

**Lial School Covenant**

**Because I am a Child of God  
I have a right to be happy,  
And to be treated with kindness in this school,  
And the responsibility to treat you with kindness.**

**Because I am a Child of God  
I have a right to be myself in this school,  
And the responsibility to respect your unique differences.**

**Because I am a Child of God  
I have a right to be safe in this school,  
And the responsibility to make choices that keep our school safe.**

**Because I am a Child of God  
I have a right to hear and be heard in this school,  
And the responsibility to listen and to speak with kindness.**

**Because I am a Child of God  
I have a right to learn about myself in this school  
And the responsibility to let you learn about yourself.**

**Because I am a Child of God  
I have a right to listen to others,  
And the responsibility to let you listen and respect you when you speak.**

**Because I am a Child of God  
I have a right to listen to my teachers,  
And the responsibility to let you listen to your teacher.**

**Because I am a Child of God  
I will try my best  
To attend to what is being taught  
So that I will be the best student  
I can possibly be.**

**Because I am a Child of God, I have these rights and responsibilities.  
Because you are a Child of God, you have these rights and responsibilities.  
Our respect for each other as God's Children will guide  
our attitudes, words and actions,  
So I pray.**

**MISSION**

The mission of Lial Catholic School, sponsored by the Sisters of Notre Dame, is to be an effective instrument in the formation of the whole child, integrating strong Gospel values, academic excellence, and the life skills necessary for the full development of each one's God-given uniqueness and the transformation of society.

## **PHILOSOPHY**

The philosophy of Lial Catholic School is expressed in the following statements that guide the school's policies and procedures.

- All individuals are created by God out of infinite love and, therefore, possess immeasurable dignity and worth.
- All individuals differ greatly in their aptitudes and achievements from one area of learning to another and in the ways they learn.
- Individual differences should be considered in every decision that is made within the school community.

Lial carries out this philosophy through its continuous progress program. Grade lines are eliminated to help students acquire skills at their own rate, growing in self-confidence as they do so. The continuous progress approach gives each child the freedom to advance rapidly through subject matter of greater proficiency and to dwell longer on skills that prove more challenging. Small and large group interaction with fellow students and the staff further facilitates the individualized attention and the challenge to develop in relationship to one's potential.

The philosophy of a continuous progress environment fosters inner freedom. From the child's earliest days at Lial Catholic School and throughout the years, there is direction in and opportunity for responsible decision-making. Self-evaluation through personal records of progress shows responsibility for choices made in independent work. Inner discipline and authentic freedom instill the confidence and values important for proper growth and development. Students are encouraged to expand their thinking, reaching for goals that are both challenging and realistic.

## **A BRIEF HISTORY**

Aldegonda Wolbring (Sister Mary Aloysia), foundress of the Sisters of Notre Dame, and Lisette Kühling (Sister Mary Ignatia), cofoundress, began the Sisters of Notre Dame in Germany in 1850. The name of Lial School is derived from their names: Lisette and Aldegonda. The children are acquainted with these school patrons and urged to continue in their spirit to build a social order that promotes the dignity of each person.

The initial vision for Lial Catholic School began with Sister Mary Arthur. Classes began in the fall of 1972 in a small cottage on Davis Road with an enrollment of twelve children. By January of 1973, five more children joined the group and classes could be held in the newly constructed school.

In 1975 and 1976 the Readiness, Primary, and Intermediate Units along with the multipurpose room were added. What had previously served as a courtyard was made into the present library in 1988. The 1996-97 school year brought the first phase of the construction of the southwest wing. By the spring of 1997, the former multipurpose room was remodeled as the Middle School classroom and the new auditorium was ready for use. The remaining rooms in the southwest wing were completed during the next five years, as funds were available.

Lial Catholic School has the distinct honor of having received the National Blue Ribbon School of Excellence two times [1991-92 and 1998-99]. Less than one fourth of a percent of the schools in the United States have earned this standing.

## **PURPOSE**

Lial Catholic School recognizes parents as the first educators of their children. This is especially true in the area of spiritual formation. Lial Catholic School aims to support Catholic students in

their belief and the practice of their faith and to deepen in all students a lively spiritual life. All students, regardless of their church affiliation, are expected to participate respectfully in daily religion classes, weekly school liturgies and other religious events.

Lial Catholic School strives to help the child to develop the habits, attitudes, ideals, skills and appreciation essential to his/her Christian formation, directed toward the attainment of his/her final destiny and toward the exercise of responsible citizenship. Working toward this goal, Lial Catholic School recognizes the unique endowment of each child and the role of parents as primary educators. Designed for children four to fourteen years of age, Lial Catholic School provides the prepared environment in which the child's sense of wonder leads to the joy of discovery and the gradual grasp of the truth. Here, intellectual growth and social discipline go hand in hand.

## **STATEMENT OF BELIEF Of Lial Catholic School Community**

### **Faith Formation**

We believe that religion is the core of the curriculum. By creating a caring, warm, friendly environment children will develop strong Christian values as well as a greater acceptance of others in our diverse world.

### **Community Building in the School**

We believe we are fostering a supportive relationship within the school community, preparing the children to be responsible adults and Christian leaders

### **Christian Service**

We believe service is central to our Christian faith, and each of us is called to a life of service to our school, to our community, and to our world.

### **Dignity of the Child**

We believe that all decisions made at Lial Catholic School are inherent in what is best for the child. We believe that the best education occurs when there is cooperation between the child, parents and teacher in a faith filled environment.

