



LOURDES HIGH SCHOOL

A Rochester Catholic School



Parent-Student Handbook

2022-2023

Greetings,

On behalf of the Lourdes High School community, welcome to another school year. We have a thriving community and embrace the opportunities that will position us for a bright future. As research and advancements continue to transform our teaching and learning processes, we also pride ourselves on an unchanging, timeless sense of faith and spirituality which is at the center of everything we do.

It is an exciting time for our school as we celebrate over 96% participation in fine arts, sports and co-curricular activities with over 95% of our graduates entering post secondary institutions, a state-of-the-art high school, and an institution filled with staff and students focused on their faith, academic pursuit, and character development. We celebrate our solid foundation while boldly envisioning our future.

Lourdes High School shares a common purpose for teaching and learning in the Catholic, Franciscan tradition. This is a community in which we are eager to have you join and participate. Please visit our website often, take note of our events, and connect with our community. Thank you for your support and partnership.

Sincerely,

Lourdes High School Administration

ADMINISTRATION

Principal	Ms. Mary Spring
Activities Director/Assistant Principal.....	Mr. Eric Larson
Director of Counseling	Mrs. Sarah Groven

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INTRODUCTION

Lourdes High School celebrates a history spanning over 140 years. We continue to dedicate ourselves to teaching young people to become better scholars, citizens, and members of their faith community. What follows outlines the general information for our institution.

Accreditation and affiliations

LHS is a member of the National Catholic Education Association (NCEA), is fully accredited through Cognia (formerly AdvancED), and retains annual membership in the Minnesota State High School League.

Lourdes High School Mission Statement

Lourdes High School, as a Catholic institution, is a community of Christians whose mission is to foster mutual respect within a disciplined environment, to provide a challenging academic curriculum for all individuals, and to prepare students for a life of learning and Christ-like service to others.

FAITH

First inspired by the Sisters of Saint Francis in 1877, Lourdes High School embraces a legacy of delivering high quality Catholic education to young people from all backgrounds and traditions within the greater Rochester area. Informed by our Franciscan tradition and charism, we are committed to strong values, rigorous academics, faith formation, and service to others. LHS shares a history which is steeped in a Franciscan tradition, rooted in the Catholic faith.

Lourdes High School fosters a commitment to faith, spirituality, and ministry. As such, Lourdes has a special focus in its daily life. Lourdes students will find prayer an important part of everyday life at school. The chapel is open for individual prayer and reflection and class Masses.

In our Catholic school, students should recognize the presence of Christ in each other and in their teachers. Kindness and caring strive to be the mark of the Lourdes students and faculty.

Mass

As a Catholic community of faith, Lourdes High School holds the celebration of the liturgy to be at the heart of the Catholic faith, and central to the fostering of community. All students and teachers, regardless of religious tradition, attend all school Masses. Lourdes has an all-school Mass in the LHS auditorium once a month. Additionally, Mass is celebrated on such occasions as the opening of the school year, Homecoming, All Saints Day, Thanksgiving, the Feast of the Immaculate Conception, Ash Wednesday, Ascension Thursday and the end of the school year.

Retreats

All freshmen, sophomores, juniors and seniors will participate in one retreat a year as a class.

When possible, an optional retreat for Seniors called KAIROS “God’s Time” is also offered. This three day, three night retreat invites and challenges candidates to recognize God’s goodness, the goodness in themselves, and those around them. Kairos awakens and deepens a love for Jesus Christ and provides a meaningful encounter with Him in the Sacraments of Reconciliation and the Eucharist and through personal and communal prayer.

ACADEMICS

Lourdes High School believes in the fundamental importance of academics, offering a curriculum that recognizes the uniqueness of each individual. Emphasis is placed on college preparatory subjects which foster academic excellence, critical thinking, and creative expression. Academic objectives depend heavily on work performed at school and at home. Homework includes organizing notes and information, reading, written work and the preparation for various assessments, including projects and presentations. Students' coursework will generally require an hour and a half to two hours outside of the regular school day.

All students must take a minimum of seven classes each semester. To graduate from Lourdes, a student must earn 26 credits.

Graduation Requirements

Religion	4 Credits
English	4 Credits
Social Studies	3 1/2 Credits
Mathematics	3 Credits
Science	3 Credits
Physical Edu.	1 Credit
Health	.5 Credit
Fine Arts	1 Credit
Language	2 Credits
Elective Courses	4 Credits

TOTAL CREDITS - 26 Credits

Graduation requirements are stated in terms of credits. Although 26 credits in four years is the minimum, most students earn more. All full-time students at Lourdes must take seven courses each semester. If a student is enrolled in two or more AP courses, the student may be approved by the principal to enroll in six classes. Each year certain courses are required and electives may be selected from a variety of choices. A credit is earned for each full-year course and a half credit is earned for each semester course. Lourdes High School may not grant high school credit for experiences prior to enrollment in grade nine.

At Lourdes, a religion credit is required for each year in attendance. Transfer students from schools not offering religion need not make up the missed religion requirements. Students enrolling in Lourdes in grade nine will be directed to the level of mathematics class based on prior testing, preference, and teacher recommendations. Students enrolling in music (band or concert choir) may earn no more than 4 music credits toward the 26 credits required for graduation. University of Minnesota Talented Youth mathematics program is an Honors Program with a limit of four credits that may be counted during high school.

Following each semester, students receive credit for completed courses. Students are required to complete the entire course, either semester or all year, in order to receive credit. Courses and credits will be listed on the student's transcript only if the courses are taken to fulfill a Lourdes graduation requirement. Honors credit is granted for a course entitled "Honors" from other schools only if Lourdes offers a corresponding course. High School GPA is obtained through total grade points of courses listed on the transcript divided by the number of credits.

If a student does not pass Semester I of a year-long class, special arrangements need to be made with the principal and the teacher of the course in order to continue in the class and recover credit for the 1st semester.

Lourdes High School will accept online high school courses if they cannot be scheduled at Lourdes and with prior approval of the principal.

Course Selection

The academic program operates on a semester basis. Returning students and incoming 9th grade students pre-register for the upcoming year during the second semester. New and transfer students generally register during the summer. Preliminary schedules are given to students the week before school starts at "Welcome Day" and course changes may be made with the approval of a counselor and, if necessary, administration.

The advanced programs at Lourdes High School immerse students in college-level content with secondary school support systems. Students who seek to complete college preparation may choose any of the following advanced programs:

Advanced Placement (AP) Courses: Lourdes High School offers Advanced Placement (AP) classes in Spanish, English, Social Studies, Biology, Mathematics, Studio Art and Music Theory. All AP courses follow a college level curriculum determined by College Board. Many colleges accept AP credits depending on factors such as exam performance and course grades. Consult with your counselor for further information regarding AP credits as these courses require summer assignments and additional hours of study at a very demanding pace. Students are allowed to take three AP courses per semester. Any additional AP requests should be discussed with a counselor. Grades are weighted based on the honors GPA scale, and students taking AP classes are required to take the AP exam in order to earn credit. There is an additional fee for each AP exam.

When considering whether or not to take AP classes, please note that many colleges offer some kind of credit for a high score on an AP exam. This could result in either placing out of an introductory course, or obtaining course credit. Not all colleges accept all AP exams. Likewise, different institutions may have different score expectations for the same exam, and different standards for the awarding of credit or placement. Students need to check with the colleges to which they plan to apply and inquire about the school's standards and credit/placement policies regarding AP exams. CollegeBoard now offers an [online website](#) to search specific institutions' policies on AP credit and placement.

Program for Advanced College Credit (PACC)

Saint Mary's University of Minnesota's Program for Advanced College Credit (PACC) is partnering with Lourdes High School to bring Saint Mary's undergraduate-level courses into Lourdes high school. Earning college credit for a fraction of the cost of tuition, participating students can expect the same workload, learning activities, projects, and exams as the courses taught to first-year students at Saint Mary's. PACC courses will be taught by Lourdes faculty on the Lourdes campus. Students selecting the PACC option for these courses will be required to pay a fee of \$75 per college credit.

Students and parents should be aware that both programs require a dedication and work ethic above and beyond a standard high school course.

Drop/Add Policies

Each LHS student is required to enroll in a minimum of seven classes per semester. The administration may make adjustments to a student's required course load. A student may withdraw from a course by completing the drop/add form. Students wishing to drop a class must do so by the first Friday of the semester, and submit the completed form signed by a parent/guardian.

If the student comes to the conclusion that it is necessary to add a class after the beginning of the semester, the student must discuss the matter with the principal. If the administration finds it advisable and the teacher of the course involved agrees, the student may be allowed to add the class. Students will not be permitted to add courses after Day 10 of the first completed cycle of the semester.

