

OUR LADY OF LOURDES CATHOLIC SCHOOL

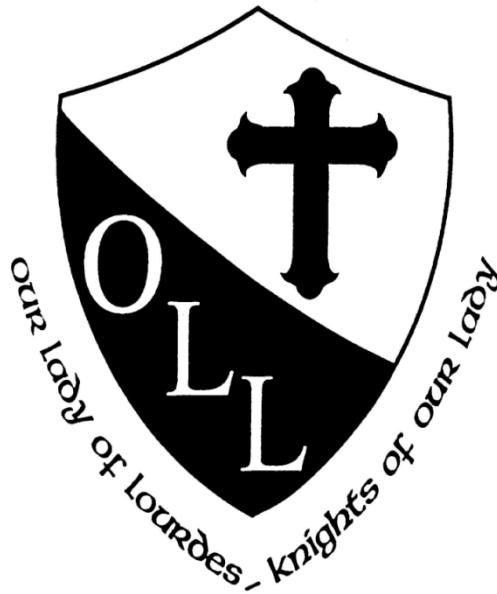
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**PARENT / STUDENT HANDBOOK
2018-2019**



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All decisions regarding the handbook are up to the final discretion of the principal. The principal is the final recourse and reserves the right to amend this handbook at any time. Parents and other school community members will be given prompt notification.

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SECTION I: INTRODUCTION

General Information

Welcome to Our Lady of Lourdes Catholic School! This handbook has been compiled to help each student achieve success as part of our school family. This handbook also provides parents with information on school policies and procedures that they may find useful in assisting their student through the educational process. Adhering to these policies will help all of us work together throughout the year. The school will be referred to throughout the text as OLL.

Statement of Catholic Identity

OLL operates within the pastoral jurisdiction of Our Lady of Lourdes Catholic Parish which is part of the Archdiocese of New Orleans and under the administrative supervision of the Archdiocesan Office of Catholic Schools. As such, the school provides an environment where Catholic dogma, values and the spirit of faith permeate the total school community.

Jesus Christ is ever present and at the center of all that is done at OLL. Students are offered opportunities for daily prayer, celebrations of the liturgical year, devotions to the Blessed Mother, and the reception of the Holy Eucharist at Mass. To further the concept of a Christ-centered life, the school places an emphasis on proclaiming the message of Jesus, building and living in a community of love, developing attitudes and practices of service and promoting prayer and worship.

OLL follows the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools supported by the National Catholic Education Association.

Philosophy of Education

As the Roman Catholic Church's 1965 Declaration on Catholic Education, *Gravissimum Educationis*, states, the school is an ecclesial arm of the church and is charged with the fundamental task of developing the intellectual capabilities of its students, to form their ability to judge rightly, to continue and pass on the cultural (and spiritual) legacy of previous generations, and to prepare for professional life (GE#5). The school shares in the Church's mission to preach and teach the great message of our Catholic faith – that Jesus is Lord and has come to us and redeemed us through His death and resurrection. Members of OLL, therefore, proclaim this message by building and living a community life and values, by performing Christian service, and by sharing prayer and worship. Guided by our pastor, the OLL school community – administration, faculty, parents and students – in a spirit of mutual respect, cooperation and shared responsibility, partner in a united effort to promote and live the teachings of our Lord in all curriculum areas and school activities.

A comprehensive academic program exists to prepare students for the future in a learning environment where the student can grow spiritually, morally, intellectually, socially and physically, using right judgment and a sense of moral values consistent with the teachings of Jesus Christ and his Church.

Mission Statement

Our mission to work cooperatively with parents in the Catholic formation and educational development of children through an atmosphere of prayer and community service.

School Motto

Students are guided each and every day by our school motto which proclaims “Our Catholic faith calls us to serve others, to achieve in learning and growing, and to succeed in serving God through prayer and worship.”

School Objectives

The objectives of our school are to:

- Create a Catholic environment in which the teachings of Jesus Christ are lived and witnessed.
- Recognize each student’s God-given potential, and to use all resources available to assist each student in fully using individual gifts.
- Develop in each child a positive self-image and to inspire participation in and appreciation of creative, cultural, and apostolic activities.
- Develop Christian morals and attitudes in each child, by setting high standards of education in which responsibility, self-discipline, respect for human dignity, decision-making skills, and knowledge of oneself are taught throughout all subjects.
- Develop a family atmosphere in which we share God’s joy, love, and gentleness.

Administration and Governance

The school follows all laws and regulations established by the state of Louisiana to include those listed in Nonpublic Bulletin 741 (Louisiana Handbook for Nonpublic School Administrators), Bulletin 137 (Louisiana Early Learning Center Licensing Regulations), and all appropriate policies of the Archdiocese of New Orleans and best practices as promulgated by the accreditation organization AdvancEd.

The OLL Administration consists of the Pastor, Principal and Assistant Principal. Other members of the staff meet with the Administration to form an Administrative Team. These members include: Core Members – Administrative Assistant, Business Manager, and Curriculum Coordinator; Ancillary Members – Athletic Director, Maintenance Supervisor, and Campus Ministries Coordinator. Other members of the faculty and staff, parish staff and volunteer organizations may be added to the Administrative Team from time to time as the situation dictates. Additional support is provided by the School Advisory Committee and School Finance Committee. The Principal, in consultation with the Pastor, is the final authority on all school matters when policy interpretation or clarification is required and reserves the right to amend this handbook at any time. Parents and other school community members will be given prompt notification of changes as appropriate.

Statement on the Use of the OLL School Name, Crest, Logo Images

The OLL School name, school crest, sports team logos/names, etc. are not to be used by persons outside of the school staff and administration without explicit permission from the Principal. Social media sites using OLL's name or images may not be created without written permission from the Principal. Any non-school site that is granted permission to use OLL's name/images must be monitored by a designated member of the OLL staff. If a student, parent or other individual wishes to promote a specific OLL activity or event, they should contact the school office for information on submitting a usage request and initiating the review and approval process.

Archdiocesan Statement on Non-discrimination

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their education policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in or be denied any educational program or activity except permitted under said Title IX.

SECTION II: ACADEMICS

Accreditation

OLL is accredited by AdvancED, and adheres to standards established by the Archdiocesan Office of Catholic Schools, State of Louisiana Department of Education, and the National Catholic Education Association.

Academic Curriculum

The academic curriculum is standards-based (State of Louisiana) and aligned with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. The curriculum supports the goals of the school's mission and motto to develop the whole student and enabling them to achieve in learning and growing in practical ways so that they can better serve God and others.

The following curriculum areas will be described in greater detail below: Early Childhood, Elementary, Accelerated Math and Reading (Grades 3-7), Accelerated Reader (Grades 3 – 5), Honors (Grades 6-7), Religion, and Enrichment Courses.

- Early Childhood. The curriculum used by the staff of the OLL Early Childhood Development Center (ECDC) focuses on the development of the total child and is based on the Louisiana Early Learning Guidelines and Programs Birth-Three Years. Activities and Experiences focus on the development of gross motor skills, fine motor skills, language, cognitive development, self-help skills, pre-reading and pre-math skills, social development and early stage faith formation. All concepts and skills embedded in the curriculum are based on educational research that has consistently proven the strong correlation between the quality of early childhood experiences and later academic success.
- Elementary. The elementary school curriculum is multifaceted and designed in such a way as to grow with the children; beginning with fundamental academic skills and strengthening them to the point where students can work more independently.
 - Pre-K4 and Kindergarten. These curriculums are focused on developing the fundamental academic, social and behavioral skills necessary to be successful students when they enter First Grade.
 - Grades 1 – 2. These curriculums are focused on the fundamentals of Math, Language Arts (Reading, Spelling) and Religion with students being able to read across the curriculum by the completion of 2nd Grade.
- Accelerated Math and Reading (Grades 3 – 5). This program is for students who have demonstrated exceptional progress in Math and Reading. Students in Accelerated Math and Reading utilize the same curriculum as grade level peers but work at an accelerated pace and often with an increased workload.

- Accelerated Reader Program (Grades 3 – 5). The Accelerate Reader, or AR program, is a computer program that helps teachers manage and monitor children’s independent reading practice. Students choose books to read at their own level and read the books at their own pace. When finished, students take short computer-based quizzes to access their knowledge of the material read. AR quiz results provide teachers, students and parents valuable feedback related to the student’s reading fluency and comprehension. Students are assigned quarterly and annual reading goals. The student’s AR quiz results and level of goal achievement are factored into the quarterly reading grade. Students will take tests on their summer reading books at the beginning of the school year. The STAR test will also be given to all middle school students. STAR test results are used to determine reading levels and goals.

- Enhanced AR Program (Grades 6-7). Each middle school student will be required to read one AR book each quarter and be quizzed on that book. Students must select one non-fiction book as their AR book during the year. Each student will then select one of the projects from a list provided to complete the AR requirements. One project must be completed each quarter and should be based on the same book that was quizzed on within that same quarter. A different project must be completed each quarter and students may not repeat the same project within the same year. The teacher will select and publish due dates for book selection, teacher approval of student selection, quizzes and project completion. These dates will be provided at the start of each quarter. One reading test grade for AR will be given at the end of each quarter.
 - AR Program Guidelines. These general guidelines apply:
 - Each student is to read the book himself/herself before taking the quiz. No student may take a quiz for another student.
 - Watching the movie before reading the book is not permitted just as taking the quiz from only watching the movie is not permitted.
 - Reading shortened versions or story / book summaries is also not the honest procedure before taking the test.
 - Students in Grades 3 – 5 must have their AR book with them on the day of their AR quiz to ensure that the correct test is being taken.
 - Audio books develop listening skills. The goal of the AR program is to improve reading comprehension. Therefore, AR books must be read by the students. Listening to audio books is not allowed for AR assessments.
 - Digital readers such as Nooks, Kindles and IPADs will be allowed as directed by the teacher, especially in support of the AR program. These devices are not the responsibility of the school and students will not be able to access phone, texting, or instant messenger applications. When not being used, these items must be kept in the student’s locked locker. Items may be confiscated and a referral issued for having a forbidden item / or for improper use of technology. Any referral issued for inappropriate

use will also include an automatic detention and suspension of use of the device for the remainder of the academic marking period in which the offense occurs.

- Honors. Students in 6th and 7th Grade who meet Math and Reading honors program criteria are provided instruction at the next higher grade level (ex: 6th Grade Honors Math receives instruction in 7th Grade Math; 7th Grade Honors Math receives instruction in 8th Grade Math/Pre-Algebra). Selection criteria includes: standardized test scores (In-View, ACT Apsire), final subject average from previous academic year, placement test scores and administrative review.
- Religion. Religion is an academic course of study for all OLL students regardless of their individual religious affiliation. Student attendance at all religious services scheduled within the school day is required. Contact the school office or Parish Director of Religious Education for questions concerning the faith formation and Religion course of instruction.
- Enrichment Courses. Students in Grades Pre-K4 through 7th Grade are exposed to a variety of enrichment courses. All students attend weekly classes in Spanish, Music, Art, Physical Education/Health, and, Library. Students in Pre-K4 through 2nd Grade also attend the Catechesis of the Good Shepherd program which is a Montessori-based hands-on program designed to enhance what is taught in Religion classes.

