

PARENT-STUDENT HANDBOOK

2026 - 2027 SCHOOL YEAR

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THE LOURDES EXPERIENCE

THE LOURDES EXPERIENCE

A transformative experience awaits every student and family at Our Lady of Lourdes Academy. Rooted in the Catholic tradition and guided by the charism of the Sisters, Servants of the Immaculate Heart of Mary, Lourdes provides a faith-filled, college preparatory education that forms young women of purpose, character and leadership.

This Parent-Student Handbook serves as a resource for understanding the policies, procedures and expectations that support our school community. Families are expected to read this handbook carefully and retain it for future reference.

The policies contained in this handbook are intended to promote the orderly operation of the school and the formation of its students. Our Lady of Lourdes Academy reserves the right to interpret, modify, add to or discontinue any policy, procedure or program at its sole discretion when deemed necessary to fulfill the mission and operations of the school. Updated information may be communicated throughout the school year as needed.

This handbook does not constitute a contract, either express or implied. Questions regarding school policies should be directed to the school administration.

OUR IDENTITY

Our Name

Our Lady of Lourdes Academy is named in honor of its patroness, the Blessed Virgin Mary under the title of Our Lady of Lourdes. Since its founding in 1963, the school has remained dedicated to her example of faith, humility and unwavering trust in God.

Our Colors

Blue and white are the official school colors and symbolize the school's Marian identity. They are reflected throughout campus traditions, the school uniform, official seal, school ring and ceremonial events.

Our Seal

The school seal reflects both our Catholic identity and our history.

The outer circle bears the name of the school and its location, Miami, Florida. The inner circle displays the school motto, With Mary in All Things, and the year of the school's founding, 1963.



The shield is divided into three symbolic elements:

- An image of Our Lady of Lourdes represents our patroness and the spiritual foundation of the school.
- The coconut palm and water are taken from the coat of arms of Archbishop Coleman F. Carroll, the first Archbishop of Miami.
- The Immaculate Heart of Mary honors the Sisters, Servants of the Immaculate Heart of Mary, whose leadership has shaped the school since its founding.

Our Motto

"With Mary in All Things"

Our motto serves as both an invitation and a challenge. It calls every student to look to Mary as a model of faith, humility, courage and trust in God, allowing her example to guide every aspect of daily life.

Inspired by the charism of the Sisters, Servants of the Immaculate Heart of Mary, Lourdes encourages students to live with love, creative hope and fidelity. Whether in the classroom, on the athletic field, through service, leadership or personal relationships, students are challenged to reflect Christ by following Mary's example and striving for excellence in all they do.

The IHM Charism

The mission and culture of Our Lady of Lourdes Academy are deeply rooted in the charism of the Sisters, Servants of the Immaculate Heart of Mary (IHM), who have guided the school since its founding in 1963. Inspired by the Blessed Virgin Mary and the Gospel of Jesus Christ, the IHM charism calls each member of the Lourdes community to live with Love, Creative Hope and Fidelity.

- Love calls us to recognize the dignity of every person, build authentic relationships and serve others with compassion and generosity.
- Creative Hope inspires us to face challenges with courage, embrace innovation and trust in God's providence while seeking solutions that transform our communities.
- Fidelity invites us to remain faithful to God, to the teachings of the Catholic Church, to our commitments and to the pursuit of excellence in all we do.

These guiding values shape every aspect of the Lourdes experience, influencing how we learn, lead, serve and grow together as a community of faith.

Our Mission

The mission of Our Lady of Lourdes Academy is to educate young women to face the future, strengthened by their faith, prepared and confident in their abilities to achieve their goals and committed to their Catholic and American heritages.

Our Vision

In keeping with its mission, Our Lady of Lourdes Academy promotes the growth of young women in the Catholic faith by encouraging service to others, providing a rigorous college preparatory education and offering opportunities that foster leadership, creativity, physical development and meaningful engagement within the school community.

Our Catholic Foundation

Our Lady of Lourdes Academy embraces the Catholic philosophy of education, recognizing each student as a person created in the image and likeness of God with a unique purpose and an eternal destiny. Guided by the teachings of the Catholic Church and the charism of the Sisters, Servants of the Immaculate Heart of Mary, the school is committed to educating the whole person through spiritual, intellectual, moral, emotional and physical formation.

Within a rigorous college preparatory environment, students are challenged to pursue academic excellence, develop leadership, serve others and grow in faith. Faculty members serve not only as educators but also as mentors and role models who inspire students to discover their God-given gifts, think critically, communicate effectively and contribute meaningfully to the communities they serve.

The Lourdes experience prepares graduates to lead lives of purpose by cultivating faith, integrity, compassion, responsibility and a lifelong commitment to learning and service.

THE LOURDES EXPERIENCE

Life at Lourdes extends beyond the classroom. Every student's journey is shaped through eight interconnected pillars that reflect our mission and guide every aspect of the Lourdes experience.

Spirituality
Students deepen their relationship with Christ through prayer, worship, service and the traditions of the Catholic faith.

Scholarship
Students pursue academic excellence while developing intellectual curiosity, critical thinking and a lifelong love of learning.

Student Life
Students are encouraged to become active members of the school community through clubs, organizations, traditions and leadership opportunities that foster belonging and school spirit.

Service
Students embrace the call to serve others with compassion, generosity and a commitment to making a positive difference in their communities.

Sports
Athletics promote teamwork, discipline, perseverance, resilience and healthy competition while developing both character and leadership.

Self Development
Students discover their unique gifts, build confidence and develop the character, resilience and emotional maturity needed to thrive in an ever-changing world.

Sisterhood
Lourdes fosters a lifelong community of friendship, respect, inclusion and mutual support that extends well beyond graduation.

Success
Students graduate prepared to excel in college, career and life as ethical leaders who use their talents in service to others.

Together, these pillars provide the foundation for the transformational Lourdes experience and prepare young women to lead lives of faith, purpose and impact.

THE ALMA MATER

Let every voice in tribute sing
And grateful praise resound.
Let everyone clasp valiantly
Ideals that we have found.
We pledge fidelity and love,
Dear Alma Mater true,
Through life's progressive pilgrimage,
We raise our thoughts to you.
Our Lady's blue and white reveal
Our loyal hearts and pure;
We proudly raise our banner high
For Lourdes Academy, for Lourdes Academy.
We vow allegiance to our school
In faithful harmony.
We firmly dedicate ourselves
So true we'll always be.
We lift our hearts in thankful laud,
Keeping the spirit new,
With deep devotion and esteem
All honor goes to you,
Dear Lourdes Academy!

PROFILE OF A LOURDES GRADUATE

Graduates of Our Lady of Lourdes Academy are women of faith and purpose who are prepared to make a meaningful impact on the world. A Lourdes graduate:

- lives her Catholic faith with integrity and is guided by the school's motto, "With Mary in All Things;"
- demonstrates compassion, respect and a commitment to serving others;
- embraces lifelong learning and pursues excellence in all endeavors;
- thinks critically, communicates effectively and solves problems with confidence;
- leads with humility, courage and integrity;
- values diversity and contributes positively to a global community;
- demonstrates digital fluency and uses technology ethically and responsibly;
- recognizes and develops her God-given gifts in service to others;
- is prepared to succeed in college, career and life while remaining committed to the values and traditions of Our Lady of Lourdes Academy.

ACCREDITATIONS & MEMBERSHIPS

Our Lady of Lourdes Academy is committed to providing an exceptional Catholic college preparatory education that meets rigorous standards of academic excellence, institutional effectiveness and continuous improvement. Through accreditation and membership in respected educational, professional and athletic organizations, Lourdes demonstrates its commitment to excellence in teaching and learning, student achievement and responsible school governance.

Our Lady of Lourdes Academy is accredited by Cognia and holds Cognia STEM Certification.

Professional Affiliations

Our Lady of Lourdes Academy maintains membership in organizations that support best practices in Catholic education, leadership and student opportunities, including:

- Anatomage
- Cognia
- College Board
- Columbia Scholastic Press Association
- DECA Inc.
- FACTS
- Florida Catholic Conference
- Florida High School Athletic Association
- Florida Law Honor Society
- Florida Scholastic Press Association
- French National Honor Society
- HOSA–Future Health Professionals
- International Thespian Honor Society
- Mu Alpha Theta
- National Art Honor Society
- National Catholic Educational Association
- National English Honor Society
- National Honor Society
- National Scholastic Press Association
- National Speech & Debate Association
- Quill and Scroll International Honor Society for High School Journalists
- Rho Kappa National Social Studies Honor Society
- Science National Honor Society
- Sigma Tau Delta
- Sociedad Honoraria Hispánica
- Tri-M Music Honor Society

ADMINISTRATIVE ORGANIZATION

Our Lady of Lourdes Academy is led by a dedicated team of administrators who work collaboratively to advance the school's mission and support the spiritual, academic and personal growth of every student. Together, they provide leadership for the school's educational programs, student life, operations and strategic initiatives while fostering a safe, faith-filled and welcoming learning environment.

ADMINISTRATION

President
Sister Carmen Teresa Fernández, IHM ‘85

Principal
Ms. Carmen G. Molina ‘85

Vice Principal for Personnel
Sister Maryanne Lynch, IHM

Vice Principal for Academics
Ms. M. Gloria Ramos ‘83

Vice Principal for Student Affairs
Ms. Natalia Smith‘02

Director of School Counseling
Ms. Vanessa Rodriguez ‘91

Director of Advancement
Ms. Nicole Trueba Rossato ‘03

Dean of Enrollment and Engagement
Ms. Olga Martinez ‘00

ADMINISTRATIVE COUNCIL

Admissions Director
Ms. Melissa Falcon

Athletic Director
Ms. Maura Herrholz ‘85

Campus Ministry Director
Ms. Mary Beth Pino

Director of Finance
Mr. Tommy Trujillo

Service Learning & Outreach Coordinator
Ms. Ashley Blanco ‘20

Special Events Coordinator
Ms. Sandra Rogowski

Student Activities Director
Ms. Ana Figueras Vivolo ‘07

Technology Coordinator
Mr. Stephen Hernandez

Director of Plant Operations
Mr. Ignacio Vazquez



ACADEMIC POLICIES

ACADEMIC POLICIES

Our Lady of Lourdes Academy is committed to providing a rigorous college preparatory education rooted in the Catholic tradition and dedicated to the holistic formation of each student. Guided by our mission, the academic program fosters spiritual, intellectual, moral, physical and personal growth while preparing young women to think critically, lead with integrity and pursue lives of faith, purpose and service.

Recognizing the diverse interests, abilities and aspirations of its students, Lourdes offers a curriculum designed to challenge and support learners at every stage of their academic journey. Courses are available at varying levels of rigor, including College Preparatory, Honors, Advanced Placement and Dual Enrollment, allowing students to pursue an academic program aligned with their abilities, educational goals and personal interests.

In addition to cultivating strong habits of learning, the curriculum encourages intellectual curiosity, critical thinking, creativity, problem-solving and effective communication while preparing students for success in higher education and beyond. The academic policies outlined in this section establish the expectations, requirements and standards that support student achievement while promoting consistency, fairness and academic integrity throughout the Lourdes community.

ACADEMIC INELIGIBILITY FOR GRADUATION

Seniors who meet any one of the criteria listed below may be ineligible to graduate or participate in the graduation ceremony:

- Those who earn a score below a 70 in a year-long course.
- Those who earn a score below a 70 in a second semester course.
- Those who fail three consecutive quarters in any course.
- Those who do not meet the minimum 2.0 unweighted cumulative average requirement.

Seniors earning any grade below 70 as a final average will not earn credit. Every senior must earn seven (7) credits her senior year. Students earning a grade below 70 as a final average will have to remediate the credit before a diploma is issued.

ACADEMIC PROBATION

Students are expected to maintain a minimum GPA and pass all courses each semester. Should a student fail a course or fall below the required GPA, she will be placed on academic probation. A student with multiple failures in any one quarter, or with a previous yearly failure and a failure for the first quarter, may be placed on academic probation. The student placed on academic probation will remain on academic probation for the duration of the following quarter. Students placed on academic probation:

- May not participate in athletics
- May be asked to resign from leadership positions
- May not participate in any activities that require missing class time
- May be removed from honor societies

If the student earns a passing grade, academic probation will end at the beginning of the next quarter. If the student has not earned a passing grade, the student will remain on academic probation for the next quarter. At the end of the year, each case will be reviewed by the administration, to determine the student's eligibility to return the following academic year, as a student of Our Lady of Lourdes Academy.

ADVANCED PLACEMENT (AP) COURSES

All students enrolled and completing an Advanced Placement (AP) course are required to take the AP examination given in May. Students enrolled in AP courses are expected to take the AP exam seriously and give maximum effort. Students who do not take the AP exam will not receive AP credit and weight for the course and will be required to take the final exam in the equivalent honors course.

The School Counseling Department will assist students with registration for the exam(s). AP exam fees will be charged to the student's FACTS account on or around March 1 of the current school year; payment of all financial obligations including AP exam fees is required for receipt of final record and transcripts.

BERNADETTE SCHOLARS PROGRAM

The Bernadette Scholars Program is an intensive academic program designed for highly motivated and intellectually gifted students who seek the highest level of academic challenge. Through a rigorous curriculum, Advanced Placement and Dual Enrollment coursework, internships and cultural enrichment opportunities, the program prepares students for success in college and beyond while fostering intellectual curiosity, leadership, faith and service.

Students who successfully fulfill all program requirements graduate from Our Lady of Lourdes Academy with the distinction of Bernadette Scholar and are recognized with the Bernadette Scholars Medallion.

Selection

The top ten percent (10%) of the incoming freshman class, based on the Our Lady of Lourdes Academy admissions process, course placements and elementary school principal recommendation, is invited to participate in the Bernadette Scholars Program.

Students who demonstrate exceptional academic performance during their freshman year may also be considered for admission to the program at the beginning of their junior year. To be eligible, students must:

- Earn a minimum cumulative weighted GPA of 4.6.
- Successfully complete:
  - Honors English I
  - Advanced Geometry or Algebra II Advanced
  - Honors Biology or Honors Chemistry
  - AP World History
- Be enrolled in:
  - AP English Language
  - Algebra II Advanced or AP Precalculus
  - Honors Chemistry, Honors Anatomy & Physiology or an AP Science course
  - AP European History
- Maintain exemplary attendance and disciplinary records.

Requirements

To remain in good standing and graduate as a Bernadette Scholar, students must:

- Maintain the required cumulative weighted GPA.
- Successfully complete at least nine (9) Advanced Placement courses in the core academic subjects (English, Mathematics, Science and Social Studies).
- Enroll in and complete Dual Enrollment coursework, as recommended by the student's school counselor.
- Complete a minimum of forty (40) hours of externship experience.
- Participate in at least one (1) cultural enrichment activity or program each year.
- Participate in one (1) college enrichment experience, leadership conference or mission trip prior to graduation.
- Complete the Professional Skills Series during the junior or senior year.
- Participate in at least one (1) school-sponsored extracurricular activity during each year of enrollment.
- Maintain exemplary attendance and disciplinary records.

DUAL ENROLLMENT

OLLA offers students the opportunity to earn college credit through dual enrollment. Junior and senior students with a cumulative unweighted GPA of 3.0 or higher, who are enrolled in approved courses taught at Our Lady of Lourdes Academy, may be eligible for dual enrollment. (Sophomores are required to have at least a 3.5 cumulative unweighted GPA and approved scores on standardized tests.) Additional requirements may apply and vary. Information is available on our website.