A class may be dropped prior to the first Friday of the semester (without penalty) if consent is obtained from the principal and the student's parents. A student must complete a Drop/Add form. No withdrawals will be permitted after the first Friday of the semester except for serious and prolonged illness or other unusual and unavoidable situations. Students are not permitted to drop full year courses at the end of semester one.

Individual Course Guidelines, Expectations and Homework policy

Each teacher establishes specific expectations for individual classes. These expectations include, but are not limited to, behavior, grading procedures, and standards of academic performance and honesty. When teachers publish their policies in course guidelines, these individual policies have the same force as other handbook policies. Teachers have the right to adjust policies during the course of a semester. Specific policies for individual classes are in addition to any other general policies found in this handbook and should not be in conflict with them.

Students are expected to complete homework, projects, and test preparation on a regular basis. On average, students may be asked to complete thirty minutes of homework per day for each course. The load may be higher or lower depending on the time of the semester, the chosen programming, and the schedule of exams, projects, and other major assignments.

At the start of the semester, each teacher will provide students with a written outline of work required, grading procedures, necessary school supplies, and other class expectations.

Late Work Policy

For each calendar day a task is late, the highest possible grade will be deducted by one letter grade. After the fifth calendar day, students have five additional calendar days to complete the task for no more than 50% credit. After the 10th calendar day, no credit will be awarded. A task includes, but is not limited to, quizzes, tests, projects, homework, presentation, or any other task assigned by a teacher.

Late Work and Absences

For each day a student is absent, he or she is allowed two days to make arrangements to complete tasks assigned in his or her absence. If a student is absent three or more consecutive days, she/he has two days per day missed to make arrangements with his or her teachers to complete the missed work. If a student does not make up his or her work according to the awarded days per absence, the late work policy will take effect.

Exceptions to the late work policy will be granted by the principal only.

Studying Expectations/Retake Policy

At Lourdes High School, it is not unusual for students to be challenged in their classes. The transition to high school, the rigor of courses, increased reading, longer written assignments, the need for daily study and review, and the need for students to have the ability to take ownership of their own learning all contribute to a challenging academic environment.

In order to address these challenges, students are expected to:

1. Take the initiative to see his or her teacher if he or she is having trouble understanding the material, or not doing well on written assignments, quizzes and tests;
2. Follow his or her teacher's advice regarding home study, class participation and preparation for quizzes and tests;
3. Check his or her personal organization, attention in class, attendance in class, and time spent on homework and studying; and
4. Be ready for class and turn his or her work in on time.

In addition, each department has made a determination about the educational need for retakes. Please see department guidelines and protocols for retakes.

Corrections

Students are allowed to make corrections on tests or quizzes, but it may not be calculated into the original grade. For the purposes of learning the material for the next quiz, test or semester exam, it is advisable for students to work with their teachers on learning the material they initially missed.

Semester Exams

Each student is required to take a semester exam or complete the required semester project for each of their classes including AP and PACC. Semester Exams occur the third week of January and the first week in June, or for seniors, last week in May. If the student, due to extenuating circumstances, is unable to take the exam at the scheduled time, a parent must contact the principal for approval. If the student is ill during a final exam time, arrangements for making up the exam are to be made with the teacher. Semester exams may not be administered at home or by parents.

Modular Schedule and Unscheduled mods

Lourdes High School uses a modular scheduling program. Classes meet within a ten day cycle but not every day of the cycle. Each day contains 18 mods most of which are scheduled for class time. Unscheduled mods may be spent in Quiet Study, the Media Center, Student Success Center, teacher office hours, or the Commons. Modular scheduling provides time during the school day for individual student-teacher contact outside of the regularly scheduled class. This allows a student to receive individual help with coursework. Each student must follow his/her daily schedule carefully.

Students are expected to follow the policies outlined relating to conduct during the academic day and remain on the campus unless excused by both a school official and a parent/guardian prior to leaving.

Students are expected to observe the following rules during the school day:

- Students must be in a supervised area;
- There should be no traffic in and out of the Quiet Study, the Media Center, Student Success Center, teacher office hours, or the Commons during the middle of a mod;
- A student may not be in the halls during mods without a pass;
- The athletic and fine arts areas are off-limits during the school day, except when attending physical education classes and music classes; and
- The faculty room and faculty workroom are always off-limits to students.

Student Success Center

Students who desire additional learning assistance may arrange to be scheduled in the Student Success Center. These arrangements need to be made through the Counseling office or via teacher referral. The Student Success Center is staffed by certified teachers whose primary purpose is to assist students with assignments, organizational needs and other learning strategies. Students on a 504 Plan, Diocesan Learning Plan or ISP/IEP are required to come in as scheduled. However, Lourdes strongly encourages any student who might need a place to study, or require extra assistance in a particular discipline, to use the Student Success Center.

Office Hours

Faculty will arrange for students to come to their classroom during cycle days where class is not in session. The purpose of this time is for differentiation, enrichment, acceleration, support, fulfilling Progress Report arrangements, satisfying accommodations and more. Teachers will communicate with students who must attend office hours each cycle.

Grading Information

Lourdes High School recognizes that grades reflect an accurate depiction of what a student earns in his/her courses. Below are some ways in which grades are shared and the school's general policies toward grading and expected scholastic achievement.

Grading System

Reported grades are not rounded at Lourdes High School. Exact percentages earned are reflected in letter grades that appear on all school reporting records.

Formal academic progress reports are made on a quarterly basis. Only semester grades will be on the transcript with a calculated GPA. Lourdes uses a letter grading system with a 4.0 standard numerical equivalency as shown below. Using this scale, a GPA is calculated each semester by adding the numerical equivalent of all grades and dividing by the number of courses involved. A multiplier system (1.1 multiplier) is used for Advanced Placement, PACC and Honors courses. The multiplier effect is indicated on the table below and the typical percentage scale is listed.

	%	Grade Point	Multiplier 1.1
A	93	4.0	4.4
A-	90	3.7	4.1
B+	87	3.3	3.6
B	83	3.0	3.3
B-	80	2.7	3.0
C+	77	2.3	2.5
C	73	2.0	2.2
C-	70	1.7	1.9
D+	67	1.3	1.4
D	63	1.0	1.1
D-	60	0.7	0.8

Each course taught at Lourdes is graded. The grade is recognition for work that the pupil does, and indicates progress.

A = outstanding achievement

B = above average progress

C = good achievement

D = minimum progress

F = no credit

I = incomplete work

P = pass

The school year consists of four quarters, two per semester. Report cards are issued following each of the four quarters and can be viewed online.

Honor Roll

The honor roll is determined at the end of each semester based on the GPA of that semester. Students with a GPA of 3.5 or above are considered to be on the Honor Roll.

Grade Reports

Students and parents are expected to monitor homework completion grades on a regular basis via Blackbaud. Teachers update their gradebooks every day 10 of the cycle.

Mid-Quarter Progress Reports/Quarter Reports

At mid-quarter and the end of the quarter, if a student has a D or F in a particular course, teachers must:

1. Within three days of the official posting, email a detailed progress report to the parent and principal with recommendations for the student's improvement in the class.
2. Meet with the student within three school days of the official posting during an open mod, or before or after school, to review the detailed progress report and make recommendations for student improvement.

Mid-Quarter/Quarter LSI (Lourdes Student Initiative)

At mid-quarter and quarter, if a student has one of the following, he or she must attend at least two (2) designated study sessions. Upon completion the principal must receive a progress report signed by the teacher and delivered by the student, indicating that the student's grade is at a C- or higher.

1. Two or more Ds
2. One D and one or more Fs
3. One or more Fs

*If a student rides the bus and has no other transportation means, an alternate plan may be made with the principal.

Credit Recovery If a student fails a required course, he or she is expected to resolve the course prior to graduation. The student will work with the teacher and his or counselor to create the best possible plan for recovery. Students may retake the course during the summer via an online credit recovery program. The student must report up to three days a week during the summer months to complete the necessary requirements. If summer school is not a viable option for the student, he/she will be re-enrolled in the course the following year.

EXTRA-CURRICULAR ELIGIBILITY - Activities, Clubs & Athletics

Students involved in extracurricular activities are expected to make satisfactory academic progress congruent with the expectations of Rochester Catholic Schools and the individual abilities of each student.

Mid-quarter

A student is ineligible if he or she has an F in more than one course on the formal mid-quarter posting. Ineligibility means that a student may attend practice, rehearsal or club meetings, but may not participate in any game, performance, or competition. Starting the school day after the formal posting, the student will remain ineligible for

seven calendar days. At the end of seven days, the student must bring a progress report form to all of his/her teachers and have them:

1. Indicate what the student has done to improve his or her academic performance;
2. Current grade; and
3. Provide a teacher signature.

The student will bring the completed progress report to his/her counselor and the principal to be signed.