Homework

Students should be expected to receive and complete assignments outside of class time. Assignments may count toward grades. Students are responsible for organizing their assignments in such a way as to ensure their timely completion and submission per teacher requirements. Work must be neatly done. Students are responsible for making up homework due to absences. If a student will be absent, parents may call the office in the morning to request that homework assignments be collected for the student. **Please call before 9:00 a.m. so that assignments may be ready for pick up by the end of the school day.**

Work not turned in on time will be penalized 6 points per day from the original due date. Students will receive a zero for work not turned in within five academic days of the due date.

Grading System

Teachers employ various forms of tests, measurements and observations to assess students' understanding of subjects taught. Grades are earned based on the results of each assessment. Grades serve a three-fold purpose:

1. to enable teachers to monitor student progress in understanding and applying the material they have been taught.
2. to enable students to monitor their own progress and to take positive steps

3. towards reinforcing their strengths and overcoming areas of weaknesses.
to allow parents to monitor student progress and to assist their child in the educational process.

The grading code for **academic grades** in first through seventh grade is:

A	94 - 100	Outstanding achievement
B	86 - 93	Above average achievement
C	78 - 85	Average achievement
D	70 - 77	Below average achievement
U	69 - below	Unsatisfactory achievement

The grading code for **conduct** is a cumulative grade for each student rather than an individual grade per subject. It is derived by averaging the weekly conduct grades for each quarter. The grading code for conduct for grades first through seventh grade is:

A	94 - 100
B	86 - 93
C	78 - 85
D	70 - 77
U	69 - below

Grade Posting

All teachers (in grades 1 through 7) use electronic grade books. Grades are constantly being sent to a secure website, "PlusPortal". Accounts for all students will be provided so that parents and students may access and observe student grades as the teacher posts them in his/her grade book. Individual teacher grades will be posted at announced times. All parents are encouraged to monitor their child's grades / progress throughout the year. Grades will be posted no later than five (5) academic days after the date of the assessment.

Academic Progress Notification via PlusPortal

PlusPortal enables school administrators and teachers to securely share current grades, daily homework, class schedules, school announcements, alerts, and combined calendars with students and parents in order to assist all with the monitoring of student progress. While students in grades 3 – 7 are required to write down their homework assignments in their student agendas to teach responsibility, PlusPortals can help parents assist students with managing their coursework and in being prepared for assessments. Each parent and student will have their own log-in identification and password that will enable viewers to see *only* the individual student's information.

Parents will receive the necessary information to register for an account using the school's administrative software applications so that they may view student progress as promulgated throughout the year. To login, go to www.plusportals.com/ollschool or www.ollourdes.com and

follow login instructions provided by the office. Parents are also encouraged to contact their student's teacher if they have a question or concern about their student's progress.

Exams

Exams are administered each semester to students in Grades 6 and 7 only. Teachers will provide specific guidance to students concerning exam preparation, mode of testing and exemptions as appropriate.

Report Cards

Report cards are issued quarterly. Parents will be reminded at mid-quarter to review their student's progress. Report Cards will be sent home for parent review/signature. Report cards are to be returned to the homeroom teacher within 3 days of distribution.

Parent-Teacher Conferences will be scheduled periodically following the distribution of report cards. Additional conferences will be scheduled in January for those students who have a "D" or "U" average in any subject and/or may be in danger of failing a subject for the school year.

Academic and Conduct Grade Impact on Sports Eligibility

The criteria listed below will be used in determining the eligibility status of students who wish to participate in school sponsored sports. Anyone of these factors make a student ineligible for participation:

- "D" or "U" academic average
- "U" in any one or more academic subjects (Math, Language, Science, Social Studies, Religion, Reading)
- "U" in any class including enrichment classes (Art, Music, PE, Spanish)
- "85" or below conduct grade
- A suspension issued during the respective sports season

A student can be placed on probation from a team/extra-curricular due to report card grades. A student can be reinstated at mid-quarter if improvement is achieved. Requests for reinstatement must originate with the parent and be endorsed by the coach and athletic director prior to review by the administration.

Student Service Program

Religion teachers will publish guidance at the start of each academic year concerning service hour requirements and will maintain service hour records for their assigned students. All requirements for service hours must be turned in to the student's Religion Teacher on the date designated as the due date for "AR and Service Hours" which is generally, three days before the end of each quarter.

Students are required to render service to others and to God as follows:

Grade	Church	Family	School	Community	Total Hrs
7	10.5	10.5	10.5	10.5	42
6	9	9	9	9	36
5	7.5	7.5	7.5	7.5	30
4	6	6	6	6	24
3	4.5	4.5	4.5	4.5	18
2	3	3	3	3	12
1	1.5	1.5	1.5	1.5	6

Students who earn a 94% (or above) on their Personal Conduct Record will be given credit for 3 service hours to be applied toward that quarter’s “School” service hour requirement as long as the student has not received a detention, referral or suspension during the marking period. The Religion and/or Homeroom Teacher will assign these credits.

Once a student has earned the required number of hours in a category, the teacher will write “FINISHED” across that category. Students are not add any more hours to that category and instead will focus on meeting other service category requirements. Students will only be given credit for the number of hours that correspond with signatures of an authorized person:

- Church: clergy, lay minister, youth director, adult coach/club moderator, religion teacher.
- Family: parent, grandparent, guardian.
- School: administrator, teacher, adult coach/club moderator.
- Community: adult representative of the community organization served.

NOTE: The homeroom/religion teacher may accept notes/letters of certification from an adult presented by the student as proof of service. Such documentation must list the name of the organization, name of contact person, contact information (telephone number, e-mail address), service rendered, duration of service, and date of service. A copy of such notes/letters will be placed in the student’s service record file and the teacher will sign off on the record.

Service Hours applied toward the “School” requirement must be verified by a faculty or staff member. Parents may submit to the office “School” service hours for consideration if they were serving as a volunteer coach, activity/event coordinators, or so on during a time when students were rendering service on behalf of the school. The teachers who check conduct and those they help must sign for what the students are reported to have done in school.

Promotion and Retention

Promotion and retention of students are based on an evaluation of academic, physical, social, behavioral and emotional growth. Each individual case will be judged on its own merits. In the last analysis, the ultimate decision regarding promotion or retention rests with the Principal. Students must achieve passing grades in specific subject areas in order to advance to the next higher grade level:

- For Students in Grades 1 – 5
 - An automatic failure will be registered if a student earns a failing grade in any **one or more** of the subjects listed below and will not be eligible to attend any summer school for promotion:
 - Reading
 - Language Arts
 - Mathematics
 - An automatic failure will be registered if a student earns a failing grade in any **two** of the subjects listed:
 - Religion
 - Social Studies
 - Science
 - A conditional promotion may be offered to a student who only fails **one** of the subjects listed below if the student successfully attends and completes a school approved summer remediation program (summer school or tutorial program):
 - Religion
 - Social Studies
 - Science
- For Students in Grades 6 – 7
 - Students must achieve a passing grade (70/D) in the subjects listed below before advancing to the next grade level.
 - Religion
 - Reading
 - Language Arts
 - Mathematics
 - Social Studies
 - Science
 - Failure of **two** of the above listed subjects will result in automatic failure for the year.
 - Failure of **one** subject will result in conditional promotion provided the subject is remediated in a school approved summer school or tutorial program.
- NOTE 1: Spelling is considered a separate graded subject for Grades 1 – 5. Spelling is integrated into the Language Arts grade for Grades 6-7.

- NOTE 2: Failure of any subject in both the 3rd and 4th nine weeks will constitute failure of that subject for the entire year (Grades 1-7).

7th Grade Promotional Activities

Information pertaining to all 7th Grade Activities is published annually by homeroom teachers. Full participation in the end-of-the-school year Mass and /or awards ceremony is a privilege and not a right for the individual student and his/her parents. Therefore, the privilege of participating with one's class to receive the certificate is governed by the following:

- That the student has successfully completed of all academic requirements
- That there is no disciplinary matter yet to be resolved.
- That all financial obligations have been met.

Honor Roll

Students who have excelled academically during the course of the school year are recognized by being placed on one of the following: Principal's Honor Roll; Alpha Honor Roll; and/or, Beta Honor Roll. Academic Classes for establishing a Grade Point Average (GPA) are Math, Language, Science, Social Studies, Reading, and Religion. Activity class grades will not be included in the calculation of a student's GPA. Eligibility criteria are listed below for students in Grades 3 – 7:

- **Principal's Honor Roll**
 - All academic grades (including Spelling) between 94 to 100 ("A")
 - Receipt of Christian Behavior award
 - An "94" or "E" must be achieved in all activity classes assigned. (Note: a suspension, referral or detention(s) will exclude a student from receiving this award.)
- **Alpha Honor Roll**
 - Grade average (including Spelling) between 94 to 100 ("A")
 - No academic grade (including activity classes) lower than "86"
 - An "A" or "B" or "E" or "S" in all activity classes assigned.
 - A "94" or above in conduct (Note: a suspension will exclude a student from receiving this award.)
- **Beta Honor Roll**
 - Grade average (including Spelling & activity classes) between 86 or above.
 - No academic grade (including activity classes) lower than "86"
 - An "86" or above in conduct (Note: a suspension will exclude a student from receiving this award).

Christian Behavior Award

Students in Grades 1 – 7 may receive the quarterly Christian Behavior Award. This award is received by students who have earned “94” or above on their quarterly conduct grade.

Recipients of this award will have exemplified extraordinary Christian attitude and behavior both in and out of the classroom. **NOTE:** Receipt of one Referral or two Detentions (or a suspension during the quarter) will prevent a student from receiving this quarterly award.