GRADUATION CEREMONY PARTICIPATION AND BEHAVIOR

Any disturbance created by a student's behavior at graduation events may result in the student's final transcript being withheld, until the student complies with the resulting consequences. Students who do not report to graduation practices may be denied the right to participate in the graduation ceremonies. At the discretion of the principal, a senior may be restricted from participation in the ceremonies for any failure to fulfill academic, attendance, disciplinary, and service-related requirements.

Graduation Requirements

The minimum number of credits required for graduation is 28. Every student must be scheduled for at least seven credits during each year of high school, grades 9 through 12.

The following units of credit are required for graduation:

SUBJECT	CREDIT(S)
Theology	4
English	4
Mathematics	4
Social Studies**	3 or 4
Science**	3 or 4
World Languages	2
Personal Fitness*	.5
Health/Life Management Skills***	.5
Fine Arts (Practical/Performing Arts)+	1
Computer Science	.5
Electives	4.5

To receive their diploma from Our Lady of Lourdes Academy, students must earn credit in every course taken at OLLA. In addition, students must complete the following:

- Students must earn a minimum 2.0 unweighted cumulative GPA, in accordance with the State of Florida Regulations
- Complete the Service Learning Requirements, as outlined in the Service Learning Program Guidelines
- Must have ADOM required ACT test score on file at OLLA
- Meet all financial obligations as stipulated HERE

* ½ credit required for graduation
**4 units of Science or Social Studies are required for graduation
*** ½ credit required for graduation; beginning with the 2026-2027 school year, this course is to be completed virtually through CAVA or in person during Summer School at Our Lady of Lourdes Academy.
+1 credit of Fine Arts required or ½ credit of Fine Arts and ½ credit of Practical Arts Required

GRADING SYSTEM

Report cards are issued in alpha grades on a scale of A to F. A grade of 70 (C-) is passing. Students earning a final grade below 70 (C-) will not earn credit for the course. The numerical equivalents of letter grades and the corresponding quality points, for the Classes of 2025, 2026 and 2027, are listed in the following table:

Our Lady of Lourdes Academy
Quality Point Table

In an effort to provide students with the most accurate GPA, this is the table used to calculate GPA's according to the numeric grade and level in each class.

		Quality Points				
Letter Grade	Number Grade	Fundamentals	College Prep	Honors	Advanced	AP
A+	100	4.33	4.67	5.33	5.83	6.33
	99	4.22	4.55	5.22	5.72	6.22
	98	4.11	4.44	5.11	5.61	6.11
A	97	4.00	4.33	5.00	5.50	6.00
	96	3.93	4.26	4.93	5.43	5.93
	95	3.87	4.20	4.87	5.37	5.87
	94	3.80	4.13	4.80	5.30	5.80
	93	3.73	4.06	4.73	5.23	5.73
A-	92	3.67	4.00	4.67	5.17	5.67
	91	3.56	3.89	4.56	5.06	5.56
	90	3.45	3.78	4.45	4.95	5.45
B+	89	3.33	3.66	4.33	4.83	5.33
	88	3.22	3.55	4.22	4.72	5.22
	87	3.11	3.44	4.11	4.61	5.11
B	86	3.00	3.33	4.00	4.50	5.00
	85	2.92	3.25	3.92	4.42	4.92
	84	2.83	3.16	3.83	4.33	4.83
	83	2.75	3.08	3.75	4.25	4.75
B-	82	2.67	3.00	3.67	4.17	4.67
	81	2.56	2.89	3.56	4.06	4.56
	80	2.45	2.78	3.45	3.95	4.45
C+	79	2.33	2.66	3.33	3.83	4.33
	78	2.22	2.55	3.22	3.72	4.22
	77	2.11	2.44	3.11	3.61	4.11
C	76	2.00	2.33	3.00	3.50	4.00
	75	1.92	2.25	2.92	3.42	3.92
	74	1.83	2.16	2.83	3.33	3.83
	73	1.75	2.08	2.75	3.25	3.75
C-	72	1.67	2.00	2.67	3.17	3.67
	71	1.56	1.89	2.56	3.06	3.56
	70	1.45	1.78	2.45	2.95	3.45
D+	69	1.33	1.66	2.33	2.83	3.33
	68	1.22	1.55	2.22	2.72	3.22
	67	1.11	1.44	2.11	2.61	3.11
D	66	1.00	1.33	2.00	2.50	3.00
	65	0.92	1.25	1.92	2.42	2.92
	64	0.83	1.16	1.83	2.33	2.83
	63	0.75	1.08	1.75	2.25	2.75
D-	62	0.67	1.00	1.67	2.17	2.67
	61	0.56	0.89	1.56	2.06	2.56
	60	0.45	0.78	1.45	1.95	2.45
F	59-0	0.00	0.00	0.00	0.00	0.00

The GPA scale below is in effect for the Class of 2028 and subsequent classes.

GRADE SCALE		COLLEGE PREP	HONORS	HONORS ADVANCED	AP
90-100	A	4.0	5.0	5.5	6.0
80-89	B	3.0	4.0	4.5	5.0
70-79	C	2.0	3.0	3.5	4.0
60-69	D	1.0	2.0	2.5	3.0
0-59	F	0.0	0.0	0.0	0.0

GRADUATION ACADEMIC RECOGNITION

Only students who have completed all four years of high school at Our Lady of Lourdes Academy are eligible for consideration as Valedictorian or Salutatorian. These students must have achieved the two highest weighted cumulative GPAs, calculated to the thousandths decimal point, by the end of their senior year. In the event of a tie, the weighted cumulative GPA will be recalculated using the final average in each course on a 100-point scale. The same criteria will apply in other situations where weighted GPA is a determining factor, such as academic awards and Top Ten rankings.

HONOR ROLL CRITERIA

Honor Roll is determined at the end of each quarter.

First Honors

This recognition is earned by students who have achieved all “A’s” and “A+’s” (grade of 93 or above) or maintained a quarter average of 4.67 or higher, with no grade lower than a “B+.”

Beginning with the Class of 2028, this recognition is earned by students who have achieved A’s (grade of 90 or above) in every course.

Second Honors

This recognition is earned by students who have achieved any kind of “A” (90-100) and “B+’s” or maintained a quarter average of at least a 4.33, with no grade lower than a “B.”

Beginning with the Class of 2028, this recognition is earned by students who achieved all A’s and B’s (grade of 83 or above) in every course.

HONOR SOCIETIES

Membership in an honor society recognizes excellence in scholarship, leadership, service and character. Our Lady of Lourdes Academy offers students the opportunity to earn membership in the following honor societies:

- Business Honor Society
- Dance Honor Society
- Florida Law Honor Society
- French National Honor Society
- International Thespian Honor Society
- Math National Honor Society
- National Art Honor Society
- National English Honor Society
- National Honor Society
- National Speech & Debate Association Honor Society
- Quill and Scroll International Honor Society
- Rho Kappa National Social Studies Honor Society
- Science National Honor Society
- Spanish National Honor Society
- Sports Medicine Honor Society
- Tri-M Music Honor Society

A summary of each society's membership requirements is available on the school's website HERE.

Students become full members during the school's annual Honor Society Induction Ceremony. To graduate as an active member of an honor society, students must fulfill all requirements established by the individual society. Students must be enrolled at Our Lady of Lourdes Academy for one full academic year before becoming eligible for induction.

Members of all honor societies are expected to comply with school policies and the requirements of their respective honor societies. Violations of the school's disciplinary or attendance policies may result in the denial or revocation of honor society membership. Students who have committed an act of academic dishonesty or who have accumulated two (2) major disciplinary infractions are ineligible for induction into any honor society. In addition, students with more than five (5) absences in a semester course or seven (7) absences in a yearlong course are ineligible for induction into any honor society.

Students who are considered for dismissal from an honor society or deemed ineligible for membership may submit a written request for reconsideration to the Vice Principal for Academics.

MARIAN HONORS MEDALLION

The Marian Honors Medallion recognizes students who have demonstrated exceptional academic achievement, sustained involvement and exemplary character throughout their four years at Our Lady of Lourdes Academy. Open to all students, this distinction honors those who have consistently challenged themselves academically while exemplifying the values of the Lourdes community.

Students who successfully fulfill the program requirements graduate from Our Lady of Lourdes Academy with the distinction of Marian Honors Medallion Recipient.

Requirements

To earn the Marian Honors Medallion, students must:

- Earn a minimum cumulative weighted GPA of 4.35.
- Successfully complete at least six (6) Advanced Placement courses in the core academic subjects (English, Mathematics, Science and Social Studies).
- Successfully complete an additional eight (8) Honors, Honors Advanced or Advanced Placement courses.
- Participate in at least one (1) school-sponsored extracurricular activity during each year of enrollment.
- Demonstrate exemplary character and personal responsibility, as evidenced by a review of the student's discipline, attendance and service records.

POLICY ON “Ds” and “Fs”

Any student receiving a grade lower than a 70 (D or F) in any subject will retake that subject, during the summer immediately following the end of the school year when the failure occurred, at CAVA (the ADOM Virtual School), and in consultation with the school’s administration.

To receive credit, the student must pass the summer school course with a 70 or above. Regardless of the grade earned in summer school, the maximum grade recorded on the Our Lady of Lourdes Academy transcript, for a credit recovery summer school course, is a 75.

After remediation, the student’s transcript will be adjusted as follows:

- The original grade will appear on the transcript without credit.
- The summer school grade will appear under the name of the appropriate school with credit.
- This policy is established to assure the student, her parents/guardians and the school that the student has learned the material, that she will be able to take a sequential course and be successful, and that she will be able to remain at and graduate from Our Lady of Lourdes Academy.

POLICY ON FAILURES

Parents/guardians of any student who has earned a grade below 60 points at the end of any grading period (quarter) will be required to attend a parent-teacher conference at the end of the grading period. Parents/guardians of any student who has earned grades lower than 70 points in any subject are required to sign and return the report card to the Vice Principal for Academics.

Students who have more than two failures (semester or year-long courses) in any given year or one failure (semester or year-long courses) for two years in a row may be ineligible to return to Our Lady of Lourdes Academy.

QUALITY POINT SYSTEM

Quality points are awarded to each subject according to the grading system of alpha grades in levels 3 (College Prep), 4 (Honors), 4.5 (Honors Advanced) and 5 (AP). A student's cumulative GPA is determined by the total number of quality points divided by the total number of credits earned/attempted.

Cumulative weighted GPAs are updated and reported on the Semester 1 Report Card, issued in January each year and on the Semester 2 Report card issues in June each year. Cumulative weighted GPAs are also printed on the student transcript.

It is important to note that colleges and universities do not typically use high school weighted grade point averages. Instead, admissions offices at individual colleges and universities calculate GPA according to their own values.

REPORT CARDS

Official report cards are issued electronically each quarter. For the 2026-2027 school year, they will be posted on the following dates:

OCT	JAN	MAR
16	8	19

The June report card is made available to parents once all financial obligations have been met. The following factors are considered in determining grades:

- **Competence:** the degree of mastery in each subject, measured by tests, examinations and other evaluation tools;
- **Assignment and Preparation:** the degree of mastery reflected through the quality, completeness, regularity, consistency, preparation, and initiative;
- **Participation:** the degree of mastery indicated by class participation and interest in the subject; and
- **Work Habits:** the degree of mastery evidenced by promptness, accuracy, independence, dependability, use of time, attentiveness, initiative, and originality.

In each grading period, a teacher will administer a minimum of three major assessments, in addition to quizzes and marks for class participation and other assessment methods.

SCHEDULE CHANGES

Schedule changes are subject to course availability and will incur a $50 fee. The only exception is a class level change recommended by the subject teacher, with the approval of the department chairperson. In such cases, the student will change course levels at the end of a grading period. Quality points for the year will be computed at the rate of the new course.

SENIOR EXEMPTION FROM FINAL EXAMINATIONS

This privilege is merited by those seniors who have earned a grade of 90 or higher in any subject for four quarters. There will be no exemptions from examinations for students enrolled in half credit courses.

USE OF TEACHER EDITION TEXTBOOKS BY STUDENTS

Under no circumstance may students use or purchase Teacher Edition resources. These resources are for the exclusive use of teachers. Any student found in possession of such items will be subject to disciplinary action.



ATTENDANCE POLICIES

ATTENDANCE POLICIES

Regular attendance and punctuality are essential to a student's academic success and overall development. Because meaningful learning occurs through active participation in classroom instruction, discussions, collaborative activities and school experiences, students are expected to attend school consistently, arrive on time and remain in class for the full instructional day.

Our Lady of Lourdes Academy recognizes that attendance plays a vital role in fostering academic achievement, personal responsibility and engagement in the life of the school. While occasional absences may be unavoidable, excessive absences, whether excused or unexcused, result in the loss of valuable instructional time and may affect academic progress, eligibility for extracurricular activities and the awarding of course credit.

Students are considered present when they are physically in attendance for at least two-thirds of a class block. Students who miss more than two-thirds of a class block, including as the result of an early dismissal, will be marked absent for that block. Upon arrival at school, students are expected to report directly to their first block classroom. The first bell rings at 7:20 a.m., and students are expected to be seated when the 7:25 a.m. bell rings.

If a student is absent, whether excused or unexcused, for five (5) blocks in a semester course or ten (10) blocks in a yearlong course, she may not receive credit for that course. Students who lose course credit due to excessive absences may be required to remediate the course immediately following the end of the school year through an accredited institution approved by the school.

The attendance policies outlined in this section establish the expectations and procedures that support student learning while promoting consistency, accountability and academic success.

EXCUSED ABSENCES

Excused absences are labeled as (AE) on the attendance record; these are reported absences with acceptable, proper documentation. Absences are considered excused in the following situations:

- **Personal illness of the student:** If a student is absent due to illness, a written form must be provided from a health care provider. The form must include the day(s) the student has been absent from school. It must also state when a student is cleared to return to school.
- **Medical Appointments:** If a student is absent or late to school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the Vice Principal for Student Affairs.
- **Death in the immediate family:** Proper documentation, such as a copy of a memorial card, obituary notice or Mass Announcement, must be provided.
- **Court appearance:** If a student is absent or late to school due to a court appearance, a subpoena by law enforcement agency or proof of mandatory court appearance must be submitted.
- Other situations, as deemed appropriate by the Vice Principal for Student Affairs, in consultation with the principal.

SCHOOL-SPONSORED ABSENCE

School-sponsored absences are labeled as (O) on the attendance record, when the student is absent from class due to school-related activities, such as retreats, sports events, competitions, field trips and Bobcat Ambassador activities. Student absences marked as “Other” do not count against eligibility for course credit or attendance awards. The administration may take class absences classified as “Other” into consideration when determining approval for an upcoming field trip. Students participating in any school-sponsored event (i.e., academic, spiritual, sports, extracurricular) are expected to be in regular attendance at school the day prior to the event, the day of the event and the day following the event.

UNEXCUSED ABSENCES

Unexcused absences are labeled as (AU) on the attendance record; absences are unexcused when a student has been absent from school without providing the required documentation. Unexcused absences include, but are not limited to, the following:

- Vacations
- Non-medical related appointments
- Non-medical or court related absences
- Attendance at a non-school related event
- Attendance in non-school related program/athletic activity
- Student illness that is not documented by a medical form

Students are expected to submit absence verification documentation on the day they return to school. Failure to provide the required documentation upon returning to school may result in an unexcused absence remaining on the student's attendance record.

All absences, excused or unexcused, count toward the loss of instructional time, and will be considered when determining eligibility for course credit, field trip approval, extracurricular participation, honor society eligibility and attendance awards.

