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Lourdes Catholic School

Mission Statement

The mission of Lourdes Catholic School is “to make the Living Christ visible by sharing our catholic values, while providing a foundation rooted in faith development and educational excellence”.

Vision Statement

We strive to develop a value-centered and challenging environment, focusing on the whole child, while promoting lifelong learning and inspiring a passion for peace and justice.

GOALS AND OBJECTIVES OF LOURDES CATHOLIC SCHOOL

As a vibrant faith community, we strive to:

1. Develop the whole child within a Catholic value centered atmosphere.
2. Provide a religious education directed towards keeping with the teachings of the Gospel within our Catholic faith.
3. Instill a desire to learn in each child.
4. Foster in each child a sense of self-confidence and positive self-esteem.
5. Provide the fundamentals of an effective academic education, encouraging each child to acquire knowledge to the fullest extent of his/her potential.
6. Allow each child to experience success.
7. Help our students develop a sense of value in their daily lives through their interactions and relationships with teachers, family, and fellow students.
8. Establish a healthy learning environment, one that is open, enthusiastic and challenging.
9. Promote unity among the total school and parish community.

SCHOOL DAYS/TIME STRUCTURE

SCHOOL HOURS

Kindergarten – Grade 8

8:20 a.m.	First bell:	Students to classrooms
8:30 a.m.	Tardy bell:	School day begins
3:10 p.m.	First bell:	10 minute reminder for dismissal
3:20 p.m.	Dismissal	School day ends

Lunch / Recess Schedule

Lunch and Recess schedules will be updated annually. You will receive this schedule at the start of each school year.

Preschool

2Day	Tuesday and Thursday	8:30 - 11:30 a.m.
3Day	Monday, Wednesday, and Friday	8:30 - 11:30 a.m.
4 yr. old Preschool AM	Monday – Thursday	8:30 - 11:30 a.m.
4 yr. old Preschool PM	Monday – Thursday	12:20 - 3:20 p.m.

Early Dismissal Days/Special Notes

Please visit http://www.lourdescatholic.org/Page/School_Calendar.aspx?nt=15 to view our school calendar for early dismissal dates, vacation dates, and holidays. Our calendar is full of school activities and is updated quite frequently, please make sure to check it often.

ADMISSION/REGISTRATION/TRANSFERS

Lourdes Catholic School is an important ministry of Our Lady of Lourdes Parish. Our school is fully accredited by the state of Iowa and serves preschool through grade 8. We offer a traditional Catholic education to students in our surrounding communities. Lourdes Catholic School does not discriminate on the basis of race, national origin, religion, age, marital status, or physical disability in its educational program or activities.

REGISTRATION

- Pre-registration will occur at all grade levels in the 3rd quarter of each school year.
- Final registration for the school year is held during the 4th quarter of the school year.

TRANSFER STUDENTS

Students requesting transfer into Lourdes Catholic School will be considered on an individual basis. Conferences involving the Principal, teachers, parents/guardians, and student may precede the decision for admission. Current class size, special needs requirements, and behavior history will be considered in the decision making process.

Admission to students will involve a four week probationary period, at which time admission status will be reviewed.

A request for records form will be mailed to the student's previous attending school from our school office requesting all records.

RE-ADMISSION

Students applying for re-admission to Lourdes Catholic School must wait for a twelve month period prior to their reapplication. Special consideration may be given and waived after a review by Faith Formation Board (school board).

ARRIVAL/DISMISSAL

ARRIVAL

School begins at 8:30 a.m. **Students should not arrive before 8:00 a.m. If students arrive before 8:00 a.m., they will be sent to “Before School Care” and parents will incur a charge.** Students arriving between 8:00 a.m. and 8:20 a.m. should proceed to the courtyard area by the Giving Tree.

- Preschool through 2nd grade students will line up along the far end of the courtyard on the sidewalk.
- 3rd, 4th, and 5th grade students will line up along the sidewalk next to the Church.
- 6th, 7th, and 8th grade students will line up in front of the North Church doors.

While waiting to enter the building, students may either stand or sit in line. Staff will be on duty in the courtyard, greeting parents and students at drop off. Students will be supervised beginning at 8:00 a.m. and students will enter the building at 8:20 a.m. In the event of rain, snow or temperatures (wind chill below 10 degrees Fahrenheit), students will be directed into the cafeteria. **Please see “Morning Drop Off” section on page 5 for details on dropping off students by car.**

TARDINESS

Any student who arrives after 8:30 a.m. must report to the school office for a tardy slip. All doors accessible to the school are locked at 8:30 a.m. Tardy students must enter the school through the front office doors on Mississippi Blvd.

- If a student is tardy, but arrives to school before 10:00 a.m., that student is considered present for the full day.
- If a student arrives to school between 10:01 a.m. and 1:30 p.m., the student will be marked absent for a half day.
- If a student leaves school early at or after 1:30 p.m., they will receive credit for a full day.
- If a student leaves school before 1:30 p.m., they are marked absent for a half day.

DISMISSAL

Students are dismissed at 3:20 p.m.

Car riders will exit through the doors leading to the courtyard for pick-up. Parents are asked to refrain from waiting inside the school for their students. **Please see “After School Pick-up” section on page 5 for details on picking up students by car.**

Bus riders line up inside the school and are supervised by a staff member until their bus arrives. Students then exit via Mississippi Blvd. to board their school bus.

TRANSPORTATION

BUS SERVICE

For a fee, Assumption High School can provide busing for many of the students that reside within the boundaries Pleasant Valley School District and the Davenport Community School District. We recommend you contact AHS Transportation Dept. at 563.326.5313 x 220 to determine if AHS will be able to provide a school bus to your address. **State mileage reimbursement is available for students residing within any Iowa public school district's boundaries except Bettendorf Community School District.**

Bettendorf Community School District provides busing to families living within the boundaries of this district and who live at a distance of 2 miles or more from Lourdes Catholic School. If a student lives less than 2 miles away, transportation may be provided for a fee. For questions, call 563.332.8600.

CAR RIDERS

Morning Drop off

Parents are asked to enter the parking lot from Brown Street, pull into the drop-off line, and discharge students at the sidewalk. **Do not pull out of line after your student has been let out of the car.** Remain in line until it is your turn to exit the parking lot onto Mississippi Blvd. **Yield to school busses; do not pull out of line to go around them.** Please see "Daily Drop Off Procedure" diagram on page 26.

If you need more time, please park your car in the lot and escort your child utilizing our safety patrol at the crosswalk to the Giving Tree courtyard area. The safety-patrolled crosswalk is the only area where students and their parents are permitted to cross the drop off car line. Exit the parking lot via Mississippi Blvd.

Morning greeters and safety patrols are available for assistance. The Safety Patrol has been instructed to let cars flow through the line first, and then use their hand-held stop signs to help parents and students cross safely when there is an opening.