Annual Awards

Students are recognized throughout the year for academic accomplishments in school and at local and state academic competitions. Students are generally recognized at the End of Year Awards Assembly. Annual awards include, but are not limited to, those listed below:

- **Principal's Honor Roll.** Students in Grades 3 – 7 are eligible for this award. The student must have received the Principal's Honor Roll Quarterly Award for a minimum of three quarters AND qualify by yearly average with an A in each subject (any suspended student - during the year - is not eligible for this award).
- **Alpha Honor Roll.** Students in Grades 3 – 7 are eligible for this award. The student must have received the Honor Roll Quarterly Award for a minimum of three quarters of the year AND qualify by yearly average (any suspended student is not eligible for this award).
- **Beta Honor Roll.** Students in Grades 3 – 7 are eligible for this award. The student must have received the Honor Roll Quarterly Award for a minimum of three quarters of the year AND qualify by yearly average (any suspended student is not eligible for this award).
- **Christian Behavior.** Students in Grades 1 – 7 are eligible for this award. The student must have received this award a minimum of three quarters of the year and not have been suspended.
- **Christian Service.** Students in Grades 1 – 7 are eligible for this award. The student must complete all required service hours as specified in the Service Hours Program (See page 13 for details).
- **Accelerated Reader Awards.** Students in Grades 3 – 7 are eligible for this award. Students may earn various levels of recognition for achieving certain goals and benchmarks during the school year as listed in the table below:

ACCELERATED READER ANNUAL AWARDS

Points needed for each award					
Grade	Achievement	Above & Beyond	T-Shirt	Trophy	Lunch w/ Principal
3rd	Goal met all 4 Q's	60 points	90 points	120 points	135 points
4th	Goal met all 4 Q's	90 points	120 points	150 points	180 points
5th	Goal met all 4 Q's	150 points	175 points	225 points	300 points

* NOTE: 2nd Graders who meet their AR goal in the 4th quarter may receive the AR Achievement award.

- Award of Excellence. Students in Grades 3 – 7 are eligible for this award. Student must receive the following yearly awards to be eligible:
 - Principal's Honor Roll
 - Christian Behavior
 - AR Goal (grades 3-5)
 - AR Enhanced requirements (grades 6-7)
 - Christian Service

Field Trips, Retreats and Days of Prayer

Field trips, retreats and days of prayer are considered school functions and therefore, all school attendance and discipline policies apply. Often times, participation in field trips will be factored into a student's grade as they are designed to enhance the educational experience and reinforce what is taught in the classroom.

Each class is permitted to participate in educational field trips. Details of field trips will be sent home by individual teachers. Students may only attend a scheduled field trip if the appropriate Field Trip Permission Form is completed, signed and returned, along with payment, prior to the day of the field trip. No verbal permission will be accepted. **PARTICIPATION IN FIELD TRIPS IS PURELY VOLUNTARY AND IS A PRIVILEGE, NOT A RIGHT.** Should a student not attend a scheduled field trip regardless of reason, any collected monies will not be refunded as the cost of the field trip is partially determined by the number of planned attendees. Payment should be made by check or money order and not by cash.

Students are required to travel to/from field trips via the transportation provided by the school. Students are expected to follow school rules at all times as well as on the bus. Failure to follow school rules while on a field trip may result in disciplinary action to include the revocation of the privilege to attend future field trips.

To help ensure student accountability and safety, parents who attend field trips as chaperones are required to leave younger siblings at home or make other childcare arrangements as their presence interferes with the ability to effectively monitor students. Adult siblings, who have attended safe environment training may attend and serve as a chaperone. Furthermore, parents

that attend field trips are expected to conduct themselves appropriately. Chaperones represent the school and church to the community and shall not consume alcoholic beverages or use tobacco products while on a field trip. All chaperones must be Safe Environment trained and documented before being allowed to chaperone students.

Any student who has accumulated 2 Referrals or has been suspended (within 2 months) prior to a field trip (from the date qualified for the suspension) will not be able to participate. Refunds of any collected monies will not be issued.

Summer Reading and Math Assignment

Students entering Grades 1 – 7 are provided summer Reading assignments and Math study guides to work on during summer break to help prevent skills regression. Students will be tested on the material provided when they return in the fall.

SECTION III: GENERAL SCHOOL POLICIES AND PROCEDURES

Admissions

Our Lady of Lourdes admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. OLL does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in OLL school shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

The school is not professionally prepared or equipped to effectively help students with certain intellectual or behavioral disabilities or certain attention disorders which inhibit the educational process. OLL Administrators, faculty and staff are only required to make minor adjustments to the education program in an attempt to accommodate whatever challenges a child/student might have. The nature and extent of such reasonable accommodations will be determined by the Individual Needs Committee (INC) in consultation with the Principal.

Registration

OLL has an open registration policy and accepts new students throughout the academic year. Announcements concerning registration for each academic year are made available to the public in January/February with set schedules for (1) returning students and their siblings and (2) new students. Registration packets are sent home and are also made available at the school office. Formal registration requires the payment of a non-refundable registration fee. The registration fee guarantees a student a place in a given class for the next year, provided the student meets school academic and disciplinary requirements. However, the payment of a registration fee does not constitute a guarantee of enrollment if academic and disciplinary requirements are not met and/or if required fees and/or tuition are not paid. Fees and tuition for the coming school year will be announced simultaneously with the registration notice.

Custody/Domicile

The student is assumed to live at the address of the parents/legal guardians while attending OLL. The student's parents must notify the school office immediately if/when this is not the case.

Copies of court issued custodial arrangements must be provided to the school as soon as possible in the event of a divorce or separation. The school will assume that both parents have equal access to the student in regard to school records/reports and the physical release of the student to each parent if court documentation has not been provided. All custody matters must be settled by parents off campus.

Student Records

OLL abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' right of access to their child's school records. The school also abides by the provisions of the Louisiana law regarding the right of access of the non-custodial parent to their children's school records.

The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 has clarified the rights of parents to examine school records. Parents of students have access to official records directly related to their students. These rights are also provided to legal guardians. According to law, records may be reviewed by submitting a written request to the Principal. Access to educational records shall be granted as soon as possible, but no later than 45 days, after receipt of the request.

Each OLL student shall comply with the local and State of Louisiana regulations regarding physical examinations, contagious diseases, and immunizations. These records must be accurate and kept on file.

Attendance

Per Louisiana state law, students in grades Kindergarten through 7th may not miss more than 10 days during the school year regardless of reason for absence (excused or unexcused). Students who are absent more than 10 days may be deemed habitually truant and can be reported to the family or juvenile court of St. Tammany Parish and/or the City of Slidell. Students who are habitually late to school may be subject to truancy reporting as well. In order for a student to be counted as present for attending a class, the student may not miss more than three hours of instructional time during the day regardless of when they check in or check out of school. The following guidelines apply to the reporting and management of student school tardies and absences (**scheduled Masses, assemblies and/or special activities are counted as instructional time**):

- **Notification.** On the day of an absence, a parent must telephone the school office by 9:30 a.m. to inform the staff of the absence and reason for the absence. All absences must be explained by a dated note, signed by a parent or guardian, listing the dates missed and the reason for the absence(s). Students should deliver the note to his/her homeroom teacher on the day that he/she returns to school after the absence.
- **Excused Absence.** Absences are excused only when proper documentation is provided. A parent's hand written, typed or e-mailed notification is acceptable for any illness/injury related absence of no more than two consecutive days. A signed notice from a medical professional, court officer, therapist, or mental health provider must be turned in for absences greater than three consecutive days or if the student suffers from a reoccurring and persistent health issue that may result in frequent absences.
- **Unexcused Absence.** Failure to follow the reporting guidelines listed above may result in absences being considered unexcused.

- **Absence of Convenience.** Absences of convenience are for such events as family trips; days before or after a holiday, birthday, or pursuit of special interests that fall on regularly scheduled school days. Notification of the need for an absence of convenience must be submitted in writing to the Principal five (5) days prior to the day of the planned absence. Parents are asked to take advantage of the generous holiday schedules during the year and to avoid, when at all possible, scheduling family vacations or trips when school is in session. For absences of convenience, tests and work may be made up only at the discretion of the Principal and the teachers. A graded Alternative Academic Assignment may also be assigned as appropriate.

- **Missed School Work Due to Absence.** Students and/or parents must contact the teacher(s) for class work assignments upon return from an absence, and students should also check PlusPortal for all assignments. Students should consult with the teachers for deadlines for turning in missed assignments. Parents may coordinate through the school office to request textbooks and materials before 9:30am on the day that the textbooks and materials will be picked up. Students will have two school days upon return from an absence to complete missed assignments. If missed assignments are not completed within two academic days from the return date, the teacher will have the discretion to extend the deadline and/or issue a grade of zero (0) for missed work.

- **Tardiness.** Students are expected to be punctual to school, to each class and to scheduled activities. Tardies are classified as either school tardies or class tardies.
 - School Tardy. A student is considered tardy to school when he/she is not in the classroom when the tardy bell rings at 8:07 A.M. Any student not present in homeroom when roll is called will be marked tardy. All tardy students arriving on campus will report to the school office to receive a tardy slip. A note is required for the tardy to be excused. Any student arriving without a note will be considered “unexcused” and will lose points per the Personal Conduct Record System (see **Appendix C** for details). Excessive and habitual tardiness to school deprives the student of educational opportunities, is disruptive to students and teachers, and in general, interferes with the overall operation of the classroom and school. Therefore, an accumulation of 5 school tardies within any quarter will result in the automatic issuance of a detention.

 - Class Tardy. A class tardy is defined as a tardy in which the student has arrived on time to his/her first period class but enters any other class during the day, without a pass, after the classroom instruction has begun.

- **Illness at School:** If a student becomes ill during school hours, he or she should ask for the teacher’s permission to come to the school office to call a parent. **The school office phone is the only phone students may use to check out. No personal cell phones of students or teachers or any other phones in the school may be used to call a parent.** Children will be released only to custodial parents or person(s) listed as authorized to pick up a student on the student’s emergency card.

Impact of Absences on Participation in Extracurricular Activities

In order to participate in extracurricular activities after the dismissal bell or to attend a school-sponsored activity on or off campus on a particular day, a student must not miss more than three hours of instructional time during the school day on the day of the activity. Daily instructional time includes Mass, Prayer Services, Assemblies, and other scheduled activities in addition to classroom time. Students and parents must make every effort to not miss more than three hours of instructional time if they intend to participate in extracurricular activities as an active participant or spectator (spots practices/ games, dances, club meetings, other events) on the day of their particular absence/tardy. Students serving any form of suspension, in-school or out of school, will not be eligible to participate in a scheduled extracurricular activity for the period of their suspension. Requests for exceptions to this policy may be submitted to an administrator for review and disposition.

Arrival and Dismissal

Adherence to arrival and dismissal policies contained in this handbook is essential to maintaining student accountability and safety and the safety of faculty and staff.