Once it is documented that the student is passing all courses, the principal will inform the activities director that eligibility can be restored. It is not possible to restore eligibility before the seven calendar days have passed. At the end of seven days, if the student is still not passing, he or she will be ineligible for another seven days. Once the second set of days has passed, the student must follow the instructions regarding the progress report.

For those students who have one F, after the formal posting of mid-quarter grades, they must attend two LSI sessions within a seven day period. The student is eligible at this time, but improvement must be demonstrated within the seven day period in order to retain eligibility. If, after the seven day period, the student has not demonstrated progress, he/she will be ineligible and must follow the course of action stated above.

Mid-Quarter LSI (Lourdes Student Initiative)

At mid-quarter, if a student has one of the following, he or she must attend designated study sessions until the principal has received a progress report signed by the teacher and delivered by the student, indicating that his or her grade is at a C- or higher.

1. Two or more Ds
2. One D and one or more Fs
3. One or more Fs

*If a student rides the bus and has no other transportation means, an alternate plan may be made with the principal.

Quarter

A student is ineligible if he or she has an F in one or more courses on the formal quarter posting. Ineligibility means that a student may attend practice, rehearsal or club meetings, but may not participate in any game, performance, or competition. Starting the school day after the formal posting, the student will remain ineligible for

two weeks. The activities director will email the parents/guardians to inform them of the student's ineligibility.

At the end of the two weeks, the student must bring a progress report form to all of his or her teachers and have them:

1. Indicate what the student has done to improve his or her academic performance;
2. Current grade; and
3. Provide a teacher signature.

The student will bring the completed progress report to his/her counselor and the principal to be signed.

Once it is documented that the student is passing all courses, the principal will inform the activities director and eligibility will be restored. It is not possible to restore eligibility before the two weeks have passed. If, after two weeks, progress has not been demonstrated, the student will remain ineligible until such time when progress has been demonstrated.

If the formal posting for the end of the quarter falls in between sports/activities seasons, the student is required to attend LSI until such time when progress has been demonstrated. If, at the start of the season, the student has not attended the required LSI sessions and demonstrated progress in the course, the student will be ineligible for two weeks. At that time, the process regarding ineligibility will take place.

Semester

If a student passes the semester, but fails 2nd or 4th quarter, he or she is still eligible. However, if a student fails the first semester, he or she is ineligible for two weeks.

LSI (Lourdes Student Initiative) and ineligibility

Students, who are ineligible for seven days, must attend LSI sessions twice a week during the designated time and place.

Students who are ineligible for two weeks must attend LSI sessions at least four times during the designated time and place.

Grading Periods

At the end of the grading period, a grade report is made available through Blackbaud. This internal document represents a student's performance in each course through a designated date.

At the close of each quarter, a copy of grades will be available electronically after the posting deadline to students, parents, and guardians. Once the grading window

closes, posted grades will not be changed without the express permission of the principal. Students, parents and guardians are encouraged to keep up-to-date with academic performance consistently throughout the quarter.

At the close of each semester, a copy of grades will be available electronically after the posting deadline to students, parents, and guardians. These grades are recorded on a student's active transcript. Once the grading window closes, posted grades will not be changed without the express permission of the principal. Students, parents and guardians are encouraged to keep up-to-date with academic performance regularly and consistently throughout the semester.

At the summation of a student's tenure at Lourdes High School, students request an official transcript from the Counseling Office be sent to other institutions. Students may directly obtain an unofficial transcript. No official transcript will be given for any student who has not settled all financial accounts. Students wishing to have their transcripts sent to other institutions should submit their request to the Counseling Office in early May.

Incompletes

Upon the approval of the principal as a result of extenuating circumstances, a student may receive a grade of INC if all work for a class is not finished by the end of the quarter/semester. If this happens, the student has two weeks to complete the work for the class. For incompletes given at the end of the second semester, the student has two weeks into the summer to finish the work. Unless special arrangements have been made with the principal, failure to complete work in the specified time will result in the INC becoming an "F" and no credit given for the class.

Academic Honesty Policy

At Lourdes High School, each student should have respect for him/herself, for others, and for the institution. She/he should act with integrity in all domains of activity and with personal honor in all matters. Instances of cheating, plagiarism, fabrication, or other forms of academic dishonesty violate the principles of integrity, demonstrate a lack of respect for school and self, and are a serious breach of our values.

Violations of Academic Integrity

Violations of academic integrity include, but are not limited to the following:

1. Copying, sharing written homework, or use of a teachers' edition when the expectation is that each student is to do the work by himself/herself;
2. Cheating: Being in possession of a "cheat sheet," paper or electronic, using a "cheat sheet," looking at another student's answers or asking another student for answers on a quiz or test;
3. Sharing quiz or test questions with other students who have not yet taken the quiz or test;
4. Plagiarism: submitting material that in part or whole is not one's own work without stating the source;
5. Using materials that are intended to circumvent assignments in literature, such as, Cliff Notes, Spark Notes, digital resources and other materials used to replace an honest effort to gain knowledge;

6. Falsifying lab data;
7. Forging a signature;
8. Buying and selling assignments;
9. Using online translators in World Language courses without express permission of the teacher;
10. Unauthorized use of information stored in a calculator, such as, formulas;
11. Use of information stored in a cell phone, iPad, or other electronic device;
12. Using a cell phone, iPad, or other electronic device to take a picture of a test or quiz; and
13. Lying to a teacher or administrator about work.

What happens if a student violates academic integrity?

When a violation occurs, the teacher will confront the student(s), confiscate the assignment, paper, electronic device, quiz, or test, report the incident to the principal, Student's counselor, and notify the parents by phone or in a face-to-face meeting. If necessary, the principal will meet with the student. A student who violates academic integrity will receive a zero for the work in question without any chance of resubmitting for credit.

After a second offense, the student may be suspended and may be required to meet with the parent and a member of the administration.

National Honor Society and Selection of Members

The National Honor Society (NHS) recognizes members of the junior and senior classes with an exceptional cumulative GPA determined by the Faculty Advisory Council. Membership is by invitation and application only. Applicants must demonstrate leadership in the school and community, be recommended by two former classroom teachers, be selected by the Faculty Advisory Council and approved by the principal. Members are required to uphold the highest standards of scholarship, leadership, character and service to the school and surrounding community. Students who meet the academic criteria will receive an invitation letter from the school office notifying them that they are eligible to apply to the NHS. A student who commits an Academic Integrity violation during his freshman or sophomore year will not be eligible for membership in NHS until his senior year. A student who commits an Academic Integrity violation during his junior year will not be eligible for NHS membership at all. If a member is dismissed for any reason, he may never again reapply for admission.

Student Leadership

The membership will elect four senior officers. Members may not run for office if they are on National Honor Society probation for GPA or attendance.

Membership Requirements

In order to maintain membership, a student must fulfill the following requirements:

Attendance

- Members must attend regularly scheduled chapter meetings.
- Missing one meeting with an unexcused absence places the member on probation.
- Missing a second with an unexcused absence will be grounds for dismissal.
- Retreats and illnesses are excused and do not need advance notification.
- Members planning to miss a meeting for anything beyond retreat or illness must request permission via email from the moderator before the morning meeting with the reason they will miss. Reasons for absences given after then will not be permitted.
- Traffic will not excuse being late or missing meetings.

Conduct

- Members must maintain exemplary scholarship and the required cumulative GPA.
- Members must continue to demonstrate leadership and character above reproach.

Service

- Seniors must complete a minimum of 10 hours of service. Hours are due by the end of Spring Break.
- Hours at induction may not count any service completed prior to that date towards their NHS hour requirement. (The service clock starts at 0 for new members at Induction.) Hours will be due on the Sunday closest to induction.
- Service may not include any work for a relative, nor may it include yard work, shoveling snow or babysitting.
- Hours submitted after the deadline will not be approved or count in any way towards any NHS service requirements.

Grounds for Dismissal

Members are subject to probation or dismissal for failure to comply with chapter bylaws. Infractions include but are not limited to a student's cumulative GPA dropping below the requirement, failure to complete the service requirements, breaking school rules or civil laws, and/or behaving in a manner contrary to the principles by which they were selected. The chapter takes a very strong stance against copying, cheating, lying and stealing. It is clear that all members must refrain from giving or receiving aid on homework, quizzes, papers, tests, projects, reports, exams and the like. The Faculty Advisory Council will review probation and dismissal cases. Members may be dismissed without a warning or probationary period for a violation of school rules or civil laws.

ADMISSIONS

Non-Discriminatory Statement

Lourdes High School does not discriminate on the basis of sex, race, color, national or ethnic origin, religion or disability [if with reasonable accommodation on the part of the school, that person's needs can be met], in admission to LHS and to all the rights, privileges, programs, and activities. In addition, Lourdes High School will not discriminate in the administration of its educational programs or extracurricular activities on the basis of sex, race, color, national origin, or disability, if, with reasonable accommodations on the part of the school, the person's needs can be met.

