Lourdes Regional School.

BEHAVIOR AT ASEMBLIES/LITURGIES

Assemblies are for students’ enrichment. They supplement classroom instruction and contribute to the attainment of the goals of education established by the Diocese and by the State. Therefore, it is expected that students’ behavior is appropriate to the type of assembly. Attention is expected at all times. The sign of approval germane to our school is applause. Any other types of “sounds of approval” are not appropriate. This is particularly true at any Liturgy. The **Mass** is a sacred event for Catholic Christians and requires the kind of decorum associated with prayer. Any other

kind of behavior is a serious distraction and will be treated as such.

USEFUL INFORMATION

Books are helpful tools for learning. Each student has the responsibility to care for the books in his or her possession and to keep them covered at all times. Books which are loaned to the student by Lourdes or by the State are to be neat, clean, and in good condition. If a book is lost or returned in poor condition due to mishandling, reimbursement will be required for replacements.

Bulletin Boards are located near the high school entrance and the Guidance Office. The cork board strips around the building may also be used for student organizations. Moderators of the student organizations must approve the posting of any notices. Use of the bulletin board by the Guidance Office is reserved for that department.

All students will eat lunch in the classrooms. These lunches will be staggered. Students are to remain in the classroom throughout the lunch period, unless they are accompanied outside by the homeroom teacher.

The **Daily** Schedule is a schedule following the days of the week (M – F). Upon entering the building, a student is to report to his/her locker and retrieve books and other materials for first period. From lockers students are to report to the assigned homeroom. There is to be no congregating at lockers, in the hallways, or in bathrooms. The **warning bell for homeroom will be rung at 7:48 a.m.** **Homeroom** will begin at **7:50 a.m.** The Prayer, Pledge of Allegiance, and announcements will begin at 7:50 a.m. During the Prayer and Pledge of Allegiance, all activity in the building is to cease and everyone is expected to stand in homeroom and in all other parts of the building.

Homeroom doors will be open for students by 7:15 a.m. If the homeroom teacher will be absent, his/her substitute will ensure this policy is in effect. Any student who arrives after 7:50 a.m. without a note from the attendance office is late. The student must be sent back to the attendance office. Attendance will be taken immediately at 7:50 a.m. Tardiness carries an automatic demerit that will be handled by the Disciplinarian.

The following procedures will also be in place:

1. All trash cans are to be placed in the hall outside each classroom door at the end of the last school period. The maintenance personnel will be in charge of emptying them.
2. No one should be given permission to go to the bathroom during homeroom. If this policy is in question, send the student to the Disciplinarian.
3. No meetings are to be held during the homeroom period.

The passing time between homeroom and 40-minute classes is 2 minutes. In order to facilitate getting to the next class on time, students are advised to take all the materials needed for a few classes at a time. If properly organized, students will not need to go to lockers after every class. It is expected that students will be respectful toward other classes which may be in session during some passing times by moving quickly and quietly to their next class.

Study Halls may appear on a student's schedule. These are opportunities to review, do homework, or do some additional study or reflection. These times are to be spent in silent work. If group work is needed, direction and permission must be sought from the study hall moderator. To be excused from Study Hall, written permission from both teacher and study hall moderator is required.

Backpacks may be brought into school and used to carry books to each class. Students are permitted at lockers before school, at lunch, and at the end of the day.

Cell Phones must be turned off before entering homeroom. They may not be turned on again until after dismissal. The exception would be the times when a teacher has the students using cell phones in class. Outside of teacher directed use of a cell phone, if a student is found to be using his/her phone during the course of the school day, the following will happen.

- **First Offense: The phone will be taken and kept until the end of the day. A demerit will be issued**
- **Second Offense: The phone will be taken until the end of the day. A second Demerit will be issued and a phone call will be made to the parent/guardian.**
- **Third and Subsequent Offenses: The phone will be taken until the end of the day. A detention will be issued and a phone call will be made to the parent/guardian.**

When a student enters a classroom, he/she is to place his/her cell phone in the hanging numbered pouch available in each classroom.

Fire Drills will occur during the year. It is most important to follow the directions posted in the room in which you are located at the time of the drill, moving quickly and quietly. Talking is neither permitted nor acceptable during a fire drill. Remain in the designated outside area until directions are given to re-enter the building.

The Gym serves as the auditorium for assemblies and as the gymnasium. Normally, athletic shoes are to be worn when walking on the gym floor. Shoes may be worn for walking on the gym floor in only 2 cases: (a) when the tarp is covering the floor, and (b) when certain assemblies require us to use only the bleachers. When going to and from physical education class, to and from the locker rooms, and to and from the stage area, only the sideline areas should be used.