After School Pick-up

Parents should enter via the Mississippi Blvd. parking lot entrance, park their vehicle in the parking lot, and walk up to the orange coned-off area in front of the courtyard to escort their child/children to their vehicle. **Children will not be released and permitted to walk unescorted through the areas with parked cars. When leaving, do not put your vehicle into reverse.** Pull forward straight through the parking space and exit via Brown Street. In consideration for the staff, please be prompt in picking up your student(s). If you are unable to pick up your student(s) at 3:20 p.m., please make other arrangements. **If students are not picked up by 3:30 PM, they will be taken to "After School Care" and parents will incur a charge.** Please see "Daily Dismissal Pick-up Procedure" diagram on page 27.

BICYCLES / SKATEBOARDS

Skate boards are not permitted on school property.
Bicycles are to be locked to the bike stands at all times.
No motorized bikes are permitted at anytime.

CHANGE IN TRANSPORTATION PLANS

Anytime a student will have a change in transportation plans, the school must be notified. We ask that you please plan ahead to avoid last minute changes.

POLICIES

ABSENCES

The school office should be notified by 8:30 a.m. if your student will be absent or tardy. Be sure to call the office each day that your student is absent. Call 563.359.3466 and push #2 to report an absence or tardy. Please be sure to include the reason for the absence. If you would like to make arrangements to pick up homework, please notify the school office.

Absences from school or from a class or classes without parent/guardian and school permission is considered an unexcused absence, or truancy. Under Iowa Code, Lourdes must have a consistent absence policy. We may report to the county attorney any student with eight (8) or more absences in one quarter. The principal determines whether an absence is excused or unexcused. Students should be in school every day unless they are sick. Students should also be fever-free for 24 hours when returning to school after an illness. If your family will be taking a trip out of town during school, the days may be excused if all homework is made up in advance or work is arranged to be complete upon the student's return. Please call to arrange this with the principal and teacher(s) prior to the trip.

IS AN ABSENCE EXCUSED? SOME EXAMPLES...	
YES:	REMEMBER: The principal makes the final determination as to what absences are excused and unexcused. You are encouraged to minimize this subjective decision-making by maintaining consistent communication. Lourdes Catholic School Phone Number: 563.359.3466
Occasional illness reported by parent/guardian	
Verified medical care	
Death or serious illness in immediate family	
School-sponsored trip or activity	
Verified emergencies approved by principal	
Other individual reasons that can be justified educationally and approved in advance by the principal and when all make-up work is completed in advance	

The following guidelines will be followed regarding absences from school:

- When a student reaches **five** (5) excused or unexcused absences, the parent/guardian will receive a **Letter of Concern**.
- When a student reaches **ten** (10) excused or unexcused absences, he/she is eligible to be placed on the **Doctor's Excuse List**. A student will be required to submit a doctor's excuse to be excused from school **or** an alternative arrangement with your building principal is made. (**NOTE:** this number may be lowered if the principal deems that a student need be placed on the list sooner).
- When a student reaches **six** (6) unexcused absences, the student will be referred to the Scott County Attorney's office as truant **AND** will immediately be placed on the **Doctor's Excuse List** upon the parent/guardian being served with paperwork from the Scott County Attorney's office.
- When a student reaches **eight** (8) unexcused absences, the parent/guardian will be referred to the Scott County Attorney's office for a **Mediation Hearing**.
- When a student reaches **two** (2) or more unexcused absences beyond the **Mediation Hearing**, the parent/guardian will be referred to the Scott County Attorney's office for prosecution, which may result in up to 30 days in jail and/or a fine of up to \$1000.
- If a student has a truancy referral from the prior school year, that student will be placed on the **Doctor's Excuse List** when that student reaches **five** (5) excused or unexcused absences.
- If a parent/guardian attended a **Mediation Hearing** during the previous school year, the student will be immediately placed on the **Doctor's Excuse List** for the current school year.

APPOINTMENTS

All entrances to the school remain locked during school hours. No student may leave the building without the permission of the office. We discourage the scheduling of appointments during school hours. All students must be signed “in or out” in the office. **Recognizing that the scheduling of dentist/doctor appointments can be a problem, please consider your student’s class schedule when scheduling.** Be sure to send a note to the teacher about the appointment. Report to the office to pick up your child rather than going directly to classrooms. Minimal classroom interruptions are vital to quality instruction.

APPOINTMENTS WITH TEACHERS OR PRINCIPAL

Teachers are not able to leave classrooms while classes are in session. This includes answering a phone call or conferring with parents. If you wish to speak with or schedule an appointment with a teacher or the Principal, please write a note, write an email, or leave a voice mail. The teacher will contact you. Please refrain from calling a teacher, secretary, or the Principal at home unless it is in a case of emergency or specific arrangements have been made.

ATHLETICS

A variety of athletics programs, including intramurals (K-4 and 5-8), are available to our students. Each student wishing to participate in competitive sports (6-8) must adhere to the following requirements each year:

1. A current physical on file in the school office.
2. Pay a booster participation fee.
3. Meet academic eligibility requirements.
4. Fill out Parental Permission and Concussion forms (available from the Athletic Director).
5. Meet the volunteer requirements of the Athletic Director for managing the concession stand and ticket booth during home games.

BEFORE AND AFTER SCHOOL CARE

Extended care is available during the school year for LCS students up to age 12. Before and after school care hours are 7:00 – 8:00 a.m. and 3:20 – 5:30 p.m. Preschool extended care is available daily from 7:00 a.m. – 5:30 p.m. (See Lourdes Little Lancers).

BULLYING/HARASSMENT

Lourdes Catholic School, in compliance with the Diocese of Davenport, believes in the dignity and respect of all human beings. Any form of bullying/harassment will not be tolerated in our Catholic environment. Such behavior may result in suspension and/or expulsion. Examples include:

- Persistent verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Persistent implied or explicit threats concerning one’s grades, job, etc; and
- Repeated demeaning jokes, stories or activities

These are not be tolerated. ***If this behavior has taken place and you need support, please contact the principal. See also “Aggressive Behavior Consequence Chart” on p. 25.***

CAFETERIA-LUNCH

Cost

Lunch: \$3.15 (includes milk)

Milk only: \$.45

Lourdes Catholic School is proud to provide an in-house hot lunch program. Students may choose to purchase lunch or bring a nutritious lunch from home. Applications for free or reduced lunches are available in the school office. A monthly menu is distributed for your convenience and is available on the school web site (http://www.lourdescatholic.org/Page/Lunch_Menu.aspx?nt=31). A family lunch account will be set up in JMC for new families to check their lunch account balance. Payments may be dropped off and placed in the payment box across from the school office. Please make checks payable to LCS. ****Soda pop and fast food lunches are not permitted.**

Cafeteria rules are in place for safety and order. A Discipline Report may be used if inappropriate behavior takes place.

- Remain seated. If assistance is needed, please raise your hand.
- Inside voices are encouraged while eating. No shouting.
- Sharing food is not allowed.
- Students must clean up after themselves.

CELL PHONE/ELECTRONIC DEVICE

Cell phones/electronic devices are not permitted in class unless a teacher gives permission based on need for specific educational purposes. Phones and devices may not be used to take photographs. If a student is discovered to have a cell phone/electronic device in his or her possession without express teacher permission, it will be taken and kept in the Principal's office until the end of the school day. The student may retrieve it after dismissal. If the device is taken a second time, it will remain Principal's office until the student's parent or guardian comes to pick it up.