PARENT(S)/GUARDIAN(S)

Expectations

The school and parents are partners in the education of your child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require parents to withdraw the student from the school.

Authority

Any student enrolled at Lourdes High School, regardless of age, is seen as the responsibility of his parent(s) or legal guardian(s). Even if they are 18 years of age or older, students may not report themselves absent or sign school documents. Students are required to reside with, and live under, the care and authority of their parents or legal guardians.

Parents are expected to set rules, times, and limits so that your child:

- a. Arrives at school on time and is picked up on time at the end of the day;
- b. Is dressed according to the school uniform policy;
- c. Is respectful; and
- d. Completes assignments on time.

In addition, parents are expected to:

- a. To actively participate in school activities such as Parent-Teacher Conferences;
- b. To notify the school with a written note when the student has been absent or tardy;
- c. To notify the school office of any changes of address or important phone numbers;
- d. To meet all financial obligations to the school;
- e. To inform the school of any special situation regarding the student's well-being, safety, and health;
- f. To complete and return to school any requested information promptly;
- g. To read school notes and newsletters and to show interest in the student's total education;

- h. To support the religious and educational goals of the school;
- i. To support the guidance services provided by the Counseling Department
- j. To support and cooperate with the discipline policy of the school;
- k. To treat teachers with respect and courtesy in discussing student problems;
- l. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

Failure for parents to adhere to these requests may result in communication, meetings and possible consequences.

How to address potential behavioral, activity or academic concerns

If you have a concern about your child's schoolwork or behavior, here are some steps to take:

- **Contact the teacher first** if your child has an issue with his/her schoolwork or behavior. Use Blackbaud to track your student's progress and attendance.
- If the issue is not resolved, contact the department chair or counselor.
- If these steps do not work, arrange to meet with the principal. If it is an athletics/activities issue, then please arrange a meeting with the activities director.

For students new to Lourdes, the first quarter of attendance at LHS is considered probationary. Continued enrollment is conditioned on the student's satisfactory classroom performance, attendance, and behavior.

ATHLETICS and ACTIVITIES

Lourdes High School offers an ambitious athletic program designed to get maximum participation levels from the students. Lourdes High School competes within the Minnesota State High School League (MSHSL) and complies with all rules and guidelines of the MSHSL (for more information, see Appendix G). For most sports, Lourdes High School is a member of the Hiawatha Valley League Athletic Conference in Southeastern Minnesota. Because some offerings are co-op arrangements, some of the teams belong to other area conferences.

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

All athletes are expected to abide by:

1. The rules and expectations of the MSHSL.
2. The rules and expectations of Lourdes High School.
3. Specific team rules and expectations as determined by the head coach in consultation with the school’s activities director and principal.

Failure to comply with the above will result in the assignment of consequences by the coach, activities director and/or principal.

Participants have the opportunity to earn a “letter” in each of the sports. Criteria for a letter are determined by the head coach in consultation with the activities director.

Off-Campus Behavior

Lourdes High School Activities are governed by the Minnesota State High School League guidelines which extend to behavior occurring outside of school. Lourdes High School will enforce MSHSL consequences resulting from off-campus violations in addition to the procedures set forth in this handbook while a student is enrolled in the school. This includes, but is not limited to: online (social media) behavior, cyber-bullying, substance distribution and/or abuse and pertains to the posting or sending images or messages that negatively impact Lourdes High School or any members of the community. Additionally, parents are also expected to abide by these policies or consequences may result.

Co-Curricular Activities Behavior Policy for Students Involved in Co-Curriculars

Lourdes High School High School believes in the philosophy that participation in our co-curricular program is a privilege, not a right. This privilege is granted to students who uphold the ideals of Christian leadership, display good citizenship, abide by the rules and regulations of the school community and the Minnesota State High School League where applicable, and commit themselves to academic success.

Participants in co-curricular activities represent more than themselves when they compete or perform. People often judge our community by the conduct and attitude displayed by athletes or performers, whether the students are in or out of school. Therefore, students involved in co-curriculars are expected to maintain a high standard of conduct.

Standards of Behavior

All Lourdes High School students who participate in a co-curricular program must commit to the following standards of behavior:

- Stay chemically free (including alcohol and tobacco, e-cigs or personal vaporizers) through the entire calendar year which includes use or possession in or out of season.
- Exhibit conduct that is consistent with good sportsmanship.
- Treat self and all others (including students, coaches, officials, fans and staff) with respect.

Consequences pursuant to MSHSL Bylaw 206 will be enforced for any student participating in activities found to be in violation of standards of behavior.

Behavior at Co-Curricular Events

All students are expected to behave in a manner that reflects our Catholic, Franciscan charism at any co-curricular event. It is expected at athletic events that our students will stand in a respectful way for the National Anthem, our school song and the school song of our guests, and will only use cheers that are appropriate and positive. Harassment of game officials or coaches and players of either team will not be tolerated. When cheering at games, we expect students to follow the guidelines of NO NAMES, NO NUMBERS, NO NEGATIVES. Our faith calls us to celebrate our gifts and talents and encourages us to refrain from envy and negativity toward our neighbor.

Any student found misbehaving at any co-curricular event will lose the right to attend such events. Any student involved with violence related to poor sportsmanship at any athletic contest will be subject to dismissal from school. Incidents will be reported to school personnel and forwarded to the activities director. The activities director, in consultation with LHS administration, will arrive at appropriate consequences.

Co-Curricular Trips

Students will be allowed to take part in co-curricular trips (e.g., Music Department tours, World Language travel and Mission Trips) only if their tuition and fair share payments are up-to-date. If obligations are not up-to-date at the time the student must begin paying for a scheduled trip, the money for the trip will not be accepted. If financial obligations are not kept current prior to a trip, any prepaid trip fees that are refundable will be refunded and the student will not be allowed to make the trip. The final decision will be made the Friday before the departure.

CHEMICAL HEALTH POLICY

No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood altering substance or possess, use, sell, distribute, deliver, or supply drug paraphernalia, or misuse prescription drugs, at any time, at any place, on or off school property. "Supply" includes, *inter alia*, hosting or being present at a party in which alcohol or any illegal controlled or mood altering substance is present.

Procedures:

Chemical Health Support Intervention (CHSI): If an adult or student has reasonable suspicion that a student is engaged in the possession, use, distribution, delivery, or supply of alcohol, any illegal, controlled, or mood-altering substance, drug paraphernalia, or the misuse of prescription drugs, they have the freedom to report the chemical health involvement to Mrs. Sarah Groven, Director of Counseling or Ms. Mary Spring, Principal. Students who self-report or individuals reporting others out of a place of concern is the most effective method to mitigate the problem and offer assistance. Since we believe this is the most effective method, we shall proceed with an intervention of structured and supportive consequences and refrain from internal disciplinary consequences. Examples of structured and supportive consequences include, but are not limited to: ongoing meetings with LHS counseling staff, a referral to a chemical health counselor, meetings with administrators, meetings with parents/guardians, and chemical testing. Above all, we want all of our students to succeed. This process shows a willingness on the part of the student to demonstrate responsibility while seeking help through the proper channels.

First offense in a School Year (First day of summer through the last day of the academic year):

Minnesota statute 121A.28 requires law enforcement personnel to notify the school of any student under the age of 18 found in violation of state code. Any student reported by law enforcement personnel, school personnel or other credible sources to be in violation of the LHS Chemical Health Policy is subject to the following procedure: If evidence of chemical health use, possession, paraphernalia, or distribution is confirmed while enrolled at LHS, the student will get an assessment, attend mandatory meetings with a chemical health counselor and may be suspended. In addition, the student and family may be asked to consent to random chemical testing for the student while enrolled at the school. The sale or intent to sell any alcohol or sale, intent to sell, or possession of quantities large enough to determine intent to sell of any illegal, controlled, or mood altering substance is grounds for an immediate motion to dismiss.

Second offense in a School Year (defined as the first day of summer through the last day of the academic year) or Third offense in a School Career (defined as point of entry into LHS to present):

If the student has a second chemical health offense, LHS administration will make a motion to the President for dismissal. The President will review all records pertinent to the student's history of offenses. If the President finds compelling evidence that

suggests LHS could continue supporting the student at a level appropriate to his or her needs, that policy was not followed, or that there is insufficient evidence to warrant a dismissal the student may continue active enrollment. Prior to the student's return to the classroom, the administration and family shall meet to construct a new behavioral contract.

Tobacco, E-Cigarette, or Vaporizer Use

Students are to be tobacco, nicotine, and chemical free on the LHS campus and at school sponsored events. The following policies will be enforced regarding the possession and/or use of tobacco products, or liquid based products containing nicotine or other chemical additives within e-cigarettes, or vaporizers:

First offense during the School Year: The student may receive a 2 day in school suspension.