- **General.** Teachers are on duty from 7:35 a.m. until 3:30 p.m. Outside of these stated times, and those associated with scheduled after school extracurricular activities, staff supervision of children is only available for students officially enrolled in the Extended Care Program (before or after school). The school is not responsible for students dropped off early or retrieved late or dropped off on campus on days on which school is not in session. See **Appendix A** for details on carline, bus and walker/bike rider procedures associated with arrival and departure.
- **Morning Arrival.** Students who are dropped off before 7:35 a.m. will be taken to the cafeteria for supervision by “Before Care” staff and parents will be charged the appropriate fee. These fees will be billed/paid weekly. If an Extended Care account is more than ten days delinquent, the child will not be allowed to attend Extended Care until the balance is paid in full. If a parent persists in sending the child to Extended Care without payment, the student will not be allowed to return to school until all fees are paid.
- **Afternoon Dismissal.** Dismissal is at 3:05 P.M. for all students. Students remaining on campus after car line operations end will be brought to Extended Care “After Care”, and parents will be responsible for paying the associated fee. Parents who are late picking up their children from Extended Care will be assessed penalties. Siblings of students participating in after school extra-curricular activities or sporting events must be picked up in carline or sent to Extended Care. These students are not allowed to stay with the sibling participating in the after school activity. Additionally, students in Extended Care may not be in the gym watching a game without parental or faculty supervision. Parents or persons approved for pick-up as listed on the student’s emergency card, must present a picture identification card and sign out the student before the student can be released.

- **Early Dismissal.** Whenever it is necessary for a student to leave school before the end of a school day, the parent must notify both the teacher and/or office staff of the need for early dismissal and the reason for the early dismissal. Parents are requested to call the school office **before 2pm** should dismissal plans change during the day (time, mode of transportation, or arrangements to ride home with others). Dismissal time is hectic for everyone. The principal and teachers use the time prior to dismissal to communicate last minute instructions to students. Therefore, out of respect for your own child and others, we ask that parents not check students out of school between 2:30 p.m. and 3:05 p.m. If an unforeseen circumstance arises that necessitates having to check a student out between 2:30 p.m. and 3:05 p.m., parents must park in the parking area behind the Rectory and Parish Life Center (PLC) and walk to the office to sign out their student. This parking arrangement allows for the safe and proper entrance and egress of school buses through the PLC parking lot.
- **Bus Transportation Services.** Students who ride St. Tammany Parish school buses are expected to follow established bus rider regulations published by St. Tammany Parish and/or bus drivers. Failure to follow rules governing proper behavior on St. Tammany Parish buses may result in a loss in bus rider privileges and/or disciplinary actions. Parents/legal guardians are expected to provide transportation for their students on days when there is no bus service available or when OLL is on a special schedule.

Student Supervision

The supervision of students on campus begins at 7:35 a.m. and ends at 3:30 p.m. Students participating in any school-sponsored after school activity must be off campus fifteen minutes following the conclusion of those activities or following their dismissal by a faculty moderator or coach. The school is not liable for students who do not follow these regulations. **Parents are responsible to arrange transportation for their children to insure that regulations are followed.**

Communication Between Home and School

Open communications between school personnel, students, and parents is paramount to success. Communication may be in the form of a face-to-face conversation, e-mail message, a written letter or note, or a telephone conversation. It is always important to speak first with the individual faculty member/coach/club moderator closest to the situation as they can provide a first-hand, accurate description of the circumstances involved. Please follow the steps listed below when initiating communication:

- Contact the teacher, head coach or moderator to discuss the concern and work out a solution at this level as appropriate.
- Contact the member of the Administrative Team if no response is received in 24 hours.
- Contact the school Principal if the problem cannot be satisfactorily resolved after the above steps have been followed.

Telephone Calls and Messages

Parents may contact the office and leave messages for their student(s). Office personnel will notify the student of the message during the next available break and deliver it to them upon their arrival at the school office.

Students may utilize the telephone located in the school office to call a parent between regular school hours (7:35 a.m. to 3:35 p.m.). Students must first request and receive permission from office personnel prior to placing the call.

Expectations for Parent Involvement in the Life of the School

Volunteers are needed to help meet all of the requirements for providing a quality education for our student while keeping our tuition as low as possible. Additionally, the involvement of family members in the child's education is invaluable.

Volunteer skills, interests, and time commitments vary. Volunteer opportunities can be discussed with the Principal, Assistant Principal, a PTC or Men's Club representative, a Parish Fair Committee member, or others as appropriate. Examples include:

School/Fair	PTC	School Grounds
Assist at the semi-annual Book Fair	Serve refreshments at various school events	Help maintain grounds around the school building (Weed, prune, rake, trash pick-up, etc.)
Assist at Craft Days	Set-up and clean-up at school events	
After school coaching	Attend PTC meetings	Repair, clean, etc., areas of the school both inside and outside
Work Game Booth at the Parish Fair*	Room Parent	
	Help process orders and arrange for the distribution of fundraisers	Paint areas of the school

*** ANNUAL PARISH FAIR SUPPORT REQUIREMENT. Each family is required to work one 2-hour shift during the annual Parish Fair, find a proxy to meet their 2-hour shift obligation or pay a \$250.00 opt-out fee.**

Two key parent organizations that provide support to the school are the Parent-Teacher Cooperative (PTC) and the Men's Club.

- The PTC is an Our Lady of Lourdes Parish organization composed of parents, teachers, and parishioners interested in working for the benefit of Our Lady of Lourdes School and its children. The PTC is governed by an elected board, holds several yearly meetings, and sponsors family and school activities. Annual dues are payable per family, per school year.

- The Men's Club is a parish organization composed of men eighteen years or older who are dedicated to working for the benefit of the parish and parish school. The Men's Club is governed by an elected board and holds meetings each month.

In rare cases, it may be the judgement of the Pincipal and Pastor that a parent is not endeavoring to cooperate with or display respect for school staff. The school reserves the right to request that the parent either return to a suitable level of cooperation and respect or withdraw their child from the school. In the event that such a request is not complied with, the Principal may, at his or her own discretion, expel the child from school.

Fundraising

Per Archdiocesan policy, all fundraisers conducted on behalf of the school and subsequent disbursement of raised funds **must have prior approval** from the pastor and principal.

Cell Phone and Wearable Technology Use at School

Students may not possess on their person or use cell phones or other wearable technology (i.e. smart watches) on campus between 7:35 a.m. and 3:05 p.m. Students are not allowed to have cell phones or other wearable technology on their person or in any of their bags during the school day. **Students are required to keep their cell phones and wearable technology securely stored (locked) in their student locker.** Students found to be in possession of a cell phone or wearable technology during the school day will be subject to disciplinary action even if the device is not in use. Devices found on in the possession of a student will be confiscated.

Coaches may also put restrictions on access to and usage of cell phones and wearable technology during practice, at competition venues and during transit to/from competition.

Network and Internet Access Agreement and Public Information/Communication Release

Technology is used to enhance the education program for our students. Therefore, all students from 2nd grade to 7th will be required to agree to use technology appropriately in our Catholic school environment. Likewise, parents of students in PK-4 through 7th Grade will need to read, understand and sign the Network and Internet Agreement Form (**Appendix D**) which outlines the responsibilities of all parties.

Media Release

Parents read and sign and return the Public Information / Communication Release Form in order to authorize the school to share information about our school and students through various forms of media: print, voice, picture, video, etc. See **Appendix E** for the Public Information / Communication Release Form.

Visitor Protocol

Visitors are defined as anyone who is not a current student or employee of OLL. All visitors must report to the main office to conduct business and/or sign in as visitors. Passes will be issued and escorts provided when applicable. Permission to bring student visitors to school must be obtained from an administrator. Requests for student visitation must be submitted no less than one day in advance.

Withdrawal Policy

Official withdrawal of any student at OLL must be initiated by a parent. Parents must come to the school office to complete and sign the necessary forms and pay outstanding fees and/or tuition and return all school property (books, sports team uniforms/equipment, etc.). Tuition refunds may apply and will be addressed as part of the withdrawal process.

SECTION IV: STUDENT BEHAVIOR AND DRESS

Disciplinary Philosophy

Students who lack evidence of maturity and self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the maturity of the student, the nature of the infraction and the severity of the case. Further, the school administration reserves the right to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

Consistency of fairness will be a guiding principle in the administration of student disciplinary actions. Repeat and habitual offenders and/or offenses will be dealt with accordingly. There is, however, no definite requirement for progressive discipline. All disciplinary actions are subject to the discretion of the administration.

Code of Conduct Overview

OLL seeks to provide an environment that will enhance each child's self-image and to promote the values necessary for participation in a Christ-centered community. Our goal is to foster self-discipline in students by rewarding good behavior and correcting inappropriate behavior. Parents will receive specific guidelines from their child's teachers at the start of the school year. Overall, we seek a positive approach to classroom management, and parental support is crucial to the success of this method.

Parents are asked to schedule conferences with the appropriate staff member when they have questions on matters of discipline. Conferences should follow the chain of command which is (1) teacher/coach/moderator; (2) assistant principal; and, (3) principal. Parents may schedule subsequent conferences with staff senior in the chain of command if they believe further discussion on the matter at hand is warranted.

Appropriate law enforcement agencies will be contacted if/when a law has been violated, especially in matters pertaining to the possession, sale, or use of drugs, alcohol and/or weapons.

Basic Discipline Guidelines

The key person in maintaining classroom discipline is the classroom teacher who first evaluates discipline problems and implements corrective measures. Through the use of conferences, behavior charts, student referrals, or phone calls; the teacher makes parents aware of a child's significant conduct problems.

OLL's discipline program includes corrective measures for use when appropriate. These are (a) week day detentions; (b) parent conference; (c) suspension; (d) disciplinary probation; (e) expulsion. In severe cases, the administration reserves the right to use any of these corrective measures in any order. For severe cases, the classroom teacher may refer a student directly to an administrator for further action.

- Detentions.
 - The teacher will notify the parent the week before the scheduled weekday detention (normally on Thursday afternoons from 3pm-4pm).
 - Students not picked up by 4pm will be sent to After Care and charged accordingly.
 - A parent must arrange for their child's transportation from detention.
 - Parents cannot request that detentions be moved to different dates, except for **previously** scheduled doctor's appointments. A note must be brought back from the doctor in order for this to be excused and rescheduled. Going out of town is not a legitimate excuse.
 - Students will not be excused from detention for any other reason (example: games, practice of any kind, lack of transportation, etc).
 - If a student fails to show up for a scheduled detention or is late for the detention, the student will serve an automatic additional detention. The student must make up the detention that was missed on the following week.
 - Additional detentions will count toward a suspension.

- In-School Suspension. In cases where normal attempts to restore discipline have proven ineffective, or for severe offenses, an in-school suspension may be issued by an administrator and/or the discipline committee, which is comprised of administrators and faculty members. An in-school suspension means that the student may not attend regular classes for the number of days specified depending on the severity of the incident. Students may earn up to 100% for their grades on days of a suspension. Students will NOT be permitted to participate in or attend any extracurricular activity as a participant or spectator for the duration of the suspension.

- Out-of-School Suspension. An out-of-school suspension will be issued after the initial in-school suspension or when an offense is deemed serious enough to initially warrant such action. Out-of-School suspensions may be from one to five days in length. A student may earn up to a maximum of 50% credit for all assigned school work completed while suspended or within in an approved period to make up such work. Students will NOT be permitted to participate in or attend any extracurricular activity as a participant or spectator for the duration of the suspension.