ATTENDANCE CONTRACTS

If a student exceeds more than half of the allotted absence limits in a semester or year-long course, she will be placed on an attendance contract with quarterly reviews. An attendance contract is a proactive measure to assist students in not exceeding absence limits for a course.

Should attendance limits be exceeded, quarterly, semester and final grade(s) may be withheld pending an administrative review. The administration may require students who are close to exceeding absence limits to make up contact hours for the class in question. The Vice Principal for Student Affairs, in consultation with the teacher and principal, may also limit participation in activities.

COLLEGE VISITS

In junior and senior year, students are allowed two (2) excused absences to visit colleges and universities. In sophomore year, students are allowed one (1) excused absence to visit colleges and universities. In order for a college visit to be excused, a student must adhere to the following procedures:

- At least one week prior to the absence, the student must present a written or emailed request by a parent/guardian to the Vice Principal for Student Affairs.
- The request must contain all pertinent information regarding the visit, including the names of the colleges and/or universities to be visited and the dates of these visits.
- Upon her return to school, the student must present proof the visit took place, such as the letter or email confirming the university visit or invitation from the college or university, to the Vice Principal for Student Affairs

EARLY DISMISSAL

- Parents/guardians are requested to make all appointments after school hours and to only request an early dismissal when a serious reason arises.
- If a student must leave school before the end of the school day, the parent/guardian is required to request the early dismissal using the ConciergePad Parent App before 7:25 AM. Early dismissal requests may not be made via a phone call or email.
- Before leaving school, both the parent/guardian and the student must sign out in the Main Office.
- Students will not be dismissed from school between 2:15 p.m. and 2:30 p.m.
- In order to participate in any athletic, extracurricular or co-curricular activity, students must be present for the entire school day, unless otherwise approved by the VicePrincipal for Student Affairs.
- When a student is ill, she must obtain a hall pass to report to the Health Office. A student is allowed to remain in the clinic for 15 minutes, after which she returns to class. If she is too ill to remain in school, the school's medical professional will contact the parents/guardians and ask to have the student picked up. No student may notify her parent/guardian by any means. No student who is sick may drive herself home, unless an adult listed as an emergency contact signs her out.

LATE ENTRY

- Students are considered late if they do not enter their class by the beginning of each block.
- If a student arrives late to school the parent/guardian is required to report it using the ConciergePad Parent App.
- Students who are tardy to any class throughout the school day will be marked tardy; this tardy will be added to her attendance record.
- If a student is not seated in her first block class by 7:25 a.m., or she arrives on campus after 7:25 a.m., she must report to the Main Office for admission slips before entering class.
- Students will receive a minor infraction and a one-hour detention when they accumulate three tardies.
- Students who accumulate two minor infractions for tardiness will meet with the Vice Principal for Student Affairs to formulate an Attendance Contract.
- Students who are tardy nine times will receive a third minor infraction, serve a two-hour detention and may be placed on probation for any leadership roles.
- Persistent lateness, exceeding 12 times in an academic year, may lead to a loss of privileges. The loss of privileges include school activities, student council, leadership roles, and parking.

MAKE-UP POLICY

Attendance is an integral part of the teaching and learning process. In the event that a student is absent from class, the following guidelines should be followed to arrange for the make-up of major assessments (tests, major projects and major writing assignments) and minor assessments (quizzes, projects, minor writing assignments):

- Students must make up the assessment within 5 school days upon returning to school. If assessments are not made up within this five-day period, the student will be penalized 10 points per day, after the 5 days.
- If the student fails to report for the make-up on the assigned date, the student will be penalized 10 points. After the student misses a second opportunity to make up the assessment, she will receive a zero.
- Students absent for an extended period of time, more than two (2) blocks or an A/B Day cycle, may be given special consideration. In some extenuating cases, the School Counseling Department may facilitate the make-up process.
- Arrangements for make-up of assessments must be made as soon as possible with individual teachers. Day and time of the make-up assessment should be determined after conversation with the student has taken place and consideration has been given to the student's overall needs. If mutually convenient, students may use the FOCUS block to make-up assessments. Class time may not be used to make up a test without prior administrative approval.
- While students are expected to be present in school on the day immediately following Encounter, typically Friday, they will be given a grace period for all work missed while on Encounter. No student will be required to take a test or quiz or submit homework assigned while on Encounter, on the day of her return to school. Students are expected to coordinate with their teachers, prior to Encounter or on the day of their return, regarding missed work and assessments.
- Students absent for two or more assessments in the same course may be subject to academic penalties.

In reference to missed assignments (homework, classwork), and classwork, students are responsible for submitting the missed assignments upon her return to school. Students should reference each Course Profile for specific details related to penalties for submitting missed work.

REPORTING AN ABSENCE

When reporting an absence, parents are expected to complete this two-step process:

1. **On the Day of the Absence**
    - If a student is unable to attend school due to illness or some other reason, the parent/guardian is required to report the absence using the ConciergePad Parent App by 9:00 a.m.
    - Student emails to report an absence will not be accepted, neither will voicemails or calls to a school extension.
2. **On the day the student returns to school**
    - The parent/guardian is required to complete and submit the absence Verification Form found on the school website, Weekly Wire and linked HERE. Parents will upload documentation verifying the reason for the absence.

SEMESTER AND FINAL EXAMINATIONS

Semester and final exams are a required part of the school's academic program. As such, attendance on scheduled exam days is expected. Students requiring the rescheduling of an exam will be subject to a $100 fee, which will be applied to each exam.

STUDENT DRIVERS AND EARLY DISMISSAL

Please note: The school is not responsible for the safety or supervision of its students once they leave the school campus. Parents and guardians assume full responsibility for their child's well-being outside of school grounds, including travel to and from school, participation in off-campus activities not sponsored or supervised by the school, and any other time a student is not under the direct care of school personnel.

- Our Lady of Lourdes Academy has limited parking spaces for student drivers. Parking spaces on campus are prioritized for the senior class. The school encourages parents to carpool.
- Parents/Guardians of students who drive to school and need to leave before regular dismissal are required to request the early dismissal using the ConciergePad Parent App and to verify their agreement with the dismissal and the student driving herself home by completing the absence Verification Form found on the school website, Weekly Wire and linked HERE.
- Dismissal requests may not be made via a phone call or email.
- The student must sign herself out at the Main Office, prior to leaving campus.

STUDENT PARTICIPATION IN SCHOOL ACTIVITIES ON DAY OF ABSENCE

Students must be present for the entire school day on the day of any school-sponsored event, curricular and extracurricular, including athletics, held during the school week. For school-sponsored events taking place during the weekend, students must be present for the entire school day on the school day before. A student who is absent for any part of the school day on these dates may be ineligible to participate unless she receives prior approval from the Vice Principal for Student Affairs.

TRIPS

Family trips and vacations during the academic year are strongly discouraged and should be scheduled only when school is not in session. Families who choose not to follow this policy should be aware of the following:

- Absences due to family travel will be marked as unexcused.
- Teachers are not obligated to provide make-up work or assignments in advance or upon the student's return.
- The full responsibility for mastering any missed material rests with the student.

TRUANCY

Absence from school without a parent/guardian's permission or leaving the school grounds without the permission or knowledge of the Vice Principal for Student Affairs is considered truancy. The first offense may result in administrative withdrawal.



BELL SCHEDULES

Bell #1

A/B Days

7:20 AM		1st Bell
7:25 AM	9:00 AM	Block 1
9:05 AM	10:35 AM	Block 2
10:40 AM	12:55 PM	Block 3

Block 1 10:40 a.m. - 11:25 a.m.	Block 2 11:25 a.m. - 12:10 p.m.	Block 3 12:10 p.m. - 12:55 p.m.
LUNCH	CLASS	CLASS
CLASS	LUNCH	CLASS
CLASS	CLASS	LUNCH

1:00 PM	2:30 PM	Block 4
	2:30 PM	Prayer/Dismissal

Bell #2

A/B Days

7:20 AM		1st Bell
7:25 AM	8:50 AM	Block 1
8:55 AM	10:15 AM	Block 2
10:20 AM	12:25 PM	Block 3

Block 1 10:20 a.m. - 11:00 a.m.	Block 2 11:00 a.m. - 11:40 p.m.	Block 3 11:40 p.m. - 12:25 p.m.
LUNCH	CLASS	CLASS
CLASS	LUNCH	CLASS
CLASS	CLASS	LUNCH

12:30 PM	1:50 PM	Block 4
	1:50 PM	Prayer/Dismissal

Bell #3

A/B Days

7:20 AM		1st Bell
7:25 AM	8:30 AM	Block 1
8:35 AM	9:35 AM	Block 2
9:40 AM	10:00 AM	Snack Break
10:05 AM	11:05 AM	Block 3
11:10 AM	12:10 PM	Block 4
	12:10 PM	Prayer/Dismissal



FAITH FORMATION & SERVICE LEARNING

CAMPUS MINISTRY

Campus Ministry helps to maintain and develop the Catholic Christian environment of the school by coordinating the efforts of the administration, faculty, staff, students and parents/guardians. The Campus Ministry Team guides and coordinates the spiritual and formational activities and seeks to develop ways to assure a Christ-centered education within all aspects of the school community.

CAMPUS MUSIC MINISTRY

Students accepting membership to the Lourdes Singers also accept membership to this service-based organization. These students contribute time and talent at school Masses and prayer services. The Lourdes Singers also provide service as music ministers at a variety of outside venues.

CHRISTIAN SERVICE

At Our Lady of Lourdes Academy, we embrace the call of service as our Christian moral duty. Christian service can be defined as that which takes us beyond a narrow concern for ourselves and moves us to promote the common good and to uphold the human dignity of every human person.

Students of Our Lady of Lourdes Academy must complete a minimum of 100 service hours to be eligible to graduate; specifically, they must fulfill the requirements stated in the Service Learning Guidelines linked HERE. Students are required to complete a minimum of 25 service hours each year, including three (3) pre-approved Service Learning opportunities; they must also submit a 1-minute video reflection about one of the events, each year. (The Service Learning Events will be curated by the Service Learning Coordinator; the listing will be available on the OLLA Cares App.)

Please note the Service Learning Program is an essential component to our theology program and a graduation requirement. Failure to meet the final deadline may result in no credit for theology, thus jeopardizing graduation (seniors), or the eligibility to return to Our Lady of Lourdes Academy for the following year (underclass students).

GOD SQUAD

The God Squad is a group of students who plan and lead the school community's prayer experiences. They assist the Campus Ministry Team in creating meaningful liturgies that meet the diverse needs of the school community throughout the school year. Participation in this ministry is open to all students.

PEER MINISTRY

The Peer Ministers are junior and senior Christian leaders who are interested in developing and nurturing their relationship with God and encourage others to do the same. To enhance the spirituality of the school community, they engage in a holistic approach to Christian ministry by leading presentations, group discussions, community prayer and active participation in the life of the Church. They are also involved in planning impactful retreat experiences for the student body under the direction of the Campus Ministry Team.

RETREATS

The day of retreat is an opportunity for spiritual growth and a source of grace and blessing for students. Therefore, the participation of all students is required each year. Attending a retreat is considered a serious obligation and is viewed as such by the administration, under the Vice Principal for Student Affairs. Thus, any student absent on her scheduled day of retreat must make arrangements for participating in another retreat with the Campus Ministry Team.

Each student has an opportunity to participate in an in-depth three-day retreat experience called Encounter with Christ during her junior or senior year. Participation in this retreat is encouraged, but not required.

SACRAMENTAL LIFE

School liturgies are planned by the Campus Ministry Team. These liturgies are scheduled to coincide with special feasts in the liturgical life of the Church or with special events in the lives of students.



STUDENT ACTIVITIES

STUDENT ACTIVITIES

Our Lady of Lourdes Academy offers a wide variety of extracurricular opportunities that encourage students to explore their interests, develop their talents and become actively involved in school life. These opportunities include the following:

School Clubs

- Agape Prayer Group
- Amigos for Kids Club
- Art Club
- Be the Light Club
- Big Brothers/Big Sisters Club
- bLU CREW
- Bobcat Book Club
- CARE Club
- Chem Club
- Culinary Club
- Environmental Club
- French Club
- Health Professionals Club
- Key Club
- LINK Club
- Live Like Bella Childhood Cancer Foundation Club
- LolaTech Club
- Multimedia Club
- OLLA Law
- P.A.C.K. Club
- Psychology Club
- Respect Life Club
- Sisters of Support Club
- Spanish Club
- STEM Club
- Women in Community Service (WICS)

Athletics

- Basketball
- Beach Volleyball
- Cheerleading
- Cross Country
- Dance
- Golf
- Lacrosse
- Rowing
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball

Academic Teams

- Anatomage Competition Team
- CodeLab
- DECA
- HOSA
- Mathletes
- Mock Trial
- Music/Theatre
- OLLA TV
- Publications: Grotto, Le Fleuve and Literati
- Robotics Team
- School Duel
- Science Olympiad
- Speech & Debate

Ministries

- Bobcat Ambassadors
- Student Council
- God Squad
- Peer Ministry
- Lourdes Singers
- Chamber Ensemble
- Stage Crew

Dances

- Junior & Senior Formal
- Freshman & Sophomore Formal
- Junior Prom
- Senior Prom

Initiatives

- Mentor Program
- Stay Awhile
- THRIVE
- Wellness Workshop

ACADEMIC TEAM COMMITMENT

Students who commit to an academic team are expected to fulfill that commitment for the duration of the team's competitive season. A student who voluntarily withdraws from an academic team during the season may not join another academic team or athletic team until the original team's season has concluded. Likewise, a student participating simultaneously on multiple academic teams and/or athletic teams may not withdraw from one team while continuing participation on another during the same season. Exceptions may be granted only by the administration under extraordinary circumstances.

ATHLETIC ACTIVITIES

Interscholastic athletics provides the opportunity for girls to compete with those of similar ability from other schools. When properly organized and controlled, these activities help meet the needs of the individual for physical, mental and emotional expression. Participation in interscholastic athletics is an opportunity the school provides the athlete to help her reach her highest potential development. The interscholastic sports offered at Our Lady of Lourdes Academy are: Basketball, Beach Volleyball, Cross Country, Cheerleading, Dance, Golf, Lacrosse, Rowing, Soccer, Softball, Swimming, Tennis, Track and Volleyball.

Under the supervision of capable coaches and instructors, Our Lady of Lourdes Academy offers a popular well-rounded sports program. Tryouts are held for each sport, and the players with the most ability and potential are chosen to be members of the junior varsity and varsity teams.

In order to participate in any sports program at Our Lady of Lourdes Academy, all athletes must have an athletic physical submitted to PRIVIT to be eligible to try out for any sport.

Students must be present for the entire school day on the day of any school-sponsored event held during the school week. For school-sponsored events taking place during the weekend, students must be present for the entire school day on the school day before. A student who is absent for any part of the school day on these dates may be ineligible to participate unless she receives prior approval from the Vice Principal for Student Affairs. The aforementioned policies apply to students participating in athletics.

ATHLETIC ACTIVITIES (Cont.)

Student athletes at Our Lady of Lourdes Academy are expected to be representatives of the ideals that govern the school. All student athletes are responsible to abide by the school rules and regulations as well as by the rules established by the Athletics Department.

It is the responsibility of the student athlete to know these rules and adhere to them. All out of town trips are considered school activities and are therefore subject to all school rules and regulations.

Students at Our Lady of Lourdes Academy participating in interscholastic athletics must meet the following criteria to remain eligible:

- must pass each class each quarter; and
- maintain a 2.5 overall unweighted average each semester.

