

# *Our Lady of Prompt Succor Catholic School*



Handbook of Policies  
for Parents and Students

2016-2017

## **MISSION STATEMENT**

**Our Lady of Prompt Succor Catholic School strives to educate the whole person by promoting the development of the intellectual, physical, social, moral, and spiritual well-being of each individual, challenging each student to be a living witness of Catholic Christian values in the world today.**

## **PHILOSOPHY**

The Christian educators of Our Lady of Prompt Succor Catholic School believe that “Catholic education is an expression of the mission entrusted by Jesus to the Church” (To Teach as Jesus Did). Our Lady of Prompt Succor Catholic School strives to provide its students with a spiritual climate that fosters a love of God and promotes the beliefs and traditions of our Catholic faith. This is achieved through the interaction of the priests, religious, and laity. The educational environment is one that is nurturing and supportive of students through the many developmental stages of childhood. Our Lady of Prompt Succor Catholic School pledges a firm commitment to academic excellence and seeks to promote the concept that learning is a life-long process. The curriculum and methodologies are continually adapted to meet the ever-changing needs of our students.

The faculty and staff aim to promote quality education in a well-rounded curriculum, rooted in Gospel values in an atmosphere of firm love and respect. The teacher’s role is to facilitate learning by organizing classroom instruction and activities to provide a wide range of learning experiences that meet the individual needs of our students. The basic skills of learning and effective communication which foster creative thinking, active leadership, acceptance of responsibilities, and a positive self-image are stressed. The faculty and staff of Our Lady of Prompt Succor Catholic School are committed to professional and spiritual growth and strive to build a deep faith community.

It is our commitment to help each student learn to respect the person of Christ in self and others. Our students are taught to respect and value their rights, as well as the rights of others, thereby encouraging them to become Christian leaders. We aim to help them grow in the service of God, Church, country, and community. The student is the primary agent in learning and has the responsibility for being receptive to the learning opportunities offered. In this way, the students can be challenged to reach the full potential of their God-given gifts.

Parents are the primary educators who share with Our Lady of Prompt Succor Catholic School the

responsibility of their child’s education. Involvement is both welcomed and encouraged through close family contact at all developmental stages. Parents are responsible for their child’s spiritual growth and are obliged to attend Mass and receive the sacraments regularly as a family.

*“Catholic schools are unique expressions of the Church’s effort to achieve the purposes of Catholic education among the young. They are the most effective means available to the Church for the education of children and young people.” (Sharing the Light of Faith #232)*

## **STEWARDSHIP**

As followers of Christ, we have a responsibility to be stewards of the Church. Our Lady of Prompt Succor Catholic School is an important and integral part of Our Lady of Prompt Succor Church. Our church parish subsidizes a significant part of the school’s operating budget. Parents are, therefore, strongly encouraged to be faithful financial supporters of the Church.

## **ADMISSION POLICIES AND PRIORITIES**

Admission to Our Lady of Prompt Succor Catholic School is non-discriminatory on the basis of race, sex, national origin, age (in accordance with the law), or disability (provided the disabled person can function in the school environment with reasonable accommodation).

A student entering the pre-kindergarten 3 program must be 3 years of age on or before September 30 to be eligible to register at Our Lady of Prompt Succor Catholic School. A student entering the pre-kindergarten 4 program must be 4 years of age on or before September 30 to be eligible to register. A student entering kindergarten must be 5 years of age on or before September 30 to be eligible for registration.

The following are established priorities for admission:

Priority 1 – All currently enrolled students in good standing.

Priority 2 – Brothers and/or sisters of currently enrolled students.

Priority 3 – Catholic children of families who are registered members of Our Lady of Prompt Succor Parish and financially supporting the Church through the use of Church envelopes.

Priority 4 – Catholic children of families who are residing outside of Our Lady of Prompt Succor Parish.

Priority 5 – Non-Catholic students.

A student having difficulties complying with the school’s behavioral policies as determined by the principal will not be allowed to register for the next school year until after June 1, 2017, and only then if a dramatic improvement in behavior has been demonstrated.

A student applying for a grade other than pre-kindergarten or kindergarten must present a copy of the most recent report card, as well as the previous school year. After careful review of this academic and behavioral information by the administration, a determination of acceptance will be made.

**REGISTRATION**

Registration for the 2017-2018 school year for currently enrolled students and siblings will be held during the week of January 23, 2017. Registration for incoming students will be held during the week of February 6, 2017.

At the time of registration, parents of new students are required to present the following applicable items: birth certificate, social security card, baptismal certificate (Catholic only), copies of report cards from the current and previous school years, immunization record, and child custody documents.

A waiting list of prospective students will be maintained for one year. If a vacancy occurs, families on the waiting list will be contacted. The acceptance of a student will be secured upon receipt of the non-refundable registration fee.

**CLASS SIZE**

Maximum class size for the pre-kindergarten 3 program will be 20 students per teacher and for the pre-kindergarten 4 program 28 per teacher. A full-time teaching assistant will aid each Pre-K classroom teacher. All other sections will have a maximum of 35 students per class.

**TUITION**

Parents have the option of paying the total cost of tuition directly to the school by **May 1**, or using the Pre-Payment Tuition Program. Any portion of the total cost may be paid and the balance can be financed. After the May 1 deadline date, a late fee of \$75.00 will be assessed.

**A. Tuition & Fee Schedule for Catholic Students**

Tuition is paid in advance prior to the closing of the previous school year. The announcement of the fee schedule will be made at the time of registration. Fees for the 2016-2017 school year are as follows:

REGISTRATION: \$165 per student (oldest/only child). \$150 each additional student.

*The registration fee for the oldest/only child of each family includes the mandated subscription cost for the Clarion Herald.*

PARENT CLUB DUES: \$20.00 per family

PRE-KINDERGARTEN 3:

Each Child \$5,550

PRE-KINDERGARTEN 4:

Each Child: \$4,550

KINDERGARTEN through SEVENTH GRADE:

1 Child	\$ 4,550
2 Children	\$ 7,963
3 Children	\$10,238

The family rate applies only to those families whose children reside in the same household. Pre-Kindergarten is not included in the family plan.

**B. Tuition & Fee Schedule for Non-Catholic Students**

Tuition is paid in advance prior to the closing of the previous school year. The announcement of the fee schedule will be made at the time of registration. Fees for the 2016-2017 school year are as follows:

REGISTRATION: \$165 per student (oldest/only child). \$150 each additional student.

*The registration fee for the oldest/only child of each family includes the mandated subscription cost for the Clarion Herald.*

PARENT CLUB DUES: \$20.00 per family

PRE-KINDERGARTEN 3:

Each Child \$ 5,850

PRE-KINDERGARTEN 4:

Each Child \$ 4,850

KINDERGARTEN through SEVENTH GRADE

1 Child \$ 4,850

2 Children \$ 8,563

3 Children \$11,138

The family rate applies only to those families whose children reside in the same household. Pre-Kindergarten is not included in the family plan.

**C. Loan Program**

Our Lady of Prompt Succor Catholic School makes loans for tuition available for qualifying families through First Bank and Trust. These loans are at an annual percentage rate which is much lower than signature and other unsecured loans offered by banks in the metropolitan area.

It is important to understand that the prompt and timely payment of loans is necessary to insure the

daily operation of Our Lady of Prompt Succor Catholic School. Since Our Lady of Prompt Succor Catholic School operates on a balanced budget, the loss of funds has an immediate impact. When anticipated funds are no longer available, the school must begin the tedious process of securing delinquent payment from these families.

Our Lady of Prompt Succor Catholic School, in conjunction with First Bank and Trust, utilizes a computer based loan application process. Individuals wishing to finance tuition must establish their loans online by May 1.

Our Lady of Prompt Succor Catholic School reserves the right to decline to offer bank loan financing to families who have demonstrated a history of delinquent payments or who have defaulted on the repayment of their loans.

It is recognized that for various reasons it may be necessary for individuals to sign up late for a tuition loan. The following policy applies regarding late loan sign-up.

Any individual signing up after June 1 but before June 30 must pay 10% of the total tuition in cash.