- Disciplinary Probation. For serious or persistent discipline problems, a student may be placed on disciplinary probation, the terms of which will be disclosed at that time in writing by the school principal and which must be agreed to by the student and his/her parents or guardians as a condition of further enrollment at OLL.

- Expulsion. Expulsion is an administrative decision made by the Principal in consultation fellow administrators, the Office of Catholic Schools and the Pastor. Expulsion is considered when an offense has occurred that is a serious violation of the rules and regulations of the school community or of such a grave nature that it may be in the best interests of all that the student's enrollment in the school be terminated. It is not necessary that the student have been earlier suspended or placed on disciplinary probation to be expelled.

General Discipline Rules

- Classroom Rules. All students must respect the right of the teacher to teach and the rights of their fellow students to learn in the classroom. In order to insure these rights, OLL has instituted the following conduct rules for students in school:
 - Follow rules at all times; follow directions the first time given.
 - Keep hands, feet, and objects to yourself.
 - Raise your hand and wait to be called upon before you speak unless asked to do otherwise.
 - Remain in your seat unless asked to do otherwise.
 - You must be respectful of your teachers and other students at all times. Disrespect will not be tolerated. Bullying or harassing of any kind will not be tolerated.
- Classroom Management. The teachers are responsible for all classroom management policies. They should do so with behavior charts that will list infractions that each student incurs. These infractions will be averaged weekly. The conduct grade for each week will be averaged to determine the student's final conduct grade for the nine-week marking period. When all classroom management procedures have been exhausted, the teacher should write the student up on a conduct violation slip or a Referral / Detention Form.
- Behavior Charts. Student behavior charts are attached to the student's OLL planner (Grades 3 through 7). The behavior chart is to be reviewed and signed by a parent or guardian each week. Planners must not be signed in advance. **The homeroom teacher who compiles the conduct averages will check for parent signatures on the behavior chart each Monday during the student's homeroom period.**
- Serious Offenses. Serious offenses may result in a student being sent directly to an administrator. Students who repeatedly violate school rules may be issued a separate set of consequences as decided by the school administration or a discipline committee. Parents will be notified if such a decision is made.
- Principal's Discretion. The Principal may take whatever action deemed necessary under the code of conduct, including but not limited to detentions, suspensions, disciplinary probation, and/or expulsion. The Principal has the right to give out any penalty necessary to fit the seriousness of the act, regardless of where the student is on the conduct progression chart.

Conduct Violation Reporting Process

There are two different "write-ups" that can occur: (1) A referral and a (2) detention. A referral is of a serious nature that explains the seriousness of the offense and could include additional consequences. A detention is usually issued as a consequence of an accumulation of conduct points being taken away during the week. A write up will warrant a weekday afternoon detention.

Personal Conduct Record System

Each student shall be assigned a conduct grade of 100 points at the beginning of each week. The term “conduct” includes “work ethic”, “effort” and “responsibility” and “behavior.” Points will be deducted from the conduct grade according to the chart listed in **Appendix C**. Any school employee may ask to see a student’s agenda and deduct points for infractions. Weekly conduct grades will be computed and recorded by the student’s homeroom teacher. The weekly grades will be averaged for the quarterly conduct grade that will be noted on the report card. Consistent conduct grades of “D” or “U” are unacceptable. If unable to correct inappropriate behavior through conferences, interventions, alternative plans, or other means, the student may be asked to leave school. Detention offenses include:

- Receiving an 80% or less on a weekly conduct record
- Receiving a “C” through “D” infraction

Disciplinary Action

Parents are expected to sign and return the referral/detention form to school within five (5) academic days or the student will have points deducted from his/her Personal Conduct Record. Referrals and detentions will accumulate for the entire school year. A two (or more) day suspension may result from a combination of qualifying accumulation of referrals and/or detentions.

- Disciplinary Action for Accumulated Referral Offenses
 - 3rd offense One day suspension
 - 6th offense Two day suspension
 - More than 6 offenses More severe disciplinary action
- Action for Accumulated Detention Offenses
 - 6th offense One day suspension
 - 12th offense Two day suspension

If a suspension is an “in school” suspension, the student will be allowed to make up missed work, tests/quizzes and may receive up to 100% value of the graded items. If a suspension is “out of school,” the student will only be able to earn up to 50% value on the graded items.

Occasionally it may become necessary to require that a student remain out of school for a given number of days which will be determined by the seriousness of the incident which led to the suspension. The number of days will be assigned by the school administration. Upon assignment of a suspension, the student may be given a packet of work that must be completed before returning to school. Parents will be required to attend a suspension conference with their child prior to the suspension. Students should be accompanied by a parent when being readmitted following a suspension. Students placed on a daily behavior monitor plan as a result of a suspension will be assigned a detention for any two or more missing signatures within a

week.

Parental Notification of Disciplinary Infractions

Teachers will notify parents via the student planner, by note, e-mail or telephone depending on the severity of the incident for which disciplinary action was taken at the classroom level. The Assistant Principal, who has been delegated authority to administer the school's disciplinary program, will notify parents by telephone and/or e-mail when an incident is significant and/or requires the issuance of a detention or suspension. Students may be given a disciplinary notification form to provide to their parents. Parents are required to sign the form and return it to the office with the student within five (5) academic days. If a student fails to return the signed form, an additional detention may be given.

Discipline Review Process

All school disciplinary incidents will be recorded. The Assistant Principal will maintain discipline records on all students. These records will be periodically reviewed by the Assistant Principal and/or the school Discipline Review Board when deemed necessary.

The Discipline Review Board membership will consist of the Assistant Principal, who will serve as a non-voting chairperson and faculty members designated by the Principal. Parents/legal guardians and/or other faculty members may be invited to attend meetings when the situation requires their presence. The purpose of this board is to advise the Assistant Principal and the Principal on disciplinary matters when necessary and to review disciplinary actions previously taken.

Students and/or parents may request review of a disciplinary action. Requests may be initiated in person, in writing, via e-mail or by telephone. The following guidelines apply in order to convene a Discipline Review Board (DRB):

- A formal request must be made in writing to the Assistant Principal within two (2) business days of notification of a disciplinary action resulting in a detention.
- A formal request must be made in writing to the Principal within two (2) business days of the assignment of a suspension.
- In all cases, the decision of the Principal will be final.
- If parents wish to appeal an expulsion, it must be made in writing within ten (10) days to the Superintendent's Office of the Archdiocese of New Orleans. The decision of that office on any appeal will be final.

Academic Integrity

Integrity is defined as the quality of being honest and having strong moral principles and maintaining moral uprightness. OLL students are to strive to be truthful and trustworthy in

every aspect of daily activities, especially those associated with their academic work. OLL students must value and respect the intellectual efforts of themselves and others. Therefore, students should avoid the following violations of academic integrity:

- **Plagiarism.** Plagiarism is using another person's ideas, expressions, or writing as if they were one's own.
 - Copying Verbatim. Copying words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) without giving proper credit to the source.
 - Paraphrasing. Borrowing written ideas from a source and rewriting them in one's own words, without giving proper credit to the author.
 - Use of an Idea. Adapting an idea from another source without giving proper credit to the author or creators. For example, borrowing an idea from a movie, TV program, article or classmate and using it in a short story without acknowledging the original source. **NOTE:** Student's can use other people's ideas but must give credit to the source.

- **Cheating On Tests and Quizzes**
 - bringing answers into the test room
 - copying from another student
 - sharing answers with another student
 - using unauthorized notes or technology (Including wearable technology)
 - giving answers to a student

- **Asking/Telling Other Students What Is On A Test Or Quiz**

- **Copying/Sharing Homework**

- **Taking Credit For Work That You Did Not Do.** Failing to not acknowledging the assistance of a parent, friend, or tutor.

All cases of academic dishonesty will be reported to the administration (team leader, assistant principal, and/or principal) and properly documented in the student's file.

- **Definite Consequences:** parents are informed of the incident; student loses credit for the assignment or test and can receive no higher than a grade of 50%.

- **Possible Consequences:** Other consequences may be determined based on the severity of the offense.

Fighting

Fighting, defined as two or more students involved in physical altercation, is not tolerated at OLL and will result in severe penalties for each student involved. The only proper response to a physical attack, violence, or threats of violence, is for a student to notify a teacher immediately. Students should not resort to retaliatory blows under any circumstances. Physical contact with another student for any reason is not acceptable; even if you were play fighting.

Harassment, Bullying, Intimidation, Hazing

Everyone has a right to function in an environment free of all forms of harassment. As members of the OLL community, each individual should take personal responsibility for ensuring integrity and respect in interpersonal relationships and should model habits of Christ-like behavior, as proclaimed in the gospels, in their treatment of self and others. Therefore, at OLL, harassment based on a person's sex, race, gender, nationality, religion, physical or mental disability, age or for any other reason will not be tolerated. Incidents of harassment, bullying, intimidation and/or hazing will be considered a serious violation of school discipline and may result in appropriate disciplinary action. The following definitions apply:

- **Bullying** is defined as any repeated verbal, physical, or psychological action or implied action intended to cause harm, fear, or distress to another person or group of persons. An imbalance of power between the aggressor and the target is also involved. Bullying is a means of control and may be carried out through physical, verbal or electronic means, or indirectly through social and emotional aggression.
- **Harassment** is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.
- **Intimidation** is defined as a means to make fearful or to put into fear. Intimidation may be inferred from conduct, words, or circumstances reasonably calculated to produce fear.
- **Hazing** is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.

In regards to bullying, OLL adheres to the Archdiocese of New Orleans Office of Catholic Schools Anti-bullying Policy that was published in April 2013, a copy of which is included as **Appendix B** to this handbook. This policy addresses Cyber-bullying which is the transmission of any electronic textual, visual, written or oral communication to coerce, torment, intimidate, harass, embarrass or cause emotional distress to a person.

Incidents of bullying or alleged bullying in any form are to be reported to the Assistant Principal who has been designated by the Principal as the primary investigator in such cases. Incidents are to be reported without delay. The Assistant Principal will initiate an investigation immediately following the receipt of a bullying allegation.

Bullying and/or bullying type behavior, may warrant some sort of disciplinary action. Consequences should be sufficiently severe to deter violations and to correct prohibited behavior. The scope and breadth of actions are left to the discretion of the Principal. Students found to have engaged in bullying behavior may be referred to counseling to help address the underlying causes of the inappropriate behavior.