### **Student Learning and Achievement**

We believe every child progresses at his/her own rate of development. Children can fully develop their God-given talents in a safe, caring environment.

### **Instruction**

We believe that the whole child is developed through an instructional program that draws on best practices to ensure each student attains his/her full potential.

### **Role of Curriculum**

We believe a key to life-long learning is infusing the arts and technology into all subject areas as prescribed by the Diocesan course of study.

### **Assessment**

We believe that children can be assessed purposefully and in a variety of ways. We also believe that teachers need to be assessed as to how they are effectively meeting the needs of the children.

### **Continuous Improvement**

We believe educators are life-long learners. We learn from our students, and need to put new ideas into action.

## **PROGRAMS**

### **Spiritual Formation**

The effectiveness of Lial's religion program relies upon daily support of religious belief and practice in the home.

The religion program is the core of the curriculum at Lial. Daily religion classes are directed toward instilling in students an understanding and appreciation for Catholic belief and practice. All students, regardless of their church affiliation, participate in classes and all religious events at Lial. The diversity of religious backgrounds among Lial students enriches both students and staff in prayer and interaction.

The dates and times for Lial's weekly Masses are posted on the monthly calendar. The pastors from the students' parishes and other area priests preside at these liturgies. Parents are always welcome to join the students and staff for Mass. Many of the priests also make the Sacrament of Reconciliation available to the students.

Children of the appropriate age are prepared for sacraments of First Reconciliation, First Communion, and Confirmation. Parent meetings are integral to this preparation and are held to assist parents with their responsibility of preparing their child. These sacraments may be celebrated in the Lial Convent Chapel. Parents retain the option of arranging for these sacraments to be celebrated within the parish community.

### **Accreditation**

Lial School follows the full course of study used in the Toledo Diocesan Catholic Schools which conforms to the requirements of the Ohio State Department of Education. The curriculum is designed to support the educational philosophy and the objectives of the school. State mandates and diocesan guidelines are observed. All levels at Lial School are licensed through the Ohio Department of Education. Lial is accredited through the Ohio Catholic School Accreditation Association. All staff members are fully certified/licensed through the Ohio Department of Education.

### **Multi-age Grouping**

The students work in multi-age groupings. At Lial, how students relate to one another is as important as how students grow in academics. Through multi-age grouping, a more stimulating environment can be provided exposing older and younger students to a variety of concepts and ideas. In the multi-age setting, children can find challenge, satisfaction, and a feeling of personal significance. Cooperative effort, rather than competition, is encouraged. Students work together within four units: Readiness (for Pre-kindergarten/Kindergarten years), Primary (1st to 3rd year students), Intermediate (4th to 6th year students), and Middle School (7th to 8th year students). When a child reaches the needed academic, social, and emotional maturity for the next unit, work within that unit may begin.

### **Student Progress**

Various forms of assessment assist the teachers in guiding the students' work. The teachers gain valuable input during small group and one-to-one interaction with students. Independent activities and assignments along with formal evaluation are further helps. Scantron Test, (taken by 3<sup>rd</sup>-7<sup>th</sup> years in October and 2<sup>nd</sup>-7<sup>th</sup> in April), Assessment of Catholic Religious Education (ACRE) (taken by 5<sup>th</sup>, 8<sup>th</sup> years), and Diocesan Performance tests (taken by 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, years) are administered each year.

It is essential that parents and teachers participate in the three conferences scheduled each year. The dates for these are on the school calendar. Parents are given fifteen minutes for each child. Additional time may be requested as needed. The child may be invited to attend the conference by prior mutual agreement of parents and teachers. Detailed skills sheets are used instead of the traditional report card.

Parents and teachers may wish to initiate other conferences and are encouraged to contact each other as needed to set up an appointment. Teachers are not to be expected to make on-the-spot evaluations. Ordinarily, immediately before school and during recess are not good times for conferences. Classroom questions or concerns should be addressed at the parent-teacher level.

In the absence of a court order to the contrary, the school will provide a non-residential [non-custodial] parent access to academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order stating otherwise.

### **Special Events**

Spirit Week centers around the date October 1, The Sisters of Notre Dame Founders Day. Spirit week includes: a special Family Reunion Mass, a prayer service in honor of Lisette and Aldegonda, and other activities meant to deepen, express, and build Lial's unique school spirit.

Periodically, in-school assemblies featuring individual and group performances and presentations are scheduled. Parents are welcome to attend these assemblies.

Students may wish to donate a book to the school on their birthday. A nameplate will be placed in the book acknowledging the donor, the date, and the occasion. Paperback books will be added to the classroom libraries. Hardbound books will be added to the school library. Another birthday alternative is to bring a simple treat for the class. Invitations to parties, etc. may only be passed out at school if everyone in the class is included.

The teachers arrange for educational field trips to enhance the curriculum. The required written permission for each field trip will be sent home for the parent's signature (cf. Appendix I). Verbal permission is not adequate. Participation in field trips is a privilege that may be denied students based on previous behavior or lack of responsibility for schoolwork. Students not attending field trips will be assigned a replacement assignment by the teacher/s.

A number of special events highlight the school calendar: Buddy Family Picnic, Parent Night, Christmas Play, Family Mass and Social, Catholic Schools Week, Talent Show, Buddy Days, Skating Parties, Open House, Mission Fair, etc. Many of these occur every year. These extra spirit-building activities are welcome as long as they contribute to the over-all growth of the child and they do not out-weigh the time and energy given to the regular schoolwork.