Any individual signing up after June 30 but before July 31 must pay 20% of the total tuition in cash.

Any individual signing up after July 31 but before August 31 must pay 30% of the total tuition in cash.

No one will be allowed to finance tuition for the current school year after August 31.

**D. Payment Refunds**

Tuition payments must be up-to-date to secure your child's place for the next school year. The consequences for delinquent payments are delineated in Section E.

If a child enrolls after the start of the school year, tuition will be charged for the month of enrollment and each subsequent month.

If a student transfers from Our Lady of Prompt Succor Catholic School during the school year, only the tuition for the unused full months will be refunded.

Students withdrawing after April 1 are not eligible for a tuition refund. In addition to the above, the first \$300.00 of tuition for non-Catholic Students is non-refundable.

### **E. Delinquent Payments**

If the responsible party does not comply with the school's payment schedule, the school will be forced to take one or more of the following actions in order to secure monies owed:

- 1) Withdraw student(s) from class until payment is made.
- 2) Refuse participation in the seventh grade trip.
- 3) Refuse participation in closing ceremonies for pre-kindergarten, kindergarten, or seventh eighth grade.
- 4) Refuse admission to take quarterly exams, tests, etc.
- 5) Refuse permission to participate in extra-curricular activities.

We realize that extreme circumstances can arise that might result in delinquent payments (illness, death of a family member, loss of job, etc.). Contacting the school as soon as the loan is in default is imperative. In such circumstances, the school will make every effort to work with families experiencing difficulties.

### **F. Tuition Assistance**

Our Lady of Prompt Succor Catholic School offers a Tuition Assistance Program. This program is available to those families who are enrolled for the free and reduced lunch program and whose current financial situation necessitates assistance in paying for their child(ren)'s education. This assistance applies only to tuition and cannot include any additional fees that families are required to pay. A request for tuition assistance requires the completion of an application for assistance available in the school office. All information furnished is held in the strictest confidence by the pastor and principal.

In the event of a significant change in a family's financial circumstances (e.g., loss of job, death of spouse, etc.), applications for assistance may be accepted and considered at other times during the school year.

### **PAYMENTS TO SCHOOL**

During the course of the school year, it is sometimes necessary to write checks payable to Our Lady of Prompt Succor Catholic School. Any check deposited into Our Lady of Prompt Succor's bank account and returned due to non-sufficient funds will be subject to a service charge of \$25.00. When a check is returned to the school, a telephone request that the amount of the check plus \$25.00 be brought to the school office. If any individual submits more than one check that is returned due to non-sufficient funds, that individual will be put on a CASH ONLY basis with Our Lady of Prompt Succor Catholic School. Post-dated checks will not be accepted.

### **PARENT CLUB**

The objective of this organization is to complement the efforts of Our Lady of Prompt Succor Catholic School in achieving the goals of Catholic education. Membership is open to parents, guardians, teachers, and interested friends. Dues are \$20.00 per year for each family. Membership meetings are usually held a minimum of four times per school year.

### **PARENT-TEACHER RELATIONS**

The value a child places on education depends, to a very large extent, on the value that parents place upon education. A parent who decides that the education of the child is solely the school's responsibility makes it difficult to provide the best education possible for the child. Therefore, it is essential that parents and teachers form a united front in the educational process. Parents will be kept informed of their child's progress through phone contacts, notes, conferences, report cards, progress reports, and papers sent home. Parents who are not receiving correspondence periodically and/or who see problems developing should contact the school office immediately to schedule an appointment with the teacher. The following two points should be emphasized:

1. A parent who criticizes a teacher in front of his child undermines the teacher's authority. Teachers do make mistakes, but these mistakes should be discussed with the teacher or the principal not the child.

2. Teachers can be contacted by calling the office at 271-2953 and leaving a message with the school secretary. Phone calls will be returned as soon as possible. Please do not call teachers at home without their consent to do so.

### **POLICY CONCERNING ABUSE OR NEGLECT OF MINORS (SAFE ENVIRONMENT)**

All employees and regular volunteers are required to receive a copy of this policy of the Archdiocese of New Orleans and are further required to read, understand its meaning, and agree to conduct themselves in accordance with the policy. In addition, they must sign a statement attesting to this.

### **VISITS AND CALLS**

Visits with the principal or teachers should be made by appointment only. Visitors, including parents and room mothers, **may not go directly to the classroom.** Any visit must first be cleared by the office and the teacher before a visitor's pass will be issued.

All visitors must sign in at the office to secure a visitor's pass. Please sign out upon **completion** of the visit. Visitors on the school premises must be dressed neatly and modestly at all times. Any unauthorized individuals on the school grounds will be requested to leave.

Parents may never go directly to the child or teacher during school hours. That time belongs to all students.

Calls to the school may be made between 7:45 a.m. and 3:30 p.m. at 271-2953. Telephone messages will be delivered during school hours only in the case of an emergency. Transportation arrangements must be made at home. **THE SCHOOL TELEPHONE IS TO BE USED FOR EMERGENCY CALLS ONLY.**

### **DELIVERIES TO SCHOOL**

Deliveries of balloons, flowers, gifts, etc. for any occasion will not be accepted. We ask your cooperation in this matter. Students will not be called from their classroom to pick up items forgotten at home.

### **BIRTHDAY INVITATIONS**

Birthday party invitations, if distributed at school, must be given to each student in a child's homeroom so as to avoid hurt feelings. School birthday celebrations should be cleared with the student's homeroom teacher in advance.

### **FIELD TRIP CHAPERONES**

The following guidelines are in effect for all school-sponsored field trips:

1. Teachers will determine the number of chaperones necessary to insure the safety of all participants. Only those chaperones who have been contacted will be permitted to ride on the bus.
2. Siblings are NOT allowed to accompany chaperones on field trips.
3. Chaperones who attend an Our Lady of Prompt Succor field trip must follow the guidelines as stipulated on the field trip form and/or handbook of policies.
4. Chaperones must be at least twenty-one years of age.
5. Anyone who uses the school transportation must return to school using the same transportation.
6. Chaperones must be dressed in appropriate attire that reflects a Christian lifestyle. (No shorts allowed.)

### **SCHOOL HOURS**

School hours for the 2016-2017 school year are 7:45 a.m. to 3:00 p.m.

The following rules should be observed:

#### **A. Before School**

1. Teachers will be on duty by 7:30 a.m. Students dropped off prior to 7:30 a.m. will be sent to Before Care.

2. Parents are **NOT** allowed to bring their children to the classroom door.
3. Upon arrival at school, students are to report to the gym where they will be supervised until teachers report to the classrooms.
4. All students grades PK4 – 7<sup>th</sup> should be dropped off at the front of the gym.
5. Riding bicycles, skates, or skateboards on the school grounds before or after school hours is not allowed.
6. Students arriving before 7:45 a.m. are to report directly to the gym. All students arriving after 8:00 a.m. **MUST** report to the main school office for admission.
7. Students arriving after 7:45 a.m. but before 9:00 a.m. will be considered “tardy.”
4. Students who leave the school grounds are not allowed to return for after school activities unless accompanied by a parent.
5. The school is not responsible for students who are on the school premises after 3:15 p.m., with the exception of those students who are authorized to participate in after-school activities. Any student remaining after 3:15 p.m. will be sent to Extended Day Care (See “EDC” for information and fees.)
6. If students are not picked up within 15 minutes after an authorized after-school activity ends, they will be sent to Extended Day Care for supervision. (See “EDC” for information and fees.)
7. After leaving the school grounds, students are expected to conduct themselves according to Our Lady of Prompt Succor Catholic School conduct guidelines. Students should be respectful of private residential property on the way to and from school. Failure to do so will result in disciplinary consequences at school.

## B. Dismissal

1. Students in grades 1-7 are to follow the dismissal procedure in this order.
  - a. Car riders will exit through the gym parking area.
  - b. Walkers will exit through the Fenelon Street gates.
  - c. After Care students proceed to their designated room.
2. Students in PK and K are to follow the dismissal procedure in this order.
  - a. Car riders without siblings in grades 1-7 will exit through the front doors of the Early Childhood Center.
  - b. Car riders with siblings in grades 1-7 will be escorted to the gym parking area for pick up.
  - c. Walkers will be escorted to the specified gates on Fenelon Street for exit.
  - d. After Care students proceed to their designated room.
3. Students are not to stop at drinking fountains or restrooms during dismissal.