Any student who does not meet both of these requirements will be ineligible to participate in athletics until these requirements are met.

Any student athlete who leaves a sport during the season may not join another sport, until the one she left is finished. If a student is playing two sports at the same time, she may not leave one sport and continue participation in the second sport. Also, that athlete will not be eligible to participate in any athletic event until the season of the initial sport is over.

ATHLETIC ACTIVITIES (Cont.)

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Any student who does not meet both of these requirements will be ineligible to participate in athletics until these requirements are met.

Any student athlete who leaves a sport during the season may not join another sport, until the one she left is finished. If a student is playing two sports at the same time, she may not leave one sport and continue participation in the second sport. Also, that athlete will not be eligible to participate in any athletic event until the season of the initial sport is over.

GPA AND ACADEMIC ELIGIBILITY

- Student-athletes must maintain a minimum 2.3 GPA.
- Student-athletes must be passing every course each semester to remain eligible for athletic participation.

PHYSICALS

- Student-athletes upload the results of an annual athletic physical to PRIVIT and be cleared by the Athletic Trainer before participating in tryouts or practices.

EKG REQUIREMENTS

- In accordance with FHSAA guidelines, all student-athletes must complete an EKG once during their four years of high school.
- EKGs are required for all freshman athletes, transfer students, and upperclassmen participating in a sport for the first time.

REQUIRED ATHLETIC REQUIREMENTS

- All Lourdes student-athletes must complete an Impact baseline test.
- All student-athletes must complete all required NFHS courses each school year.
- All injuries must be reported to the Athletic Trainer.
- If a student-athlete is treated by an outside physician or medical provider, written clearance from the treating provider must be submitted to the Athletic Trainer before returning to athletic participation.

EXPECTATIONS FOR ALL SCHOOL-SPONSORED EVENTS

All school regulations in the Handbook apply to school events. All students and their guests are expected to abide by school regulations while at school-sponsored dances. Students are responsible for the behavior of their guests at school functions and may receive disciplinary consequences for any inappropriate behavior/violation of school policies conducted by their guests. It is the responsibility of the student to ensure that the guests they invite are willing to abide by school policies and are aware of said policies.

Please note the following:

- Students are expected to arrive by a designated time, at which time doors will be closed.
- No outside drinks, containers or food of any kind are allowed at our school dances.
- No weapons or contraband items of any kind are allowed at our school dances.
- Drug testing may be conducted at any school event.
- Each student and her guest must check in with the registration desk upon entering an event.
- Guests of students of OLLA are required to submit a completed Guest Form prior to the event.
- Once a person has entered the event, there is no dismissal until the time the event concludes (dances, Prom, etc.), unless arrangements have been made in advance with the administrator. Parents/guardians must make transportation plans that ensure the safe arrival and pick-up of their daughters from all school events.
- If dress guidelines are violated for any school-sponsored event, the student may be denied entrance into the event. It is the responsibility of the student to ensure her guests are informed of the dress guidelines and all other guidelines associated with the school-sponsored event.
- Our Lady of Lourdes Academy will make every effort to schedule activities, in order to ensure students comply with county and state curfew and driving laws. It is, however, fully the responsibility of the parent/guardian to see to it that the student is not in violation of said laws.
- Tickets for regular dances may be purchased by all students on a pre-sale basis only.

Faculty members have full authority to admit, refuse admission to or dismiss a student from an event after consulting with the moderators and administrators who are present. Refunds are not issued when a student is denied admission into such an event.

SCHOOL DANCES

Students must conduct themselves with dignity and respect while at any school dance. This includes behavior before, during and after the event. Actions that do not align with the mission of the school are considered detrimental to OLLA, and may result in disciplinary action.

Events, gatherings, or parties hosted before or after any school dance are not sponsored, sanctioned, or controlled by Our Lady of Lourdes Academy.

Once a student departs a school-sponsored dance or its designated venue, Our Lady of Lourdes Academy's supervision and responsibility for that student end. The school assumes no responsibility for transportation to or from any non-school-sponsored gathering, including events or parties held before or after a school dance, or for any activities occurring at such gatherings. Parents/guardians are solely responsible for arranging transportation and supervising their child's attendance at any such event.

Any student who brings a guest to a school function, on or off campus, is completely responsible for the conduct of that guest before, during and after the function. Our Lady of Lourdes Academy may prohibit any person, including, but not limited to, current students, and any of their guests, from attending a school function. Guests are required to abide by the same behavior guidelines that have been established for our students when participating in any school-related event.

SCHOOL DANCE/PROM DRESS CODE

Dress code guidelines for all dances will be distributed prior to the dance. Students who do not adhere to the guidelines may not be permitted to enter the dance.

All students must refer to the published guidelines distributed for each dance.

Students of Our Lady of Lourdes Academy are responsible for informing any non-Lourdes students about the importance of following the dress code and will be held accountable for enforcing their date's dress code.

Tickets are non-refundable, as the venue has to be paid in full weeks prior to the event.

STUDENT COUNCIL

The Student Council at Our Lady of Lourdes Academy is made up of the following officers who are elected by the student body: president, vice president, secretary and treasurer. Seniors, juniors, sophomores and freshmen, who share in the government and activities of the Student Council, are elected by their respective classes with faculty and administrative approval. Students who are not in good standing, in terms of academics, attendance and/or discipline may be denied council positions or the ability to remain in office. Freshman Council members are elected during the first quarter.

The purposes of the Student Council are listed below:

- To cooperate with the faculty in the attainment of the primary purpose of education, the formation of character;
- To promote the general welfare of the school;
- To develop and maintain school spirit;
- To assist the faculty in having school regulations enforced;
- To provide a forum for student expression;
- To promote a good relationship between the faculty and student body;
- To sponsor activities and programs for the benefit of the student body.

Members of the Student Council who fail to fulfill their responsibilities, maintain the required GPA and/or set a good example are subject to administrative withdrawal from office.



TECHNOLOGY

TECHNOLOGY USE AND GOVERNANCE

Technology plays an important role in the academic, operational and communicative life of Our Lady of Lourdes Academy. The school integrates technology in a manner that supports academic excellence, responsible digital citizenship, and the values of integrity, accountability and respect that define the Lourdes community.

Technology at Lourdes is not an end in itself. It is a tool intended to support learning, collaboration and the development of the skills students will need to navigate an increasingly digital world with wisdom and responsibility.

The guidelines that follow establish expectations for the appropriate and ethical use of technology by students while on campus, during school-sponsored activities, and in digital environments that affect the school community. These expectations apply to the use of school-issued devices, personal devices connected to school networks, school-managed digital platforms, and emerging technologies such as Artificial Intelligence tools.

Students are expected to conduct themselves in digital environments with the same standards of integrity, respect and accountability that govern their behavior in person. Digital engagement is an extension of the school community and must reflect the mission and values of Our Lady of Lourdes Academy.

Violations of technology expectations may result in disciplinary action in accordance with the policies outlined in this handbook and other applicable school agreements.

The sections that follow outline specific guidelines related to Artificial Intelligence, device use, communication tools, digital conduct and monitoring of school technology resources.

APPLE CLASSROOM

Apple Classroom App is a classroom management tool assisting teachers in ensuring students are on task. Failing to participate in Apple Classroom when requested by a teacher or staff member may result in disciplinary consequences.

CELLULAR PHONES

Cellular phones may be used before and after school. Student cell phones are to be turned off and stored in the student's book bag and are not to be used, seen or heard during the school day, typically between 7:25 a.m. and 2:30 p.m. Any student in violation of said rules will have their phone confiscated by the teacher and/or staff member and submitted to the Vice Principal for Student Affairs.

Consequences of unauthorized cell phone use include the following:

- On the first offense the student's cell phone will be confiscated and the device will be held in the Student Affairs office until the end of the school day. Additional consequences may include, but are not limited to:
    - Major Infraction
    - Detention
    - Parent Notification
    - Disciplinary Contract
    - Parent Meeting
- Consequences will escalate with each repeated offense.

IPADS

The iPad is an educational tool to be used for educational purposes only. IPad misuse is defined as any use of the iPad that is not educational and/or sanctioned by the subject teacher. Students are not allowed to use their iPads for texting purposes during the school day. Students are not allowed to use their iPads to record lessons in the classroom without the approval of the teacher.

Consequences of iPad Misuse may include, but are not limited to the following: major infraction, detention, loss of privileges, administrative withdrawal and expulsion.

If a student intentionally disrupts the functionality of their iPad or any other school-provided device to avoid or alter assigned schoolwork, it will be considered a violation of the school's technology use policy. Such actions undermine the educational process and will be met with appropriate disciplinary measures, including but not limited to restricted access to school technology, loss of device privileges, and further consequences as outlined in the student code of conduct. Students are expected to maintain the integrity of their devices and use them responsibly to support their learning.

These violations may include, but are not limited to, performing the following actions without faculty/staff approval: turning off Bluetooth, signing out of Apple ID, resetting the iPad, hard resetting the iPad, or intentionally turning on airplane mode.

Cell phone and iPad infractions accumulate throughout a student's tenure at Our Lady of Lourdes Academy, and along with all prior infractions are taken into consideration when assessing penalties. Such offenses may be taken into consideration for approval of any leadership role in the school community.

SMART GLASSES POLICY

Smart glasses of any type, including AI-enabled smart glasses, are not permitted on campus during school hours or during any time assessments are being administered, unless prior approval is granted by the Vice Principal for Student Affairs. The use of smart glasses may result in confiscation and further disciplinary action.

SMART WATCH POLICY

Smart Watches of any type, including the Apple Watch, are not permitted on campus during school hours or during any time when assessments are being administered, unless prior approval is granted by the Vice Principal for Student Affairs. The use of a smart watch may result in confiscation and further disciplinary action.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS

These Technology Operating Procedures supplement the Archdiocese of Miami Technology Use Policy included in this Handbook. All students are responsible for complying with both the Archdiocesan policy and these school-specific procedures.

Technology resources provided or authorized by Our Lady of Lourdes Academy are intended to support teaching, learning, communication and school operations. Students are expected to use all devices, accounts, applications, networks and digital resources in a manner consistent with the educational mission of the school.

For purposes of these procedures, “device” includes any school-issued, school-managed or personally owned computer, tablet, phone or other electronic device used on campus, during school-sponsored activities or to access the school's technology resources.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

General Instructional Use

Technology may be used during class only as directed or authorized by the teacher.

Unless a teacher or administrator grants permission for a specific educational purpose, students may not:

- use email during class;
- use instant messaging, text messaging, chat platforms or similar communication services;
- participate in chat rooms;
- create or contribute to blogs or similar online publications;
- watch movies, television programs, videos or other streaming content;
- listen to music or other audio;
- play, view or access electronic games; or
- engage in activities unrelated to the instructional purpose of the class.

Faculty and staff may permit specific uses of technology when appropriate for an assignment or instructional activity.

Accounts and Administrative Access

Students may not create administrative accounts, administrative passwords or other elevated access credentials on school-issued or school-managed devices.

Students may not:

- change device management settings;
- remove school-installed management profiles;
- disable required security or monitoring features;
- alter operating system restrictions;
- use command-line, terminal or similar system-level interfaces without authorization;
- obtain or attempt to obtain administrator privileges; or
- use any method to gain access to or control another person's device.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Audio, Headphones and Video

Device audio must remain off or on silent unless sound is required for an authorized activity.

Students may not listen to audio aloud or through headphones or earbuds during the school day unless permitted by a faculty or staff member.

When headphones or earbuds are required for an authorized activity, students are responsible for providing their own unless otherwise directed by the school.

Students may not record, photograph or livestream another person without the permission of the supervising faculty or staff member and all individuals being recorded or photographed.

Students may not share music, videos or other media through the school's network unless specifically authorized for an educational purpose.

Care of Equipment

Students are responsible for handling devices, chargers, accessories and other technology equipment with care.

Students may not:

- consume food or beverages near a device when doing so presents a risk of damage;
- throw, drop, strike or otherwise mishandle a device;
- write, engrave or place stickers directly on a school-issued device;
- deface a device or its protective case;
- remove, alter, cover or write on an identification label or asset tag;
- disassemble or attempt to repair a device;
- tamper with device hardware or internal components; or
- use a device in a manner that may damage the equipment or shorten its useful life.

Damage, malfunction, loss or theft must be reported promptly to the Technology Office or designated school personnel.

Students may not attempt to repair school-issued equipment themselves.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Damage, Repair and Reconfiguration Costs

Students and their families may be held financially responsible for loss or damage resulting from negligence, intentional misconduct, misuse or failure to follow required device care procedures.

The school may assess a technology service or reconfiguration fee when a device must be restored, reimaged or repaired because of:

- unauthorized software or files;
- unauthorized changes to system settings;
- deletion or modification of system files;
- removal of school management or security controls;
- inappropriate content; or
- another violation of these procedures.

Any fee will be assessed according to the school's current technology fee schedule.

Device Readiness

Students are expected to arrive at school each day with their assigned or required device:

- fully charged;
- in working condition;
- connected to required school accounts and applications;
- updated as directed by the school; and
- ready for instructional use.

A discharged, damaged, forgotten or improperly configured device does not excuse a student from completing assigned work.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Email and Communication Platforms

School-provided email accounts and communication platforms are intended for school-related purposes.

Students must:

- use appropriate, respectful and professional language;
- observe proper email etiquette;
- use only school-approved communication platforms;
- send only school-related attachments; and
- communicate electronically in a manner consistent with appropriate face-to-face interaction.

Students may not:

- use school email during class without authorization;
- provide their school email address to a website, company, application or other third party without permission from a teacher or administrator;
- register school accounts for unauthorized services or subscriptions; or
- access or attempt to access another person's email, files or communications.

File Sharing and Device-to-Device Connections

Students may share files only through school-approved platforms or as directed by a faculty or staff member.

Students may not:

- install or use peer-to-peer file-sharing software;
- create unauthorized device-to-device connections;
- use AirDrop, Bluetooth or similar tools to distribute unauthorized files;
- use a device to gain control of another person's device; or
- participate in unauthorized file-sharing activities.
- Exceptions may be made only for teacher-directed instructional activities.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Games

Electronic games may not be viewed, installed, accessed or played during the school day unless authorized as part of an instructional activity.

Students may not install games that interfere with the educational purpose, storage capacity, security or operation of a device.

Games or screensavers containing gaming components may not be installed without authorization.

The school reserves the right to remove any unauthorized or inappropriate game.

Inspection, Collection and Recognition

School-issued and school-managed devices remain the property of Our Lady of Lourdes Academy.

The school may:

- inspect devices;
- review installed applications;
- verify compliance with school technology requirements;
- remove unauthorized content;
- restore or reimage devices;
- install required software or updates;
- temporarily retain devices; or
- provide replacement devices when appropriate.

The school may also conduct periodic or random device checks to ensure compliance with these procedures.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Internet Research and Accidental Access

Students must use the internet for appropriate educational purposes.

If a student unintentionally accesses inappropriate material, the student must:

- stop viewing the material;
- avoid forwarding, saving or sharing it; and
- promptly notify a teacher, administrator or the Technology Office or designated school personnel.

Network Access

Students may use the school network only for authorized educational purposes.

Students may not:

- access servers, drives, accounts or network resources without authorization;
- bypass internet filters or security controls;
- use VPNs, proxy servers or similar methods to circumvent school restrictions;
- disrupt or interfere with the operation of the network;
- use excessive bandwidth for noneducational purposes;
- conduct personal business through the school network; or
- host unauthorized network services.

The school is not responsible for lost, damaged or corrupted data stored on devices, servers or cloud services.