### **Addressing Questions/Concerns**

When parents/guardians have questions or concerns related to the child's progress or to school procedures or staff, the first line of action is to speak with the teacher or staff member directly concerned. This should be done by appointment and is not to interrupt the classroom atmosphere or schedule. If after meeting with the teacher/staff member there is still a question or concern a meeting with the principal is to be requested. If questions/concerns are still unanswered, a written notice may be sent to the Board chair who will determine the action to be taken in the best interest of the child.

It is best to deal with situations directly and promptly, counting on the mutual interest in what is best for the child on the part of everyone concerned. Parents who intrude on teacher's classroom time or confront staff members in front of students should expect to be required to leave the grounds and to schedule a time when they can engage in constructive conversation. This is in the best interest of the students and in keeping with the Safe School Ordinance.

### **STUDENT RECORDS**

A cumulative record file is maintained for each child enrolled at Lial School. This record contains yearly educational data including standardized test scores, reports on services received, and student record sheets. Health records and psychological reports are maintained in a separate file.

When a student transfers to another school, the student file is sent after the receiving school has sent a written request signed by the parent/guardian. The payment of all fees and the return of all school property are required before records will be sent. The only exception to this is the Individual Education Plan (IEP) and health record.

Parents/guardians requesting access to their child's records are to make a written request twenty-four hours in advance. This request is to indicate the precise records desired, the reason for the request, and the name(s) of the person(s) to receive the records. Person requesting copies may be required to pay copying costs.

Lial School maintains directory information for each student. This information may include: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, the most recent previous institution attended.

The principal provides educational data to the following without consent required: certified members of the staff with legitimate educational interests, school officials of other schools with legitimate educational interest, financial aid officers, those possessing a subpoena for such data, accrediting organizations, legitimate researchers, law enforcement officers conducting an investigation to determine if the student is a 'missing child,' a court, attorney, or law enforcement officer investigating if a student is 'an abused, neglected, or dependent child.'

In the case of emergencies where it is necessary to protect the health or safety of the student, in which no parental consent is possible, the principal will consider the seriousness of the matter and whether the data being sought would help alleviate the emergency more quickly.

### **STUDENT EXPECTATIONS**

Lial School affirms that learning is closely related to conduct. An effective instructional program requires a well-ordered school environment. The best discipline is self-discipline and students benefit most when they assume responsibility for their own behavior and the consequences of their actions.

To maintain a school environment that is conducive to learning and for the health, safety, and the good of all students, courtesy in word and manner as well as self-control in behavior is always expected.

The entire approach to behavior at Lial School is based on the Lial School Covenant. See the first page of this handbook.

At all times, respect of all persons, property, and the work atmosphere of the school are expected. This respect will show itself in a caring and welcoming manner, good order, and a happy atmosphere.

Examples of what this means are detailed in the following guidelines. It is impossible to delineate every behavior. These guidelines are meant to be just that--a guiding line--to direct toward the appropriate behavior.

These guidelines are applicable while in the Lial School building, on the entire Davis Road property of the Sisters of Notre Dame, while attending off-site school sponsored functions, and in transit to and from school and school-sponsored functions.

## **BEHAVIOR**

Parents are expected to review these directives with their child/ren prior to the beginning of each school year.

### **Classrooms and other work areas:**

- Enter promptly and quietly.
- Greet the teacher.
- Have assignments and supplies ready for class to begin.
- Take appropriate and active part in class.
- Be courteous.
- If you have been absent, present your absence slip to the teacher and request missed assignments.
- Leave the room in a quiet orderly manner when dismissed.

### **Gathering for Mass, programs, etc.**

- Enter quietly.
- Sit in assigned area.
- Prepare for worship personally.
- Participate appropriately.
- Applaud by clapping your hands in the socially acceptable way. Whistles, boos, or other inappropriate sounds are to be avoided.
- When dismissed, leave quietly and orderly.

### **Halls:**

- Walk.
- Maintain a quiet atmosphere by speaking in a quiet tone and closing doors and lockers quietly.
- Greet each other, teachers, volunteers and visitors.
- Keep your hands to yourself.
- Live up to the trust placed in you to be outside of the classroom.
- The halls are not a place for eating, recess, or visiting friends.

### **Restrooms:**

- Be excused from your room in the approved manner.
- Keep quiet.
- Restrooms are not a place for school materials, food, etc.
- Respect each other's privacy.

- Keep your hands to yourself.
- Live up to the trust placed in you to be outside of the classroom.

**Lunchtime:**

- Choose a place for lunch and remain seated at that place for the entire lunch period.
- Carry on polite conversation with those at your table.
- Maintain polite eating habits.
- Clean your place after lunch.
- Observe the directives of the lunch supervisor.
- Ask to be excused by the lunch supervisor at the approved time.

**Recess:**

- Change shoes before and after recess at the school entrance.
- Share equipment and space, making all feel welcome and accepted.
- Respect and obey the person supervising the area.
- Once outside, remain outside for the full recess.
- Do not use any rough or forceful physical activity.
- Play by standard game rules and use equipment only for its intended purpose.
- Stones, sticks, leaves, and snow are not to be thrown.

The student's behavior during outdoor play should be directed toward social and physical development. Activities that cause harm physically, morally, or socially will be curtailed. Skating, bike riding, skate boarding, snow boarding, bats and hard balls are not permitted due to limited space for such activities.

**Behavior Intervention**

Parental support is of the utmost importance in the formation of a child's character, conscience, and self-discipline. Lial strives to support parents/guardians in the formation of their children.