## EXTENDED DAY CARE

EDC is a service offered by Our Lady of Prompt Succor Catholic School to students from Pre-Kindergarten through seventh grade. This program includes a snack, supervised homework clinic, and structured time, as well as free play and other activities.

The program operates on days when school is in full session and begins at the end of the school day and closes at 6:00 p.m. There is a \$30.00 non-refundable registration fee. The cost for the program is \$90.00 per month per child due on the first day of each month.

**The program is also available on a part-time basis at the cost of \$7.00 per day per child. For safety reasons, any child (grades PK-7) who is unsupervised and still on the school grounds at 3:15 p.m. will be brought to After Care. Further, students not picked up by 6:00 p.m. will be charged an additional fee of \$1.00 per minute.**

The program also offers before school care beginning at 6:30 a.m. Students checking in by 7:00 a.m. will receive breakfast. The cost is \$3.00 per day if checking in between 6:30 and 7:00 a.m. After 7:00 a.m., the cost is \$2.00 per day.

Enrollment is subject to size limitations based upon adult/student ratio as mandated by state regulations. Applications for enrollment may be declined once classes are full. Additional information can be obtained from the school office.

### **TRAFFIC REGULATIONS**

For the safety of all our children, parents are requested to observe traffic signs and regulations in the school zone. Trist and Fenelon Streets are one way from 7:30-8:00 a.m. and from 2:30-3:15 p.m.

### **EMERGENCY PROCEDURES**

If the students must be dismissed prior to the end of the school day because of an emergency, the school will contact the parent by an automated system, School Reach. **Please do not call the school if such an emergency arises.** The lines **MUST REMAIN OPEN** so that the school can make all emergency contacts. Key staff members will remain on the school grounds until the last child has been picked up.

Keep your radio tuned to the official radio station (WWL - 870) and/or (WWL – TV Channel 4) for announcements of school closings due to weather conditions or other emergencies.

### **ATTENDANCE**

Elementary students **MUST** be in attendance a minimum of 160 days per school year in accordance with state policies. Exceptions can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal. A child not meeting the minimum requirement may not be promoted to the next grade. If a student is absent more than five days in any nine weeks, he/she may not be allowed to participate in extra-curricular activities.

Once at school, no student may leave the premises without the principal's permission. Failure to comply with the regulation could result in expulsion from Our Lady of Prompt Succor Catholic School.

### **ABSENCES**

Parents are requested to call the school office before 9:00 a.m. each day a student is absent.

A student who is absent from school for three or more consecutive days because of illness or a communicable disease must present to the office a written note from his/her parents, as well as a health certificate from the physician, certifying the child is able to return to school.

Absences are anticipated for illness or other grave reasons. Doctor and dental appointments should be scheduled for after school hours so that a minimum of school time is missed. Excused absences will be issued for attendance at our school-related activities, attendance at speech therapy classes, and educational testing only. Please be mindful that any class time missed could be academically detrimental.

In case of absence, your child's teacher(s) will cooperate with you by providing a written list of homework and classwork for that day. Materials must be picked up between the hours of 3:15 and 4:30 p.m. Assignments may be found on the school website [www.olpsschool.org](http://www.olpsschool.org).

If a student is unable to complete assignments due to absences, **PLEASE SEND A NOTE TO THE TEACHER EXPLAINING PARTICULAR CIRCUMSTANCES.** It is the student's obligation to procure and complete class and home assignments covered. Makeup tests must be taken within two days of return for a short absence; for a lengthy illness, additional time will be given. **PREVIOUSLY ASSIGNED TESTS MUST BE TAKEN UPON RETURN UNLESS A NOTE FROM A PARENT IS PRESENTED REQUESTING AN EXTENSION.**

A student must be in attendance more than four hours during the school day to participate in any after-school activities (i.e., sports games, club functions, etc.).

If a student must go home before dismissal, the parent must "check out" the student in the office. If the student returns before the end of the school day, the parent must "check in" the child in the office. Students will not be checked out by anyone but those individuals listed on that child's emergency card or with written permission from his/her parent.

If a student checks out and misses 0-3.5 hours of the school day, it constitutes a half day absence; if a student misses more than 3.5 hours of the school day, a full day's absence is recorded.

### **TARDIES**

The tardy bell will ring at 7:45 a.m. Students who are not in their assigned area at this time will be considered "tardy." Any student arriving after 8:00 a.m. must report to the main school office for admission. Those students arriving after 9:00 a.m. will be considered absent. If a student misses 0-3.5 hours of the school day, it constitutes a half day absence; if a student misses more than 3.5 hours of the school day, a full day's absence is recorded.

Tardies can affect your child's academic progress and attitude toward educational performance. Coming to school after 7:45 a.m. can be very disruptive to the child, as well as other students. Please make every effort to have your child in the school before 7:45 a.m. each morning. This will allow the student to begin each school day on time and to be better prepared to begin class relaxed, refreshed and able to cope with the demands of a new day.

### **HEALTH**

An immunization record must be submitted to the school office by the opening day of school or the student may be withheld from class. Immunizations must be kept current during the school year.

Our Lady of Prompt Succor Catholic School participates in the Louisiana Immunization Network for Kids Statewide (LINKS). The state of Louisiana requires that all children have the proper immunizations and that schools file an annual report attesting that the children have filed the appropriate records. In an effort to comply with this state regulation, Our Lady of Prompt Succor Catholic School participates in the LINKS program.

By signing this Handbook of Policies, permission is granted by you to allow Our Lady of Prompt Succor Catholic School to access your child's immunization records utilizing the LINKS program.

In the event of a communicable disease, the parent should immediately notify the school office as to the nature of the specific disease.

Please do not request that your child be excused from physical activities at school unless it is absolutely necessary. No child will be excused without a written note from the parent.

Parents should make periodic checks of their children's heads for head lice. If a child has been found to have head lice, he/she will be sent home. Before your child is allowed to return to school, he/she must be properly treated with the appropriate shampoo and all nits must be removed. After effective treatment, the child may return to school.

First aid only is administered by the school. Please be certain to complete the Emergency Card so appropriate action can be taken by the school in case of an emergency; include work/cell phone numbers and **ADVISE THE OFFICE OF ANY CHANGES IN EMERGENCY INFORMATION.**

If medication must be taken during school hours, the parent must come to school to bring and administer any medication or the parent is required to complete a medical consent form available in the school office and have the doctor provide the necessary information. School staff is not allowed to administer any medication (prescription and/or non-prescription.)

If a student is taking medications at home which may have adverse side effects, please notify the school office and teacher(s) and include this information on the reverse side of the emergency card. This precaution is being taken for the safety and well-being of all children.

Students are not allowed to have any medication in their possession during school hours, including non-prescription medicines, such as acetaminophen, cough drops, etc. These stipulations are mandated by state law, and the intent of this policy is for the well-being and safety of all students.

The signer of this handbook acknowledges that the school does not assume the role of health care provider in diagnosing or treating its students; nor does the personnel (includes principal, faculty, and staff) have experience, knowledge, or expertise in

providing any emergency treatment that may be necessary for any student, including but not limited to – and by way of example only – any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which a student needs to self-medicate or requires assistance with medication, the signer of this handbook acknowledges that the school may be unable to accommodate the medical needs of their child/student. This matter should be discussed directly with the school principal. In certain circumstances in which the student needs to self-medicate or needs other medical assistance, the signer of this handbook acknowledges that this must be discussed directly with the school principal.

### AIDS

The Archdiocesan AIDS policy is as follows:

1. Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K through 12 shall be permitted to attend school.
2. Students with Acquired Immune Deficiency Syndrome (AIDS) shall not be excluded from attending school or parish religious education programs for reason of the infection unless the following exceptional conditions are evident as determined by the student's physician, the student's parent(s) or legal guardian(s), the appropriate school or religious education program administrator(s) and, in a parish setting, the pastor.
  - a) The student is not toilet-trained or is incontinent, or is unable to control drooling, or presents a very disturbing appearance;
  - b) The student is unusually physically aggressive, with a documented history of biting or harming others.
3. The identity of a student with Acquired Immune Deficiency Syndrome (AIDS) and all health records and other pertinent files shall be kept confidential in accordance with the law.