School Dances and Parties

The following guidelines apply to dances sponsored by OLL:

- Dances are a school function and all school rules will be in effect.
- Dances are only open to OLL students.
- Parents must sign students in and out of the dance.
- Students must comply with the dress code as provided for each dance or admission to the dance will be denied.
- Students must comply with the dance “lock-in” period as published before the dance.
- No loitering is allowed in the parking lot. Once students enter the dance, they will not be allowed to leave until the end of the lock-in.
- Students participating in inappropriate or suggestive dancing or behaviors as determined by a chaperone may be subject to disciplinary action and removal from the dance.
- Students being disrespectful to others (chaperones, students, or guests) may be subject to disciplinary action and removal from the dance.
- Violations of school dance rules can be cause for a student to be denied future dance attendance privileges, the parents to be called and/or other appropriate disciplinary actions taken.

Uniform Dress Code

Clean, neat and attractive uniforms are a distinguishing mark of students at OLL. Uniforms must be worn properly whenever they are worn on the school campus or in the community. The uniform serves to remind students that as Christians they are models for others and that they are immediately recognizable as OLL students.

The OLL uniform is mandatory for all students. Uniform items are sold at School Time, located at #12 St. Ann St., Suite 3 in Mandeville (985-626-7335 / www.schooltimeuniforms.com). Currently, parents may purchase uniform items from other vendors, such as ABC Uniforms.

The following general uniform wear and care guidelines apply:



- Shirts and blouses are to be buttoned (only the top collar button may be unbuttoned) and correctly tucked in at all times. Boys must have their belts visible at all times with

their shirts tucked in correctly.

- Every part of the uniform and outer-wear must be clean, neat, hems intact, not torn, without holes or writing on them. Replacement buttons will be as close in style and color as possible to original ones.
- Jewelry and accessories worn by girls (bows, headbands, etc.) must be appropriate for school wear and not attract undue attention.
- are not allowed to be worn during the school day.
- Pants and skirts must be worn at the waistline.
- Hats/visors, sunglasses and scarves may not be worn in the classrooms, hallways and offices at any time without specific approval of the administration.
- Uniform sweaters, sweatshirts, and jackets must be worn correctly.
- Shoes must be worn properly and in good repair at all times. Shoes must not be in need of major repair and they must be clean and dyed/polished as appropriate.


Students are required to conform to the uniform dress code and all regulations indicated from their arrival on campus until they leave campus. Students will remain properly dressed until they change over for extracurricular activities or leave campus. Failure to adhere to the dress code, to include grooming regulations, may result in disciplinary actions.

Official School Uniform - Boys

Uniform Item	Item Description	Method of Wear
Belt	Black, solid	Worn with pants at all times
Shirt	Maroon polo with school logo	Shirts will be tucked in at all times; no rips, tares, stains
Pants	Gray pants or shorts	Worn at waist
Shoes 	100% solid black tennis shoe (sole, designs/logos, etc.) – no high tops, slip-ons, etc.	Black laces, tied at all times; kept clean, polished and repaired
Socks 	100% white crew socks	Worn at all times
T-shirts or Turtleneck	100% white crew neck, v-neck or turtle neck	Optional item - must be plain white with <u>no markings/words/logos</u>
Grooming *	Neatly tapered and cut so that hair is at or above the eyebrows, off the collar, above the mid-point of the ears; no facial hair - must be clean shaven.	Moderate hair styles are acceptable, no extreme styles or coloring of hair; parts must be natural, sideburns must not extend below the bottom of the earlobe

Uniform Item	Item Description	Method of Wear
Outerwear **	Official OLL sweater, sweatshirt or jacket with school logo; heavy jackets may be worn on cold days (taken off once inside)	Items may be worn in the building during school hours but they must be worn as designed
Jewelry	Boys may wear a watch, scapula, or religious medal. Boys are not authorized to wear earrings.	As designed
PE	Gray school uniform shorts with athletic shoes (uniform pants may be worn during cold seasons)	Parents know their children best and will make the determination on whether student will wear shorts or pants due to weather conditions

Official School Uniform - Girls

Uniform Item	Item Description	Method of Wear
Blouse	White with pointed collar or Peter Pan collar	Only plain/solid white undergarments and t-shirts may be worn under blouse/shirt
Skirt	Pre-K4: smocked dress with bloomers; K-2 nd : plaid uniform jumper; 3 rd -7 th : plaid knee length uniform skirt (shorts must be worn underneath)	Skirt length should extend to the center of the knee cap but no higher than 3 inches above the top of the knee; skirts will not be rolled at the hip
Shoes 	100% solid black tennis shoe or Mary Janes (sole, designs/logos, etc.) or Blue and White Keds Saddle Oxfords	Shoes will be kept clean, polished and repaired and worn completely on feet
Socks	100% white crew or knee socks (no ankle socks)	Worn at all times
Leggings/Stockings/Tights	Full length items may be worn during cold periods (white, gray, black only)	May be worn but must be plain and without design; leggings/long shorts are not authorized
T-shirts or Turtleneck	White crew neck, v-neck, or turtle neck (undergarment must be plain, white or similar color – not colored or embellished with patterns, pictures or designs that can be seen through the shirt)	Optional item; must be plain white with <u>no markings/words/logos</u>

Uniform Item	Item Description	Method of Wear
Grooming *	Neat, clean, combed	Moderate hair styles are acceptable, no extreme styles or coloring of hair (unnatural coloring or highlights not properly blended)
Outerwear **	Official OLL sweater, sweatshirt or jacket with school logo; heavy jackets may be worn on cold days (taken off once inside)	Items may be worn in the building during school hours but they must be worn as designed
Jewelry	Girls may wear a watch, bracelets, rings, scapula, or religious medal. Girls are authorized to wear modest earrings (no hoop earrings, or dangling earrings).	All items are to be worn as designed. Also, girls are authorized to wear modest earrings but no more than one in each ear lobe. Nose rings <u>are not</u> authorized.
Make Up	Not permitted	Clear non-glitter nail polish is acceptable but no fake nails or sculpted nails
PE	Maroon PE shorts with school logo with athletic shoes (tights/leggings/stockings may be worn during cold seasons underneath their gym shorts)	Mid-thigh in length; parents know their children best and will make the determination on whether student will wear shorts or pants due to weather conditions

* Students and/or parents should seek clarification from an administrator concerning a particular hair style or method of dress **PRIOR** to getting a haircut or wearing a particular item to school.

** OLL athletic teams and/or non-athletic clubs may, from time to time, wear team/club polo shirts/jerseys in lieu of regular school shirts but only after coordination with and approval by the administration. See coach/moderator for guidance.

Activity Dress Code

As a Catholic school that upholds the standards of modesty and Christian values, we expect our students to wear modest and appropriate attire at all OLL activities. Activities include sporting events, dances and any school-sponsored event. Students who do not conform to dress code standards may be asked to leave the activity and could face disciplinary action as appropriate. The following dress code provisions set expectations for appropriate student dress at various OLL activities.

- Attire for Dressy Events (Graduation, Awards Banquets, etc.)
 - Boys may wear sports coat/blazer (optional but recommended), collared dress shirt with conventional tie, dress pants with belt and dress shoes (no tennis shoes, Sperry's, Van's, etc.) and dress socks.

- Girls – Girls may wear dress pants, or a skirt and blouse, or a casual dress. Dresses and skirts may not be any shorter than two inches above the knee. In addition to length, dresses and tops may not be strapless, spaghetti strap, off the shoulder, or one shoulder. No casual sandals, flip flops, or tennis shoes may be worn for the promotional ceremony.
- Attire for Casual Events (7th Grade Dance)
 - Boys - Jeans or appropriate length shorts. Jeans or shorts must not be overly tight, excessively baggy, ripped, torn or covered in writing or patches. Shorts must not be shorter than three inches above the knee (athletic shorts prohibited). Collared shirts or appropriate T-shirts may be worn. T-shirts must have sleeves, cover mid-section and exclude offensive wording/alcohol/drug/tobacco/sexual references. Shoes/ enclosed sandals must be worn but flip flops or similar styled shoes may not be worn.
 - Girls - Jeans or appropriate length shorts. Jeans or capris must not be overly tight (skinny jeans), excessively baggy, ripped, torn or covered in writing or patches. Shorts must not be shorter than three inches above the knee (athletic shorts, to include Nike shorts, are prohibited). Collared shirts or appropriate T-shirts. T-shirts must have sleeves, cover mid-section and exclude offensive wording/ alcohol/drug/tobacco/sexual references. No off shoulder, one shoulder, or tank tops allowed. Shoes must be worn. Enclosed sandals or sandals with a back strap may be worn but flip flops or similar styled shoes may not be worn.
- Attire for Dress Down Days
 - Each Tuesday, students may wear either the current year school spirit shirt or a current club/organization shirt with their regular school uniform including uniform shoes. Students may wear club shirts with their uniform on days that meetings are scheduled (see club moderator for details and schedules).
 - On the first Tuesday of each month, students who present a “dress down” coupon may dress down in their spirit shirts and jeans with their regular uniform shoes. Only school sweatshirts are allowed on dress down days.
 - Additional dress down days for holidays or special occasions will be announced by the school administration.

SECTION V: STUDENT POLICIES, PROCEDURES, SERVICES

Library Services

Students visiting the library during class may only be in the library with media personnel approval. Unaccompanied students must have a pass from a teacher to be permitted in the library. If a student is disruptive in the library, he/she will be sent back to class with an explanation and referral for appropriate disciplinary action.

Lockers

Students in Grades 3 – 7 are assigned a school locker for their personal use to store school-related materials. Lockers are the property of the school and not the student. Lockers may be inspected by administrators at any time.

The only lock that students may use on lockers is the one purchased through the school. Locks can initially be purchased at the start of the school year at Check-in Day. Thereafter, locks may be purchased in the school office. Non-school locks may be subject to being cut and removed.

4th-7th grade lockers should be kept locked at all times. In order to protect student property and privacy, lockers without a lock will be secured.

Lost and Found

OLL is not responsible for personal items brought to school. Students should also be mindful of their personal belongings at all times and should make every effort to secure non-essential items in their locker when they are not in use. Parents are encouraged to mark uniform items or other items of personal property with the student's name or initials. If a student believes they have misplaced an item, or found someone's lost item, they and/or their parents should contact the school. A lost and found bin is located in the school office. All unclaimed and unidentifiable items will be turned over to the Used Uniform Sale Committee at the end of the school year.

Lunch Program

The OLL cafeteria lunch program is conducted by the Archdiocese of New Orleans Food Service Department to provide students with healthy, nutritional and well-balanced meals. The food service program provides lunch only. Students who purchase meal at lunch may also purchase extra items when available. Families requiring free and/or reduced lunch may obtain applications from the cafeteria staff. Any and all correspondence, to include fee payments sent to the Cafeteria, (checks or cash) must include the following information:

- Student(s) Name
- Account number
- Class/Grade
- Amount enclosed

The Archdiocesan Food Service Department participates in the federal government lunch program in order to keep costs down and therefore must abide by federal regulations. As a result, students are permitted to bring a lunch prepared at home that does not contain soft drinks (Coke, Sprite, Dr. Pepper, etc.). Food items or drinks prepared by outside commercial vendors (McDonald's, Raising Cane's, Wendy's, Starbucks, etc.) are strictly prohibited during regular serving periods. This prohibition includes food items and drinks.