Second offense during the School Year: The student may receive a 1 day out of school suspension and encouraged to enroll in a tobacco cessation course approved by the administration.

Third Offense during the School Year (First day of summer through the last day of the academic year): The student will serve an extended two-day out-of-school suspension while the student's continued enrollment at LHS is considered.

Fourth Offense in a School Career: The student may be expelled.

Further, the Minnesota State High School League considers tobacco or liquid containing nicotine or other chemical additives a chemical and students who use, are "in the presence of," and/or possess tobacco products or liquid containing nicotine or other chemical additives will incur additional penalties according to MSHSL guidelines, including suspension from extracurricular activities.

In all offenses regarding the foregoing, the student's parent/guardian will receive notifications as violations occur to facilitate cooperation in changing the student's behavior.

Preventative Practices: Chemical Health Deterrents

LHS is committed to providing students a safe and chemical free environment. The following measures may be utilized to ensure this commitment is fulfilled:

1. Testing Procedure

LHS shall have the right, upon a reasonable suspicion of a violation of the Chemical Health Policy (including prior violations of the Chemical Health Policy), to require a student to submit to any chemical test procedures it deems appropriate, including but not limited to breath, urine or hair sample. A student's refusal or failure to submit to such testing required by LHS will result in discipline as determined by LHS school officials, up to and including expulsion. The LHS Counseling Office may be asked to make referrals for assessment, treatment, and educational programs. All actions must be approved by the LHS Administration and Counseling Services. The Administration of LHS respects the confidentiality of the student who seeks help from our counselors in the area of chemical use.

2. Drug Detecting Canines

LHS works with Rochester Police Department Canine Service in using specially trained dogs to keep drugs and chemicals off campus. Pursuant to the Search and Seizure Policy, LHS may at any time have specially trained dogs canvas the school, parking lot and area streets where students park on a random basis. The dogs are able to detect lockers and vehicles where illegal drugs have been present, even if they are not currently present. If a student, their locker, or their vehicle is found to possess chemicals in violation of the Chemical Health Policy, school officials will contact the student's parents. If the student is involved in a co-curricular program, the co-curricular sanction will also be applied. If the drug dog makes a positive "indication" on a student, the student's locker, possessions, or a vehicle and nothing is found, the student's parents/guardian will be contacted.

3. Breathalyzers

Breathalyzers may be used at LHS dances or other LHS events. Students may be asked to provide a breath sample as they enter the event. If a student tests positive, their parents/guardian will be contacted and asked to transport the student from the event. Students will be sanctioned accordingly using applicable school rules.

ATTENDANCE

The school day begins at 7:45 A.M. and students are expected to be in their first class or appropriate placement in the building. If your child will not be in attendance, you are asked to **CALL THE SCHOOL OFFICE OR EMAIL THE SCHOOL OFFICE (289-3991) BY 7:30 A.M.** Appointments that last 1/2 day or more will be considered absent. If a call is not received and a student is marked absent, the school will contact the legal guardian on file.

The fact that a parent calls or e-mails an absence does not necessarily mean that the student absence is excused. Excused absences are only given for the following reasons: personal illness, doctor and dental appointments, death in the family, court appearance, religious observance, impassable roads, poor weather and school supervised project or approved college visits (limit of two school days).

Lourdes High School is a closed campus. If students must leave campus for specific appointments the following is required:

1. A written note from the parent/guardian must be submitted in advance and
2. The student must submit a note from the place of the appointment verifying the visit.

No student may leave the campus at any time during school hours without the authorization of the parent/guardian and the approval of an administrator.

Absences and Make-Up Work

Students who are absent due to illness have two days for each day absent to make arrangements for missed assignments, quizzes or tests. If a student is absent three or more consecutive days given the volume of the work, has two days to make reasonable arrangements with the teacher(s) to complete the work in a timely manner.

Absence-Excessive (Loss of Credit)

A student cannot normally be absent from school or any individual class period more than ten times per semester. Teachers and families are asked to work in partnership in cases where absenteeism is ongoing in nature; care should be taken to ensure reasonable accommodations are being made at school and reasonable effort is being put forth by the student in order to reach consistent attendance; such efforts should be documented (notes, call records, etc.). In the case of a family emergency or serious illness that might force a student to be absent past the required minimum days, the family and teacher must work to determine alternate due dates and accommodations (a re-entry conference may be scheduled, or this can be accomplished through email). If a student misses 3 consecutive courses or class in excess of 10 days in a semester, the teacher will notify the principal. Upon notification, the principal will review support documents (notes, call records, etc.) and administrative judgment will be used to determine if the student should receive academic credit. Excessive absence (20) days or the equivalent of 20 days including tardies, can be cause for a student to be asked to withdraw.

Absence, Excused and/or Pre-Arranged (Appointments, Vacations, College Visits, etc.)

Parents are asked to arrange holiday plans, college visits, and travel excursions within the limits of announced vacation days. Any infraction of this rule places a burden upon the teachers and the student, and, furthermore, affects the progress of the rest of the class. If a parent chooses to excuse his/her child on days other than announced vacation, it is the student's responsibility to work with the teacher ahead of his or her departure. Please note that the late work and absence make-up policy may not apply in these absences.

Examples of unexcused absences include:

- a. Three tardies for the same course in one semester
- b. Skipping class, or arriving 5 or more minutes late
- c. Removal from class for egregious misbehavior
- d. Leaving early without faculty permission
- e. Unauthorized or unapproved vacation individually or with family

Absences from convocation, Mass, or other assemblies during the school day will be treated identically to class tardies and absences and follow the same policy.

Absence, Extended (Medical Leave)

Students experiencing a protracted physical, mental, or emotional illness causing them to miss five (5) consecutive days or a total of ten (10) days in a semester will require support while away from school and upon their return. The Counseling Staff will work with the student in an effort to ensure continued success at Lourdes High School. The following are required by 7:45AM on the date the student intends to return to school in order to provide the support necessary to assist the student:

- Documentation from a licensed professional stating the student was not able to be in school due to illness if said student was absent from school for five (5) or more consecutive days or ten (10) or more school days in a semester. If the student is returning with restrictions, the documentation should also state any requested accommodation recommended by the health care provider that it deems necessary or helpful to allow the student to return. If appropriate documentation is not received by 8:00 A.M. on the day the student is scheduled to return, the student will be marked unexcused as per the attendance policy until this documentation is received. Appropriate disciplinary measures will be implemented in the interim until the required documentation is received.
- Signed release form from parents permitting LHS personnel to talk with outside professional(s) involved ensuring a successful accommodation plan for the student's success upon their return. Continued attendance cannot begin until this release is granted.
- Re-entry conference is scheduled with the student, his or her parents or guardians, and requisite school representatives to discuss and develop a support plan to incorporate the recommendations of the professional(s) involved, the input of parents, guardians and the student. This plan will

include support measures for makeup work, assignments, and assessments while the student returns to school and the criteria for judgment of requisite school personnel to determine whether the school's resources and support systems are sufficient to ensure the student's continued success at Lourdes High School. This decision will be made within five (5) school days.

Truancy

A student is considered truant when he/she is absent unexcused from three or more classes on three or more days. These days do not have to be consecutive. Students who are continually truant from school may be referred to the county, may lose course credit or be dismissed from Lourdes High School.

1. If a student is absent three or more days from one or more classes, parents will receive a letter of concern regarding attendance. Students will be contacted to develop an attendance plan.
2. If unexcused absences continue, the school will utilize all available resources and interventions to work with the parents and student to remedy the absences.
3. When a student accumulates 10 unexcused absences from all or part of the school day and all other resources and interventions have been exhausted, the student may be dismissed from Lourdes High School.

Tardy to School

Promptness to class is an important factor in each student's development. Punctuality is necessary to the educational process because it reduces class interruptions, increases time on task, and minimizes duplication of instruction.

Students who arrive late to school are marked as tardy. Students will be considered tardy if they are not accounted for by 7:45 A.M. Each student is granted five tardies per semester. When a student receives his/her 5th tardy, the parents will be notified by the school. Tardies 6, 7, 8 and 9 will each result in a Monday afternoon detention. On the 10th tardy to school, administration may require a conference with the parents and student.

Tardy to Class

Students who arrive late to class are marked tardy by the individual classroom teacher. Tardies 0-2 will receive a verbal warning. Tardies 3-5 will each result in a detention with the classroom teacher. On the 6th tardy to class, the teacher will notify administration.