Our Lady of Prompt Succor Catholic School will provide an AIDS education program in grades K-8 entitled "AIDS: A Catholic Educational Approach to

HIV" (available from the National Catholic Education Association).

### ASBESTOS

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the school office during regular school hours.

### LIBRARY

Students have access to the library during school hours. Books may be returned to the library during regular library hours. Children who do not return borrowed books will not be allowed to check out new ones. **Students will be assessed a replacement cost for lost or damaged books. Failure to comply with the above regulations will result in further consequences.**

Library materials are selected by the librarian in consultation with the principal and reflect the mission of the school. If there is a concern regarding the appropriateness of specific library material, please submit your concern in writing and a formal review process established by the principal and/or school board will be followed.

### CAFETERIA

Well-balanced meals will be available. The cost of lunch may be paid daily with correct change or the students may submit money to be held on account; checks payable to Our Lady of Prompt Succor Cafeteria will be accepted. The cost of lunch is \$2.50 for all students. Students in grades 1-7 may also purchase milk, juice, and bottled water for an additional cost.

Students may also bring a bag lunch from home; milk and juice are available for purchase. Students are not allowed to bring carbonated beverages, glass bottles, or fast food items. Because of the importance of a healthy diet, please cooperate by packing nutritious lunches. A nutritious lunch is a catalyst for a successful afternoon of learning. Students are expected to eat a nutritious lunch daily. Students who do not bring a lunch from home will be required to

purchase a school lunch. If your child does not eat lunch regularly, you may be notified.

A lunch account is established for each student in order to pre-pay for school lunch. A minimum balance of one week of funds is suggested. You may pay by the week, month, or longer. Checks for school lunches should be made payable to “OLPS School Cafeteria.”

### **LOST AND FOUND ARTICLES**

Lost and found articles can be claimed in the school gym. Items will periodically be disposed of or given away.

### **SCHOOL SUPPLIES**

Parents should check their child’s supplies periodically to see that they are adequate and up-to-date. It is the students’ responsibility to come to classes with all needed material and supplies. Items such as lunches, homework, projects, or tests papers that have been forgotten at home will not be delivered to the classrooms during the school day. Continual failure to have proper materials will result in a lunch detention.

All textbooks must be covered the first week of school and are to be kept covered throughout the year. The student is responsible for the cost of any damage or lost book (replacement cost). Each student must take proper care of his/her state, school, and personal books. DO NOT apply contact paper, adhesive materials, or tape directly on hard-covered textbooks. The student’s name must be written on the book cover and in the proper place inside the book.

All students in grades 1-7 are required to use a school assignment pad and pencil case that will be sold by the school.

Backpacks or tote bags may be used to carry books and supplies to and from school, unless otherwise specified by the teacher. Backpacks with handles and rollers included are also acceptable. These backpacks must have straps that will allow them to be hung on the back of school desks. School bags or book covers with other school insignias are not allowed.

Correction fluid (e.g. *Wite Out or Liquid Paper*) is not allowed at school. However, Correction Tape may be used.

### **DRESS CODE**

#### **A. Uniform**

Uniforms are designed to create a sense of unity and belonging within the Our Lady of Prompt Succor community. They are to be worn in a proper manner to promote this effect. Fashion trends (i.e., oversized clothing) and accessories are not allowed. They negate the desired results.

Any student who is on the school grounds for a school-related function must dress appropriately. School uniform, P.E. uniform, or approved sports uniform are the only attire allowed during after school activities. For all other school functions, the regular casual dress policy will be in effect (see page 13).

#### **BOYS**

**Pants** – Uniform trousers are available at Uniforms Plus (271-2444). Short, hemmed uniform pants are allowed. A navy blue or black belt must be worn at all times in grades 1-7. PreK and K can wear elastic waist pants without a belt; however, if the pants have loops, a belt must be worn. Pants should be worn on the waistline.

**Shirt** – (Grades PreK – 3) Blue polo shirt with the school insignia on the left side of the shirt and the student’s last name embroidered on the right side of the shirt is available from Uniforms Plus. A plain, white, crew neck t-shirt may be worn under the school shirt. During cold weather, a white turtleneck may be worn under the school shirt.

**Shirt** – (Grades 4-7) Blue oxford uniform shirt with school insignia is available from Uniforms Plus. A plain, white, crew neck t-shirt may be worn under the school shirt. During cold weather, a white turtleneck may be worn under the school shirt. The student’s last name will be embroidered on the right side of the shirt.

**Sweatshirt/Cardigan** – Boys may wear the official Our Lady of Prompt Succor sweatshirt or cardigan in the classroom, and it is available at Uniforms Plus.

**Shoes – (Grades 1-7) A LOW QUARTER solid black tennis shoe (tie or Velcro) is the only shoe allowed. Ponseti’s Shoes in Clearview Mall has the approved styles.**

**Shoes – (PreK and K) A LOW QUARTER solid black tennis shoe with Velcro is the only shoe allowed.**

**Socks – (Grades PK-7) Only official OLPS socks may be worn and are available at Uniforms Plus.**

## **GIRLS**

**Dress – (PK3) A gingham check dress with bloomers is available from Uniforms Plus. White or navy footed tights may be worn during cold weather.**

**Jumper – (Grades PK4 – 3) If shorts are worn under jumper, they should be Our Lady of Prompt Succor uniform P.E. Shorts. White or navy tights at least ankle length may be worn under the jumper during cold weather. No shiny, ribbed or patterned tights may be worn.**

**Blouse – (Grades PK4 – 3) White Peter Pan Collar blouse; sleeves are not to be rolled. Blouse must be worn at all times with jumper. During cold weather, white t-shirts and turtlenecks may be worn under the school blouse.**

**Blouse – (Grades 4 – 7) White oxford uniform shirt with the school insignia embroidered on the left side of the blouse is available from Uniforms Plus. A plain, white, crew neck t-shirt may be worn under the school blouse. During cold weather, a white turtleneck may be worn under the school shirt. The student’s last name will be embroidered on the right side of the blouse.**

**Skirt – (Grades 4-7) If shorts are worn under the skirt, they must be Our Lady of Prompt Succor uniform P. E. shorts. Skirts must be worn at the waistline. These are available at Uniforms Plus. Fourth grade is a transitional year and the jumper may be worn. White or navy tights at least ankle length may be worn under the jumper during cold weather. No shiny, ribbed or patterned tights may be worn.**

**Sweatpants - (Grades PK4 – 7) Only official OLPS navy blue sweatpants available at Uniforms Plus may**

be worn during the months of December through February under the jumper or skirt.

**Sweatshirt/Cardigan - (Grades PK4 – 7) Girls may wear the official Our Lady of Prompt Succor sweatshirt or cardigan in the classroom, and it is available at Uniforms Plus.**

**Shoes – (Grades 2-7) A LOW QUARTER solid black tennis shoe (tie or Velcro) is the only shoe allowed. Ponseti’s Shoes in Clearview Mall has the approved styles.**

**Shoes – (Grades PK3 through 1) A LOW QUARTER solid black tennis shoe with Velcro or a Mary Jane are the only shoes allowed.**

**Socks – (Grades PK4-7) Only official OLPS socks may be worn and are available at Uniforms Plus.**

## **B. Student Personal Appearance**

All Our Lady of Prompt Succor Catholic School students are expected to be neatly dressed in the required school uniform during the school day. Uniforms should be kept in good condition throughout the school year. Shirts and blouses must be tucked in and hair combed. Hair must be its **NATURAL** color; it cannot be dyed or streaked with color. Hair styles such as skateboards, lines, shaved heads, etc. are not permitted. Hair should be neatly styled, not falling below the eyebrows. Boys’ hair should not fall below the collar in the back and must be no longer than mid ear on the sides. In addition, boys may not have any visible facial hair.