CONFERENCES

Conferences are scheduled for all students in the fall and spring. Please contact the classroom teacher to schedule additional conferences at any time.

CONFERENCES WITH THE PRINCIPAL

The Principal is available for conferences by appointment should resolution not be found after speaking with the teacher. The procedure to follow is:

1. Contact the classroom teacher for a conference.
2. Follow - up conference with teacher for further questions / answers or clarification of solutions to concerns.
3. Principal / Parent / Teacher conference to continue to problem solve.

CORRESPONDENCE

Lourdes Catholic School takes pride in communicating with our school families. Means of communication include:

- Classroom newsletters, teacher blogs, and emails
- Principal's Corner in Home and School Newsletter (monthly)
- Home and School Newsletter (monthly)
- Monday Message email from Principal (weekly)

CURRICULUM

Curriculum is kept current and evaluated on a regular cycle. The following subject areas are included:

- | | |
|-------------------------------|-----------------------------------|
| 1. Religion (PS-8) | 8. Art and Music |
| 2. Reading/Literature/English | 9. Physical Education and Health |
| 3. Language Arts/Spelling | 10. Band (Gr. 5-8) |
| 4. Mathematics | 11. Library |
| 5. Science and Social Studies | 12. Technology/Computer Education |
| 6. Voweletics (Gr. K-2) | 13. Spanish (K-8) |
| 7. Guidance (K-8) | 14. Cursive Handwriting (Gr. 3-4) |

ADDITIONAL SERVICES

- School Guidance Counseling – one-on-one or small groups as needed
- Reading Interventionist
- Enrichment
- Level I Special Education Strategist
- Psychologist (AEA - Area Education Association)
- Speech (AEA - Area Education Association)
- Social Worker (AEA- Area Education Association)
- Occupational Therapist (AEA- Area Education Association)

DEFICIENCY/ACADEMIC PROGRESS REPORTS

A deficiency report will be sent to the parents of a student who is in danger of failing or who has dropped more than one letter grade from their previous report card grade. The deficiency report will be mailed by the fifth week of each quarter. If, after this time, it appears that a student is doing poorly, the parents will be notified by the teacher. Deficiency reports must be signed by a parent and returned to school. An academic progress report will be given to a student who has exhibited outstanding skills in a subject area or has worked diligently and improved his/her grade.

DISCIPLINE AND CONDUCT: PS-5

Lourdes Catholic School is a unique educational institution in which the spirit of Christ-like charity, respect for each other and those in authority, and mutual cooperation are essential. The essence of Christian discipline is "to teach as Jesus did" and self-discipline. Each teacher is responsible for his/her classroom. Classroom rules, procedures, and clear consequences are clearly discussed with students. Parents will receive, from each classroom teacher, a copy of classroom rules and consequences. The Principal will act as a liaison only in serious matters. Every effort will be made to handle every situation. The cooperation of school and family is vital.

Should efforts fail between the student, teacher(s), and parents, the parents will be asked to a conference with the Principal, student, and teacher(s). School rules are enforced and all students are expected to comply with these rules. Discipline procedures appropriate to the child's developmental level will be distributed by the classroom teachers at the start of the school year.

LCS General Rules:

- Show respect for peers, adults, and property, including courteous and responsible behavior.
- Gum chewing is not allowed without permission of the classroom teacher. It is never allowed in the hallways and common areas.
- Follow the school dress code.
- Physical and verbal altercations are not allowed. (**See also "Aggressive Behavior Consequence Chart" on p. 25.**)
- Students may leave a classroom only with the permission of a teacher
- Use walking feet and indoor voices in the school building.
- A student may face immediate suspension or expulsion for major disciplinary infractions such as (but not limited to):
 - Use and/or possession of alcohol, drugs, or tobacco
 - Possession or physical threat of any weapon
 - Fighting
 - Possession of pornography
 - Immoral acts or behavior
 - Vandalism
 - Insubordination
 - Bullying or Harassment, Initiations, Hazing
 - Theft
 - Unauthorized use of safety equipment (false fire alarms, improper use of fire extinguisher)
 - Cheating/Plagiarism

DISCIPLINE AND CONDUCT: 6-8

All students at Lourdes Catholic School are responsible for their actions. To succeed, discipline must ultimately be "self-discipline." When a student is not capable of exercising appropriate self-discipline, the school will impose sanctions. All staff have a legal and moral mandate to ensure student respect for persons and property, and to insure an orderly educational climate in the school. We believe that the student body deserves to have a school experience uninterrupted by disorder or disrespect. To achieve this, there must be open communication between the school and the parents. Teachers need to communicate their concerns to the parents. Written notes, e-mails, telephone calls, and conferences are used frequently in middle school. Parents should bring their concerns to the teachers via the same routes. Mutual benefits accrue when there is a meaningful and positive exchange of information between home and school. We want to work together in the best interests of our students.

Student Rights and Responsibilities

1. All students have the right to be free from harassment and physical torment while in class, passing through the halls, or on the school grounds. (**See also "Aggressive Behavior Consequence Chart" on p. 25.**)
2. All students and staff members have the right to be treated with respect and, in turn, have the obligation to treat others respectfully.
3. All students have the right to participate in extra-curricular activities as long as they have met the requirements of Lourdes Catholic School policies.
4. All students have the right to a fair hearing on major disciplinary matters with the understanding that the final decisions are made by the school.
5. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Problem-Solving Procedures

Basic Understandings for Effective Communication for Parents

1. Do not speak negatively about a teacher in front of the student; it is detrimental to your child's learning. Remember, the relationship that facilitates learning is the one between the student and the teacher.
2. If you are upset, wait until you can calmly discuss the situation before initiating communication. Effective communication takes place when both parties can talk and listen.
3. It is not appropriate to call a teacher or administrator at his or her home or cell unless he or she has specifically given you their home or cell phone numbers.

Students, parents, or teachers occasionally have concerns or feel that there are problems during the school year. Regardless of who initiates the discussion, these are the steps that can be taken to address the issues.

1. If the **student** feels that there is a problem, then student should discuss the problem with the teacher, preferably one-to-one. Alternately, the student could write a note to the teacher explaining the problem.
2. If the problem goes unsolved or if the **parent** feels that there is a problem, then the parent should contact the teacher explaining the problem. The teacher will respond in a timely manner.
3. If the problem persists, then a parent should schedule an appointment with the teacher. Or if the **teacher** feels that there is a problem, then the teacher may elect to schedule an appointment with the parent. Including the student at this level may or may not be in the student's best interest. This will be decided on a case-by-case basis.
4. A plan of action may need to be developed to address the problem. Time must be given to seek resolution. Follow-up action will be decided on.
5. Confidentiality and privacy rights will be maintained.
6. If the problem persists, a conference will be scheduled with the parents, teacher, Principal, and student.

Lourdes Catholic School does not attempt to define all examples of misconduct or inappropriate behaviors. Instead, Lourdes reserves the discretionary privilege of interpreting matters of discipline on an individual, case-by-case basis.