Using the Lial Covenant as a guideline for helping students learn from infractions, we teach respect for the well being and the property of others at all times. All individuals and all property have an inherent value. Any behavior, which fails to recognize the value of a person or of property is contrary to the spirit of Lial School and will be addressed for the good of all concerned.

Students are taught to handle differences in a peaceful and direct manner. Strategies for problem solving are discussed in the classroom setting and on an individual basis. Classroom meetings facilitate group strategies for dealing with conflict and model the process for resolving differences one-on-one.

Whenever possible, consequences issued for poor choices are directly related to the situation, known to the student ahead of time, and follow the concept of natural consequences. Corporal punishment is not used.

Ordinarily, the teachers handle student discipline. In the event of more weighty or repeated violations, the parents and principal will be contacted. Some options that may be used are:

- A phone call or note to the parent(s)/guardian(s).
- A conference with the parent(s)/guardian(s) to determine the proper course of action. The principal may be involved.
- A home and/or school program established for on-going monitoring of the student's behavior.
- Counseling and/or a psychological evaluation may be required.

--Removal, suspension or expulsion is possible in incidents of serious behavior concerns.

School lockers and other storage areas provided for student use are the property of Lial School. School personnel may inspect these areas and anything brought onto the school premises by a student for any reason, at any time, without notice, without student consent, and without a search warrant.

Policies are in place to address involvement in drugs, alcohol, gang, weapons/explosives, tobacco, sexual activity, harassment/hazing, physical assault, property damage/theft, or any threat to the safety of persons or property, gambling, false alarms, as well as other serious behavior concerns. These policies may be reviewed in the school office.

If parents do not agree with the moral and behavioral standards expected at Lial School or with the steps taken toward formation and intervention, it is in everyone's best interest that they seek registration elsewhere. Registration may be denied students with serious infractions, or to families if parents do not meet the policy expectations of Lial School.

### **PERSONAL APPEARANCE**

To encourage growth in self-respect and to develop a heightened sense of pride in our school, all persons are to dress in a manner consistent with good grooming practices and habits of neatness, cleanliness, and modesty. A pleasant, well-groomed student with good posture is always attractive.

#### **Dress Code**

'Dress up' for school, rather than 'dressing down.' A neat, trim look that expresses the dignity of the person and fosters a healthy atmosphere for work is encouraged. With the constantly changing styles, it would be impossible to make an all-inclusive list of acceptable and unacceptable school clothing. Universal adherence to the dress code is important.

The types of clothing considered appropriate are:

- Dresses, jumpers, skirts, skorts (Length must be longer than finger tips with arms at side)
- Dress/casual slacks (ankle length)
- Blouses, shirts with collars, crew neck or turtle neck (Shirts, blouses with an uneven hemline are to be tucked in.)
- Socks and dress shoes, sandals with backs on them

The types of clothing considered inappropriate are:

- Sleeveless shirts/blouses/dresses
- Shorts [except as noted below], mini-dresses/skirts
- Slacks or shorts with pockets on the legs – no cargo pants of any style.
- All clothing made of western-style blue jeans material
- Sweatshirts/pants
- Dangling jewelry
- Hats
- Anything too short, too tight, too loose, too low, too baggie

Nothing that is worn for regular class days, jeans/sweats/shorts days, or gym class is to display any representation or suggestion related to sexual behavior, alcohol, tobacco, drugs, or inappropriate language.

Seasonal exceptions:

- Dress walking shorts may be worn in August/September and May/June.

- Boots are needed for recess in snowy weather. Students wishing to play in the snow also need snow pants.

### **Jewelry and Make-up**

Jewelry and make-up are to be kept sparsely simple. No individual should be wearing more than one small necklace, one small bracelet, one small ring, and one small set of earrings at one time.

Students in Readiness and Primary are not to wear make-up. If worn by older students, make-up is to be simple with only natural tones for skin, hair, and nails.

### **Spirit Days:**

On Spirit Days, yellow and green clothes and Lial shirts/ sweats are encouraged to be worn.

These days are normally scheduled once a month. Except for the specially ordered Lial attire, the dress code remains the same as other days.

### **Jeans Days:**

Non-dress code pants may be worn on Jeans Days. On these days, tee shirts and tennis shoes are also acceptable.

It is expected that all clothing will be clean and in good condition. Students wearing tennis shoes on a jeans day need another pair of tennis shoes for recess.

### **Gym/Recess:**

- Athletic shoes are required for gym and recess.
- Middle School students need a gym bag and a change of clothes for gym class.

## **HOME ASSIGNMENTS**

**Purpose:** Homework furthers both academic growth and personal formation. Students develop patterns of responsibility, neatness, punctuality, and time management. The assignments are a means of reinforcement, preparation for class, assessment, and self-evaluation. Homework is important if our educational goals are to be achieved. A total commitment on the part of the parents, students, and teachers is necessary to carry out the educational process. Education and learning requires a combined effort between the home and the school, both equally sharing the responsibility for educating the youth in our community, and forming habits of diligence, dedication, and self-discipline.

At the beginning of each school year, specific details about home assignments are shared with the students and parents by the classroom teachers. If parents have concerns or questions, they are asked to contact the teachers. It should be expected that students would require some transitional time to learn new levels of accountability as they progress through the program. Patience and support from parents and teachers will facilitate the transition.

### **Students' Obligations:**

1. Accurately record assignments using the established procedures and to gather the needed materials before leaving school each day.
2. Establish and use regular homework times and work space that fits the family schedule.
3. Complete their own assignments, neatly and on time, turning them in according to established means.
4. Request and complete all work missed due to absences from school or class.