Any student with an unacceptable hairstyle or hair color will be sent home and will be re-admitted when the guidelines are met. The principal or disciplinarian reserves the right to make the final determination of what is acceptable.

Please note the following:

1. Vests, leotards, colored shirts, colored undergarments, and sweaters are not acceptable under the uniform.
2. Make-up is not allowed.

3. Clear finger nail polish is the only acceptable polish for school wear. Only natural nails are allowed; sculptured nails are not acceptable.
4. The school is not responsible for lost or misplaced jewelry. Only religious necklaces and a watch are allowed. (Apple Watches, Fitbit Surge, and similar devices are not allowed.)
5. Girls may wear one stud earring on each lobe. ONLY POST type earrings that do not hang below the earlobes may be worn. Boys may not wear earrings.
6. Students may use a minimal amount of perfume/cologne. Students may not bring perfume/cologne to school.
7. Girls may only wear navy blue, white, or red reasonable hair accessories. Holiday hair accessories may be worn the week of the holiday.
8. Contact lenses with designs or unnatural colors are not acceptable.
9. Tattoos and body piercings are not permissible.
10. Grades 1-7 Special Events (examples: Dances, Talent Shows, Ceremonies, Sacraments) – Girls’ tops must have at least a 2” strap covering both shoulders.

### **Casual Dress**

Casual dress is allowed on days specified by the principal. Appropriate casual dress is required when attending any official school function or whenever uniforms are not worn. Students represent Our Lady of Prompt Succor Catholic School at all times.

**Girls/Boys:** Long, solid, plain blue jeans (no holes or frays) with a belt and designated shirts are the only acceptable casual attire. Cut off or torn jeans are not permitted. Socks with tennis shoes must be worn.

**The principal reserves the right to send home anyone who comes to school inappropriately dressed.**

### **CURRICULUM**

Students are offered instruction in the following areas: Religious Studies, Reading, Language Arts, Math, Science, and Social Studies. In addition, a course of studies in Physical Education and Music is offered; a drug education program is provided for all students. The religious education program for grades 5-7 includes a mandatory student service program. Integral parts of the Religious Studies program are AIDS education and Family Life, a course designed to help young people develop healthy attitudes and values of Catholic family life. One of the components of this program is human sexuality which is taught in strict accordance with the “Guidelines for Education in Human Sexuality for Catholic Schools and Parishes of the Archdiocese of New Orleans.” Likewise, the instructional materials used in this course bear the imprimatur as well as the Nihil Obstat.

If you are uncomfortable with the course content, you may present in writing your concerns and request a meeting with your child’s Family Life teacher. If your concerns are not allayed, you should make an appointment to meet with the principal and teacher.

### **ACADEMIC POLICIES**

#### **A. PROGRESS REPORTING**

All grades will be posted online in a timely fashion. Grades will be available to parents via computer viewing. Tests and quizzes will be sent home weekly and should be returned the following day.

Progress reports will be issued midway through each reporting period. Please refer to the weekly school bulletins to be advised of the dates of issuance.

Report cards will be issued every nine weeks. Teachers will be available for conferences at specified times. Please refer to the weekly bulletin to be advised of the dates and times. Parents must sign and return the report card within three days.

#### **B. GRADING SCALE**

The following grading scale will be used at the different grade levels:

## PRE-KINDERGARTEN

The report card to be issued each nine weeks will contain a detailed description of the grading scale.

### KINDERGARTEN

O - Outstanding Progress  
S - Satisfactory Progress  
NI -Needs Improvement

### 1<sup>ST</sup> – 7<sup>TH</sup> GRADES

A – (94-100) Outstanding  
B – (86-93) Above Average  
C – (78-85) Average  
D – (70-77) Below Average  
U – ( 0-69) Unsatisfactory  
I – Incomplete

In addition, 1<sup>st</sup> grade uses the following:

O – Outstanding Progress  
S – Satisfactory Progress  
U - Unsatisfactory Progress

The grade of “I” in any subject constitutes a failure until all course work is completed.

### C. HOMEWORK

Homework is an integral part of the learning process and serves to promote self-discipline and to reinforce school work, good work habits, and organizational skills. It is mandatory that a student complete all assigned homework on a daily basis. IF THERE IS A SERIOUS REASON FOR NOT COMPLETING WRITTEN AND/OR STUDY ASSIGNMENTS, THE TEACHER MUST BE NOTIFIED IN WRITING. The school reserves the right to determine whether the reason was serious enough to warrant non-completion of assignments.

Homework assignments are not strictly written assignments; adequate time should be spent reading, studying, and preparing for tests and long range assignments on a daily basis. The type and amount of homework vary at each grade level. Likewise, the time to complete assignments will vary from student to student.

**OUR LADY OF PROMPT SUCCOR’S PARENTS ARE EXPECTED TO TAKE RESPONSIBILITY FOR SUPERVISING HOMEWORK AND FOR SIGNING ANY ASSIGNMENTS AS REQUIRED BY THE TEACHER.** All students in grades 1-7 are required to have an Our Lady of Prompt Succor assignment pad. Students should take special care to pack all needed materials.

In case of absence, your child’s teacher will cooperate with you by providing a written list of homework and classwork for that day. Materials must be picked up in the Extended Day Care room between the hours of 3:15 and 4:30 p.m. Assignments are listed on [www.olpsschool.org](http://www.olpsschool.org).

### D. AWARDS

The following awards are given to students according to merits they have earned and are based on criteria the school considers important.

1. Principal’s Honor Roll (Grades 1-7) – A student will be placed on the Principal’s Honor Roll for obtaining all A’s in Religion, Reading, English, Spelling, Math, Science, Social Studies, Physical Education, Music, Art, and Computer. The student must also have an A in conduct. Certificates are issued each reporting period.
2. Patriot’s Honor Roll (Grades 1-7) – A student is placed on the Patriot’s Honor Roll for obtaining a 3.5 – 4.00 grade point average in Religion, Reading, English, Spelling, Math, Science, Social Studies; with no grade lower than a C in Physical Education, Music, Art, and Computer. The student must also have an A or B in conduct. Certificates are issued each reporting period.
3. Academic Honor Roll (Grades 1-7) – A student is placed on the Academic Honor Roll for obtaining a 3.0 – 3.49 grade point average in Religion, Reading, English, Spelling, Math, Science, Social Studies; with no grade lower than a C in Physical Education, Music, Art, and Computer. The student must also have an A or B in conduct. Certificates are issued each reporting period.

4. Good Conduct Honor Roll – A student is placed on the Good Conduct Honor Roll by obtaining an A in conduct. Certificates are issued each reporting period.
5. Terrific Kids (Grades PreK-7) – Each month the teachers select a student who has consistently demonstrated qualities of courtesy, citizenship, service, effort, and good conduct.
6. Sports Awards – Award ceremonies will be held during the school year. Awards will be presented for participation in sports and performance teams as well as championship teams.
7. Annual Awards – Special awards ceremonies will be held at the end of each school year. Major academic areas for Annual Awards are Religion, Reading, English, Science, Social Studies, and Math. Awards will be presented for the following accomplishments:

Principal’s Pride Award (Grades 1-7) straight A’s in all areas including conduct for all four reporting periods

Academic Excellence Award (Grades 1-7) – 4.0 final grade point average in all major academic areas with an A average in conduct

Patriot Academic Achievement Award (Grades 1-7) – 3.5 to 4.00 final grade point average in all major academic areas with an A or B in conduct each nine weeks

Academic Achievement Award (Grades 1-7) – 3.0 to 3.49 final grade point average in all major academic areas with an A or B in conduct each nine weeks

Excellence in Conduct (Grades 1-7) all A’s in conduct for all four reporting periods

Christian Leadership Award (Grades PK-7)

School Spirit Award (Grades 1-7)

ARP (Grades K-7) – Most Books Read and Most Points Accumulated by grade level, and

reaching 100 plus point levels

8. Additional Seventh Grade Closing Awards

Valedictorian and Salutatorian Award – Based on the final grade point average for the six major subjects for grades 4-7

Honor Graduate – Minimum 3.5 GPA based on final grade point average for six major subjects for grades 4-7.