Please notify the Cafeteria manager if your child has any food or milk allergies. For those students with such allergies, a form is available from the Cafeteria and must be filled out by a doctor and faxed to the Food Service Office. This must be done every year.

Students are responsible for depositing all trash in the proper receptacle in the cafeteria. Students are responsible for picking up any food items, utensils, or paper products that fall to the floor and for cleaning up any spills. The floor and tables should be relatively clean when the student exits the cafeteria following lunch. A general cleanup of the cafeteria will be done by each class before being cleared to return to class or participate in recess.

Lunch Accounts

Each child is issued a three digit account number that is entered into the cafeteria's management system. A student's account number will stay the same as long as the student attends OLL.

- **Account Funds Management.** Lunches must be paid for in advance, unless paying by the day. Parents are encouraged to pay one month in advance each month. On-line payments (24/7) can be arranged through the link regarding lunch accounts (www.myschoolbucks.com). This program also provides notices via e-mail when accounts are low on funds.
- **Payment for Meals.** The first payment of lunch money must be paid by the 1st full day of school. After that, send money at any time to replenish funds. If paying by check, payments are due to the cafeteria by the first day of the month. If you wish to pay by the day, your child's money will be collected at the time lunch is served. No student will be able to purchase lunch if he/she does not have funds in their account. Therefore, it is very important you keep up with your child's account. You may call the cafeteria any day (985-641-2040) between the hours of 7 a.m. and 10 a.m. to verify account status or utilize a **MySchoolBucks** account. Payments should be made using checks, money orders or via on-line payment. Cash is not accepted August – April. Cash payments are only accepted during the month of May due to end of year accounting requirements.
- **Payment for Extras.** All extra sales such as milk, juice, fries, extra entree, etc. will be sold separately as a cash sale at the time lunch is purchased. These "extra" purchases may be made through the student's lunch account or by check.
- **Payment for Multiple Students.** If you have more than one child in the school, please combine the amount on one check, and provide information identifying the amount to be applied to each child's account. Following this procedure will ensure the monies sent in

will be deposited in the proper account.

- Refunds will be made upon request at the end of the year only. Contact the cafeteria manager for any questions.

Student Assemblies

Students are expected to sit with their class in assigned areas during assemblies unless otherwise directed by an administrator or faculty member. Only students and teachers are to be seated in these areas. Students should be attentive, courteous and maintain correct posture. They should be respectful of the occasion and of the efforts of their classmates or guests.

Textbooks and Related Educational Item Returns

Students are responsible for all school issued textbooks and related educational material to include accountability and proper care. Students will be required to pay repair/replacement costs for any lost or damaged items.

Students will be required to turn in all school property during administrative time on the last day of Spring Exams. School property includes, but is not limited to, textbooks, athletic team uniforms/equipment, electronic devices, science equipment, etc. Students will be required to pay repair or replacement costs as necessary.

SECTION VI: HEALTH, SAFETY AND WELFARE

Student Emergency Data Card

All students must have a completed emergency data card signed by parents (allergies should be noted on this card) in the school office. **The Emergency Data Card must be returned to the school at the start of the school year. It is a parent/guardian responsibility to notify the office of any changes that may occur regarding emergency data during the school year.**

Prompt attention will be given to anyone needing first aid. For serious types of accidents or illnesses, the school will follow the procedure as stated on the emergency card.

A doctor's excuse/certificate is required for resumption of class by any student returning after any contagious illness or after the student has been absent for five consecutive days. In addition, the student who comes to school with an **apparent infection (skin, eye, etc.)** will have to contact his/her parents immediately to be dismissed. No child should return to school within 24 hours of his/her last episode of fever of his/her fever of 99.9 or higher, diarrhea, or vomiting (unless the parent brings a doctor's note stating that the child is free of any contagious disease).

Immunization and Health Record Requirements

The State of Louisiana requires that all children attending school in have the following immunizations. This requirement includes students in Pre-K4 through grade 7. No child be allowed to enter the school without proof of immunization. See **Appendix F** for the current list of required immunizations detailed in the Louisiana Department of Health, Office of Public Health Immunization Schedule.

Medication

Students may not have medicine on their person, in their locker or book bag/gym bag. All medicine must be kept locked in the school office. Medicine will be administered to the student in the presence of a staff member or teacher with signed permission from the doctor/parent with written instructions on the administration of medicines. If a student must bring medication to school, the following requirements must be met:

- All medication must be in proper pharmaceutical containers and be clearly identified with student's name and the name of the medication.
- A medical release form (obtained from the school office) must be signed and returned before any prescription medication is administered. **PRESCRIPTION MEDICATION WILL NOT BE ADMINISTERED WITHOUT FULFILLMENT OF THIS REQUIREMENT.**
- Medication will be administered by office personnel.

Daily, long-term (more than three days) medication will be dispensed as follows:

At the beginning of each school week, parent(s) will turn into the office pre-measured dosages of the prescribed medication. This medication must be packaged in a plastic "7

Day Pill Reminder” container. These containers should be marked with a pharmacy label with the student’s name, medication name, and dosage to be given. For medication requiring different type container(s), the appropriate container will be mutually agreed upon by the parent and the school administration. The school office opens at 7:30 a.m.. If a parent is unable to wait until the office opens, s/he may sign a log and leave the medication with Extended Care staff in the cafeteria. On Friday of each week, (or the last school day of that week), the empty medication container will be returned to the student. Any unused medication not claimed by the last day of that school week will be disposed of at the end of the day prior to returning the container to the student.

Any student who does not bring the above packaged medication will be asked to phone his/her parents. The parents will be required to bring the medication to school or pick up the child for dismissal.

Sports Physicals. All students participating in OLL sports must have a **sports physical** form completed and on file each year before they engage in any physical activity (practice, game, etc.).

Head Lice

Head lice pose no medical threat to humans but are a nuisance. Any student found to have or be suspected of having head lice, or knits, will be sent home. The student should be treated before returning to school.

Peanut Allergy Notice

IMPORTANT HEALTH ADVISORY: NO PEANUT PRODUCTS ALLOWED AT OLL.

Several children in our school are deathly allergic to **peanuts or peanut based products**. It is vital that these children NOT be exposed to any of these products. Some of these children are so allergic that they can be seriously affected by even the smell of peanuts or peanut butter. It is requested that no products be provided that contain peanuts or peanut butter whenever candy or other treats are passed out in class. **Please read the labels on all products carefully.**

All parents need to make the school aware (verbally and in writing) of other food allergies that their children may have.

Child Abuse and Neglect

All OLL employees are considered mandatory reporters by Louisiana Law and therefore must report any suspected, witnessed or confirmed instances of child abuse and/or neglect to the appropriate law enforcement and/or welfare authorities.

Emergency Dismissal and School Closures

In case of severe weather or other emergency, OLL will follow the same decision of closure as the public school system of St. Tammany Parish. Announcements concerning emergency

closures will be broadcasted on all local televisions in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.

Emergency Response

The school has developed a detailed crisis response plan to deal with a host of potential natural and man-made emergencies. Various aspects of this crisis response plan will be practiced throughout the school year in order to ensure all OLL personnel and students are prepared to respond appropriately to various situations. A copy of this crisis response plan may be viewed at school upon request. A separate Crisis Response Plan is in place for the Early Childhood Development Center.

Absolute cooperation is required during the conduct of all emergency response drills. Students are to follow the instructions provided them by the administration, faculty, law enforcement or other emergency response personnel. Immediate and complete cooperation from every student is expected during these drills. Students who misbehave during a drill may face disciplinary actions. The following drills will be conducted throughout the school year:

Response Drill	Number per Year
Fire Drill	10 (Required by state law)
Severe Weather	1
Intruder / Lock Down	1

Illnesses, Accidents and Injuries

Students are required to report all serious illness, accidents and injuries to their teacher, coach or moderator. These faculty members will secure any necessary aid or assistance from the school office. If a faculty member is not available, the student should contact the school office. The school office is to be notified of all accidents and injuries. Faculty members (teachers and coaches) must fill out the required report and submit it to the school receptionist no later than the day of the injury during regular school hours and no later than the first business day following a student injury sustained after regular school hours.

Student Insurance

The school does not assume financial responsibility for injuries sustained by students. Through the Archdiocese of New Orleans, OLL pays for student medical insurance premiums which provides compensation for injuries caused by accidents while on the school premises or while participating in school-sponsored activities. This insurance is secondary to any other accident insurance covering the student. If the other insurance only pays part of the claim or the student has no other insurance, then the school's insurance will be applied toward the balance.

All accidents must be reported to the school office immediately and the required claim filed with the insurance company by the parent/legal guardian within 90 days of the injury. Claim forms are available in the school office and are to be initiated by the appropriate coach/teacher responsible for the student at the time the injury is sustained. The coach/teacher will submit the form to the school office for processing. A copy of the form will be sent home to the parents for use/submission to the insurance company.

Safe Environment Training for Faculty and Volunteers

All faculty and staff and non-faculty staff and volunteers (coaches, chaperones, etc.) who have substantial contact with children must be fully certified through the Archdiocese of New Orleans Safe Environment Program. Full certification includes initial training, background check and registration through the archdiocesan database. Certification must be renewed every three years. Contact the school office if you have questions. Drivers must also have the required automobile insurance form on file in the office.

Firearm-Free Zone

OLL follows the firearm-free zone regulations as stated in Louisiana Revised Statute 95.2 and Louisiana Revised Statute 40:1379.3. Copies of these statutes will be made available upon request.

SECTION VII: TUITION AND FEES

General Payments

All payments to the school including, but not limited to, tuition and fees, field trips, extended care payments, yearbooks, spirit shirts, locks, bibles, replacement planners and all fundraisers **MUST** be in the form of a check or money order made **payable to “OLL”** or paid by credit card (processing fee may apply). This requirement applies to payments to the PTC and Men’s Club as well.

Personal checks will not be accepted during the month of May for field trips, extended care, cafeteria, or any other amounts due to year-end closeout. Personal checks will only be accepted for the next year’s tuition and fees.

Tuition and Fee Description

Tuition and student service fee payments are collected for each student and are applied toward school operating costs. Tuition and student service fee rates are evaluated on an annual basis. Please contact the school office for the current tuition and fee rates. Registration fees are not refundable for any reason. All financial obligations must be met prior to registration for the next school year.

Tuition Payment Methods and Accounting Procedures

There are only two options for paying tuition and student fees. All tuition must be paid in full or financed through First Bank and Trust before a student may begin classes.