Personally Owned Devices

Personally owned devices used on campus, during school-sponsored activities or to access school technology resources are subject to these procedures and all applicable school policies.

The school may restrict access to school networks or accounts when necessary to protect the security and integrity of its technology systems.

When permitted by law and school policy, the school may temporarily retain or inspect a personally owned device when there is reasonable concern that it was used in connection with a violation of school policy.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Photographs, Video and Publication

Students may not publish, upload or distribute identifiable photographs, video or audio of students, faculty or staff without appropriate authorization.

This provision does not prohibit school-authorized photography, publication or student media activities conducted in accordance with school procedures.

Possession and Security of Devices

Students are responsible for maintaining possession and control of their devices.

A device may not be left unattended. When not in a student's possession, it must be secured in a location authorized by the school.

An unattended device may be collected and delivered to the Technology Office or designated school personnel.

Students may not:

- lend an assigned device to another student;
- borrow another student's assigned device;
- allow another person to use a school-issued device assigned to them; or
- leave a device in an unsecured location.

Repeated Device Misuse

Repeated device abuse, damage or unauthorized modification may result in additional restrictions, including requiring the device to remain on campus, limiting access to certain applications or revoking the privilege of using a device on campus.

Additional disciplinary consequences will be imposed in accordance with the Archdiocesan Technology Use Policy and the Parent-Student Handbook.

Reporting Violations

Students are expected to report known or suspected violations of these procedures or school technology security requirements to a faculty member, administrator or the Technology Office or designated school personnel.

Students may not knowingly assist or conceal another person's unauthorized use of school technology.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Responsibility for Personal Content and Activity

Students are responsible for all activity conducted through their devices and accounts and for files stored on their devices.

Our Lady of Lourdes Academy is not responsible for:

- personal activities conducted through a device;
- unauthorized transactions;
- privately stored content;
- loss of personal files;
- damaged or corrupted data;
- incompatibility involving personal software or equipment; or
- the consequences of failing to back up files.

Software, Applications and Downloads

Software and applications installed on school-issued or school-managed devices must be age-appropriate, legally licensed, comply with school rules and support the educational mission of the school.

Students may not:

- install unapproved software or browser extensions;
- install programs that create unauthorized external connections;
- install malware, spyware or software that compromises security;
- download unauthorized music, movies, videos or games through the school network; or
- install software designed to bypass school security controls.

The school may remove any unauthorized or inappropriate software, application or file.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

Storage and System Files

Students may not delete, rename or modify system files, school-installed applications or files they did not create.

Students are responsible for maintaining sufficient storage space and for regularly backing up schoolwork using approved methods.

The school is not responsible for lost, deleted or corrupted files.

Technical Support

Students must promptly report:

- lost or stolen devices;
- damage or malfunction;
- suspected malware or security concerns;
- unauthorized access to an account or device;
- unfamiliar applications or configurations; or
- any technical issue that interferes with instruction.

Students must follow the directions of the Technology Office or designated school personnel regarding troubleshooting, repairs, updates or replacement equipment.

Transportation and Protective Cases

Devices must be transported carefully and kept in an appropriate protective case.

School-issued devices must remain in the school-issued case or another case that provides equal or greater protection.

Students may personalize a removable protective case provided that the personalization is appropriate for the school environment and does not damage, permanently alter or obscure identifying information on the case.

Wallpapers, Lock Screens and Personalization

Wallpapers, lock screens, profile images and other forms of device personalization must be appropriate for a Catholic school environment.

Content that includes profanity, vulgarity, pornography, alcohol, illegal drugs, weapons, gang symbols, discriminatory material or other inappropriate content is prohibited.

Screensavers or personalization features that interfere with device performance, security or instructional use are also prohibited.

TECHNOLOGY PROCEDURES AND DEVICE EXPECTATIONS (Cont.)

School Authority

Access to school technology resources is a privilege provided for educational purposes.

The school reserves the right to establish additional procedures, technical controls and device requirements as technology, cybersecurity risks and instructional needs evolve.

Violations of these procedures are subject to the consequences established in the Archdiocesan Technology Use Policy, the Student Handbook and other applicable school policies.



DINING SERVICES

LUNCH

Our Lady of Lourdes Academy partners with SAGE Dining Services® to provide fresh, nutritious lunches to students each school day.

Lunch is included in tuition for all students and is available on all regularly scheduled school days. Students may choose from the daily menu offerings prepared by SAGE Dining Services.

Families are encouraged to download the Touch of SAGE® mobile app or visit the SAGE Dining Services website to view daily menus, nutritional information, ingredients and allergen details.

Students with food allergies, dietary restrictions or other special dietary needs should notify the school and work directly with SAGE Dining Services to ensure appropriate accommodations can be made.

LOLA'S VENTANITA

Lola's Ventanita is available every day, from 6:30 a.m. to 7:10 a.m., and again at dismissal time, for 45 minutes after the dismissal bell. In the morning, students must be in line by 7:05 a.m., to be served breakfast. Items can be purchased with credit card and Apple Pay; there are no cash sales.



COMMUNICATION

CALENDAR

The school publishes a calendar of events for the entire school year to provide parents/guardians, students, faculty and staff an overview of the year. School holidays and vacation dates provide opportunities for family vacations; trips are to be planned within these dates to ensure maximum school attendance. This calendar is available on PlusPortals.

CANVAS

Canvas is the school's learning management system (LMS) used by students and teachers to access course materials, assignments, grades, and announcements. Parents/guardians may access course information through a Canvas observer account linked to their student. Canvas is used by teachers to share important course information and updates.

Students are responsible for regularly checking Canvas for course announcements, assignments, and grading updates. Official report cards and academic records are issued by the school through its student information system, PowerSchool.

CONTACT INFORMATION

Parents/guardians are responsible for ensuring that all contact information on file with the school remains accurate and up to date. This includes home address, email addresses, and telephone numbers

Changes to contact information must be updated through the school's student information system, PowerSchool, as soon as possible to ensure that parents/guardians receive important school communications, including emergency notifications, announcements, and other pertinent information.

Failure to maintain current contact information may result in missed communications from the school.

PARENT MEETINGS

Parents/guardians wishing to discuss their daughter's academic progress with a teacher are encouraged to contact the teacher to make an appointment. The teacher's preferred method of communication is listed in his/her course profile. Guidance counselors are also available to meet with parents/guardians at their request.

POWERSCHOOL

PowerSchool is the school's student information system and serves as the primary platform for communication among students, parents/guardians, teachers and school administrators. It provides access to student schedules, attendance, assignments, grades, report cards and other important academic information. PowerSchool is also used to communicate important school announcements and other information relevant to the Lourdes community.

Parents/guardians and students are responsible for regularly monitoring PowerSchool and ensuring that all contact information, including email addresses and phone numbers, remains current to facilitate timely communication.

SOCIAL MEDIA

The school maintains an active presence on social media, as a means of keeping the school community informed of school news and accomplishments. The accounts are updated daily and feature the most up-to-date information and happenings at Our Lady of Lourdes Academy.

Instagram: @lourdesacademy

Facebook: www.facebook.com/lourdesacademy

WEEKLY WIRE

The Weekly Wire is emailed weekly to the entire school community and includes a listing of the week's events and important information.



SCHOOL COUNSELING SERVICES

SCHOOL COUNSELING SERVICES

The School Counseling Department uses a developmental approach to counseling. Students are assigned a guidance counselor their freshman year, and this counselor follows the student all four years. This facilitates a long-term counselor/student relationship, which is beneficial in providing personalized, continuous services throughout the student's tenure at Lourdes Academy.

The School Counseling Department of Our Lady of Lourdes Academy provides:

- Personal Counseling: Counselors are available to assist students with personal concerns and to meet with students and their parents/guardians as needed.
- Academic Counseling: counselors meet with students throughout the school year to assist as needed with their academic progress. In addition, counselors meet with the freshmen, sophomores and juniors for course academic advising.
- College Counseling: Beginning in freshman year, students receive information pertaining to the college application process. Beginning in the junior year, the counselor will assist students with the college application process, the scholarship and financial aid search, and with the college major and career selection.

SEMINARS

The School Counseling Department hosts several seminars throughout the year to inform students and their parents/guardians on the college application process. Seminar topics offer tips for anticipating and preparing for college, tips for selecting colleges and completing applications, and information for accessing financial aid sources and paying for a college education.

COLLEGE APPLICATIONS / SCOIR MANAGEMENT SYSTEM

College applications are to be completed online under the supervision of the School Counselor. Support documentation for all applications (i.e., transcripts, teacher recommendations, counselor recommendations, etc.) must be requested through SCOIR. All supporting documentation including transcripts are submitted electronically through SCOIR.

STANDARDIZED TESTING SCHEDULE 2026-2027

Attendance is mandatory for the following standardized tests.

October 19, 2026	PSAT	Juniors, Sophomores, Freshmen
March 9, 2027	ACT	Juniors
March 9, 2027	PreACT	Sophomores, Freshmen

ACT test scores are graduation requirements (see Graduation Requirements on page 12).

Students should begin taking the SAT or ACT no later than the spring of their junior year. Testing dates are posted in the School Counseling Office, school calendar and the Weekly Wire. The school's code number for the SAT and ACT is 101131.

SCHOOL ACCOMMODATIONS

Being a college preparatory school, Our Lady of Lourdes Academy has the capacity to provide limited accommodations to its students, but does not provide modifications to the curriculum. (Specifically, the school is only able to provide time and a half on assessments to students who meet the eligibility requirements for extended time.) Documentation must be provided to determine eligibility for accommodations. These requests must be made to the Accommodations and Student Support Coordinator in the School Counseling Office.

Once documentation is received, the Coordinator will review all documents, including student performance. The submission of documentation does not guarantee the approval of accommodations. If the Coordinator determines there is a demonstrated need, a School Accommodation Plan will be written.

STANDARDIZED TESTING ACCOMMODATIONS

A student with a School Accommodation Plan may be eligible for accommodation(s) on standardized testing through the College Board and/or ACT Assessment. Parents/guardians may request additional forms giving consent to petition the College Board and/or ACT Assessment. A petition does not guarantee eligibility, and the only accommodation(s) that will be requested are those on a student's School Accommodation Plan. If accommodations are approved, arrangements will be made to minimize lost class time and may include Saturday testing or other non-school days. For more information, please visit www.collegeboard.com/ssd or http://www.actstudent.org/regist/disab/.



HEALTH POLICIES

ALLERGIES

While SAGE Dining makes every effort to inform our school community of food ingredients and potential allergens, students with severe food allergies are encouraged to bring their lunch from home. Please note that items sold in the vending machines and bake sales may contain ingredients to which the student is allergic.

Parents/guardians are required to provide the school with information related to their daughter's allergens, by completing and submitting the Student Allergies Notification Form, available on PlusPortals, to the medical personnel. If the student requires the use of an EpiPen, the EpiPen Authorization Form, also available on PlusPortals, must also be completed and submitted to the School Nurse.

Students with food allergies:

- Must not eat anything with unknown ingredients or known to contain any allergen.
- Must carry and know how to properly self-administer epinephrine if exposed to their life-threatening allergen(s).
- Notify an adult immediately if they eat something believed to contain the food(s) to which they are allergic.

CONCUSSION POLICY

In conjunction with the Florida High School Athletic Association (FHSAA), Our Lady of Lourdes Academy (OLLA) has implemented a Head Injury/Concussion Policy regarding return to school after a suspected concussion.

Student athletes suspected of a concussion must complete and submit the following to the school's Medical Professional, before being eligible to return to school:

- the OLLA Post Head Injury/Concussion Return to School Form
- the FHSAA AT18 Form must be submitted to our Athletic Trainer prior to returning to the sport

Forms are available in the Health Office and in the Athletic Trainer's Office.

DRUG AND ALCOHOL ASSISTANCE PROCEDURES

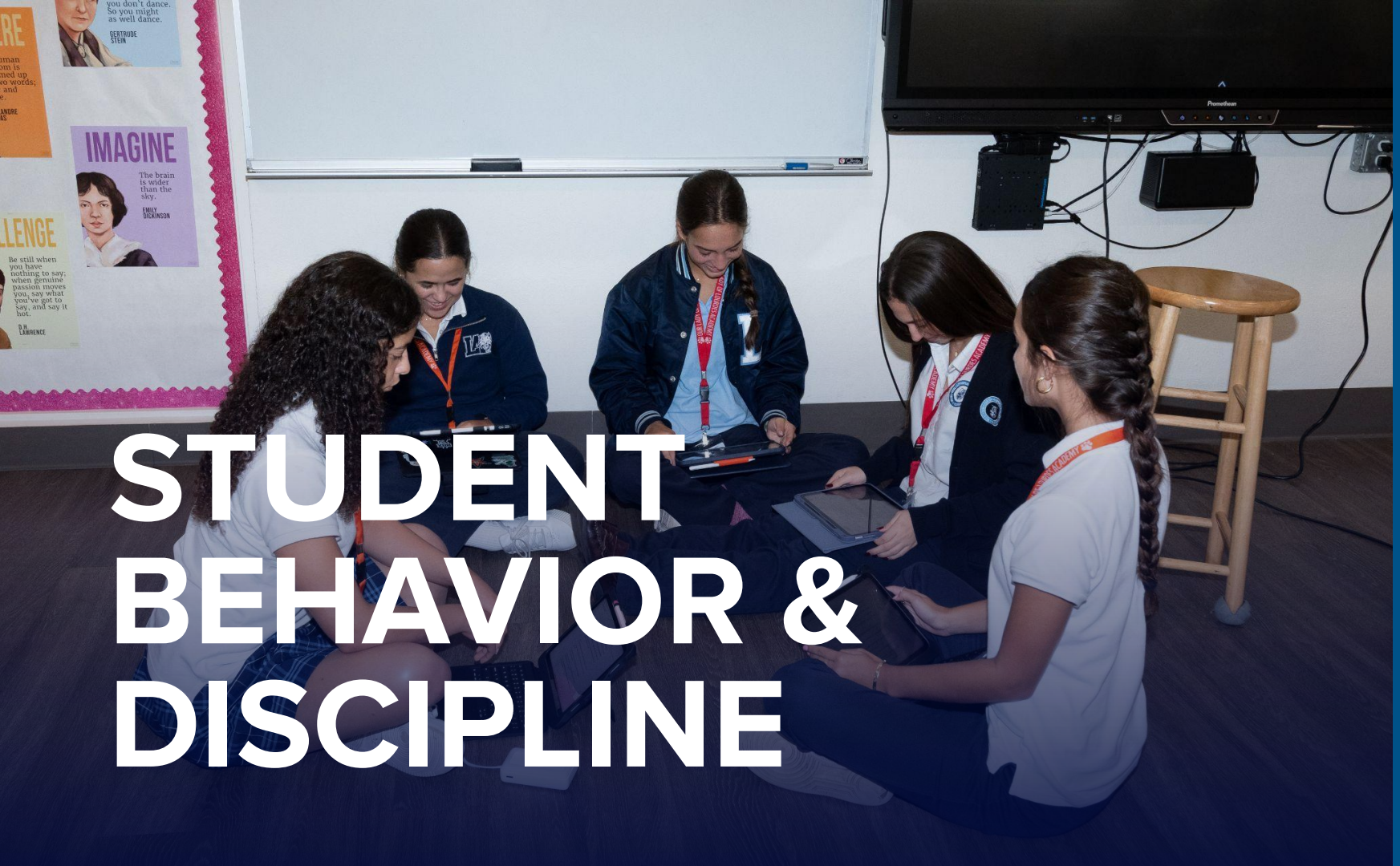
The following procedures will be followed for any student with a positive drug test:

- If a student tests positive, the Vice Principal for Student Affairs informs the student and parents/guardians.
- A meeting is scheduled with the principal, Vice Principal for Student Affairs, the student's guidance counselor, the student and her parents/guardians. At this time, the aforementioned parties discuss a treatment program, and disciplinary action is taken.
- Referral to, participation in and successful completion of a treatment program is mandatory. Attendance and progress reports by the treatment program administration/counselors must be sent to the Vice Principal for Student Affairs.
- Parents/guardians must sign a contract committing to overseeing the prescribed treatment.
- Parents/guardians must sign a release so our counselors are free to contact and receive information from the treatment program administrators/counselors whenever needed.
- The student may be subject to random drug testing at any time during the school year.
- The student must meet with the school counselor, from time to time, as determined by the counselor, while the student attends Our Lady of Lourdes Academy.