## **E. PROMOTION AND RETENTION**

### **Promotion**

A student who has made passing grades in all major subjects for both semesters will be promoted to the next grade level. Major subjects in grades 1-3 include: Religion, Reading, Language Arts, and Math. Major subjects in grades 4-7 include: Religion, Math, English, Reading, Social Studies, and Science. All other subjects are minor subjects.

Seventh grade students who are promoted will receive certificates of promotion prepared and issued by the Office of Catholic Schools of the Archdiocese of New Orleans. A special closing ceremony will be held in late May.

### **Conditional Promotion**

Students in grades 1-7 who fail only one major subject (except Reading in grades 1-3) will be conditionally promoted. These students will be promoted upon successful completion of a summer school program approved by the administration of Our Lady of Prompt Succor Catholic School.

Students who receive an “I” in any subject must complete the course work requirements to be promoted.

Seventh grade students who are conditionally promoted will be allowed to graduate with their classmates, but will receive a blank diploma. A regular diploma will be issued only after the required summer work has been completed.

## **Retention**

A kindergarten student can be retained if his/her work has been unsatisfactory according to teacher standards.

Any student in grades 1-3 who fails Reading will be retained since the acquisition of appropriate reading skills is necessary to insure future academic success. A student in grades 1-3 can also be retained if he/she fails two other major subjects.

Any student in grades 4-7 who fails two major subjects will be retained. Seventh grade students who are retained will not participate in closing activities.

A “D” and “U” or two U’s earned during the last two grading periods may constitute a failure in that subject area for the school year.

Any student who fails for the second time in grades 1-7 (whether from Our Lady of Prompt Succor or any other school) will not be admitted to Our Lady of Prompt Succor Catholic School.

## **F. ACADEMIC/BEHAVIOR PROBATION**

If a student is experiencing serious academic or behavioral difficulties, he/she may be placed on probation and given a set of specific expectations that must be met in order to continue enrollment at Our Lady of Prompt Succor Catholic School.

## **MIDDLE SCHOOL PROGRAM**

The mission of Our Lady of Prompt Succor Catholic School is to provide challenging, quality Catholic education to students in grades five, six, and seven. The program promotes a sensitive, caring, and supportive environment that incorporates the Gospel message, fosters community, and encourages social consciousness which includes multi-cultural affirmation. Such an environment supports healthy growth and responds to the developmental needs of early adolescents in their homes, schools, and communities which is fully integrated in the light of faith.

Our Lady of Prompt Succor Catholic School focuses upon several practices, activities, and programs

designed to meet the special needs of our early adolescents in grades 5-7.

Activities are scheduled in response to the specified characteristics of the early adolescent. A rally night will be held in early fall to enhance school spirit and create a sense of belonging to the Our Lady of Prompt Succor Catholic School community.

## **LITURGY**

Our Lady of Prompt Succor students celebrate the Eucharist weekly. Students participate in liturgies in various ways. Celebration of the Eucharist is an essential part of the religious education of our children. Parents are always invited and encouraged to attend whenever possible.

Parents are responsible for their child’s spiritual growth and are obliged to attend Mass and receive the sacraments regularly as a family.

## **STUDENT ACTIVITIES**

Our Lady of Prompt Succor students may participate in the following activities:

- A. Altar Servers
- B. Beta Club
- C. Cheerleading
- D. Chess Club
- E. Chorus
- F. Dance Teams
- G. 4-H Club
- H. Mission Club
- I. Science Club
- J. Academic Competitions
- K. Sports – Volleyball, Indoorball, Basketball, & Flag Football

L. Student Council

M. Educational Activities – Our Lady of Prompt Succor students may participate in class field trips and attend performances on campus that correlate with the school curriculum. The purpose of all educational activities is to expose the students to a different educational medium and to teach responsible behaviors outside the classroom setting. Students are expected to behave appropriately or the privilege of attending these activities will be suspended. A student who does not attend an activity is expected to report to school on that day. Students may also be denied participation in educational activities if they fail to meet academic/behavioral/attendance requirements.

Organizations and/or activities may be included or excluded as personnel or student interests dictate. A minimum year-to-date grade point average of a 78 in all major academic areas, a “C” in conduct, and no more than 5 days absence in any nine weeks are necessary to participate in all school activities unless otherwise noted by the club moderator. The year-to-date grade point average is determined at the end of each reporting period and if the minimum is not achieved, the student will be unable to participate in any practices or performances until the next reporting period when the minimum requirements are met. The administration reserves the right to exclude a student from school-sponsored activities because of academic/behavioral/attendance problems.

A student must be in attendance more than four hours in the school day to be eligible to participate in extracurricular activities.

A student who has been suspended from school because of disciplinary actions will not be allowed to participate in any school activities for the day of the suspension.

The Archdiocese of New Orleans or Our Lady of Prompt Succor Parish and School does not provide transportation for school-sponsored activities held off the grounds after hours. Therefore, participants are responsible for their own transportation to and from all such events. Only students participating in after-school activities are allowed on school grounds during the activity; siblings should not attend these activities

without adult supervision. The following rules apply to all extracurricular activities:

1. If the activity does not begin directly after school, the student(s) must have adult supervision until the appointed time of the activity.
2. When the activity is completed, the student must be picked up within 15 minutes or he/she will be sent to After Care.
3. If a student is not picked up promptly or taken home and brought back before the activity, he/she will be sent to After Care.
4. Students may not leave the school grounds and return without parental permission when participating in school activities.

**DISCIPLINE POLICY**

Our Lady of Prompt Succor students are expected to conduct themselves in a manner which reflects the school philosophy. Each student is expected to treat adults and other students with courtesy and respect. They are expected to follow the regulations which are made for safety and order and to cooperate with their teachers so that the instructional atmosphere is conducive to learning.

Our Lady of Prompt Succor is committed to providing a quality Catholic education. There are certain criteria which have been established to insure a successful Christian discipline program. Through this discipline program, we hope to accomplish the following:

1. Students accept responsibility for their own work and actions.
2. Students are led to recognize the person of Jesus in others and to realize that their dealings with other people must reflect this belief.
3. Parents are the primary educators of their children and should be supportive of disciplinary actions.

All disciplinary corrections are given in a spirit of understanding and justice. Before any major

decisions or disciplinary actions are taken, prayerful reflection takes place.

The following is a list of rules that each Our Lady of Prompt Succor student is expected to follow:

1. Complete required assignments and participate appropriately in class.
2. Maintain appropriate classroom behavior in accordance with each teacher's expectation.
3. Use classrooms, books, materials, equipment, and other school facilities and keep them in order with a sense of pride and responsibility for the care of property. Personal property of others must be respected as well.
4. Be well groomed and wear the full school uniform each day in a clean and neat manner.
5. Be on time for school.
6. Do not leave the school grounds without permission.
7. Demonstrate courtesy and respect toward the priests, teachers, other school personnel, substitute teachers, volunteers, visitors, and fellow students during school and at all school related activities.
8. Follow the school rules before and after school, at recess, and during all school-related activities.
9. **Chewing gum at school, on the school grounds, and on school-sponsored activities is not allowed.**
10. Eating candy or food at unauthorized times is not allowed.
11. Rough, rude, uncontrolled, or angry behavior is prohibited.
12. Playthings or items such as radios, video games, CD's, tape recorders, remote control watches or other expensive personal items should not be brought to school.
13. Cell phones may not be used during school hours. They must be turned off during school hours and middle school students must place them in their student lockers. A cell phone in any student's possession that is turned on without a teacher's permission from the time the student enters the school grounds and leaves the school grounds at the end of the day will be confiscated. It will be returned to the child's parent only at the end of the school week. Any student who has a cell phone removed from their possession a second time within the same school year will not be allowed to bring a cell phone to school for the remainder of the school year.
14. Smart watches are not allowed in school.
15. Electronic devices used for an educational purpose, such as a Kindle, iPad, etc., may be used with a teacher's permission. They may not be used in any area other than a monitored classroom.
16. Our Lady of Prompt Succor School is not responsible for lost, stolen, or damaged personal electronic devices or cell phones.
17. Drugs (non-prescription or otherwise), alcoholic beverages, tobacco, or weapons are not allowed on school grounds.
18. Threats or actual occurrences of violence will not be tolerated. Violence is defined as causing physical harm to another. Threatened violence is defined as threatening physical harm to another.