5. Communicate with their teachers when they experience difficulty with homework because of the time it requires or the level of difficulty of the work.
6. Seek help when homework is a problem and to reestablish goals and techniques.

**Parents' Obligations:**

Parents are the primary educators of their children.

1. Become involved directly in and informed about the material that students are studying.
2. Provide an environment which promotes good study habits.
3. Enrich the child/ren by their support and encouragement in the educational system.
4. Communicate with the school through the Homework Book (Primary) or the Student Organizer (Intermediate and Middle School).
5. Attend meetings with the teachers to establish or improve the at-home study habits of students.

**Teachers' Obligations:**

1. Plan assignments that meaningfully support the Lial curriculum.
2. Scale the time requirement of homework to fit the ability, limitations, and age of the students.
3. Strive to coordinate the assignment load among teachers of a Unit and specialists.
4. Provide feedback to students on their home assignments in a timely manner.
5. Establish and follow means of clear on-going communication with parents and students regarding, academic growth, emotional maturity and homework expectations-- assignments are to be complete, neat, and submitted on time.

**ATTENDANCE**

The school day is from 8:45 to 3:20. Attendance is the responsibility of parents and students. Regular attendance is a positive factor promoting habits of responsibility, organization, and focus. In the event of excessive absence or tardiness, Lial School may notify the proper authorities of possible educational neglect.

**Absence:**

Please carefully note the directives included in the "Missing Children Act" (cf. Appendix A). These details are important for your child's safety.

**Excused absences** are those occasioned by one of the following:

- a. Personal illness of the student (doctor's excuse needed if absent three or more consecutive school days)
- b. Illness in the family (doctor's excuse needed if absent three or more consecutive school days)
- c. Quarantine of the home (doctor's excuse needed if absent three or more consecutive school days)
- d. Death of an immediate family member
- e. Observance of a religious holiday

If absent for one of the above reasons, students will be permitted to make up all schoolwork missed with no loss of credit. It is the responsibility of the student to arrange make-up assignment times with the teacher/s.

A physician's excuse is required for all absences after a student has been absent for more than ten days in a school year.

Students who accumulate ten or more absences of any kind in any one trimester without a doctor's signed excuse are required to report for advisory sessions and to receive tutoring equaling the total hours of class for all missed days, at the expense of the parents. If absences continue, the school will require a plan of action and appropriate consequences.

**Unexcused absences** are those which are not based on any of the conditions listed above. Though make-up work is required of the student, teachers are not required to grant credit for any work missed by a student with an unexcused absence.

Absence from school for any reasons other than an 'Excused Absence' is not provided for under the school attendance laws of the State of Ohio. An "Application for Student Personal Convenience Absence" form is required when parents deem an 'Unexcused Absence' to be imperative. (Cf. Appendix B). Copies of this form are available at the school office.

Though some family vacations have educational value, absence from school for purposes of vacations is an 'Unexcused Absence' and is strongly discouraged. The school calendar is available each spring for the following year so that suitable vacation arrangements can be made. Completing paperwork related to classes a student misses can never substitute for the interaction and hands-on experiences of the classroom.

**Truancy** refers to absence from any portion of the school day without previous permission and knowledge of the parent/guardian or school principal. Absences covered by false reports to the school office are also considered truanies. If the problem of absence is one of truancy and/or tardiness, the truant officer of the local public school will be notified. Though make-up work is required of the student, teachers are not required to grant credit for any work missed by a student who is truant.

**Tardiness:**

School begins at 8:45. A student is considered tardy if he/she is not in the first period class when school begins for the morning and for the afternoon. Exceptions are made when tardiness is due to the late arrival of a school bus.

Students should bring an excuse from home stating the reason for tardiness. Students tardy to school or class ten times in one year must report with their parents for a meeting with the principal. If tardiness continues, the school will require a plan of action and appropriate consequences.

**Release During the school Day:**

No child will be released from school during the school day without a written note, call, or direct contact with the parent or guardian. When a student needs to be dismissed during the school day due to illness or an appointment, parents are to come to the school office to sign the day time release register. The student will be brought to the office.

## SCHOOL SUPPLIES

Each year, prior to the beginning of school, a supply list is distributed to parents. This remains fairly consistent from year to year and is kept to a minimum. The school will not be responsible for any lost, broken or misplaced electronic devices that the students bring to school. Personal laptops are encouraged but are the sole responsibility of the individual student. Electronic devices (cell phones, ipods etc.), which are used, for enjoyment rather than for school work are not to be used during the school day. These must be kept in the student's bookbag or held in the school office.

Book bags, pencil pouches, book covers, and anything else brought as school supplies may not display any representation or suggestion related to sexual behavior, alcohol, tobacco, drugs, or inappropriate language.

## TELEPHONE CALLS

Students should not be called during school hours. Important phone messages will be delivered through the principal or secretary. The children are restricted in the use of the school phone. Forgotten items or requests to visit other student's homes are not usually adequate reasons to call parents during the school day. Exceptions are made when it seems reasonable. A "Phone Permit" form, completed by the teachers, is required for a student's use of the phone.

Students should not use cell phones during the school day. If there is a reason for a student to need a cell phone after school hours it must be kept off and in their book bag, otherwise the cell phone will be held in the school office to be picked up by a parent.

## STUDENT SERVICES

All classes offered by Lial Catholic School are considered part of the regular curriculum and all students will attend the classes offered.