Basic Classroom Rules:

- Show respect to others and property.
- Follow directions.
- Come to class prepared.
- Raise your hand and wait to be called on before speaking.
- Stay in your seat.
- Complete work.
- Do not leave the room without permission.

Minor disciplinary infractions may include:

- Lack of respect for others and/or their property
- Not following directions
- Repeated noncompliance of school dress code

- Obscene or vulgar language
- Inappropriate use of technology
- Violation of Cell Phone/Electronic Device Policy (See LCS Student Handbook for policy)

Detentions

1. Detentions may be given for minor infractions, violating basic classroom rules, and for every 4th dress code violation.
2. The teacher involved will fill out the online “Lourdes Catholic School Discipline Report” form and email it to the parent.
3. The first two detentions will be “lunch detentions.” The student will eat lunch in the assigned classroom in silence and remain in that classroom for recess.
4. The 3rd, 4th, and 5th detentions will be “after school detentions.” These will be served after school. Parents will be informed of the day and time in order to coordinate timely pick up.
5. After the 4th detention, a parent meeting with the Middle School Team will be scheduled to devise an action plan to improve the behavior.
6. An additional infraction after 5th detention will result in a one-day in-school suspension.
7. The student starts this process over after the in-school suspension.
8. Each semester is a fresh start for every student.

Consequences for misbehavior or violations include the following:

1. Rule clarification via reprimand/verbal warning to student (a Discipline Report may be used to streamline communication).
2. Lunch detention, recess detention, and/or after school detention.
3. Parent notification (may include a Discipline Report).
4. Conference with parent.
5. Additional consequences and/or conferences as determined by the Principal. (**See also “Aggressive Behavior Consequence Chart” on p. 25.**)

Major disciplinary infractions may include:

- Bullying or Harassment, Initiations, Hazing
- Theft
- Fighting
- Unauthorized use of safety equipment (false fire alarms, improper use of fire extinguisher)
- Cheating/Plagiarism
- Use and/or possession of alcohol, drugs, or tobacco
- Possession of any weapon
- Possession of pornography
- Immoral acts or behavior
- Vandalism
- Flagrant Insubordination

(See also “Aggressive Behavior Consequence Chart” on p. 25.)

A student may face immediate suspension or expulsion for major disciplinary infractions.

Consequences for physical fighting:

- When a student is a willing participant in a fight, the student will go home for the rest of the school day at a minimum, or be suspended for the following day. For a repeat infraction, suspension of more than one day will be considered.
- The parent will need to meet with the principal (or principal's designee) the following morning before the student returns to class.
- **See "Aggressive Behavior Consequence Chart" on p. 25.**

Cheating/Plagiarism:

Lourdes Catholic School is committed to academic integrity. The administration and teachers/staff expect all students submit course work that reflects their individual original efforts.

Examples include:

1. Turning in a paper retrieved from an Internet source as one's own.
2. Using another student's work in whole or part and handing it in as one's own (including copying other's homework).
3. Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
4. Using any facts, statistics, graphs, drawing, pictures, sounds, or other piece of information without citing the source.
5. Paraphrasing another person's unique ideas without citing the source.
6. Letting someone else (other than the student) write portions of a paper or letting someone else copy their own work.
7. Inventing sources.

Consequences for cheating/plagiarism:

- When a student willfully cheats/plagiarizes, the student will receive no credit for the assignment, the student's parents will be notified, and a disciplinary report will be given.
- If the plagiarism is deemed by the teacher to be unintentional, the teacher will impose a penalty. The student may be asked to redo the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The teacher may reduce the student's grade for the assignment.

Art

Students are expected to arrive to Art on time with supplies. The teacher will supply rulers. If a student accumulates 3 tardies per quarter, then a detention will be issued. A detention will be issued for each subsequent tardy. Arriving to class with a supply missing is a strike. The teacher will contact the parent and indicate what the student was missing for class. The student will have one week to come to class with all the appropriate supplies. After three strikes, a student will be given a detention. A detention will be issued for each subsequent offense.

Music

Students are expected to arrive to Music on time and prepared for class. If a student accumulates 3 tardies per quarter, then a detention will be issued. A detention will be issued for each subsequent tardy.

Band

Students are expected to arrive to Band on time and prepared for class. If a student accumulates 3 tardies per quarter, then a detention will be issued. A detention will be issued for each subsequent tardy. Students must always have their materials for rehearsal and/or lesson.

This includes their instrument, music, method book(s), folder, pencil, reeds, valve/slide oil, and a good attitude. After three incidences of arriving without materials (i.e. forgotten instrument), a detention will be issued. A detention will be issued for each subsequent offense.

The Discipline Committee:

The individual teacher will handle normal disciplinary matters. Crisis situations, which need immediate attention and are not able to be accommodated by the teacher, are to be referred to the Principal. Disciplinary cases which do not reach satisfactory conclusion through one of the above means will be referred to the Discipline Committee, also known as the Building Leadership Team (BLT). The BLT is comprised of at least 4 faculty members appointed by the principal. The BLT meets regularly and as needed.

1. The disciplinary case must be documented by the referring teacher.
2. The case will be presented to the Building Leadership Team (BLT).
3. The BLT will review the documentation and seek additional information if needed.
4. The BLT will render a recommendation to the principal. The principal is not bound by the recommendation of the committee.

DRESS CODE

UNIFORMS:

Girls K-4 Plaid jumper, skirt or culotte

Girls 5-8 Plaid skirt or culotte

Length = No Shorter than 2 inches above the knee

Cut, torn, or ripped clothing is not allowed

**Uniform Supplier: Religious Supply Store, 1309 Jersey Ridge Rd.,
Davenport, IA 563.324.0669**

GIRLS/BOYS

PANTS:

Solid navy or tan dress slacks

Belts must be worn in grades 3-8

Pants should be hemmed to the top of the shoe

No jeans, cotton knits, stirrups, elastic at the ankle, cargo pants, carpenter pants,
or capri pants.

SHORTS:

Navy blue or tan walking shorts (2 inches above the knee)

May be worn August thru October 15th and April 15th through the end of the school year.

Shorts should be just above the knee. No boxers, cotton knits, lycra, or cargo shorts.

SHIRTS:

Red, white, or navy blue classic polo shirts or turtlenecks

Middle School Only can also wear light blue classic polo shirts

Classic polo shirts are full bodied, traditional long or short sleeve

Turtlenecks are full bodied, traditional long sleeve

Shirts should be tucked in on both girls and boys at all times

LCS logo only is allowed.

Plain, white shirts may be worn under uniform shirts

For NUT day, shirts must have sleeves and shoulders must be covered.

SWEATERS/

SWEATSHIRTS:

Solid red, white, or navy blue Cardigans or pullover

Solid red, white, or navy blue sweatshirts (must be removed for Mass).

LCS logo is allowed.

Uniform shirt must be worn under sweater/sweatshirt.

Middle school sweatshirts may be worn by students in grades 6-8 (except to
Mass).