It is the responsibility of each student to appreciate his God-given gift of free will and to make wise choices. It is also the responsibility of each student to realize that inappropriate choices carry necessary consequences. In the event of personal property damage/destruction, restitution MUST be made.

Behavioral problems will be dealt with individually. The age of the student and nature and frequency of the offense will be taken into consideration when correction is necessary and when consequences are determined. Parents are asked to cooperate with the school when disciplinary action becomes necessary.

Providing the proper educational environment is the commitment of our school to its students. Therefore, an atmosphere in the school and classroom that is conducive to high productivity for students and teachers must prevail at all times.

The following is a list of possible infractions and their consequences; it is not inclusive of all possible infractions. The principal and/or pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

## CODE OF CONDUCT

In order to facilitate the task of educating students, some method of making students and parents aware of misbehavior must be developed. A system of Recess Detainments and Afternoon Detentions was developed by the faculty in order to maintain a classroom atmosphere suitable to learning.

### A. DETENTION

Detention will be held for one (1) hour. Detentions will be issued for offenses considered serious in nature. The issuance of a Detention or recess detainment for **harassment will depend on the seriousness of the incident.** Students who choose to act in the following manner will receive a Detention.

1. Fighting
2. Biting
3. Stealing
4. Defacement of school property
5. Cheating
6. Leaving school grounds without permission
7. Use of foul language or obscene gestures
8. Disrespectful behavior to adult members of the community
9. Three recess detainments

10. Harassment of student or students
11. Any serious misbehavior that in the judgment of the teacher warrants the attention of the parent and the disciplinarian.
12. Endangering self or others by inappropriate behavior

### B. RECESS DETAINMENTS

Recess detainments (RD) will be used to deter students from behaviors that deprive their fellow students of the opportunity to learn or that interfere with the orderly operation of the school. A student will report to the RD classroom after he/she has been allowed twenty minutes to eat lunch. He/she will remain in RD until the bell rings for afternoon classes. This recess detainment will be immediate. A student who chooses the following behaviors will receive a Recess Detainment:

1. Non-completion of punish work
2. Gum chewing
3. Inappropriate behavior in church
4. Harassment of other students
5. Roaming during class change
6. Inappropriate conduct in class, hall, cafeteria, playground or rest room, etc.
7. Entering school without permission
8. Dress code infraction

### C. AFTER-SCHOOL DETENTION

All students – The assignment of an after-school Detention is considered a serious matter. The teacher assigning the detention, a parent, the student, and the disciplinarian of the school will sign all Detentions. Students who choose not to report to after-school Detention at the designated time will be considered in serious violation of school rules and subject to suspension. Parents must assume the responsibility

for making arrangements to pick up students after Detention Hall.

The assignment of an after-school Detention will automatically drop the conduct grade one-letter grade. Parents will be informed when students are required to serve a Detention. A student who receives three Detentions will automatically receive an in-school suspension. Three further Detentions will lead to a two-day suspension. A student returning to school after the second suspension will be considered on disciplinary probation. Any further incident worthy of detention may lead to expulsion. A suspended student will be assigned work and must complete all assignments. Parents will be required to pay a **substitute fee of \$60.00 to monitor** the suspended student.

We wish to work with parents as closely as possible. When students are behaving in such a way as to deny others their right to learn or endanger other students or themselves, the community's rights must be recognized over the individual's rights.

For any major offense (e.g., vandalism, threat of violence), the principal may suspend or expel a student.

In the case where a law is violated, especially in the matter of possession, use, or sale of controlled substances, the carrying of firearms or any other deadly weapon onto the grounds, the police and juvenile authorities will be called. Students who engage in these particular activities will be expelled.

Carrying a firearm/weapon by other persons onto school property is unlawful and the intentional possession of any firearm/weapon on one's person on a school campus or within a thousand feet of any school campus or on a school bus is a violation of the law and will be treated as a most serious offense. Authorities will be contacted to address this matter should it arise. The only exception is police officers that are on duty.

Proper behavior of Our Lady of Prompt Succor students is expected at all times, not just at school related activities or in school. Students who conduct themselves in a manner unbecoming of an Our Lady of Prompt Succor student off the property can and will be disciplined if the principal sees that is proper.

Students who involve themselves in any illegal activities (including harassment of classmates or school personnel) will be disciplined, suspended, or expelled by the school whether the incident occurs during school or in the community at large. The severity of punishment will be in accordance with the seriousness of the transgression.

In cases of protection for the well being of the students, the school reserves the right to search a student's desk, school bag and/or personal belongings at the discretion of the administration.

Again, the matter of proper conduct is a cooperative effort. Please review this matter carefully with your children. Make sure that you and your children understand the Code of Conduct and the basic reasons for the Code.

Grades Pre-Kindergarten – 1: Teachers in grades pre-kindergarten, kindergarten and first grade handle their own student discipline. In the event a child in these grades is unable to adapt to the classroom environment and repeatedly disturbs others in an unacceptable fashion, the classroom teacher and the administrators will meet with the parents to address the difficulty. In cases where a remedy for the behavior is not found and the behavior does not improve, the parent will be asked to find a more appropriate educational setting for the child.

*Note: All after school detentions must be served on the assigned day.*

#### **D. SUSPENSION/PROBATION**

Any student who continues to display inappropriate behavior or commits a more serious infraction will be issued a one day suspension. These infractions include, but are not limited to the following:

1. Verbal aggression towards a teacher or other staff member
2. Major vandalism
3. Pulling a fire alarm in a school building without just cause
4. Damaging school equipment
5. Failure to attend any detention period
6. Second offense of improper use of a cell phone

The following infractions may result in an extended period of suspension to be decided by the principal:

1. Premeditated fight and or extreme threat of violence
2. Leaving the school grounds without permission
3. The use of cigarettes and/or alcohol in school or at school-related functions
4. First time violation of the drug policy

Students suspended for extended periods of time will be placed on behavioral probation and are not guaranteed enrollment at Our Lady of Prompt Succor School for the following school year. Any further transgression may result in an expulsion.

A student who has been suspended from school because of disciplinary action will not be allowed to participate in any school activities for the day(s) of the suspension.

Parents will be required to pay **(\$60.00)** the cost of a substitute teacher to supervise the suspended student.

#### **E. EXPULSION**

The student who has been suspended and continues to display inappropriate behavior or who commits a more serious infraction may be expelled from Our Lady of Prompt Succor Catholic School. These infractions include but are not limited to the following:

1. Physical aggression towards a teacher or other staff member
2. The intent to distribute, sell, or use drugs
3. Second violation of the drug policy
4. Violation of the terms of probationary enrollment at Our Lady of Prompt Succor School
5. Deliberate and malicious destruction of school property
6. Threats to cause serious harm to students or staff
7. Failure to comply with behavioral consequences issued in accordance with the school discipline policy
8. Possession of a weapon of any kind
9. Any other extremely serious infraction that jeopardizes the safety of the school or

community or which is morally offensive according to the teachings of the Roman Catholic Church, and thus, harmful or offensive to members of the school community.

The Disciplinarian may convene a Disciplinary Committee to recommend the appropriate course of action.

A parent may appeal the disciplinarian's decision to expel to the Pastor. This appeal must be in the form of a letter.

#### **DRUG POLICY**

Our Lady of Prompt Succor Catholic School is committed to educating students, parents, and members of the school community about the realities of drug abuse and available sources of assistance. There is a drug education program available for all students in grades kindergarten through seventh. The curriculum includes topics on peer pressure, self esteem, decision-making, and substance awareness. The program is designed to increase each child's awareness of the special qualities God has given him and to teach skills that can be used in everyday situations. The ultimate goal is to help our students grow into responsible, independent, young adults, capable of making intelligent, informed decisions.