Failure to comply with these procedures may result in dismissal from Our Lady of Lourdes Academy.

ILLNESS OCCURRING AT SCHOOL

When a student is ill, she must obtain a pass from her teacher to report to the Health Office. A student is allowed to remain in the clinic for 15 minutes, after which she returns to class. If she is too ill to remain in school, the school nurse will contact the parents and ask to have the student picked up. Students will only be released to a parent or emergency contact on file. In consultation with the parent, the school nurse will determine if the student may drive herself home, provided that parental authorization is submitted. No student may take it upon herself to notify her parent/guardian by any means.



STUDENT BEHAVIOR & DISCIPLINE

STUDENT BEHAVIOR & DISCIPLINE

The purpose of the Standards of Student Behavior at Our Lady of Lourdes Academy is to ensure an orderly environment that enhances learning, fosters positive relationships and protects the rights of all members of the school community. Order, defined as everything in its proper place and functioning smoothly, is a product of discipline. Since self-discipline is the mark of a mature Catholic young woman, the development of self-discipline is the ultimate goal of the school's disciplinary system.

Students are expected to accept personal responsibility for maintaining an orderly school environment by adhering to the policies and expectations outlined in this handbook and accepting the consequences of their actions when those expectations are not met.

Students are expected to uphold these standards both on and off campus. Conduct occurring during non-school hours, online or at non-school-sponsored events that is unlawful, contrary to the mission and values of Our Lady of Lourdes Academy or materially affects the safety, well-being or integrity of the school community may result in disciplinary action, including administrative withdrawal.

To promote accountability, student conduct is addressed through an infraction system. Infractions are classified as minor, major or grave based on the nature and severity of the behavior. The following section outlines the school's disciplinary procedures and possible consequences.

INFRACTION SYSTEM

An infraction is issued when a student fails to comply with school expectations or policies. Infractions are classified as minor, major, or grave based on the nature and severity of the violation.

When a student violates a school regulation, the teacher has the discretion to address the behavior through appropriate classroom consequences that encourage accountability and growth. If the behavior continues or there is no demonstrated improvement, the teacher may issue an infraction and/or refer the student to the Vice Principal for Student Affairs and the Guidance Office for additional support.

The administration of Our Lady of Lourdes Academy reserves the right to determine the appropriate classification of any infraction as minor, major, or grave, taking into consideration the nature, severity, and circumstances of the violation.

Infractions are maintained in a student's disciplinary file throughout her four years of high school. They are not part of a student's permanent academic record and are not shared as part of the college admissions process. Maintaining this recordenables the administration to identify patterns of behavior, recognize student growth, and provide appropriate guidance, intervention, and support while promoting personal responsibility and development.

TYPES OF INFRACTIONS

Minor Infractions

Behaviors that may result in a minor infraction include, but are not limited to, the following:

- Accumulation of three tardies.
- Chewing gum.
- Failure to submit a signed Parent Covenant, Parent-Student Handbook Acknowledgment Form, or other required parent/guardian forms by the designated deadline.
- Failure to wear a current school-issued student ID during school hours.
- Violation of the school dress code (unkempt uniform, unauthorized uniform items, or improperly worn shoes).

Students who accumulate three minor infractions will receive a general detention. A continued pattern of minor infractions may be considered defiance of school policies and may result in additional disciplinary action.

TYPES OF INFRACTIONS (Cont.)

Major Infractions

Behaviors that may result in a major infraction include, but are not limited to, the following:

- Breach of the Technology Policy
- Cellular phone violation
- Cheating.
- Inappropriate use of Artificial Intelligence (AI).
- Out of bounds (being outside an assigned area, remaining away from class for an extended period of time, or being unaccounted for during FOCUS).
- Pedestrian or driving violation on school property or within the OLLA parking lot.
- Skipping detention.
- Unacceptable use of social media or other online platforms, including the internet, email, instant messaging, and text messaging.
- Use of earbuds, headphones, smart glasses, or smart watches without authorization.
- Violation of the Honor Code.
- Any behavior that is disrespectful, defiant, or disruptive, including, but not limited to, the use of abusive or inappropriate language.

A major infraction will result in at least one hour of detention. Depending on the severity of the behavior, additional disciplinary consequences may be assigned, including, but not limited to:

- Additional hour(s) of detention.
- Administrative Withdrawal/Expulsion.
- Disciplinary Contract.
- Loss of privileges.
- Referral to the Disciplinary Review Board.
- Removal from leadership and honor society/club membership.
- Removal of the privilege to re-enroll for the upcoming school year.
- Suspension.

In determining additional disciplinary consequences, the administration will consider the student's disciplinary record, including any repeated offenses, as well as the nature and severity of the behavior.

TYPES OF INFRACTIONS (Cont.)

Grave Infractions

Behaviors of the most serious nature that may result in a grave infraction include, but are not limited to, the following:

- Actions that are detrimental to Our Lady of Lourdes Academy or its community.
- Cheating.
- Harassment or bullying, including cyberbullying (see ADOM policy on page 38).
- Inappropriate use of Artificial Intelligence (AI).
- Possession of contraband, including alcohol, illegal drugs, cigarettes, vaping devices, drug or alcohol paraphernalia, weapons, or any object that could reasonably be used as a weapon (see ADOM policy on page 33).
- Sexting.
- Smoking or vaping (see ADOM policy on page 37).
- Stealing or vandalism.
- Truancy (absence from school without authorization or a valid excuse).

A grave infraction may result in one or more of the following disciplinary consequences, including those applicable to a major infraction:

- Additional hour(s) of detention.
- Administrative Withdrawal/Expulsion.
- Disciplinary Contract.
- Loss of privileges.
- Referral to the Disciplinary Review Board.
- Removal from leadership and honor society/club membership.
- Removal of the privilege to re-enroll for the upcoming school year.
- Saturday detention.
- Suspension.

Additional consequences may be issued, at the discretion of the President/Principal.

Students are expected to uphold the values and standards of Our Lady of Lourdes Academy both on and off campus. Conduct that is contrary to the school's mission and values, is unlawful, or adversely affects the reputation of the school or the well-being of its community may result in disciplinary action, including administrative withdrawal.

The administration of Our Lady of Lourdes Academy reserves the right to impose disciplinary consequences other than those listed above when deemed appropriate based on the nature and circumstances of the offense.

DETENTIONS

Students who have been issued a detention will be required to serve it at a date and time determined by the Vice Principal for Student Affairs. The following are regulations that pertain to students issued a detention:

- Lack of transportation does not exempt a student from detention. Students and parents/guardians are responsible for making appropriate transportation arrangements so the student can attend detention on the assigned date and time.
- Students who fail to arrive on time to a detention may earn another infraction, along with further disciplinary consequences.
- Students in detention may not access digital devices of any type unless authorized by the detention moderator.
- Detentions may result in students performing physical work. Students may be required to perform clean-up tasks around the campus.
- Students are responsible for informing the Vice Principal for Student Affairs prior to a scheduled detention of any reason that would prevent the student from attending a scheduled detention. Reasons include students participating in games, scheduled make-up test(s), etc. The Vice Principal for Student Affairs will determine if the request is approved.
- Students who fail to serve detentions of any type may be issued further disciplinary consequences.

DISCIPLINARY REVIEW BOARD

The main purpose of the Disciplinary Review Board is to examine the conduct of a student, assess her willingness to adhere to school regulations, and determine a course of action that has in mind the best interest of the school, the students, and the young lady in question.

The Disciplinary Review Board is coordinated by the Vice Principal for Student Affairs and will be composed of the administrative team and the student's counselor, who will serve as the student's advocate. The Board will prioritize fairness in reviewing the circumstances and evidence, maintaining confidentiality at all times. The Board will make a recommendation to the principal regarding the consequences for the behavior; recommendations may include, but are not limited to, probation, quarterly disciplinary review, detention, loss of privileges and administrative withdrawal. The principal will make the final decision. The Vice Principal for Student Affairs will communicate the decision to the student and her parents/guardians, who will be required to sign and return a Disciplinary Acknowledgment Form.

DISCIPLINARY CONTRACT

A student with serious and/or habitual disciplinary offenses will be required to sign a disciplinary contract, which will outline the terms and conditions of her probation. Parents/guardians will also be required to sign the document, a hard copy of which will be retained by the Vice Principal for Student Affairs. The student's continued enrollment at Our Lady of Lourdes Academy will be contingent upon her adherence to the terms outlined in the disciplinary contract.

SUSPENSION AND ADMINISTRATIVE WITHDRAWAL

A student may be suspended from school for a serious violation of rules, accumulation of infractions or habitual unacceptable behavior(s) in breach of the Parent-Student Handbook. Students may also be suspended while the administration investigates an incident. Parents/guardians are notified of the administrative suspension, which may be in school or out of school, at the discretion of the administration. The following are regulations that may pertain to students issued an administrative suspension.

- On the day of an in-school administrative suspension, the student is prohibited from attending any classes. She is assigned work that must be completed in a place designated by the Vice Principal for Student Affairs. If a major test is scheduled for this day, it may be administered by the Vice Principal for Student Affairs.
- On the day of an administrative suspension, the student may not participate in or attend any curricular, co-curricular, or extracurricular activities, including athletics, club events, games, or school functions (home or away), whether as a participant or guest.
- A student on administrative suspension is responsible for arranging with her teachers to make up any work missed while on administrative suspension. Failure to do so may result in a zero for the work missed.

Time missed for an administrative suspension is recorded as an administrative suspension and considered an absence. A student may be recommended for withdrawal and/or expulsion by the Disciplinary Review Board, but only the President/Principal has the final authority to expel a student. If a student is not withdrawn by parents when recommended by the school, then the student may be expelled.

In choosing to attend Our Lady of Lourdes Academy, students commit to upholding the values and ideals of the Catholic faith and of Our Lady of Lourdes Academy. Any student whose conduct demonstrates a persistent failure or refusal to abide by the school's values, policies or behavioral expectations may be subject to disciplinary action, including dismissal. A student who engages in conduct, whether on or off campus, during or outside of school hours, or online, that is contrary to the mission of the school or materially detrimental to the safety, well-being or reputation of the school community may be asked to withdraw or may be expelled.

ASSEMBLY AND MASS ETIQUETTE

Various types of assemblies, including Mass and prayer services, are held for the benefit of the students throughout the year. Students are to go to and return from the assembly in an orderly fashion. At these functions, students are expected to participate and show respect and courtesy by their attention and demeanor.



HONOR CODE

PURPOSE

Our Lady of Lourdes Academy is dedicated to protecting the academic integrity of the school, encouraging ethical behavior among its students, and fostering a climate of fair competition. Evaluation of each student's level of knowledge and understanding is integral to the teaching and learning process and requires tangible measures – homework, classwork, projects, quizzes, tests, etc.

Students are expected to report violations of the Honor Code to teachers, a member of the School Counseling Department, an administrator or trusted member of the faculty. Moreover, all students are responsible for clarifying, with the corresponding faculty member, any ambiguities about violations of the Honor Code on an assessment or assignment.

ACADEMIC DISHONESTY POLICY STATEMENT

Academic dishonesty is any act that interferes with the evaluation of academic work through the misrepresentation of the work being evaluated and the student's actual knowledge and performance. All forms of academic dishonesty are prohibited, whether related to written or oral examinations, tests, quizzes, papers, homework, classwork, group work, computer-based assessments, projects, collaborative projects, portfolio pieces, presentations, STEM (Lab) Reports or other academic undertakings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, misrepresentation, copyright violations, the unauthorized use of AI and any other act that compromises the integrity of a student or intrudes or violates the academic environment of Our Lady of Lourdes Academy.

Cheating is possession, communication, or use of information, materials, notes, or other devices unauthorized by the teacher to complete an academic assignment or unauthorized communication with another person during an academic assignment. In education, cheating includes, but is not limited to, the following actions:

- the copying of homework and/or reports from other students
- the copying of books, magazines, and online resources
- the exchange of information on any exam, quiz, testing procedure, homework, class assignment or project
- working together with another student on an assignment without authorization from the teacher
- looking at a book, notes, digital device, or another person's paper during an exam
- giving work or information to another student to be copied and/or used as her own
- giving someone answers to questions on an exam, quiz, testing procedure, homework, class assignment or project
- informing another student of specific questions that appear or have appeared on an exam in the same academic term, giving, distributing, or selling a test, term paper, report, project, or other restricted written material to another student
- Acquiring testing materials through any means
- Any dishonest act that gives an unfair advantage on an assessment
- the unauthorized use of AI

ACADEMIC DISHONESTY POLICY STATEMENT (Cont.)

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. At Our Lady of Lourdes Academy, plagiarism includes, but is not limited to, the following actions:

The attempt of an individual to claim the work of another as the product of his or her own thoughts, whether the other's work is published, or the work belongs to a fellow classmate

More specifically, it includes but is not limited to the following actions:

- Failure to cite sources of text or other written materials on an exam, term paper, project, research paper, homework, or other written assessment/assignment submitted to a teacher as the student's own work.
- presenting a purchased paper as original work.
- presenting another person's work as her own.
- using materials received from the Internet and trying to pass it on as one's own work, including the use of automatic translation of one language to another by means of a dictionary look-up on any type of electronic device
- any other attempt to pass off someone else's ideas as one's own
- the unauthorized use of AI

ACADEMIC DISHONESTY POLICY STATEMENT (Cont.)

Misrepresentation is an act of commission or omission with intent to deceive. In education, the intent is to deceive a teacher. Misrepresentation includes, but is not limited to, the following actions:

- lying about family or personal circumstances in order to gain academic advantage for oneself or others
- changing answers on graded materials
- having another person complete an assignment
- fabricating data/information
- the unauthorized use of AI
- any other act with intent to deceive a teacher

Copyright infringement laws and artistic integrity (student-produced art) requires that students create their own imagery. Any copyrighted or published material may only be used with artistic integrity and only as reference in order to study a drawing approach or concept. The student cannot copy any published or copyrighted material for the purpose of creating portfolio pieces. Exact duplication of any published or copyrighted material is simply plagiarism and unethical. The only photos that may be used for creating portfolio pieces will be taken by the student and for the purpose of the piece being created (no old photos).

Collaboration is a fundamental component in the education process at Our Lady of Lourdes Academy. Working with peers leads to better understanding of the subject matter and promotes teamwork and the skills necessary for future success. At Our Lady of Lourdes Academy, acceptable levels of collaboration require that each student contributes equally. The required documentation of such collaboration varies greatly depending on the assessment/ assignment. Students should not make assumptions based on their experiences in other classes. If the expectations are not clearly described in the assignment, students should ask the teacher for clarification.