Lockers

Students are issued lockers at the beginning of the school year. Every student is required to have a lock on his/her locker. All students who use an unassigned locker will be subject to disciplinary action. All locks must be purchased from the school. The Disciplinarian will keep a special key for all student locks.

Lockers and desks are school property and the school has every right to examine them and their contents. **"The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice."**

Locker Search Policy - The Administration reserves the right to search lockers anytime there is reasonable suspicion of contraband, weapons, or drugs/alcohol. The police will be notified if contraband, weapons, or drugs/alcohol are found. **On occasion throughout the year, drug sniffing dogs will be brought into do a search.**

Weight Room: The weight room is available for use by students particularly those who are members of sports teams. No student is to be in the weight room without direct supervision by a coach.

Office hours during the school year are 7:00 a.m. - 3:00 p.m. For attendance, calls will be received by the receptionist beginning at 7:00 a.m. The telephone number is 644-0375. Telephone messages for students will be delivered after the final dismissal of the day **only**. In case of an extreme emergency, the message will be given to one of the administrators who will relay it to the student.

Parking facilities are available for those who have cars. Spaces lined with yellow are reserved for faculty, staff, and administration. Spaces lined with white are for students. Cars are not to block other cars, entrances, exits, or bus lanes. In general, care should be taken entering and exiting the lot. Any form of fast or reckless driving is strictly forbidden and may result in the suspension of student parking privileges on school property. All vehicles entering the school parking lot must follow the marked arrows that indicate the direction their vehicles should go. The Disciplinarian will determine the appropriate action for students who violate driving and/or parking rules.

School Delays or Closings may occur during the year due to inclement weather or other unforeseen events. We follow the Shamokin Area School District for delays, closings and early dismissals. The information will be communicated through the local radio and television stations, generally before 6:30 a.m. Students who reside in districts other than Shamokin should always follow the directions of that local district. In any case, no one will be in the school office until 7:00 a.m. or later depending on the decision of the District and the Principal of Lourdes. Therefore, it is not advisable to call the school office.

Tuition is a fee that each family agrees to pay to the school in exchange for enrollment and education of the student. The amount is determined annually by the Board of Education. Parents are expected to pay one-tenth of the total tuition on the first of the month beginning August 1. The final payment is due on May 1.

Checks returned for insufficient funds will be charged \$25.00 for processing.

DRESS CODE

FLYNN & O'HARA is the school provider for the appropriate uniform.

Boys

All young men must wear a white shirt, SOLID COLOR tie or bow tie, and navy blue or khaki DRESS slacks with a solid color BELT. **Shoes are to be a casual solid colored dress shoe with no graphics and must match the uniform.** Solid color socks must be worn. A navy or gray sweater, which is optional, must be ordered from the uniform company (Flynn & O'Hara or bought at the Academy Sports Center in Mount Carmel.)

A Lourdes polo shirt is worn from the **beginning of school until September 30**. The Principal may choose to extend the time for polo shirts, depending on the weather. In the spring, the polo shirt may be worn **beginning May 1 until the end of the year**.

Boys are to be clean-shaven and must have neatly trimmed hair, no longer than the top of the shirt collar and not covering the ear, not covering the eyes, nor have long hair on the sides (wings) or long side burns. Hair must be **natural color**. No designs are to be shaved into the hair. No earrings, necklaces, or other types of jewelry are allowed.

No Sweatshirts are allowed to be worn as part of the uniform.

Girls

All young women must wear a white (oxford style) blouse, uniform skirt (**that must be No more than two inches above the knee in length**), or navy blue or khaki DRESS slacks. A navy or gray sweater, which is optional, must be ordered from the uniform company (Flynn & O'Hara.) Dress shoes and SOLID navy blue or gray knee socks or tights must be worn. No fishnet, lace, or novelty socks or tights are allowed.

A Lourdes polo shirt is worn from the **beginning of school until September 30**. The Principal may choose to extend the time for polo shirts, depending on the weather. In the spring, the shirts may be worn **beginning May 1 until the end of the school year**.

Hair must be a **natural color**. No dye or dying hair of any kind permitted. No designs are to be shaved into the hair. Only one earring per ear is permitted. No dangling earrings are allowed.

No Sweatshirts are allowed to be worn as part of the uniform.

Tattoos and body piercings (ex. Nose rings, lips, eyebrows) of any sort are prohibited for both boys and girls.

Gym Uniforms

Gym uniforms are **red P.E. shirts and grey mesh shorts**, which may be purchased at Academy Sports Center (Mt. Carmel) or the Sports Center (Shamokin). Gym clothes are to be carried to school in a gym bag and stored in the student's locker until gym class. Students are to retrieve their gym clothes from the locker at the beginning of the class period and are to move directly to the locker room to change. At the end of class students are to change back into the school uniform.