SOCKS:

Solid red, white, navy blue, or black

Ankle or knee socks

Plain tights/leggings (no lace) in red, white, or navy blue (to be worn only under
jumper or skirt)

SHOES:

No clogs, "Crocs", sandals, jellies, moccasins, flip flops

No open toed/open heeled shoes

No indoor/outdoor boots are allowed except for recess

No slip-on shoes or dress shoes

Physical Education: Tennis shoes only with non-marking soles – must have
shoelaces or Velcro. If a student is not wearing tennis shoes for gym, he/she will
sit out and may face an additional consequence at the discretion of the teacher.

.....continued on next page.....

HAIRSTYLES: Neat hairstyles - age appropriate/No elaborate coloring
No partially shaved heads or lines cut into hair
Boys: No ponytails

JEWELRY: Boys: No earrings
Girls: Small earrings only, no dangling earrings
Girls/Boys: Small chains (one) may be worn by boys or girls

MAKE-UP: Boys: No nail polish no make up
Girls: No make up
Boys/Girls: No temporary tattoos. Writing on one's body is never allowed.

SPIRIT DAY: Every Friday! LCS spirit wear and Assumption High School spirit wear may be worn.

NUT DAY: NUT stands for "No Uniform Today". When there is a scheduled NUT day, students are allowed to be out of uniform on this day. **There are still guidelines to be followed on these special days. Students must still follow the sections above on: Shorts, Shirts, Shoes, Hairstyles, Jewelry, and Make-up.**

EMERGENCY CLOSING

If there is any doubt about school being in session during inclement weather or any other emergencies, please do the following:

1. Tune to the following TV Stations:
-KWQC NBC affiliate
-WQAD ABC affiliate
2. Call the school office at 563.359.3466 and push #5 for weather related announcements and special school messages.

PLEASE PLAN AHEAD! Be sure your student knows where he/she should go in the event of an emergency closing. You are encouraged to make these plans and arrangements EARLY IN THE YEAR before facing a school closing.

FAITH FORMATION BOARD (“school board”)

The Faith Formation Board (FFB) meets once a month from August through June. For more information, visit http://www.lourdescatholic.org/Page/Faith_Formation_Board.aspx?nt=20.

All parents and stakeholders are encouraged to attend FFB meetings. These are generally held on the second Thursday of the month at 6:30 PM in the school library.

The mission of our board is to support our Catholic school and parish, set policies and make revisions, and long term planning. Board appointments occur annually in May.

FIELD TRIPS

In order to enhance curriculum and a unit of study, field trips may be planned by the classroom teachers. Permission slips will be sent home prior to each scheduled trip. The permission slip must be signed and returned to school by the date due. **No student will be permitted to attend a field trip without the written permission slip.** Volunteers and chaperones must complete Virtus before attending a field trip with the students (see section on Virtus). Students are to adhere to the LCS Dress Code unless the field trip permission form states otherwise. **Students are expected to depart and return with their class.**

FINANCIAL POLICIES

1. A registration fee is charged annually per student.
2. Tuition to the school should be paid regularly and on time. Please contact the Principal or Bulling Office (563.359.0345) immediately if you experience any financial difficulties.
3. Members of Our Lady or Lourdes and St. John Vianney receive a special tuition rate, and therefore should maintain active parish membership, which includes regular offertory. Please contact your Pastor immediately if you experience any financial difficulties.
4. Our Lady of Lourdes parish contributes a substantial subsidy to our school. We ask your support through your participation in our Scrip program, fundraisers, and our volunteer program.

FIRE DRILLS / TORNADO DRILLS / EMERGENCY PLAN

Fire and tornado drills are required by state law. Students are expected to move quickly and silently, following the exit plans. Any visitors/volunteers in the building during the drills must also follow the exit plan.

An emergency plan is in place to secure our entire building in case of emergency. Student safety is always our top priority. This procedure is practiced with our entire staff and student body and is on file in our office.

GENERAL CONDUCT

Students are expected to obey and respect the directives of any staff member or safety patrol during school hours, on school buses, and at all school sponsored programs and activities. Students are responsible for their own belongings and for the books which are loaned to them. **Please be sure to label all uniform clothing items, lunch bags/boxes, backpacks, etc. with the student's name.** Student use of the school telephone is for emergencies only. Parental support to this request will result in more responsible students.

HEALTH

Emergency forms are kept on file for each student. This information must be updated annually by the parents or any time there are additions or deletions to keep information current. Scott County Department of Health assigns a school nurse to the Diocesan schools. She is on call for our building. The services provided are vision screening and review of immunization records/physicals. The State of Iowa requires a completed certificate of immunization and physical before entering preschool.

- Children need to be healthy to learn. Please assure that your child has adequate sleep and eats a good breakfast before school.
- **If a student shows any of the following signs, please keep him or her home:**
Fever 100° Fahrenheit or greater- Students must be fever free for 24 hrs. (without medications) before returning to school.
Vomiting or diarrhea within the past 24 hours
Frequent, uncontrolled cough
Undiagnosed rash
- Communicable Diseases: If your child is diagnosed with a communicable disease, please inform the school office to ensure the health and well being of our student body. Schools in Iowa are required to report student absences related to illness to their local health department. All information is kept confidential.

HOME AND SCHOOL ASSOCIATION (“PTA”)

LCS is fortunate to have an active and productive Home and School Association (H&S). All families are automatically members. Our H&S sponsors fundraisers to maintain and purchase educational materials. They also coordinate our volunteers and room parents, as well as provide a variety of services to our school. The H&S communicates on a regular basis concerning functions, meetings, and activities through a monthly newsletter. Your participation and support is important to the well-being of our school. Annual fees for each family are assessed.

HOMEWORK

Homework is seen as an integral part of the education system and a necessary component in order for a student to be successful in school. Homework assignments reinforce concepts taught in the classroom, provide drill and practice in basic skills, and provide enrichment opportunities in order for a student to further explore the subject area he/she is learning in the classroom. Parents can help by doing the following:

1. Provide a daily scheduled time for the student to complete homework.
 2. Provide an atmosphere that is free of distractions.
 3. Do not do the work for your student. Allow him/her to try many solutions and work towards solving the problem(s).
 4. Assignment notebooks (“planners”) are provided to each student. Please use it.
 5. Direct any concerns about homework to the classroom teacher **as soon as possible**. He/she will be sure to clarify and answer your questions and assist you in finding a solution. Students will have homework at all grade levels. The **AVERAGE** amount of homework time is approximately ten minutes per grade level. This means: 1st grade = 10 minutes; 2nd grade = 20 minutes; 3rd grade = 30 minutes... and so on
- *Note: Times may vary for individual students.

INTERNET POLICY

The use of technology is a tool for learning. It is a privilege and not a right. Use of the internet is promoted for resources, research, and other information pertinent to academics. Please review our student policy carefully. All students and parents are required to sign this policy annually and agree to follow it, before any student is permitted to go online. These permission forms will be kept on file.