By signing the Student-Parent Handbook acknowledgement form, the student is pledging to the following statement:

"I understand the importance of integrity in all areas of my life. I promise that I will complete my assignments/assessments on my own, I will not cheat in any way and will not assist others to do so"

CONSEQUENCES FOR ACADEMIC DISHONESTY

Consequences for academic dishonesty may include, but are not limited to, the following:

- zero points for the work in question; and
- an issued infraction for academic dishonesty. Infractions for academic dishonesty are assigned one or more of the following consequences:
    - Notification to parent/guardian and counselor
    - Detention
    - Removal from or ineligibility for leadership positions, honor society membership, or other extracurricular participation
    - Removal or suspension from sports teams and other teams and/or clubs representing Our Lady of Lourdes Academy
    - Ineligibility for school trips, competitions and/or activities. (Refunds are not given when a student is denied attendance due to behavioral issues.)
    - Disciplinary probation
    - Review Board appearance
    - Administrative withdrawal from Our Lady of Lourdes Academy

Please be advised prior violations of the Honor Code will be considered in assessing consequences.



DRESS CODE

PERSONAL APPEARANCE

Studies have shown that the way we dress influences our mindset and behavior. Dress and grooming should always be appropriate to the occasion. Because school is a place of learning, styles intended for casual settings are not appropriate. Students are expected to present themselves in a manner that is neat, modest and reflective of the values of Our Lady of Lourdes Academy.

Unless otherwise specified by the school, all uniform items must be purchased through Flynn O'Hara Uniforms.

STUDENT UNIFORM

Uniform Bottoms

- Tab Skirt in Lincoln Plaid with shorts underneath (must be no more than two inches above the knee in the front and back)
- Navy Slacks

Uniform Shirts

Students may wear one of the following:

- Carolina Blue short-sleeve polo with embroidery*
- White Johnny Collar short-sleeve polo with embroidery*
- White and Carolina Blue long-sleeve rugby with embroidery*
- White short-sleeve or long-sleeve Oxford with embroidery

*See Transitional Uniform Provision.

Shoes

- All-white sneakers
- Sneakers must be fully enclosed.
- Backless, mule-style and slip-on shoes are not permitted.

Socks

- White
- Class Color
- Festive (as designated by the school)

Outerwear

Please reference the visual guide found on the following page to determine what outerwear pieces are approved for wear and when. In all cases, the school uniform shirt must be worn underneath all outerwear, with the collar clearly visible.

Student ID

- All students are required to wear their current school-issued ID around their neck at all times while on campus.

STUDENT UNIFORM (Cont.)

Dress Uniform

The Dress Uniform must be worn for Mass, formal assemblies, field trips and other occasions designated by the administration.

REQUIRED DRESS UNIFORM

- White short-sleeve or long-sleeve Oxford with embroidery
- Navy Slacks
- Navy Cardigan with embroidery
- Traditional Cordovan penny loafers
- White socks

Bobcat Fridays

Bobcat Fridays provide students with the opportunity to celebrate their involvement in school while maintaining a professional appearance.

On Fridays only, students may wear:

- Approved school club T-shirts
- Organization T-shirts
- Team T-shirts
- Approved school sweatshirts

Not all apparel sold through the Bobcat Boutique is approved for school wear. Sleeveless shirts, tank tops, shorts, sweatpants and similar apparel may be worn off campus but are not permitted during the school day.

SCHOOL APPROVED APPAREL


















Cancer Awareness Polo:

May be worn on Fridays and daily during the month of October.



Senior ¼ Zip



Athletic Letterman



Academic Team Letterman

STUDENT UNIFORM (Cont.)

Athletes

- Athletes may also wear their jerseys or practice shirts on the day of a scheduled game, meet or competition.
- Letterman jackets may be worn Monday through Friday without restriction.

Special Uniform Privileges

The following students may wear their designated apparel Monday through Friday:

- Athletes, members of academic teams and Lourdes Singers: Letterman Jacket
- Seniors: Senior Quarter-Zip
- Student Council Representatives: Official Student Council Quarter-Zip
- Peer Ministers: Official Peer Minister Quarter-Zip
- Bernadette Scholars: Bernadette Scholars Polo

In all cases, the school uniform shirt must be worn underneath, with the collar clearly visible.

Transitional Uniform Provision

- Students in the Class of 2027 may continue wearing the Carolina Blue short-sleeve polo, the White Johnny Collar polo and the rugby.
- The rugby may only be worn with navy slacks and may not be worn with the skirt.

STUDENT UNIFORM (Cont.)

Uniform Violations

Examples of uniform violations include, but are not limited to:

- Failure to wear the current school-issued ID around the neck
- Failure to wear the required school uniform shirt underneath outerwear with the collar visible
- Wearing jackets, sweatshirts or hoodies that are not approved by the school
- Failure to wear the required Dress Uniform for Mass, assemblies or other designated events
- Failure to dress out for Physical Education class
- Wearing sweatbands on the forehead or scarves/bandanas on the head
- Excessive jewelry (no more than two earrings worn in the earlobes)
- Extreme hairstyles or hair colors that are not naturally occurring
- Hair tinsel, metallic strands or other decorative hair extensions
- Sweatpants or leggings
- Skirts worn more than two inches above the knee in the front or back
- Shoes other than approved all-white sneakers, unless otherwise authorized by the Vice Principal for Student Affairs
- Shoes in poor condition (holes, separating soles, etc.)
- Inappropriate socks
- Visible tattoos or facial piercings
- Torn, ripped or unhemmed pants
- Inappropriate facial coverings (PPE)

The school uniform should be clean, pressed, properly fitted and in good condition at all times.

If there is a legitimate reason a student cannot comply with the dress code, she must present a note signed by a parent/guardian to the Vice Principal for Student Affairs before first block.

Students attending school-sponsored activities should wear the Dress Uniform unless otherwise instructed by the moderator.

STUDENT UNIFORM (Cont.)

Consequences Uniform Violations

Students who report to school out of uniform or without the required uniform item must report to the Office for Student Affairs before first block.

Consequences may include:

- Issuance of a disciplinary infraction
- Additional disciplinary action and/or replacement charges if rented items are not returned

Student ID Cards

Student ID cards are an important part of the school's safety and security procedures and are used to identify students during the school day and in the event of an emergency.

Students are required to wear their school-issued ID around their neck at all times while on campus.

If a student loses her ID card:

- She must report to the Main Office to receive a temporary ID.
- She must email the Vice Principal for Student Affairs to request a replacement ID.
- Replacement IDs cost $15.
- Replacement IDs will be available within 24 hours and must be picked up before reporting to first block.

ID cards must be kept in good condition. Students who fail to wear their ID or who present a damaged or unusable ID may be issued a disciplinary infraction.

Student IDs are required for access to all FOCUS destinations, the Sister Marie Agnese Presentation Center, the Gymnasium, the Dining Hall and while traveling throughout campus.



SCHOOL SAFETY

SCHOOL SAFETY

Our Lady of Lourdes Academy reviews and updates its safety protocols annually after consultation with Coral Gables and South Miami Police departments. Use of an alert system to communicate with parents in the event of an emergency. A police officer is on campus daily and the school utilizes 24-hour surveillance cameras throughout the school.

BOMB THREAT

If the school is to be evacuated because of a bomb threat, students should use the same procedure as for a fire drill. SILENCE during evacuation must be observed. The school will work closely with law enforcement to identify the perpetrator of a false threat to the school and take appropriate legal action.

FIRE DRILL

Fire drills are very important and should be taken seriously. When fire drills are conducted, teachers and students must leave the building according to the directions posted in each classroom. Everyone must move QUICKLY, QUIETLY and IN ORDER to the place assigned. Doors should be closed and lights turned off before leaving any room. Silence is to be maintained throughout the drill. Emergency Procedures that are posted in every classroom.

LOCKDOWN

When it becomes necessary for all staff and students to remain locked in classrooms and offices due to a situation in the community or on school grounds, the President/designee initiates a lockdown. During a lockdown, a student's priority is to cover/conceal themselves and seek safety. Students are to remain quiet, turn off the volume of all electronics, and follow the guidelines issued by faculty and law enforcement. Lockdown drills may also be conducted during the school year. Emergency Procedures that are posted in every classroom.

SEVERE WEATHER INFORMATION

In most cases of emergency warranting school closures, the school follows the decisions of the Miami-Dade County Public School System. Parents/guardians should listen to local broadcasts and follow their recommendations. In case of emergencies, the decision to dismiss students from school is at the discretion of the principal. In the event of a school closure, the principal will communicate the details related to reopening of the school.

SUPERVISION

The school provides supervised activities after school, as well as designated spaces for students to study or wait to be picked up. Students may be present on campus before the start of the school day and may remain on campus following dismissal; however, supervision is limited outside of regular school hours and is not provided in all areas of campus.

Designated supervised areas include locations where a faculty or staff member is assigned for supervision, such as structured activities, study spaces or other areas identified by the school.

Students who are on campus outside of the regular school day should remain in designated areas. While brief waiting periods may occur in other common areas of campus, these locations are not continuously supervised. Students are expected to be mindful of their surroundings and arrange for timely drop-off and pick-up.

The school does not provide continuous supervision of students who are on campus outside of the regular school day, and families should plan accordingly when arranging drop-off and pick-up.

VISITORS

All visitors coming to school must check-in with the security officer at the entrance gate, where they must register and receive a Visitor's Badge before reporting to the Main Office.

Visitors to classes are not allowed at Our Lady of Lourdes Academy, unless prior permission has been received from the Vice Principal for Student Affairs.



SCHOOL POLICIES

CHANGE OF ADDRESS

Any change of address, parish, home phone number, work phone number, mobile phone number or emergency contact information must be reported by the parent/guardian directly through PowerSchool so that records may be kept up to date. Emergency contact names and phone numbers should be reviewed and updated on a regular basis. Any change in guardianship warrants that a copy of the court order be submitted to the school.

CLASS PARTIES

There may be no parties in classrooms during class periods unless pre-authorized by the administration. When planning a class party, students should be mindful that eating is not permitted in the classrooms, offices and other academic areas. Only water is permitted in classrooms and offices.

DELIVERIES

Our Lady of Lourdes Academy will not accept deliveries of any type for students. In the event of an emergency, please contact the Vice Principal for Student Affairs.

DINING HALL

- Students are responsible for leaving the table and the area around where they are seated in order.
- During lunch, students may sign out to Campus Ministry, School Counseling Office and the Advancement Office. Other areas are out of bounds and subject to disciplinary action.
- For safety reasons, students may not bring their book bags into the dining hall.
- Balloons are not permitted in the lunch room.

DRIVING ON CAMPUS

Parents/guardians and students are asked to observe the traffic signs, refrain from using cell phones and keep traffic moving, when driving on campus. The speed limit on the school grounds is 5 mph. Individuals driving on campus must give pedestrians the right of way and be attentive to individuals backing out of parking spaces. All drivers must abide by the directives given by law enforcement and staff members assisting with campus traffic.

FIELD TRIPS

Field trips are privileges given to students. Students may be denied participation if they fail to meet academic, attendance and/or behavioral expectations. No refunds will be issued. Financial obligations must be up-to-date, or the student may be denied the privilege of attending a field trip. Students should wear the Dress Uniform when attending field trips, unless otherwise approved by the school administration.

LOST AND FOUND

Students are personally responsible for their own iPads, books, clothing, calculators and other personal property. Mark all personal property clearly with the student's name and grade. Lost articles such as books, clothing, etc. are to be turned in to the Activities Office. Valuable articles such as money, iPads, calculators, glasses, etc. are to be turned in to the Vice Principal for Student Affairs. Items in the Lost and Found bin will be donated to charity at the end of the month.

MONIES

No money is to be collected, or any item sold, without permission of the President and/or Principal. All monies should be deposited in the Finance Office at the end of each day. The school cannot be responsible for monies that have not been placed in its official custody. Should it be necessary to bring a large sum of money to school, the student should leave it with the Vice Principal for Student Affairs until dismissal.

PARKING

Students must follow all driving procedures and protocols as they pertain to the Our Lady of Lourdes Academy parking lot. A pedestrian or parking lot violation may result in disciplinary action and the forfeit of the student's right to park at Our Lady of Lourdes Academy and any of its associated lots.No refunds will be issued.

Campus parking is limited and provided for a limited number of juniors and seniors only. All students should follow the procedures distributed by the Office for Student Affairs when requesting parking on site. Students of Our Lady of Lourdes Academy should not park in the neighborhood.

- All cars are to be parked in the assigned spaces in the Our Lady of Lourdes Academy parking lot.
- Not parking in the assigned parking space or switching parking with another student may result in temporary or permanent loss of parking privileges.
- Cars should be locked at all times, and valuables should be out of sight.
- Students are not permitted to go to their cars or to the parking lots between 7:25 a.m. and 2:30 p.m. without permission from the Vice Principal for Student Affairs.
- Excessive absences or tardiness may result in the temporary or permanent loss of parking privileges. No refunds will be given.
- The parking decal must be displayed on the car's front left (driver's side) window at all times.

If an assigned parking space remains vacant for an extended period of time, the Vice Principal for Student Affairs reserves the right to revoke parking privileges; no refunds will be issued.

STUDENT PICK-UP PROCEDURES

To maintain a safe and efficient flow of traffic during dismissal, the pick-up lane is intended for active student pick-up only and may not be used as a waiting area.

Parents and guardians should coordinate with their daughter in advance so they have a reasonable understanding of when she will be ready for pick-up. Once a vehicle enters the pick-up lane, the student should be prepared to board the vehicle promptly.

If a student is not ready to board the vehicle within approximately five minutes, the driver will be asked to exit campus and re-enter the pick-up line once the student is ready. Vehicles may not remain in the pick-up lane for an extended period while waiting for students, as doing so delays dismissal for other families and contributes to unnecessary traffic congestion.

POSTERS

- Any poster or sign to be displayed in school must be approved and signed by the Student Activities Director.
- All posters should be hung on the cork strips, round poles in hallway or tiled areas provided in the hallways. Only painter's tape may be used to adhere posters to any painted surface on campus.
- All posters are to be removed at the completion of the event.

PRAYERS

- Morning prayer is recited over the public address system during the beginning of Block 1. Silence is expected during prayers. The salute to the Flag follows morning prayer.
- Each class begins with a prayer.
- The Angelus or Regina Coeli is prayed over the public address system at the beginning of Block 4. Students should stand during this prayer.
- Prayers are said at the end of Block 4 each afternoon over the public address system.

VENDING MACHINES

Vending machines are available for student use before school, during lunch and after school. Students are not permitted to eat inside the classrooms. Vending machines may not be used during class time.

VISITING OTHER SCHOOLS

On the occasion of a holiday or early dismissal, students are forbidden to visit other schools. The school administration reserves the right to issue a consequence for any student who violates this policy. Consequences for such a violation may include suspension or expulsion.

WITHDRAWAL PROCESS

The parent of a student wishing to withdraw from Our Lady of Lourdes Academy should contact the Principal. After establishing the reason for withdrawal and clarifying future plans, the family will be contacted by Ms. Melissa Falcon, Admissions Director, with next steps which include:

- Completion of ADOM Withdrawal Form
- iPad Disposition Agreement - Students have the option to keep the school-issued iPad for a cost or return the iPad and all accessories in good condition. Cost and condition of the iPad is determined by the Technology Office.
- Satisfaction of all financial obligations, including tuition, athletic and/or other extracurricular costs.
- Exit Interview with Sister Carmen.

The withdrawal process typically takes 2-3 business days, as multiple departments need to work together to ensure all obligations have been met and the student is cleared to transfer out of our school.