COMMUNICATION

Lourdes High School recognizes the paramount importance of clear and regular communication with constituents. The school has many modes of communication for daily and periodic news and updates. Below are some communication items and how to access them:

Calendars

The school year calendar is posted and public. In addition, it is imperative that students and parents become familiar with calendar events to promote academic achievement, family communication, and involvement in the school community. In addition, the Lourdes High School Event calendars are located on the Lourdes High School homepage at (www.rcsmn.org/lourdes-high-school/index.aspx) and includes the following calendars: LHS academics calendar, LHS Athletics calendar, and the LHS Fine Arts Calendar. The Lourdes High School Athletic calendar can also be located on the HVL website at (<http://www.hvlconference.org/g5-bin/client.cgi?G5genie=10>). Our school relies heavily on having updated calendars, site users can view the calendars in multiple ways - month view, week view, and day view - and sort calendars by categories in order to see only the events that pertain to them. Site users have the ability to sync any RCS calendar with their personal calendars by using the iCal Feed feature located on the RCS customized calendar webpage:

<http://www.rcsmn.org/calendars/ical/index.aspx>.

Further, the Rochester Catholic Schools supports the many facets that our broader community has to offer. To learn more about events that align with the RCS mission and vision, visit the RCS community calendar:

<http://www.rcsmn.org/community/index.aspx>.

Closings, Delays and Weather-Related Announcements

Rochester Catholic Schools will send out electronic messages related to inclement weather conditions. Please know that the actual determination about weather related closures are made by the Transportation Department of the Rochester Public Schools, District 535, in cooperation with the bus companies. Media announcements are made on local television stations (KTTC and KAAL) as well as virtually every local radio station and their websites. In addition, all RCS website homepages, Rochester Catholic Schools Facebook® and Twitter® announcements will be posted.

E-Learning will go into effect on the third day of weather related school cancellation.

To subscribe to KTTC Text Alert: www.kttc.com/

Select HOME tab; Click TEXT ALERT SIGN UP from the drop down menu

Family Communication

It is the responsibility of each parent and student to carefully read all communication from the school on a regular basis. Information is communicated to students via electronic mail. In addition, students receive announcements and updates in the mailboxes, email accounts, the Lourdes High School Athletic Facebook® Page and public address announcements. The school calendar and news items can be found on the school's website (www.rcsmn.org), where it is regularly updated. Parents receive the weekly broadcast on the last day of the work week via email.

Lourdes High School Broadcast

Lourdes High School will enroll families to receive our electronic newsletters delivered via email every Friday and/or the last day of the school week. If you do not have access to email, please notify the school office and a paper copy will be provided for you. We strongly encourage our parents to read our weekly broadcast as it includes important news, dates, and information regarding school activities and events.

Stay connected to the happenings and exciting events at Rochester Catholic Schools by subscribing to the Rochester Catholic Schools Stakeholder broadcast email delivered monthly to RCS alumni and friends and the Lourdes Instagram® page.

Communicating via RCS Blackbaud

In an effort to continuously improve communication between home and school in ways that are most convenient for our parents, Rochester Catholic Schools uses text, voice, and email messages to announce school alerts, weather closures, and other important parent notifications from Blackbaud (this does not apply to the weekly broadcast emails sent from each school).

Emergency (text and voice): Evacuation: Gas leak, chemical spill, hazardous exposure, flood, bomb threat, fire.

Blackbaud allows RCS parents and staff to opt-in to receive automated text, voice, and email messaging if they wish for the following communication:

Priority Communications/Non-emergency (text and voice): early release weather alert, medical Incident, power outage, RCS closed

General Communications (text and voice)

Low lunch balance notifications

Use of Student Information/Photos

The school reserves the right to use a student's name and/or picture in advertising, publications, or on the school website. Any parent who does not wish to have his/her student's name or picture used must notify the principal in writing within the first week of school.

Reproduction and Use of School Names, Mascots, Logos and Seals

Any student, parent, organization, sport, activity, affiliated or non-affiliated group wishing to use the Rochester Catholic Schools or Lourdes High School name, logo, mascot, or school seal must obtain permission in writing from the activities director or principal. Prior written permission is required for use of any form of the Rochester Catholic Schools or Lourdes High School names, logos, mascot, or seals. Rochester Catholic Schools and Lourdes High School reserve the right to pull any logo or image that is not used appropriately, or which is not consistent with the mission of RCS and/or the Church.

Student Information and Records – RCS Policy 4180

Each Rochester Catholic school shall maintain records of students who are attending that school. Each Rochester Catholic school, though not bound by the federal law concerning the privacy of school records, shall collect, maintain and disseminate student records with great care and responsibility. No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parents/guardians, in the case of a minor student, or from the adult student or former student. These records shall be passed along to subsequent schools as students change schools. The records of students who graduate from a Rochester Catholic High School shall be permanently retained by the school.

Family Education Rights and Privacy Act (FERPA)

Lourdes High School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. The school reserves the right to withhold or share records when appropriate.

The following are a list of extenuating circumstances where FERPA does not apply:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

COUNSELING SERVICES

The counselors support the Counseling Curriculum and assist students and teachers by offering academic and social-emotional support. Students may arrange to see the counselor before or after school, or during an open mod. At times, the counselor may initiate the visit based on a request by the student, staff, parent(s) and/or administration.

The counseling program guides students throughout the college admission process. Individual appointments begin in Grade 9, and regular informational programming on all aspects of the college preparation and application process continues through Grade 12. The counselors provide students with web-based and print resources, familiarize them with college entrance exam requirements and options, offer guidance on the preparation of the many components of admission applications (especially essays, educational resumes and faculty recommendations), compose the counselor letter of recommendation that serves as the LHS comprehensive endorsement, disseminate information regarding scholarships and financial aid, and work to build an understanding of the student's, parent's, and the counselor's role in the college process.

The counselors also work with staff to promote academic success, provide leadership opportunities for students, and help students make a smooth transition to college. The counselors advocate for students and serve as the liaison to college testing agencies, to the NCAA, and to colleges and universities, ensuring that these entities have a thorough and accurate understanding of Lourdes High School's program and quality.

Transcripts and Student Records

Parents of minor students and of students 18 and older who have authorized access from the student or where such access is otherwise permitted under applicable law have the right to access student records at any time. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a request to the guidance office. All forms should be submitted to the office for distribution. Completed forms will be sent via the U.S. Mail. Students are responsible for any special handling or photocopying.

RCS Policies

Lourdes High School promotes a culture of caring and mutual respect within a diverse community. Students are expected to conduct themselves in a manner consistent with Catholic social teachings and the philosophies and policies of the Lourdes community.

Please refer to RCS Governing Documents

[RCS Policies and Procedures](#)

Bullying, Harassment, and Sexual Harassment – RCS Policy 1050

Bullying Prevention – RCS Policy 1055

Gender Identity–RCS Policy 4085

Reporting Child Neglect, Abuse – RCS Policy 4120

Suicide Prevention – RCS Policy 4200

Weapons – RCS Policy 4210

The Rochester Catholic Schools (RCS) recognizes its responsibility to ensure school safety and prohibits weapons on school property or during school-sponsored activities. It is the policy of the Rochester Catholic Schools to forbid the possession, custody and use of unauthorized weapons by staff, students or other persons on school property, or during school-sponsored activities. This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, Sections 22-5-4.7 and 30-7-2.1., and it is the intention of the Rochester Catholic Schools to conform to these provisions of law.

Guidelines:

The term “weapon” may also include, but is not limited to the following:
Any firearm, knife, explosive, or object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-alike” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances as determined by the administrator, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

The scope of this policy:

For purposes of this policy and for purposes of conformity with the Gun Free School Zones Act of 1990, a “school zone” is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school. It is the policy of RCS that no student, or person shall bring a weapon to school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from school or an activity.

Penalties for Violations:

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a weapon, may be expelled from school for a period of one year, provided that the principal, President or the Board of Trustees may modify such penalty in appropriate cases at their discretion.

STUDENT BEHAVIOR EXPECTATIONS

Lourdes High School promotes a culture of caring and mutual respect within a diverse community. Students are expected to take responsibility for their actions and conduct themselves in a manner consistent with Catholic social teachings and the philosophies and policies of the Lourdes community.

Respectful Behavior

A student who attends Lourdes High School shall be respectful of all people including administration, faculty, staff, fellow students, volunteers and visitors to the school. Refusing to obey any reasonable request by an administrator, teacher, staff member or volunteer is considered to be insubordination and may be addressed by an administrator.

Detention

A detention may be assigned for tardies, violations of behavioral expectations, or any violation of school policies.

- A detention may be assigned by individual teachers to be served at the teacher's convenience, or a school detention may be assigned for Monday afternoon.
- Activities, practices, jobs or other events are not valid excuses for rearranging a detention.
- If more than three detentions are given in a semester, teachers and/or an administrator may request a conference with the student and the parent.
- Further detentions after the conference could result in an In-School Suspension or dismissal.

Fighting

Any students involved in a fight involving physical contact and/or intense verbal exchange may be suspended or dismissed from Lourdes High School. If suspended, students may also be required to meet with a counselor, administrator and a parent for re-entry.