**Textbooks and School Property** Textbooks are on loan to the students. Any damage done to the textbooks will result in the student/parent purchasing the textbook replacement. School property is expected to be used for its intended purpose. Damaged property will need to be replaced by the student/parent.

**The school library/resource center** is available for student use throughout the day. Books are to be promptly returned by the date due, and in good condition. The cost for missing or damaged books will be billed to the last user. On-line connection with the public library is available. Guidelines for Internet access are defined in the Internet Acceptable Use Agreement. (Cf. Appendix H)

**Lost** articles are turned in at the office. At the end of the school year, unclaimed items are given to a charity.

**Hot lunches** are available several times a month based on prepaid orders. A slight profit is made on hot lunches. On all other days, a packed lunch is needed. Primary students will not have the use of the microwave or refrigerator. If desired, there may be a snack at the mid-morning break for Primary and Intermediate. **Milk** is available for purchase everyday at lunch time. Milk cards with 20 milks for \$4.00 may be purchased as needed by family room teachers.

**A photography company** takes the students' pictures each fall and spring. One copy of the fall photo is retained for the students' records. Parents may purchase pictures if desired. The school receives a commission on the sale of these photos.

**Private piano** and voice lessons and small group guitar lessons are offered at Lial. Policies and fees are available through the instructors for the programs.

**Service and leadership** opportunities are provided every age level. As they grow and develop, the students are formed in broader avenues for service and leadership. Some of the more formalized ways this is carried out include: student buddy system, support for home and foreign missions, Wee Delivery postal program (Primary), Savio Club (Intermediate), and Lial Student Council (Middle School).

**The sports program** is conducted through the Catholic Youth Organization (CYO) program and available to various ages based on CYO guidelines. Participation is encouraged to develop school spirit, teamwork, personal discipline, and another avenue for integrating Gospel values. The academic policy for involvement of Lial students in CYO activities is listed in Appendix C.

**Auxiliary Service Program (ASP)** Several services/programs are funded or subsidized through government funding. A **school counselor** is available on a part-time basis. An **Intervention Specialist** is available for students who meet the program's qualifications. The **school nurse** is at Lial part time to up-date student records, perform routine scoliosis, vision and hearing screenings, and attend to other health needs. A **psychologist** is contracted for a limited number of evaluations each year. **Speech and Language therapy** is offered based on the results of screening.

## TRANSPORTATION

### **Bus Transportation**

Children five years old or older and who reside in the Anthony Wayne School District are eligible for bus transportation on the Anthony Wayne buses. Parents will want to be aware that most bus rides involve a transfer from one bus to another. Parents of younger/new students may wish to observe this until their child is comfortable with the process.

At the time of registration, bus cards will be completed by those newly eligible. Bus routes are posted in August in the area public schools. Questions should be referred to Anthony Wayne Transportation [877-0451].

Transportation for children younger than five years of age is the responsibility of the parents. Those residing in districts outside of Anthony Wayne should consult their local transportation departments.

The students are to obey the bus driver and observe the rules set down by the public school districts which supply the transportation. The students are instructed in bus safety and are to listen to the directives given by teachers and school patrols at the various stops.

Requests that students get off at a different stop are to be directed to the school office, not the classroom teacher, so a bus pass can be issued. Since all bus passes need to be cleared through the Anthony Wayne Transportation Department, these requests should be submitted early in the day. It is highly likely that request made at the end of the day cannot be honored due to the volume of activity at the transportation department at the end of the day.

On days when the Lial School calendar does not match that of the Anthony Wayne School District, Anthony Wayne buses have a special run for Lial students. The Anthony Wayne Transportation Department requests data through a parent survey to determine which students will actually use the busses on each Special Bus Run day. Parents may expect the bus to be a little earlier or later than usual.

## **Car Transportation**

Parents may bring their children to school within one-half hour before classes begin. All students, upon arrival, are to go to their classrooms and remain there. Students are to be picked up promptly at dismissal time.

To ensure the safety of the children, follow these guidelines:

- Buses have priority over cars.
- Buses only pick up and drop off at the center front entrances.
- The children coming in cars enter school through the Intermediate Doors and rear entrances. Drivers may drive up to the sidewalk and have students exit the car from the passenger side.
- The after school car pickup is divided into two locations. Appendix D outlines this procedure.
- There is a consistent "No Passing" requirement on all Lial driveways.
- The barricade is placed across the drive leading to the back parking lot during times when children may be present for recess or outdoor class activities. The maintenance personnel will move it before dismissal times. Parents are asked not to move it.

A note from the parents is required if a child is to go home by a different means than usual or if someone different will be picking up the child.

Parking is permitted in the parking lots only, not along the driveways. Cars are not to block driveways. If a parent needs to enter the building even for a few minutes, they must park in the lot.

## **SCHOOL DISTRICT CLOSINGS/DELAYS DUE TO WEATHER**

When Anthony Wayne School District closes/delays, so also does Lial. Consult the news media for school closings or delays. Lial School will not be announced by name. Please do not call the public school or Anthony Wayne Transportation or Lial to determine if school is closed/delayed.

In the event of a school delay, those arriving by car are to follow the arrival time set for the buses. When Anthony Wayne announces a two-hour delay, the Readiness classes are adjusted to 10:45-12:15 and 1:15-3:00. Parents of the afternoon Readiness children need to check delay/closing postings on the news media before 10:00.

## **HEALTH AND SAFETY PROCEDURES**

### **Illness**

Children exhibiting signs of illness should be kept home where they can receive proper care and will not be exposing other students to potentially contagious diseases.