Enforcement of the Dress Code

1. Homeroom teachers will make dress code checks each morning during the homeroom period. If there are any questions as to whether the student is in appropriate dress, the student should be sent to the Disciplinarian. A warning will be given for the first time this happens. Should it occur again, the homeroom teacher will issue demerit. Subsequently, each time that student is not in proper school uniform a demerit will be issued.
2. Faculty members will issue demerits if students are out of dress code during the day.
3. When deemed necessary, parents will be called to bring in proper clothing for students dressed inappropriately.
4. The Administration will make the final determination regarding "extremes and fads."

Casual Dress Days

On certain occasions throughout the year, students may be granted permission to wear casual apparel to school. On such occasions, the following guidelines will be enforced:

1. No patched jeans; no shorts or cut-off jeans
2. No midriffs; no muscle shirts or tank tops
3. No hats
4. No sandals or flip-flops; socks must be worn
5. Proper undergarments must be worn
6. No inappropriate/offensive slogan apparel or accessories
7. All clothing must be neat and clean
8. **No skin tight jeans, leggings or sweat pants are permitted**

Red & White Day – On Red and White Days, students will wear red or white Lourdes shirt and (nicely fitted) jeans.

Violation of the Dress Code

1. Failure to adhere to the dress code will result in demerits as stated in the discipline code.
2. Flagrant violations of the dress code will result in the student being sent to the Disciplinarian. The student may be suspended from attending classes until the parents have been contacted and appropriate clothing is brought to school. It will be up to the discretion of the subject teacher whether or not the student will be permitted to make up missed work.

3. All students are expected to remain in the full school uniform until they exit the building to go home. This means that shirts remain buttoned and tucked in, ties stay in place, etc. The school uniform is one of the distinctions that separates Lourdes from most schools. This change will keep our uniqueness in place for that period of time after the final bell until the students leave and go home. Those students participating in any extra-curricular events must change in the locker rooms or restrooms and then proceed to that event. Parental cooperation in this matter is certainly anticipated and appreciated.

CONDUCT AT ATHLETIC EVENTS

- Players should strive to play within the spirit of the rules and learn to compete in a sportsmanlike manner
- Accept victory without boasts and defeat without excuses
- Compete in a controlled manner
- Regard officials and opponents as honest in intention
- Be dressed according to school dress code when traveling to and from events understand that all school rules are in effect at any extracurricular event
- Understand that all school rules are in effect at any extracurricular event.

REGULATIONS FOR SCHOOL BUS PASSENGERS

Good conduct and common courtesy are to be observed at all times on buses. Seats may be assigned at the discretion of the bus driver. Special bus stops will not be established for pupils to be delivered to places other than their own homes. Bus drivers may only make stops authorized by the Public School District Directors.

Lourdes students, while riding the bus, are also under the jurisdiction of the district supplying transportation. Disciplinary infractions will be reported in writing by the bus drivers to the Disciplinarian. Pupils violating the code of bus conduct may receive a warning or may have bus riding privileges suspended for specified periods.

Local school districts are responsible for only their own students. Therefore, students from one school district may not ride on another school district's bus without prior permission. Such requests must be submitted in writing to the local district's transportation supervisor.

Our Lady of Lourdes Regional School students must observe the following regulations:

1. Be at the bus stop five minutes before the scheduled bus arrival time because the bus driver has a schedule keep and cannot wait.
2. Stay a safe distance, at least six feet, from the curb or road's edge.
3. Enter the bus without pushing or crowding.
4. Go directly to seats since the bus will not move until all students are seated.
5. Wait in an orderly manner between bus runs at areas designated by district directors.
6. Remain seated while the bus is in motion.
7. Open windows only with the driver's permission.
8. Be accountable for any damage caused to the school bus.
9. Keep all limbs inside the bus.

10. Place books and parcels on laps to keep the aisle clear.
11. Refrain from any act distracting to the driver and/or which endangers other passengers.
12. Observe the principles outlined in Lourdes Discipline Code.

DANCE REGULATIONS

Students attending school sponsored dances are expected to act in a manner befitting a student of Our Lady of Lourdes Regional School. Dress must be appropriate for the student to be admitted to the dance. Behavior must be appropriate for a student a Catholic School.

No inappropriate music is to be played. No inappropriate, suggestive dancing is allowed.

FIELD TRIPS

Educational Field Trips are permitted and encouraged. Before a field trip can be announced, it must be approved by the Principal. Full details of the planned outing are to be submitted for approval. Once approval has been granted, all other arrangements can be made. Transportation for all field trips is either the school vans or a bus. No student drivers are permitted.

PROM

Any student who wishes to attend the prom must not be on disciplinary probation.

Tuition and Fees must be paid by May 1. The times for the prom will be set to comply with the Pennsylvania Junior Drivers License.