In-School Suspension

Flagrant or repeated violations of school policies or behavioral expectations may result in In-School suspension. Parents will be notified that their child has been suspended. A conference may be requested of the parent before the student returns to the community.

Out-of-School Suspension

Guidelines for out-of-school suspension are set by the State of Minnesota which include flagrant or dangerous violations of school guidelines. Parents will be notified and a plan for re-admittance may be set forth in writing and signed by the student, parent and administrator.

FACILITY

General Safety and Facility Use

Lourdes High School recognizes that student safety is a top priority. We take care to know our students, faculty, parents, and volunteers to support a culture of safety. We regularly update our procedures and use professional feedback to heighten our awareness of potential safety issues and solutions. We work closely with Rochester Police and Fire Departments and EMT responders to ensure our needs will be met with first-rate response time and treatment. **NOTE:** The High School assumes no responsibility in cases of loss or theft. Damage to school property is repaired at the student's expense.

Elevator

The use of the elevator is reserved for handicap accessibility, physical injury, and equipment transport. Additional use requires appropriate permission from an administrator or faculty/staff member.

Entrance Doors

In an effort to maintain safety for students, faculty, staff, and visitors, all persons entering the building must enter through the main doors. **During school hours students and visitors must enter and exit through the main door to sign in or register as a visitor (Door 3).** Patrons of the Spirit Shop may enter Door 6. All other doors will be secured and may be used as exits only. Students and staff are discouraged from using emergency exits unless the event is a drill or emergency situation.

Lockers

We attempt to give each student a secure place to store his/her personal possessions by providing a locker with a lock. Students' lockers are the property of Lourdes High School High School, and as such, are subject to inspection at any time. Student backpacks and carrying bags may be carried throughout the school day; any backpacks or bags on the premises can be subject to search if administration has reasonable suspicion of a threat to safety or violation of policy. Lourdes High School is not responsible for lost or stolen articles from a student's locker. Students are responsible for cleaning their lockers at the end of the school year. A student will be required to assume financial responsibility for any malicious damage to his/her assigned locker. All damage to lockers must be reported to the main office.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the main office. Items placed in the main office remain there for 10 days. After 10 days, items are donated.

Commons

The Commons area is a place for eating and socializing. Students are responsible for picking up their own litter. Faculty members have been assigned to the Commons to help ensure that it is kept in order for use by all members of the community. The

students are responsible for cleanliness in the Commons. Any form of gambling is not allowed. Students who abuse the privilege of sitting in the Commons may be assigned to a quiet study. All food and drink (other than water) are not allowed outside the Commons.

Media Center

The Lourdes High School Media Center is for students to read, study and work on school assignments. Activities that detract from these pursuits are not permitted.

A basic collection of reference materials, fiction, and periodicals is available in the Media Center. Books may be checked out for 28 days and renewed as needed. Photocopies of reference materials are provided with the assistance of media center staff. Reference help is available daily at the high school. Through the campus computer network, students are also linked to many online research subscription databases.

For materials not returned in a timely manner, a non-refundable fine of the market cost is charged. If an item has not been returned 28 days past the due date, the student's account will be billed for replacement costs, processing fees, and overdue fines. Charges may vary.

Posters and Announcements

All posters and publicity placed within the school building or on the school property, must be approved by the principal. Publicity for events that conflict with school sponsored activities are not allowed. The text on all posters must reflect the spirit and philosophy of a Catholic school. Vulgar words, phrases or symbols are never allowed. Posters and announcements should be placed on notice boards or cork strips in designated areas.

Supervision Before and After School

Students are welcomed into the school prior to the start of the school day for various morning practices and activities, or to engage in study before their first class. Typically the school is unlocked starting at 6:30 AM. Students arriving early must report to the Commons unless she/he has an appointment with a teacher. The school day ends for Lourdes High School at 2:42 P.M.. Extra-curricular clubs, activities and sports meet shortly after classes are dismissed for the day. Any student who is not in an after school activity is asked to arrange transportation home or to an alternate location. Students who are awaiting a ride or the start of practice must report to the commons if they elect to stay on campus; students may utilize the weight room during this time if supervised by an adult but only as scheduled. Students found unsupervised on High School grounds before the school is unlocked, or after buses depart, 3:00 P.M. or thereafter, will be escorted to the office. While on school grounds or at a school sponsored event, all behavioral expectations apply.

Early Departure/Closed Campus

To ensure a safe and secure school, we maintain a "closed" campus. Students may not leave campus without signing out in the Main Office. If students return during the

academic day, they must check in to the main office with the receptionist, sign in, and receive a pass back to class.

GENERAL INFORMATION

Student Identification Cards (IDs)

Student ID cards are issued upon enrollment at Lourdes High School. ID cards are non-transferable for students on meal plans. Students may only use their issued ID card. All service personnel are authorized to confiscate cards that do not belong to persons using them.

Convocation

Lourdes High School places importance on gathering as a community. There is a daily schedule of community formation where students, faculty, and staff gather for convocation. These meetings afford time to share announcements and accolades, updates, awards, prayer, college readiness content, service opportunities, or character development presentations and activities. The community formation calendar is organized by a staff member and features members of the senior class. Presentations represent, complement, and adhere to our Franciscan charism.

Field Trips

Field trips are a privilege. Permission slips are to be signed by parents for off campus events, and each teacher whose class will be missed must sign all slips. Students are responsible for making up any missed class work. Missed work, including lectures, labs and discussions, may affect the student's final grade. Students will wear uniforms on field trips unless excused by the Administration.

Dances

Lourdes dances are open to Lourdes students. Special permission must be received in advance for any non-Lourdes guests. The Lourdes student is responsible for his/her guest's behavior while at the dance or function. Students younger than ninth grade or older than 21 are not allowed at a Lourdes dance. Student dance forms must be obtained from a Lourdes Administrator in order to bring a student from another school. The form must be signed by the guest's school administrator and be on file in the front office three days before the dance.

If any student or a student's guest is in possession of, or under the influence of alcohol or other illegal substances, parents are called and asked to pick up his/her student from the dance. School policy concerning substance abuse is enforced. Student dances usually begin at 8 P.M. and end at 11:00 P.M. Students will not be admitted if they arrive after 9:00 P.M. Once a student is at the dance, he or she must stay until 10:00 P.M. Lourdes High School reserves the right to have law enforcement at the door of each dance, to check bags and purses upon admittance, and to administer breathalyzer tests. Please refer to RCS Policy 4085.

Fines

Loss or damage of textbooks, materials, lockers, chairs, tables or other property may result in a monetary fine established by the school. Vandalism/damage to any school

property will result in a fine and responsibility for maintenance/repair/cleaning of the item or equipment. Covered or uncovered textbooks may be charged a fine for additional wear and tear.

Fundraising

Fundraising opportunities are permitted for various student activities, example: campus ministry, et al and for sport team related activities. All activities must have the approval of the activities director and principal. Fundraising by outside organizations is generally not permitted on school property. All inquiries must first be directed to the principal for review. The fundraising form must be completed prior to starting any fundraiser.

Miscellaneous Academic Charges

Charges and expenses incurred by or on behalf of the student may, for academics only, be paid through the student's account. Examples of these fees include in-school academic testing fees, academic field trips, book/library fines, or lost or damaged textbooks. The High School assumes no responsibility in cases of loss or theft. Damage to school property (furniture, equipment, course textbooks or materials, buildings, or anyone's personal property) is repaired at the student's expense and must be paid before any final reports, transcripts, or diplomas are presented.

Visitors

A student may bring visitors to school during the school day only with the permission of the administration. Requests for visitors must be made at least one day in advance. If the guest is visiting a class, the host student should inform the teacher ahead of time and introduce the guest to the instructor. Student guests should follow the expectations of students at Lourdes. During school hours, no visitor may contact a student without receiving permission from the administration.

INFORMATION and TECHNOLOGY (IT) SERVICES

In order to detect activity that violates access privileges, to maintain system and network security, and to manage network resources efficiently, the Computer Center and the High School reserve the following rights to be exercised from time to time in its sole discretion:

- The right to monitor individual accounts, including e-mail.
- The right to monitor access activity.
- The right to automatically purge accounts at the end of each semester or at such other appropriate times.

Students using Lourdes High School provided Information and Technology Services should have no expectation of privacy concerning their use of such services and should limit their use to those uses that are consistent with their Access Privileges and Lourdes High School's Behavioral Standards and Expectations.

Online and Device-to-Device Communication

Communication online or content broadcast from device to device at any time on or off campus through platforms such as, but not limited to, Facebook®, Twitter®, SnapChat®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's interaction includes or is perceived by the administration and targeted party to include defamatory comments, depictions, or references regarding the school, the faculty, other students or the Order of Saint Francis and LHS Communities and disrupts school programming significantly.