The following are conditions, which would warrant keeping a child home:

- Vomiting
- Temperature over 100 degrees
- Diarrhea (more than one loose stool in a 24 hour period)
- Severe and/or deep coughing
- Strep throat (may exhibit sudden onset of fever, headache, difficulty swallowing, occasionally earache and/or abdominal pain)
- Any child who does not feel well enough to participate in class activities though not exhibiting any symptoms listed above
- Untreated infected patch(es) of skin
- Flu-like symptoms (chills, fever, headache)

- Evidence of lice infestation
- Difficult or rapid breathing
- Conjunctivitis (Pink eye)

\*Chronic infectious illnesses will be handled according to guidelines available in Principal's handbook.

Upon return to school, a child should:

- Be fever free (temperature below 100 degrees) for at least 24 hours
- Have no vomiting or diarrhea for past 24 hours
- Have minimal coughing or sneezing
- Have been on antibiotics for at least 24 hours if being treated for strep throat
- Be rested and feels well
- Exhibit no signs of contagious disease

### **Illness during the School Day**

Should a child become ill during the school day, every effort will be made to contact the child's parent/guardian. If unable to reach the parent/guardian, the person designated on the "Emergency Medical Authorization Form" (Appendix D) will be contacted to pick up the child. Inform the school office of any changes on the forms during the school year.

### **Medications**

Written permission must be obtained from a physician and parent before any medication (either prescription or over-the-counter) can be administered during school hours. The form "Permission to Administer Medication" can be found in Appendix E. Medication must be brought to the school office in the original container in which it was dispensed from the pharmacy.

If your child has been prescribed an asthma inhaler and both you and your doctor agree that the child may carry this medication on his/her person, the form "Self Medication for Asthma Inhalers" (Appendix F instead of Appendix E) must be completed by both the physician and the parent.

### **Immunization Requirements**

Schools are required to report by October 15 each year a summary of immunization status of pupils who are new to the district. Therefore all new students must have written evidence that they meet or exceed the minimum immunization state requirements (unless otherwise exempt) at the time of admission.

### **Parent/Guardian Contact Information**

It is imperative that parents/guardians keep the school informed of changes in:

- Home, work, and cell phone numbers
- Emergency contact persons
- Child custody
- Medications/medical conditions/allergies
- Persons authorized to pick up a child

### **Emergency Drills**

School-wide fire, tornado, lock down, and evacuation drills are conducted as required for all schools. All parent volunteers and other visitors in the school at the time of a drill are also required to follow the posted procedures. In the case of an actual emergency in which the students would need to be removed from the school grounds the first relocation would be the

Renewal Center on the opposite end of the property. Parents would be instructed by emergency personnel where to pick up the students. In the case of an additional relocation needed Anthony Wayne Transportation would send buses to pick up all the students and transport them to one of the Anthony Wayne Schools on Finzel Road. Again, parents would be instructed by emergency personnel where to pick up the students. Students safety and well being will be at the center of all decisions and parents must cooperate and do as they are told by the emergency personnel.

### **Building Security**

Except for public events, the outside doors to the southwest wing will be locked. After the students arrive each day all school entrances will be locked. All classrooms are equipped with a phone/intercom to insure easy access to help if needed.

### **State and Local Inspections**

Authorized personnel on the prescribed schedule complete all required inspections. These include fire prevention and protection, health, and food service.

### **Crisis and Site Emergency Plan**

In conjunction with the diocesan sponsored program, REDI for School Emergencies, each faculty and staff has a copy of the site plan and action guide for dealing with emergency crisis situations. These are reviewed/revised annually.

### **Inservice and Fingerprint Requirement**

Any adult that wishes to participate in activities at Lial that involve children other than their own must participate in an Inservice designed by the diocese, called "Protecting Youth and Those Who Serve Them." This requirement is to be repeated every 5 years. If the adult is the primary person responsible (coach, scout leader, club moderator, field trip driver, etc.) for children, they must be fingerprinted as well as participate in the workshop of "Protecting Youth and Those Who Serve Them," The complete diocesan policy is in the office. Full explanation of this policy is in the principal's office.

## **PARENT INVOLVEMENT**

### **Lial Parent Association (LPA)**

The Lial Parent Association has been established to:

- Provide a means to organize parent support and interest
- Advise the school administration on special projects
- Carry through these projects as coordinated through the school principal

The LPA holds monthly meetings. The list of officers and committee heads is included in the school directory distributed each September.

The LPA sponsors a number of social and educational events each year and conducts the annual fundraisers. Funds raised through LPA activities are transferred to the school account each summer to support the mission of the school the following year.

Volunteers to chair and participate in LPA committees are solicited each year. Committee meetings are scheduled in conjunction with the school principal. The LPA organizes "Buddy Families" to assist new families in their transition to Lial School. More details regarding the Association are available in the LPA Constitution, found in the office.

### **Committees**

Parent involvement in the various school and LPA committees is very important to the spirit and effectiveness of Lial's program. There are numerous ways to participate. Forms distributed throughout the year for individual events will provide the specifics. Parents are also encouraged to recommend other ways they would like to be of service.

Committee meetings are scheduled through the principal. Rooms for meetings may be reserved through the office.

### **Classroom Volunteers**

Lial's multiage approach includes much small group work. Classroom volunteers are needed on a regular schedule. Parents and other adults assist the teachers by working with individuals or small groups, preparing classroom materials, etc. A volunteer form is sent home early in the year and a volunteer orientation is held within the first few weeks of school. Volunteers are to sign in/out at the secretary's office.