Possession of any alcoholic beverage, drug, or drug paraphernalia, or possession of a substance described by the student as any of the above, is prohibited on school grounds or at school-sponsored events. First-time violation of this policy will result in the following:

1. Parents will be notified and the family will be referred to an appropriate agency for an immediate drug screen. If the drug screen is positive, an expulsion hearing will be held.
2. If the drug screen is negative, the student will be suspended and required to attend substance abuse counseling. The student will be re-admitted on probation following the period of extended suspension. The terms of the probationary enrollment will be outlined prior to the student's return.

3. Periodic, random drug screens at the discretion of the administration may be required. The sale of or intent to sell any alcoholic beverage, drug, or controlled substance is expressly prohibited on school grounds or at school-sponsored events and Our Lady of Prompt Succor Catholic School upholds a “zero tolerance” for such actions. Violation of this policy will result in an expulsion hearing and the proper civil authorities will be notified, as well.

## **FIREARMS**

### **Acts 38 & 107 of the Third Extraordinary Session Of Louisiana Legislature of 1994**

R.S. 14:95.1 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school’s property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or school official or employee acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course or activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately report any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school

official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500.00 or sentenced to not more than 40 hours of community service, or both. Permanent notice of the legislation upon which this is based is posted in the school office and Cafeteria.

## **SEARCH AND SEIZURE**

A school official may search students, their desks, their lockers, or belongings (e.g., handbag, briefcase, bookbag, backpack) periodically for neatness and/or contraband for purposes of maintaining order and discipline. A search may be conducted if a school official has a reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

## **REVIEW OF RECORDS**

Legal guardians have the right to review their child’s educational records kept on file in the school office. Please call the school office to arrange an appointment.

## **POLICY ON RESPONSIBLE USE OF ARCHDIOCESAN INFORMATION RESOURCES:**

### **GENERAL STATEMENT**

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese’s ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and the wider local, national and world communities. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information

technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principals of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students and volunteers, engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them, however, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or

make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocese information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

### Applicability

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific computer, computer system, voice mail system or network in which you are interested for further information.

### Policy

**All users of archdiocesan information resources must: Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses.** Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer fraud and Abuse act, which prohibit "hacking", "cracking", and similar activities; archdiocese's sexual harassment policy; the archdiocese's policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with

persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the ascertaining, understanding, and complying with the laws, rules, policies, contacts, and licenses applicable to their particular uses.

**Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

**Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.** Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

**Respect from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited.** Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

**Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonable with the activity of other users.** Although there is not set bandwidth, disk space, CPU time, or other limit applicable to all uses of

archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

**Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so.** Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on behalf of the archdiocese may be granted by the office of the Archbishop. Authorization to use archdiocesan symbols and logo on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as: the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

### **Enforcement**

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of the archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

### **Security and Privacy**

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their

accounts, guarding their passwords, and changing them regularly.

**Users should also be aware that their uses of the archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese's computers and/or servers, including e-mail equipment and e-mail and voice mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese's e-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information – whether deleted or not – may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.**

**Any and all of the above guidelines, rules and policies are at the discretion of the principal and/or pastor. Prior notice of any changes or revisions will be sent home with the students in a timely fashion.**

# *Our Lady of Prompt Succor Catholic School*

## ACKNOWLEDGMENT

### HANDBOOK OF POLICIES FOR PARENTS AND STUDENTS

Dear Parents,

The Handbook of Policies for Parents and Students has been prepared for your information. We ask that you and your child read it carefully and become acquainted with its contents. All rules and regulations in this handbook have been established for the betterment and safety of each student. Violations of rules and regulations will be subject to disciplinary measures as designated.

**Please sign the statement below and the Responsible Use of Archdiocesan Information Policy and the Special Needs Acknowledgment on the back of this page. Return this page to the school by the end of the first week of school.**

We have read the Handbook of Policies for Parents and Students. We understand and are fully aware that these policies do apply to each of us impartially.

My signature below also gives permission for photographs of my child to be published in the area newspapers and the Our Lady of Prompt Succor Catholic School publications (including the internet).

**We, the parents, agree to abide by the terms and conditions of this handbook including but not limited to the disciplinary section.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

**I, an Our Lady of Prompt Succor Catholic School student, agree to abide by the terms and conditions of this handbook, including but not limited to the disciplinary section.**

\_\_\_\_\_  
Student Signature

**The Principal retains the right to amend the handbook for just cause.**

**Parents will be given notification if changes are made.**

**Acknowledgment of Responsible Use of Archdiocesan Information Policy**

I acknowledge that I have received and read the Policy of Responsible Use of Archdiocesan Information Resources of the Archdiocese of New Orleans (page 22) that became effective on July 1, 2000. I further acknowledge that I understand the requirements of this policy.

**Acknowledgment of Special Needs Policy**

The undersigned, who represent that they are the parents and/or legal guardians of \_\_\_\_\_, presently enrolled in Our Lady of Prompt Succor Catholic School, acknowledge that this school does not provide special education services or facilities.

The undersigned further acknowledge that Our Lady of Prompt Succor Catholic School, its principal, faculty, and staff are only required to make minor adjustments in the education program at Our Lady of Prompt Succor Catholic School in an attempt to accommodate whatever special needs the student may have and that the nature and extent of such minor adjustments is within the sole discretion of the principal.

The undersigned further acknowledge that, should the principal of Our Lady of Prompt Succor Catholic School determine in her own discretion that minor adjustments in the identified education program have not resulted in satisfactory accommodation of the program to the special needs of their child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal may ask the undersigned to withdraw their child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
PRINT NAME of Parent/Guardian

\_\_\_\_\_  
PRINT NAME of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## AUTHORIZATION AND RELEASE OF RECORDS

I/we, parents of \_\_\_\_\_ (name of student), hereby authorize any school previously attended by our child, \_\_\_\_\_, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other education and/or social or informational records of \_\_\_\_\_ (student) to Our Lady of Prompt Succor Catholic School. The foregoing authorization also applies in the event that Our Lady of Prompt Succor Catholic School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other school as described above for records and/or information; and, in that event, Our Lady of Prompt Succor Catholic School is then authorized to send such records and/or information to the requesting school. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives of the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

*Our Lady of Prompt Succor Catholic School*

2305 Fenelon Street

Chalmette, LA 70043

Ph. (504) 271-2953

Fax (504) 271-1490

**OUR LADY OF PROMPT SUCCOR SCHOOL  
PARENTAL/LEGAL GUARDIAN PERMISSION SLIP**

**FIELD TRIP PARTICIPATION – GRADE:** \_\_\_\_\_ **ROOM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Dear Parent or Legal Guardian:

Your son/daughter/guardian is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. The designated method of transportation must be adhered to for all students/chaperones both in departing and returning to the school. This activity will take place under the guidance and supervision of employee(s) from Our Lady of Prompt Succor Catholic School. A brief description of the activity follows:

**CURRICLUM GOAL:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**DESIGNATED SUPERVISOR(S) OF ACTIVITY:** \_\_\_\_\_

**DATE AND TIME OF DEPARTURE FROM SCHOOL:** \_\_\_\_\_

**DATE AND ANTICIPATED TIME OF RETURN TO SCHOOL:** \_\_\_\_\_

**METHOD OF TRANSPORTATION:** \_\_\_\_\_

**STUDENT COST:** \_\_\_\_\_

**LUNCH:** \_\_\_\_\_

**OTHER INFORMATION:** \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As a parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by named student. I agree on behalf of myself, my heirs, assigns, executors, and personal representatives to hold harmless and defend Our Lady of Prompt Succor Parish and School, the Archdiocese of New Orleans, its officers, directors, agents, employees, or representatives associated with this event/trip from any and all liability claims, loss or damage arising from or in connection with this event/trip.



**PARENT PERMISSION SLIP**

I hereby consent to participation by my child, \_\_\_\_\_, Grade \_\_\_\_\_ Room \_\_\_\_\_ in the event described above to \_\_\_\_\_. I further consent to the conditions stated above regarding participation in this event, including the method of transportation.

For this trip, chaperones are: \_\_\_\_\_ Not needed \_\_\_\_\_ Needed (Please indicate name on space below if available.)

I, \_\_\_\_\_, would like to chaperone on this Field Trip and I am at least 21 years of age.

Parent's/Guardian's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form by:** \_\_\_\_\_

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