Portable Devices and Usage

During the school day, student use of cell phones and portable/mobile electronic devices are permitted at LHS in the commons only. Students must use their school issued devices in all other areas of the building. The use of cell phones and portable electronics is a great privilege. Students must exercise responsibility, maturity, and respect for others. Administration and staff reserve the right to confiscate cell phones, revoke privileges from or assign consequences to students who are found using cell phones or portable devices in non-designated areas or to isolate, harass, disrupt, disrespect, cheat, or violate other policies and procedures set forth throughout this handbook.

Classrooms: teachers set procedures to follow this expectation in their individual classrooms.

Study rooms and Hallways: 1st Offense - confiscation, students may pick up at the end of the day; subsequent offenses - confiscation, parents may pick up at the end of the day, additional consequences may be enforced.

MEDICAL SERVICES

Lourdes High School provides health services under the direction of District 535. A school nurse is assigned to Lourdes High School through District 535 ten hours each week for consultation and supervision of health records.

Medical Records and Policies

Health records are kept for each student according to Minnesota law. Examples of information include:

1. History of past illnesses and operations.
2. Dates of immunizations.
3. Results of vision and hearing screening.
4. Results of professional examinations.

****NOTE:** Minnesota law mandates that all health related forms including immunizations must be completed and returned prior to attending classes. Students will not be allowed to attend class until all health forms are completed and returned to the school.

Medication Dispensation Policy

The school public health nurse is here to help you, your family, your school and your community. The nurse visits the school regularly and is available to meet with parents/guardians and students.

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedure will be followed:

1. An Authorization for Administration of Medication form signed by the parent/guardian of the student must be on file. The forms are available in the front office.
2. Parent/guardian needs to bring the medication to school.
3. Front office staff or the school nurse will dispense any medications.

Prescription Medications

Before any prescription medications will be dispensed by school staff, an Authorization for Administration of Medication form signed by the physician and the parent/guardian of the student must be on file with the Health Office. The forms are available from the Health Office or school secretary. Prescription medications must be provided in an original pharmacy container with a current label. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the Health Office staff. Medications will be administered after questions have been resolved.

Over-the-Counter Medications

Before any over-the-counter medications will be dispensed by school staff, an Authorization for Administration of Medication form signed by the parent/guardian of the student must be on file with the Health Office. The forms are available from the Health Office or school secretary. Over-the-counter preparations must be provided in the original labeled container. Over-the-counter preparations will only be administered to a student according to the label directions, unless a physician's order is provided.

Authorization for Self-Carry and Self-Administration of Medication

For prescriptions or over-the-counter medications that are carried by the student for self-administration, an Authorization for Administration of Medication form signed by the physician, student and the parent/guardian of the student must be on file with the Health Office. Drugs regulated under the jurisdiction of the federal controlled substances Act of 1970 are not allowed to be self-carried and self administered.

Students in grades 7-12 may self-carry and self-administer certain non-prescription pain relievers with parent permission. The parent/guardian and student must complete an Authorization for Administration of Medication form each year. The form must be on file in the Health Office. Medications included in this policy are limited to the following medications: Acetaminophen, naproxen, ketoprofen, and ibuprofen.

Sharing of Medications Prohibited

Students may not share prescription or over-the-counter medications with others. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this policy has taken place.

Unused Medications

When use of a medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medication from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.

These procedures were enacted pursuant to RCS Policy 4010.

Immunization Policy

Minnesota Statutes 121A.15 mandates that all persons who are enrolled in a Minnesota School, pre-kindergarten through grade 12, be adequately immunized or meet one of the exemption options. All students enrolled must comply with the MN Department of Health Immunization Law. Contact your school nurse or go to the MN Department of Health web page at www.health.state.mn.us for details. Students may not attend courses or receive credit until all immunizations are up-to-date, forms are completed, and records are marked as received in the main office. These procedures were enacted pursuant to RCS Policy 4090.

Latex-free Environment Policy

Lourdes High is a latex safe environment. Due to health concerns of our staff and students, please do not bring latex into our school. This includes latex balloons. For questions and/or a list of items that commonly contain latex, see the school nurse.

Sudden Accident or Emergency

Students who have an accident during the school day must report to the Main Office. All accidents, no matter how minor, must be reported to the Main Office or the nurse. An Accident Report form should be completed at that time. This information is required for insurance claims.

In the case of a medical emergency, dial 911 from any campus phone to request aid from the EMTs. Ambulance fees and related insurance issues are the responsibility of the students and their families.

TRANSPORTATION

Busing

The regular school bus departs from Lourdes High School every afternoon at approximately 3:00 P.M. Return routes may change slightly depending on the students riding the bus home on that particular day.

Drop Off/Pick Up

Parents and Guardians who elect to drop their child(ren) off or pick them up are instructed to follow signs and traffic patterns. Please enter the student drop off entrance (south of the main entrance). This will prevent congestion at the center of the drop off lane as students and staff seek parking spaces in their designated lots. There is a specific lane dedicated to dropping off/picking up near the sidewalk. Parents/Guardians are asked to utilize the main sidewalk. Students are asked to enter through the main doors in the front of the building. This ensures proper traffic flow. Use of other areas can cause a safety concern for buses, pedestrians, and other students.

Parking Lot, Parking and Cars

Students are allowed to park vehicles only between lined spaces in the parking lot marked 'Student Parking.' Students who park on the street, fire lanes, faculty parking, or other spaces not specifically designated for student parking may be ticketed or towed at their expense. Parking in fire lanes or No Parking zones is dangerous and is strictly prohibited. Concerns regarding the parking lot may be addressed to the main office. Students driving in a manner that is unsafe may lose their privilege to drive on campus.

Parking passes must be displayed on the upper right corner of the windshield. Parking passes will be issued under the direction of the main office.

UNIFORM POLICY

Each of us should realize that a person's day begins with proper attire. At Lourdes, the school day attire is a uniform. The uniform helps unify our students and also provides an immediate sign of who we are – Lourdes High School. In its daily wearing, the uniform causes us to be mindful of self-control, respect of self, respect of learning, a sense of belonging and part of a tradition of excellence. Therefore, the following student attire and uniform expectations are set forth:

BOYS

Fall (August - October) & Spring (March -May)

Uniform company pants and/or shorts

Uniform Golf/Polo Shirt - long or short sleeve purchased through Donald's

Winter (November - February)

Uniform company pants and/or shorts

Uniform white oxford shirt - short or long sleeve - shirt collar is monogrammed and tucked in.

If you wish to purchase an item for warmth it must be either the uniform sweater or quarter zip purchased from Donald's.

Tie - is mandatory and must be appropriate, but student may choose color and style (long tie or bow tie)

GIRLS

Fall (August - October) & Spring (March -May)

Uniform skirt - **plaid or gray no shorter than 3"** or a **post it note above the knee**

Tights/leggings that are black and free of pattern may be worn under the skirt.

OR

Uniform pants and/or shorts

Uniform Golf/Polo Shirt - long or short sleeve purchased through Donald's

Winter (November - February)

Uniform skirt - **plaid or gray no shorter than 3"** or a **post it note above the knee**

Tights/leggings that are black and free of pattern may be worn under the skirt.

OR

Uniform pants and/or shorts

Uniform white oxford shirt - short or long sleeve - shirt collar is monogrammed and tucked in.

If you wish to purchase an item for warmth it must be either the uniform sweater or quarter zip purchased from Donald's.

ANY ITEM THAT IS "UNIFORM" MUST BE PURCHASED THROUGH DONALD'S.

Shoes worn should promote safety and be appropriate for school. Crocs and flip-flops are not permitted.

Miscellaneous items including jewelry and make-up should be conservative. No nose, lip, eyebrow, tongue, or other facial piercing is permitted. No visible tattoos are permitted.

Hair must be well-groomed, neat and clean at all times and reflect a positive image. Hairstyles and hair coloring (e.g. highlights, coloring, extensions, etc.) should not draw undue attention to the student. No hair can be dyed a color that cannot be grown naturally. Hats are not permitted. Distracting hair bands, etc. are also prohibited.

Uniform Violations

If a student is out of uniform, a staff member may fill out a uniform violation form. The student will meet with the principal for a conversation. Subsequent uniform violations may result in a Monday afternoon detention. More than three uniform violations may result in further disciplinary action and a meeting with a student's parents.

Out of Uniform Days

On out of uniform days, students are not permitted to wear shirts without sleeves, jeans with holes, leggings or skirts and shorts that don't meet the 3 inches above the knee rule.

Right to Amend

Lourdes High School reserves the right to amend this Handbook. Prompt notice of amendments will be sent to parents via common modes of parent communication.

To view and electronically sign the Student/Family Handbook Acknowledgement Statement, please login to the Blackbaud Parent Portal.

Please review and sign no later than September 9, 2022.