LIBRARY

Students visit our library during their scheduled period each week. Older students use the library more frequently for research, projects, and reports. Check out is established by the librarian for each grade level. All books are due at the next scheduled library period. A student who loses a book or destroys it will be required to pay the replacement price for the book. Any book not returned within a month will be considered lost and the replacement cost will be sent to you.

LOURDES LITTLE LANCER (LLL) CENTER

Preschool/prek extended care is available daily from 7:00 a.m. – 5:30 p.m. when school is in session. This program allows any preschool student to enjoy a half day or full day of activities at our care center across the street from the school (1414 Miss. Blvd.)

For more information, including program options and fees, contact our Director of Extended Care at 563.359.4037 or 563.726.9148.

MEDICATIONS

Medications will be dispensed with a **physician's prescription only**. Forms are available online and in the school office. This form, along with the medication, will remain on file and locked in the Health room. Medications must be clearly labeled by the pharmacy with the student's name and dosage. Medications will be dispensed in the Health room only. No student may have any prescriptive or non-prescriptive medication with him/her at any time. Parents of students in 5th-8th grade may sign a form allowing the Health Aide(s) to dispense Ibuprofen and/or Acetaminophen that parents may send to school for this purpose. This form is available in the school office and on the website.

PARTIES

Classes celebrate holidays with parties provided by their homeroom parents. These parties are celebrated school wide during designated time periods. The classroom teacher will work closely with the Room Parents in working out the size and extent of activities to be held. The goal is fun and enjoyment, along with celebration of the holiday for our students.

PERSONAL PARTY INVITATIONS

There are many times throughout the school year when students have parties at home or elsewhere. Please be aware of student feelings when extending these invitations. **You may only distribute invitations at school if all girls/boys or the entire class is invited.** Our school directory will provide names and contact information. **Please contact the homeroom teacher before sending in party invitations for distribution.** Healthy birthday treats are welcomed in the classroom only if they adhere to the Wellness Guidelines. Non-food items are encouraged (stickers, etc.). **Only individual packaging is allowed.**

PHONE SYSTEM

Communication is important to us. A phone menu has been set up for your convenience:

- To report an absence or tardy Press 2
- To reach the school office or Principal Press 3
- Weather related announcements/special school messages Press 5
(Late starts, snow days, early dismissal due to weather)

PLAYGROUND

Many classes use our playground areas ("Big Toy" east of school building, and "Black Top" in the north part of the parking lot) for recess. Rules for the safety of each student must be followed at all times. Rules for the playground include:

- Play in the assigned areas only.
- Food, beverages, candy, and gum are not permitted.
- On Black Top, keep away from parked cars.
- A student must receive permission from recess supervisor before entering the building.
- Kicking or throwing things over the fence is not allowed.
- When the whistle blows, students should line-up immediately.
- Follow all directions given by recess supervisors.

PRESCHOOL/PREK PROGRAM

Lourdes Preschool/PreK provides the beginning of your child's formal education here at Lourdes Catholic School. Our preschool/prek offers the following classes:

2-Day program	3 year olds
3-Day program	3 year olds
Prekindergarten program (state-funded) (Mon.-Thur., AM & PM classes)	4 year olds

Students entering this program must be fully potty trained (no pull ups). The student must also be age 3 or 4 by September 15.

PROCEDURES FOR INVESTIGATION OF ALLEGATIONS OF ABUSE FOR A STUDENT BY A SCHOOL EMPLOYEE

Your Level I reporter/investigator is:

Lee Morrison, Diocese of Davenport
780 W. Central Park Ave.
Davenport, IA 52804 563.324.1911

OR

LCS Principal, Lourdes Catholic School
1453 Mississippi Blvd
Bettendorf, IA 52722 563.359.3466

RECESS

We send our students outside for recess in the fresh air unless it is raining, snowing, or very cold (wind chill is below 10 degrees Fahrenheit.) Caution is used between 10-15 degrees Fahrenheit temperature/wind chill. Students are expected to go outdoors unless they have a note from a doctor. Please be sure your child is appropriately dressed for winter recess including gloves, hats, boots, and scarves.

RELIGIOUS EDUCATION

Lourdes Catholic School strives "to teach as Jesus did." We promote the Gospel message and teach in the tradition of our Catholic faith. **All students registered in LCS will participate in all facets of the school's religious education program.** These requirements include attendance at regularly scheduled religion classes, fulfillment of curriculum requirements, and attendance at liturgies, prayer services, etc. that are part of school curriculum. Students in grades K-8 participate in the planning, preparation, and are actual mass participants at weekly liturgies. We invite all of our school families to join us in worship at 9:00 AM every Wednesday in OLOL Church.

REPORT CARDS

Report cards are sent home with the students in grades K-8. Grading and coding is self-explanatory on the report card. Please contact the teacher if you wish to request a conference to discuss your child's progress.

SCHOOL DIRECTORY

An LCS school directory is available and will be sent home with your student(s) during the first few weeks of school. They will also be available in our school office. The directory includes: faculty/staff listing, room parent list, Home and School Association Executive Committee and Committee Chairs, Faith Formation Board members, Booster Club information, PS-8th class lists, and individual student listings. The fee for the directory is included in your Home and School family fee.

SCHOOL PICTURES

Pictures, both individual and composites, are taken twice annually - Fall and Spring. The Fall pictures are used in the school yearbook. The purchase of school pictures is optional. Dates for these events are posted on our annual school calendar.

SCHOOL SUPPLIES

Students are required to come to school with the necessary supplies needed to complete school assignments. Supply lists are available in the school office. LCS provides the option of ordering a school supply kit through 1st Day School Supplies at the end of each school year for the upcoming school year.

STUDENT ACTIVITIES

Additional activities available to our students include:

Band (Grades 5-8)	Student Council (Grades 4-8)
Girls Basketball (Grades 6-8)	Chess Club (Grades 1-8)
Boys Basketball (Grades 6-8)	Ski Club (Grades 6-8)
Cheerleading (Grades 6-8)	Choir (Grades 5-8)
Girls Volleyball (Grades 6-8)	Math Counts (Grades 7-8)
Mock Trial (Grades 6-8)	Math Bee (Grade 6)
Spelling Bee (Grades 1-8)	Girl/Boy Scouts (Grades K-8)
Battle Books (Grades 6-8)	Lego Robotics (Grade 4-8)
Yearbook (Grades 6-8)	Mass Servers (Grades 5-8)
Intramurals (K-4)	Intramurals (5-8)

Students who participate in any extra-curricular activities must continue to meet academic requirements.

TESTING – STANDARDIZED

The Iowa Assessments, required for schools accredited by the State of Iowa, are administered annually to students in grades 2 to 8. This nationally-normed test provides objective criteria for evaluation of student needs, progress, and program effectiveness.

Other standardized tests (COGAT, FAST, etc.) may be administered as appropriate in order to provide the best academic program possible.

TESTS

Tests are administered to students as a regular form of assessment. They are sent home for your review and signature. Please sign and return all tests to the classroom teacher. **If you do not receive tests to sign periodically, please contact your child's teacher as soon as possible.** This is an important tool for keeping you aware of your child's progress.