All volunteers who work with children must attend the Diocesan workshop "Protecting Youth and Those Who Serve Them" every five years. (See Inservice and Fingerprints Requirement)

### **Room Representatives**

The Room Representative may assist the teachers by organizing details for classroom parties, helping with field trips, and assisting with other special activities. The classroom representatives of each unit work together under the direction of the teachers. A volunteer form is sent home each year for this service.

### **Classroom Observation**

The parents of Lial students may observe their children in school after the first six weeks. Arrangements for the visit should be made through the principal. Normally, visits will last an hour or less. All visitors are to report to the office upon arrival to sign in/out at the secretary's office.

## **FUNDS**

Because Lial is a private Catholic school without parish subsidy, it relies heavily on tuition, gift dollars, dollars raised through fundraisers and on good stewardship of these funds. Several funds have been established to shepherd these dollars and aid in both short and long-term support of the school as we continue our educational mission.

### **Lial Falcon Fund**

Unrestricted gift dollars are targeted to the general fund which is used to offset operating expenses at the school.

### **Lial Capital Improvements Fund**

Dollars targeted to the Capital Improvement Fund go toward major building and grounds improvements.

### **Lial Endowment Fund**

Restricted gift dollars earmarked to the Endowment Fund go to an invested savings account for the future of the school. A percentage of the interest earned on this fund is targeted annually to tuition assistance for families at the school.

### **Lial Tuition Assistance Fund**

Restricted gift dollars targeted to tuition assistance go into this fund to help families with financial need at Lial. Awards are made by an independent third party who reviews requests.

### **Lial Remembrance Fund**

The Remembrance Fund receives contributions in memory or in honor of those named by the donor. This fund contributes to special projects or purchases that enhance classroom learning at the school.

### **Lial Parent Association Fund**

Dollars earned through the various fundraisers at the school during the year are deposited in this fund. They are then used to offset general expenses at the school as well as specific academic programs, or special projects

### **Lial High School Scholarship Fund**

A fund of the Lial Parent Association that provides an annual scholarship to a Lial eighth grader attending a Catholic high school

## ADMINISTRATIVE PROCEDURES

### **Registration**

Registration begins in March for students presently enrolled at Lial. The prompt return of registration forms is important to secure enrollment and the desired AM/PM session for Readiness. The non-refundable registration fee is due at the time of registration. Registration is open to those on the waiting list after the due date for current families' registrations. The tuition schedule is posted at the time of registration. Registration procedures and requirements are distributed with the registration forms.

Lial School recruits and admits students of any race, color, religion or ethnic origin to all the rights, privileges, programs, and activities. No student will be denied admission solely on the basis of a positive HIV test, learning differences, or physical disability.

Registration is for one year and does not insure re-enrollment for the following year. Registration may be denied students with serious behavioral infractions, or to families if parents cannot meet the policy expectations of Lial School. New students are admitted with the understanding of a 90 school-day probation and students ages eight and older need written recommendations from the two most recent teachers and the most recent principal.

Registration for the new school year is an implied contract that a family enters into with Lial Catholic School with the obligation to pay the full tuition. If circumstances arise that the family needs to leave Lial before the end of the school year the responsibility to pay the full tuition is still required.

After registration due date, student on the waiting list will be called for any openings Lial may have

Priority is given to:

- families with a child already enrolled at a Notre Dame School
- Catholic students
- families expressing long-term educational commitment to Lial

Class assignment is the decision of the principal. For AM/PM readiness placement, first priority will be given to current readiness students remaining in readiness, then current Lial Families, followed by new families.

### **Payment of Tuition/Fees**

Non-refundable registration fee is due in March. Tuition payments plans are made agreed upon at the time of registration. A late fee will be assessed for past-due tuition payments based on the

agreed upon payment plan. Charges from the bank and from Lial School for returned checks will be billed to the check writer.

### **School Calendar**

Lial's school tentative calendar is distributed in the spring and confirmed in the fall. The finalized calendar, with special events included, is published in the school directory. Monthly calendars reflect the latest schedule of events.

### **Parent Bulletins**

Every Tuesday, written communications from the office will be sent home in a "brown envelope" with the oldest child of each family. This is the school's major source of communication to parents and requires the parent's thorough review. This envelope should be returned promptly the following day.

The Lial Parent Association and various school committees also use the "brown envelope". All communications are to be reviewed by the principal no later than Monday.

Please call the school if you hear of a bulletin that did not reach you. If necessary there will be a fee for lost or damaged envelopes.

### **Parent Handbook**

Parents are to retain this parent handbook throughout your child's years at Lial. Each year, insert sheets regarding tuition, supply lists, schedules, etc. will be updated and sent to parents. In the event of further changes in the parent handbook, an entirely new handbook will be issued. The principal retains the right to amend this handbook. Any substantive changes in policies will require approval by the appropriate governing bodies.

While this Lial Parent Handbook includes the policies and procedures about which every Lial parent/guardian need to know, it does not cover all possible issues. The principal reserves the rights to make judgement and enforce consequences in areas not included in this handbook but pertains to the good of the whole and mission of Lial Catholic School. The signatures of the parents/guardians on the "Handbook Commitment" (cf. Appendix I) indicates that these parents/guardians have read and will support these policies and procedures. This signed form is required for valid registration.

Misplaced handbooks will be replaced upon request. The fee to cover the cost of the replacement handbook will be billed to the parents.