TUITION POLICIES

Tuition is determined annually at the Spring School Board General Meeting. It is requested that all tuition payments to the school be made by check. This is done to insure protection of payment. Tuition may be made in full or in monthly payments. All tuition payments are done by computer through the bookkeeping office. Please call the Business Office ext. 117 with questions regarding tuition.

Failure to respond to the letter from the Principal will result in a mandatory meeting being set up with the Finance Committee of the School Board. Further action will be at the discretion of the Finance Committee and may include, the account being turned over to the school attorney for collection and/or a collection agency and/or District Justice's Office for small claims adjudication. In the case of consistent delinquency, the Board reserves the right to proceed immediately to civil court for payment from habitual offenders.

Tuition accounts with balances after May 1, will be charged 1 ½% per month, on the unpaid balance. No student will be permitted admission to Our Lady of Lourdes Regional School for a new school year until such time as his or her parent have fully paid all tuition balances still owing

Furthermore, any request for academic records made by any parochial, private or public school to which any former student is transferring will be denied unless all tuition owed to Our Lady of Lourdes Regional School is paid in full. Requests for academic records by any other person or institution for any other reason will similarly be denied pending complete settlement of past due tuition accounts. These policies are formulated by the Finance Committee.

EMERGENCY PLAN (Severe Weather – Tornadoes)

In the event that our school is notified of an impending weather related disaster, the teachers in the classroom will:

1. Pull down all blinds or close curtains to cover the glass windows.
2. Close all windows.
3. Turn off lights and close all doors after everyone has exited the classroom.

Students, faculty, and anyone else in the following classrooms:

112A	202	208
112B	202A	209
113	203	210
114	205	211
115	206	212
116	207	213

will proceed to the cafeteria and then follow an established path to the garage and basement below the cafeteria.

All students in the **gym, gym area, and music rooms** will proceed as follows:

- Male students and faculty to the Boys Locker Room with assigned teacher.
- Female students and faculty to the Girls Locker Room with assigned teacher.

This drill will take place quietly and orderly. Everyone will remain in these locations until the emergency management office notifies the school that the disaster has passed.

TECHNOLOGY POLICY

This policy is designed to inform all students of their responsibility in the use of the Lourdes Network, Internet Access, and/or the students' personal technology. Social network sites and devices fall under the Lourdes Technology Policy

Computers and technology are valuable tools for education at Lourdes Regional School; the faculty/staff encourage the proper use of computer technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly.

Goals:

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technologies.
- To encourage critical thinking and problem solving skills which will be needed in the increasingly electronic and global society.

Responsibilities of User

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Lourdes students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense, and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used, but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet and social network sites

General Guidelines for use of the Internet:

- The use of the technology equipment/devices must be in support of the education or teaching environment at Lourdes Regional School and consistent with educational objectives and our Catholic School Mission.
- As users of our technology, students will notify a teacher, the System Administrator, or the Technology Coordinator if any violations of the policy take place by students or outside parties.
- Games on school, personal, and/or social network sites must be part of a class assignment or project.
Other students/teachers' work or data must be kept intact and protected.
- The Lourdes Technology, personal Technology, and/or social network devices and sites must safeguard people's dignity and integrity at all times, in keeping with our Catholic School Mission.
- All communication and information accessible via any Lourdes Network System should be assumed to be school property. The Network Administrator or Computer Teacher has the right to monitor and judge the acceptability of all activities.
- Use by students of any social network site or devices, cell phones, etc., is permitted only off the Lourdes Regional Premises.
- E-mail may be used in correspondence with professional subject matter relevant to research. The e-mail is only used with permission. Personal e-mails are not permitted. Chat rooms are off limits.
- The Lourdes technology is to be used in such a manner that will not harm the programs or communication system.
- Cell phones must be used in a responsible manner. See Cell Phone Policy for details

EXTRA/CO-CURRICULAR ACTIVITIES

All extra/co-curricular activities ***MUST*** have the approval of the principal or disciplinarian before the activity can take place (Example: Powderpuff, Face-Off, Pep-Rally's, etc.)

ATHLETICS

Our Lady of Lourdes Regional School is proud to offer students the opportunity to participate in a variety of sports, including those listed below:

Boys Basketball

- Varsity
- Junior Varsity
- 7th Grade
- 8th Grade

Girls Basketball

- * Varsity
- * Junior Varsity
- * 7th Grade
- * 8th Grade

Boys Soccer

- Girls Soccer
- Golf
- Softball
- Volleyball

Students may participate in the following sports through a co-op program with Mount Carmel Area:

- Baseball
- Cross Country
- Football
- * Football Cheerleading
- * Swimming
- * Track
- * Wrestling