TEXTBOOKS AND THEIR CARE

Students and parents are responsible for all books issued to the student. All books are to have protective book covers and should be handled with care. Book covers should be paper or cloth only. No sticky or adhesive covers. Lost or damaged books must be replaced. You will be billed for damage or loss in order for us to replace the book.

VISITORS

Visitors are always welcome at Lourdes Catholic School. To arrange a visit, please contact the school office for an appointment. All visitors must sign in at the school office upon entering the building through the main Miss. Blvd. entrance. To protect instructional time, we do not allow visitors to drop into classrooms unexpectedly. If you wish to speak with a teacher during school hours, please contact the school secretary. All entrances are locked for security, so a buzzer is provided at the main entrance. The safety and security of students is of great importance to us.

VIRTUS

All staff, volunteers, and chaperones **must** undergo a background check and complete *Virtus: Protecting God's Children* training, renewed periodically as required by the Diocese of Davenport. For more information, please contact the Diocese of Davenport: 563-324-1911 or the LCS front office: 563-359-3466.

VOLUNTEERS

In addition to our dedicated faculty and staff, we are fortunate to have the assistance of volunteers in the workroom, library, cafeteria, and classroom. Parents are encouraged to take an active part in their child's education. Volunteers are asked to "sign-in and out" in our school office. Virtus requirements for volunteers are noted above in the section "Virtus."

WEAPONS POLICY

Lourdes Catholic School enforces a "no tolerance" policy if weapons are brought onto school property. This includes any threatening device, including guns, knives, etc.

***An immediate expulsion is in order for any student violating this policy.**

WELLNESS

The State of Iowa has mandated a set of guidelines (“Healthy Kids Act”) to promote wellness in schools. As a result of this, some grade levels have opted to remove snacks from their daily routine. If your child’s classroom allows healthy birthday treats (please check with each individual teacher due to allergy reasons and/or school policy), please ensure it adheres to the guidelines below, and **only provide a store-packaged item in a sealed container with a visible nutrition label. The LCS school policy for food options does apply to holiday parties.**

Drink options must include: NO caffeinated beverages, NO soda/carbonated beverages, NO sports drinks or flavored water, ONLY juice with 100% fruit/vegetable juice (no added sweeteners), ONLY low fat/nonfat milk.

Food options must include: Items that are ≤ 200 calories/serving; items that have ≤ 400 mg Sodium; items that have $\leq 10\%$ Saturated Fat calories; items that have ≤ 0.5 gm Trans Fat; items that have $\leq 35\%$ total fat.

Items to consider: Sugar-free pudding, Low-sugar or sugar-free cookies, Mini-muffins, Rice Krispie Treats, Sugar Free Popsicles, yogurt (yogurt is unrestricted), Jell-O, Popcorn, Granola bars, Applesauce, Pretzels, Crackers, Chex Mix

Non-food options to celebrate your child’s birthday may include:
An indoor board game, puzzle, Lego’s, etc. to be used for indoor recess;
the donation of a book to the classroom or school library; extra recess
(time to be determined by the homeroom teacher)

WITHDRAWAL FROM SCHOOL

Parents are requested to notify the school when planning to transfer children to another school. Our school secretary will make you aware of the procedure necessary for the legal transfer of records. Records are forwarded directly from our school to the new school.

A student who transfers to another school for interests other than change of residence or to obtain special services, may not be re-admitted for a period of twelve months. (Board Policies #501 A and B) An exit interview may be scheduled with the Principal or a Faith Formation Board member.



Lourdes Catholic School

Academics ♦ Faith ♦ Community

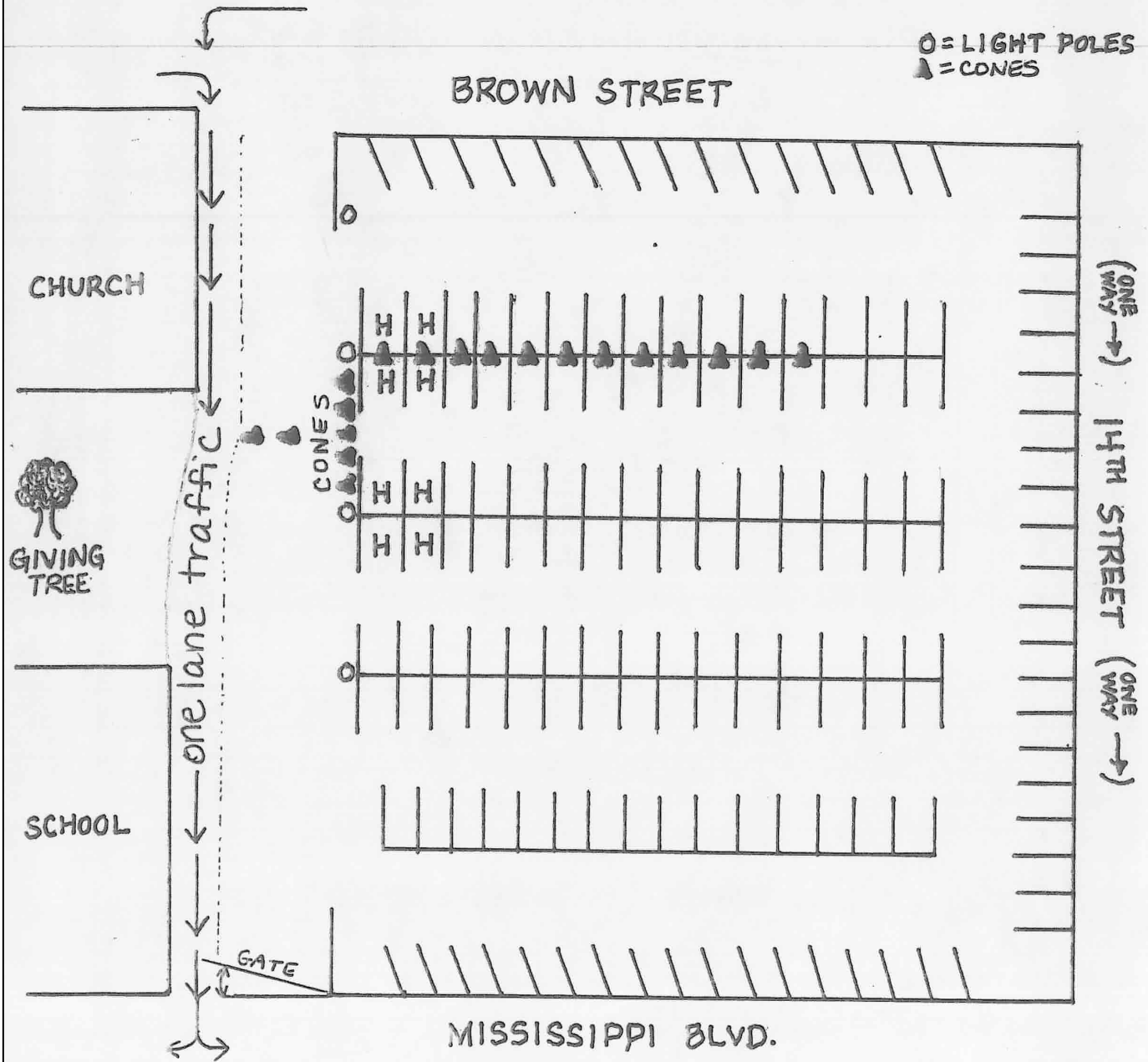
Lourdes Catholic School Aggressive Behavior Consequence Chart