Once the school has received all of the above, the school will issue unofficial and/or official transcripts directly to the receiving school. Transcripts can take up to 3 business days to prepare.

Families withdrawing a student from the school during a quarter remain responsible for tuition and fees through the end of that academic quarter. Official school records, including transcripts and report cards, will not be released until all financial obligations have been satisfied.



TUITION, FEES & FINANCIAL POLICIES

REGISTRATION AND RE-ENROLLMENT

Enrollment at Our Lady of Lourdes Academy is granted on a yearly basis. Each year, typically in December/January, currently enrolled students are invited to complete the registration process for the upcoming academic year.

Registration confirms a student's intent to return and reserves her place in the class for the following school year. The process includes the completion of required registration forms and the payment of the non-refundable registration fee by the published deadline.

Failure to complete registration by the designated deadline may result in the forfeiture of the student's place at Our Lady of Lourdes Academy. In such cases, the school reserves the right to offer the seat to another qualified applicant.

Continued enrollment is contingent upon satisfactory academic performance, disciplinary standing and fulfillment of all financial obligations to the school. The school reserves the right to deny re-enrollment when continued enrollment is not in the best interest of the student or the school community.



ADVANCEMENT

ADVANCEMENT

The Office of Advancement supports the mission of Our Lady of Lourdes Academy by strengthening relationships with parents, alumnae and friends of the Academy. Through fundraising, stewardship and community engagement, the office advances the school's strategic priorities while fostering a culture of philanthropy and lifelong connection to Lourdes.

By partnering with families and benefactors, the Office of Advancement helps provide resources that enhance the student experience, strengthen our Catholic mission and preserve the Lourdes legacy for future generations.

ANNUAL FUND

The Our Lady of Lourdes Academy (OLLA) Fund directly supports the mission and vision directed by the strategic plan for growth, development and expansion of Lourdes Academy. While tuition covers day-to-day operations, the Annual Fund provides essential resources for student programs, faculty support, financial aid, campus enhancements, and the areas of greatest need—ensuring that every Bobcat receives the exceptional formation and preparation for which Lourdes Academy is known. Every gift, regardless of size, has an immediate impact on our students and faculty, and helps sustain the Catholic values and IHM traditions at the heart of our mission.

PARENT INVOLVEMENT

Parents are valued partners in the educational mission of Our Lady of Lourdes Academy. Through volunteerism, leadership and participation in school life, families help foster a welcoming and engaged community while enriching the Lourdes experience for all students.

The following organizations provide opportunities for parents to become involved and support the mission of the Academy.

Lourdes Academy Dads (LADs)

This organization is composed of the fathers of students at Our Lady of Lourdes Academy. The LADs, unite in a shared mission to foster spiritual, academic, and personal growth within their daughters and the Our Lady of Lourdes community. Rooted in the Catholic faith, the LADs are dedicated to: Supporting School Growth & Development, Strengthening Family Bonds, and Building Community at OLLA. To join the LADs, please register here: https://forms.gle/DRPDykDUCj2FfoyG6

Parents' Guild

This organization is composed of the parents/guardians of students at Our Lady of Lourdes Academy. The function of this organization, in partnership with the Office of Advancement, is to create and sustain a community that enriches the lives of students, parents, families, faculty, staff, and friends of Our Lady of Lourdes Academy through fundraising and community events. For more information about the Parents' Guild, please email Martica Castellanos, mcastellanos@bobcats.olla.org



ARCHDIOCESE OF MIAMI POLICIES

ARCHDIOCESE OF MIAMI POLICIES

Our Lady of Lourdes Academy is a Catholic school of the Archdiocese of Miami and is governed by the policies and regulations established by the Archdiocese for its schools. Accordingly, the following policies apply uniformly to all archdiocesan schools and are reproduced verbatim as required. They form an integral part of this Parent-Student Handbook and should be reviewed carefully by all students and parents.

ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- physically, emotionally, or mentally harming a student;
- damaging, extorting or taking a student's personal property;
- placing a student in reasonable fear of emotional or mental harm;
- placing a student in reasonable fear of damage to or loss of personal property; or
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

Definition

1. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
2. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

Anti-Bullying Policy Scope

1. This policy prohibits bullying that occurs either:
    a. on school premises before, during, or after school hours;
    b. on any bus or vehicle as part of any school activity; or
    c. during any school function, extracurricular activity or other school-sponsored event or activity.
2. Reporting Complaints
    a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.
3. Disciplinary Action
    a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending partya to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. Our Lady of Lourdes Academy recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and Our Lady of Lourdes Academy does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Our Lady of Lourdes Academy does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

CONDUCT

Our Lady of Lourdes Academy is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

In addition, students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

COMMUNICABLE DISEASES AND RELATED ITEMS

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

CONFIDENTIALITY STATEMENT

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

ELECTROCARDIOGRAM SCREENING REQUIREMENT

Consistent with its responsibility to protect the health and safety of student-athletes, Our Lady of Lourdes Academy requires all student-athletes subject to the FHSAA Electrocardiogram screening requirement to provide satisfactory documentation of a completed ECG screening before participating in any tryout, practice, workout, conditioning activity, scrimmage, game, or other school-sponsored athletic activity. The School has adopted this requirement as a condition of participation in its athletic program. Accordingly, the School will not waive its ECG screening requirement based on a religious objection.

ELECTRONIC ACKNOWLEDGEMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

FUNDRAISING

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

HARASSMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

IMMUNIZATIONS

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed in Florida and who regularly sees the student for medical care. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

INTELLECTUAL PROPERTY PROTECTIONS

Our Lady of Lourdes Academy takes great pride in its name, logos, mascot, and other identifying marks that represent our institution. These are also trademarks that provide great value to our school and that contribute to the identity, reputation, and recognition of our school community. To further protect these assets, we have registered the trademarks for our school's name and logos. Please note the following policies concerning the use of school trademarks.

The name, logos, and other identifying marks of Our Lady of Lourdes Academy are registered trademarks owned exclusively by the school. These trademarks are legally protected and may not be used without express written authorization.

Parents/Guardians, students, and third parties are strictly prohibited from using the school's trademarks, including its name and logos, for any purpose without the express written consent of the school. This includes, but is not limited to, the creation or sale of merchandise, promotional materials, and digital or printed publications.

Parents/Guardians and students must ensure that any merchandise bearing the school's name and/or logos is purchased only from vendors who are officially licensed and authorized by the school to use the school's trademarks. Before making any purchases, parents and students should verify with the school administration that the vendor is properly authorized.

Unauthorized use of the school's trademarks may result in disciplinary action, legal consequences, or both. Any suspected misuse should be reported to the school administration immediately.

By respecting and protecting our trademarks, we help preserve the religious identity and reputation of Our Lady of Lourdes Academy. For any questions regarding the use of our trademarks or authorized vendors, please contact the school administration.

MEDICATION GUIDELINES

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

NAME, IMAGE, AND LIKENESS

Our Lady of Lourdes Academy, as a member of the Florida High School Athletic Association (FHSAA), adheres to FHSAA regulations governing athletic competition. Pursuant to FHSAA rules, student-athletes must, with the limited exception of permissible NIL activities, maintain amateur status in order to participate in FHSAA-regulated athletic activities. Consequently, student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gifts of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's athletic career. The school expects all student-athletes to strictly adhere to these conditions of athletic participation.

Student-athletes are permitted to benefit from their name, image, and likeness in accordance with FHSAA rules. This includes the ability to receive compensation for endorsements, appearances, and other activities related to NIL. No employees or agents of the school, including its coaches and administrators, are authorized to involve themselves with student NIL, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Parents/guardians are specifically advised that they should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students.

All NIL agreements must be disclosed in writing to the school administration within seven days of signing. Student-athlete NIL activities may not conflict with any team practices, games, or other school-related activities. Student-athletes are prohibited from making any reference to any school of the Archdiocese of Miami when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display an Archdiocesan school's name, mascot, or logo while engaged in any commercial activity not specifically authorized in writing by the Archdiocese of Miami. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any third party during any school-based team activity. The names, mascots, and logos of Archdiocese of Miami schools have legal protections and their commercial unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions. In addition to compliance with FHSAA rules, student-athletes may not endorse products or services that are inconsistent with the values of Our Lady of Lourdes Academy and must at all times comport with the Conduct provision in this handbook and the policies and mission of Our Lady of Lourdes Academy and the Archdiocese of Miami.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
    a. Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    a. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
    a. Family Policy Compliance OfficeU.S. Department of Education400 Maryland Avenue, SWWashington, DC 20202-5920

OPEN ADMISSION POLICY

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PARENTAL CUSTODY AGREEMENTS AND COURT PROCEEDINGS

Our Lady of Lourdes Academy is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

School Policy On Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff.

Accordingly:

Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.

Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to:

- "Take sides," "verify compliance," or determine which parent is "supposed" to have the child on a given day;
- Refuse a child's release to a parent based on an alleged schedule violation;
- Serve as intermediaries, messengers, or "record-keepers" for family court matters; or
- Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.
- Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

Equal parental access absent restriction. Unless the school has on file a current, valid court order that restricts a parent's contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.

Verification and safety procedures still apply. All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision expectations).

Authorized pickup procedures. For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school's authorized pickup permissions), and consistent with any court order on file. The school's safety protocols are not an enforcement mechanism for timesharing; they are for student protection and orderly operations. Decisions about which individuals may be included on the school's authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).

The school is not responsible for "holding" a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent's day it is.

High-conflict situations. If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

Court Orders, Injunctions, and Documentation

Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school receives a valid restraining order/injunction/no-contact order restricting a parent's contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the address(es) where student records should be sent.

Testifying in Divorce or Custody Proceedings

In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. A violation of this policy will constitute a breach of the parental cooperation requirement.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

Conduct Expectations and Campus Safety

Our Lady of Lourdes Academy expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement.

Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Our Lady of Lourdes Academy recognizes the following co-curricular and extra-curricular activities (including official athletics activities and school dances):

School Clubs

- Agape Prayer Group
- Amigos for Kids Club
- Art Club
- Be the Light Club
- Big Brothers/Big Sisters Club
- bLU CREW
- Bobcat Book Club
- CARE Club
- Chem Club
- Culinary Club
- Environmental Club
- French Club
- Health Professionals Club
- Key Club
- LINK Club
- Live Like Bella Childhood Cancer Foundation Club
- LolaTech Club
- Multimedia Club
- OLLA Law
- P.A.C.K. Club
- Psychology Club
- Respect Life Club
- Sisters of Support Club
- Spanish Club
- STEM Club
- Women in Community Service (WICS)

Athletics

- Basketball
- Beach Volleyball
- Cheerleading
- Cross Country
- Dance
- Golf
- Lacrosse
- Rowing
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball

Academic Teams

- Anatomage Competition Team
- CodeLab
- DECA
- HOSA
- Mathletes
- Mock Trial
- Music/Theatre
- OLLA TV
- Publications: Grotto, Le Fleuve and Literati
- Robotics Team
- School Duel
- Science Olympiad
- Speech & Debate

Ministries

- Bobcat Ambassadors
- Student Council
- God Squad
- Peer Ministry
- Lourdes Singers
- Chamber Ensemble
- Stage Crew

Dances

- Junior & Senior Formal
- Freshman & Sophomore Formal
- Junior Prom
- Senior Prom

Our Lady of Lourdes Academy strives for the development of well-rounded young women who balance academics with extracurricular activities using effective time management. Students must exercise caution and good judgment when choosing extracurricular activities. Expectations, responsibilities and time commitment should be examined for each to gauge whether active participation is feasible without compromising success.

Parents acknowledge that participation in these co-curricular and extra-curricular activities may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any athletic activity, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. Parents, by executing this acknowledgement of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any co-curricular or extra-curricular activities, including all athletics activities and school dances.

The school is not responsible for student participation in any co-curricular and extra-curricular activities not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a co-curricular and extra-curricular activity is defined as a group of individuals dedicated to a particular interest or activity, and a league is defined as a group of teams or individuals participating in an athletic activity.

PRIVATE TUTORING, COACHING OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, student inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

SAFETY IN PRIVATE SPACES

Our Lady of Lourdes Academy complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as stablished by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

SCHOOL-SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

SECTION 504 - POLICY STATEMENT

Our Lady of Lourdes Academy complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, (Name) School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Dr. Jaclyn Don Caceres, 305-762-1019. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. Jaclyn Don Caceres, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

SMOKING/VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

TECHNOLOGY USE

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
    a. Use only assigned accounts and passwords;
    b. Do not share assigned accounts or passwords with others;
    c. Do not view, use or copy passwords, data or networks to which you are not authorized;
    d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
    a. Observe all network security practices;
    b. Report security risks or violations to the school principal;
    c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
    d. Do not disrupt the operation of the network or create or place a virus on the network;
    e. Conserve and protect these resources for other students and Internet users.
    f. The use of SmartGlasses (or equivalent devices) it not allowed on school premises without the permission of the administration.
3. Respect and protect the intellectual property of others:
    a. Do not infringe on copyright laws including downloading or copying music, games or movies;
    b. Do not install unlicensed or unapproved software;
    c. Do not plagiarize.
4. Respect the principles of the Catholic school:
    a. Use only in ways that are kind and respectful;
    b. Report threatening or discomforting materials to the school principal;
    c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
    d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
    e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
    f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
    g. Do not send spam, chain letters or other mass unsolicited mailings;
    h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
    i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including administrative withdrawal.

TEXT MESSAGING/TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

SEARCH AND SEIZURE POLICY

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
4. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement. Except upon the written consent of the school, parents should not utilize internet-based rideshare transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

VIDEO SURVEILLANCE

Our Lady of Lourdes Academy uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed in the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

WEAPONS

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.



PARENT COVENANT

We are blessed to have your family as part of Our Lady of Lourdes Academy and are humbled by your trust in us. As a parent or guardian, you have an essential and irreplaceable role in the education of your child. Catholic education works best when parents and educators work together in a relationship of open communication, trust, and mutual respect. We need you as an essential partner to support your child while partnering with us in a Catholic community of faith. Building this community of faith is a primary mission of our school requiring a cooperative and supportive relationship with all members of its community including students and parents.

As such, this Parent Covenant has been developed to communicate our expectations as to how you can best partner with us in a manner reflective of our Catholic mission.

PLEASE INITIAL EACH OF THE STATEMENTS BELOW:

As a Parent or Guardian, I affirm that will:

_____ Understand and support the Catholic mission of Our Lady of Lourdes Academy

_____ Read, support, and follow school policies and procedures, embracing my role in promoting a harmonious school environment.

_____ Ensure that my child arrives on time to school every day unless there is a real emergency.

_____ Communicate and treat all others in the school community (students, teachers, staff, other parents) with respect, professionalism, and Christian care.

_____ Address questions and concerns at the lowest possible level, escalating to the next level when necessary.

_____ Assume positive intentions when addressing any concerns, working through concerns in a manner that is professional and solution-oriented.

_____ Refrain from unnecessary and negative gossip, including participation in harmful texts, chats, and social media interactions.

I understand that the school views the education of its students as a partnership between the parents and the school and that parents are required to comply with these expectations. I further understand that all enrollment and disenrollment decisions remain at all times at the discretion of the school. In addition, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership is irretrievably broken.

Print Parent/Legal Guardian Name	Print Parent/Legal Guardian Signature	Date	List names of all students enrolled (with grade)



ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT FORM

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the RELEASES outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

Print Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Print Student Name

Student Signature

Date

OLLA ID

FOCUS Section/Number