- We will not bully others
- We will help students who are bullied
- We will include students who are left out
- When we know someone is being bullied, we will tell an adult at school and an adult at home
- We expect an adult to respond with help

Behavior	First Offense	Second Offense	Third Offense
Teasing, Taunting, or Excluding	<ol style="list-style-type: none"> 1. Warning 2. Parent Contact 	<ol style="list-style-type: none"> 1. Indoor Recess 2. Parent Contact 	<ol style="list-style-type: none"> 1. 3 Indoor Recesses 2. Parent Contact 3. Admin and Parent Mtg. to develop an Individual Plan
Hitting, Kicking, or Throwing objects at others	<ol style="list-style-type: none"> 1. Indoor Recess 2. Parent Contact 	<ol style="list-style-type: none"> 1. 3 Indoor Recesses 2. Parent Contact 3. Admin and Parent Mtg. to develop an Individual Plan 	<ol style="list-style-type: none"> 1. In-School suspension 2. Parent Contact 3. Admin and Parent Mtg. to revise the Individual Plan
Severe Hitting, Physical Altercation (Fight/Assault), or Harassment	<ol style="list-style-type: none"> 1. In-School Suspension 2. Admin and Parent Mtg. to develop an Individual Plan 	<ol style="list-style-type: none"> 1. Multi-Day In-School Suspension 2. Admin and Parent Mtg. to revise the Individual Plan 	<ol style="list-style-type: none"> 1. Out-of-School Suspension 2. Board hearing to determine if student should be asked to leave Lourdes

Consequences for cyberbullying will be considered on a case by case basis.

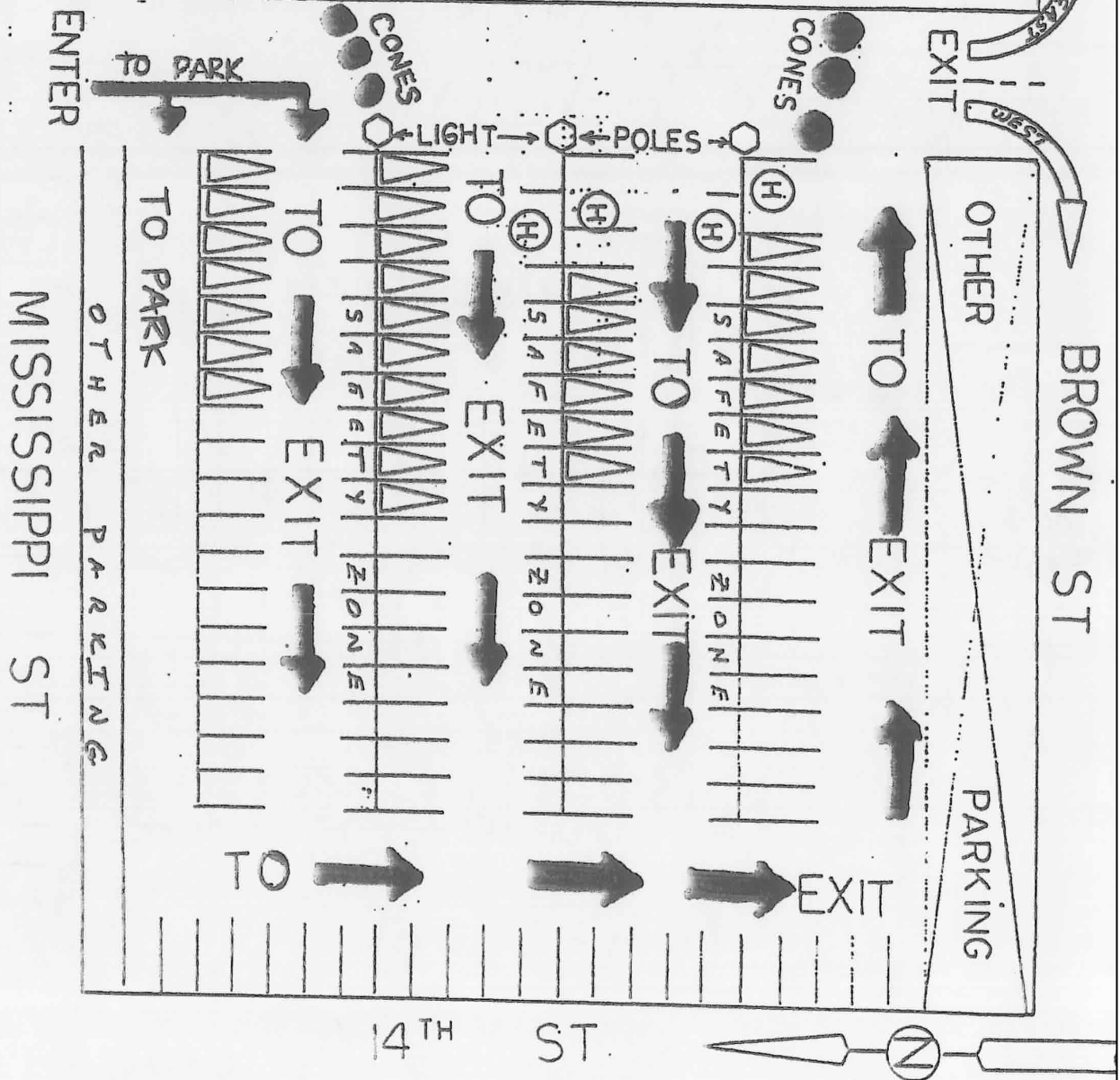
DAILY DROP OFF PROCEDURE
BEGINS AT 8:00 AM - GATE WILL CLOSE AT 8:30 AM
AFTER 8:30 DROP OFF AT FRONT DOOR OF SCHOOL




ENTER FROM BROWN STREET
 STAY IN LINE - LET STUDENTS OUT BY GIVING TREE AREA ONLY
 EXIT ONTO MISSISSIPPI BLVD.

DAILY DISMISSAL PICK - UP PROCEDURE

1. Park your car.
2. Walk to coned area to meet your child.
3. Pull forward only (no reversing) to exit.



 Cars parked facing → only

Ⓜ = Handicapped

Lourdes Catholic School Handbook Acknowledgement Form

Please sign and return this page to school by Friday, September 9, 2016

I/We have read a copy of the LCS Handbook and understand the rules and guidelines outlined and I/we agree to follow these rules and guidelines.

Parent(s) Signature(s)

Date

Student(s) Name(s)

Additionally, for middle school students.....

Students in Grades 6-8:

I have read the "Discipline and Conduct: 6-8" section on pages 10-14 and the dress code on pages 15-16. I understand the rules and will follow them.

Student's Signature

Student's Signature

Student's Signature

Date

Date

Date