- Tuition may be paid in full to OLL using check, money order and/or credit card.
- Tuition and fees may be financed through First Bank and Trust. This process can be initiated through an online application available at <https://tuition.fbtonline.com>.
- Tuition **CANNOT** be financed through the school business office.
- All accounts are expected to be current on a monthly basis. Students whose accounts are not current at the end of each semester may not be permitted to return for the following semester. All tuition accounts are to be paid in full by May 31 of the academic year. 7th Graders may not participate in graduation activities until all accounts have been paid in full.
- Current students planning to enroll in the following school year will not be accepted for readmission until all accounts have been paid to date.

In the event of a failure to make prompt payment, parents/legal guardians will be given a set schedule by which to make arrangements, in writing, to pay OLL. If arrangements are not made,

the student may not be permitted to return to school the next semester. All arrangements must be approved by the Principal.

Tuition Loan Charge Back/Accounts in Arrears

In the event that a tuition loan is charged back to the school, a \$100 fee will be assessed and added to the tuition loan balance and no future loans will be allowed unless an exception is granted by the principal. Interest will accrue on the balance owed to the school beginning with the date of charge back until paid in full. All payments made after 3:00 p.m. on tuition loans will be credited on the next business day. Information about accounts in arrears may be shared with other Archdiocesan school should a family withdrawal from OLL and attempt to enroll in another Catholic school without meeting their financial obligations.

Late Fees

For tuition and fees paid directly to the school, a \$100.00 late fee will be added to the total tuition due if not paid in full by May 31 of each year. An additional \$50.00 per month (after June 30 of each year) will be added to the total tuition due until tuition is paid in full.

For tuition and fees financed with a bank loan, a \$100.00 late fee will be added to the total tuition due if financed after 3:00 p.m. on May 31 of each year. An additional \$50.00 per month (after June 30 of each year) will be added to the total tuition due until financing has been secured at the bank. The late fee will be collected by the bank and will not be added to the tuition loan amount.

For students entering or leaving school during the school year, base tuition rates assessed and reimbursements will be calculated on a quarterly basis.

Insufficient Funds Check Policy

Once the bank returns any check for insufficient funds or account closed, the parents/legal guardians are allowed four (4) school days in which to pay OLL the amount of the check plus any bank charges. Payment must be made by cash, cashier's check or money order (or credit card with associated processing fee). The school will then reserve the right to request all future financial obligations be paid by cash, cashier's check or money order. If payment is not made, the school reserves the right to prohibit students from attending classes or other school sponsored activities until payment is made.

All checks issued to OLL, OLL Summer Camp, GALA, or Bayou Bash/Calamari Memorial Race and returned from the bank due to "Non-Sufficient Funds", "Account Closed", or any other reason will be assessed a \$30.00 return check fee.

Financial Assistance Programs

Financial assistance may be available for students whose family can (1) demonstrate financial need and (2) meet application process requirements and timelines as intended. Our goal is to

make OLL financially affordable for all students that wish to attend. Parents should not let affordability be the only reason for not sending their student to OLL. Families may request applications for financial assistance after a student has registered and the registration fee has been paid. Due to the limited amount of funds available for financial assistants, parents/guardians must adhere to all published deadlines in order to be considered for financial assistance. Applications will be made available in February of each year. **All families needing assistance, regardless of assistance program applying for, must complete the on-line application via TADS (<https://www.tads.com/>) by the closing date (generally March 30 unless otherwise stated).**

Financial assistance programs include the School Tuition Assistance Program (STAP), the Archdiocesan Champions of Education Program (for faculty and staff with children in Catholic schools), and the Arete Tuition Donation Rebate program which is available for students entering from the public school system. Contact the office for information on these programs, and any others that may become available, to verify eligibility criteria and applicable deadlines.

Families that qualify for and receive financial aid via STAP may also apply to participate in the school's Work-Study Program. Families participating in this program may earn up to an additional \$1,000.00 toward tuition for service assigned by the school/parish. Participants receive credit for hours of service provided. 100 hours of approved service are required to receive full tuition credit.

Refund Policy

When a student officially withdraws from OLL, or is expelled, during the school year, a refund of **tuition only** will be made in the following manner (fees are not refundable):

- During the first complete week of school – 90%.
- After the first complete week and up to the end of the first quarter - 75%.
- During the second quarter – 50%.
- During the third quarter – 25 %.
- Fourth quarter – 0 %.

SECTION VIII: EXTRACURRICULAR PROGRAMS

Purpose of Interscholastic Athletics and Club Activities

The purpose of interscholastic athletics is to extend the learning environment to settings outside of the classroom and to prepare high school students for life after high school. Interscholastic athletics are an extension of the educational process and are logically linked to the objectives of the overall educational program of the school. Interscholastic athletic programs promote the development of such values as sacrifice, perseverance, integrity, respect, leadership, teamwork, cooperation, service and the ability to manage adversity (*Massachusetts Interscholastic Athletic Association, Inc.*; 12/15/09). Furthermore, the National Catholic Educational Association (NCEA) advocates that interscholastic athletic programs be Christ centered and used as an additional mechanism for teaching and promoting Gospel values to students, coaches and parents (Momentum; November-December 2009).

The purpose of extracurricular clubs and service organizations is to provide students with opportunities to grow by experiencing activities in areas of interest to them outside of the classroom.

Extracurricular Program Participation Policy

Participation in school sponsored interscholastic activities and clubs is a privilege and therefore entails certain expectations for OLL students. Student-athletes and club members are students first; therefore, they are expected to be studious, maintain acceptable grades, and be well behaved. Failure to meet these expectations and those published by team coaches or club moderators may result in a limitation on or prohibition from participation.

OLL students are strongly encouraged to participate in as many activities as feasible. The following policy components govern student participation in all extracurricular activities; those associated interscholastic athletics and those that are associated with clubs or non-athletic teams:

- Students participating in athletics must have a signed parental permission form on file before engaging in any physical activity.
- Students participating in athletics must have a current Louisiana High School Athletic Association (LHSAA) Medical History Evaluation Form on file for the school year. This form is available in both English and Spanish on the school website. This form must be submitted to the Athletic Director **BEFORE** engaging in any physical activity.
- Student-athletes are required to maintain a 2.0 GPA at the end of each academic marking period. Additionally, a student may have no more than one failing grade, letter grade of **U**, in order to maintain eligibility.
- Club/activity moderators may establish GPA requirements for student participation. All GPA requirements must be approved by the administration.
- Students are responsible for fulfilling school responsibilities (academic, discipline, etc.) before attending practices, games, meetings or events. They are responsible for getting assignments and making up all missed school work when leaving early for games/events.

- Students are responsible for making all mandatory team/club activities (practice, games, team meetings, etc.). Failure to attend mandatory activities may result in the student being prohibited from participation and/or removed from the team/club.
- Students may not miss more than three hours of instructional time during the school day in order to participate or attend school-sponsored activities, practices, games, etc. on that day. Exceptions may only be made by the Principal. Masses and assemblies are included as instructional time.
- Special recognition requirements for team members and club members are determined according to merit and participation standards established by coaches/moderators in consultation with the administration.
- Moderators and coaches must work together with students to resolve scheduling conflicts that may occur during the course of the school year. The Principal will make the final determination in consultation with the student concerning conflicting events if the coaches and moderators can not resolve the issue.

Sportsmanship

In keeping with the philosophy, values and objectives of OLL good sportsmanship is expected and required of all members and guests of the school community at all athletic activities on or off campus. Any individual who does not model good sportsmanship may be asked to leave an athletic event and can be permanently barred from attending future events. Law enforcement authorities will be called if an individual refuses to leave when requested to do so by a member of the school’s administration or a game official. Refunds will not be given to individuals asked to leave an athletic event. Disciplinary consequences may be administered to students who exhibit unsportsmanlike conduct.

Sports Offerings by Season

The chart below depicts the current offering of interscholastic sports:

Fall Season	Winter Season	Spring Season
Spirit Squad (Girls)	Spirit Squad (Girls)	Spirit Squad (Girls)
Cross-country (Boys / Girls)	Basketball (Boys / Girls)	Baseball (Boys)
Flag Football (Boys)	Soccer (Boys / Girls)	Tennis (Boys / Girls)
Swimming (Boys / Girls)		Softball (Girls)
Volleyball (Girls)		Volleyball (Boys)

Club Offerings

The list below depicts the current offering of extracurricular clubs. This list is subject to change according to student desires and available moderators and resources:

- Art Club
- Catholic Athletes for Christ
- Chess Club
- Cub Scouts
- Drama Troop
- Girl Scouts
- Green Team
- KOOL 92
- Mission Club
- Mission Box Project
- Music Club (Choir and Piano)
- National Junior Honor Society
- Quiz Bowl Team
- Robotics Team
- Student Council

APPENDIX A: CARLINE AND TRANSPORTATION PROCEDURES FOR ARRIVAL AND DISMISSAL

OLL POLICY MEMORANDUM: ARRIVAL AND DISMISSAL PROCEDURE MODIFICATION (Effective 2018 -2019 School Year)

Introduction

Our Lady of Lourdes Catholic School has been conducting an ongoing review of school procedures to ensure the safe operation of school activities. One of the areas of focus has been the review of arrival and dismissal procedures, especially those associated with carline activities. A carline procedure and safety committee consisting of parents, teachers and school staff personnel was formed to conduct a thorough review of procedures. The arrival/dismissal procedures outlined in this policy memorandum reflect the efforts of the committee to modify procedures in order to maximize the safe operation of carline activities and are designed to improve safety and accountability during the transfer of students to/from parents/guardians during arrival and dismissal. These procedures only affect arrival and dismissal activities at the main campus. Separate procedures will be developed and published for our Early Childhood Development Center campus.

Rationale for Modifications

It is the responsibility of school personnel conducting carline operations during morning arrivals to assist students in safely exiting vehicles and directing them to the appropriate staging area or transit route to their appropriate classroom. It is the responsibility of school personnel conducting carline operations during departure to ensure the safe staging of students for pickup, to maintain accountability of students until delivered to their parents/guardians, and to ensure the safe transit of students from the staging area to the vehicle that is picking them up. Staff members must not be distracted from their supervisory duties by others who enter the staging area to retrieve children. Staff members must focus on providing a positive handoff from staff to parent/adult authorized for pickup. Additionally, pedestrian traffic during car line operations has proven to be unsafe for students, parents and faculty. There have been several incidents in which students and/or their adult chaperones have almost been hit by vehicles during carline operations. The situation jeopardizes the safety of pedestrians, the people operating vehicles, and staff members working the carline.

Procedural Modifications

- **Carline**
 - **Students may only be dropped off and picked up by vehicle from carline during arrival and dismissal.** Parents/guardians will no longer be allowed to park in the gym parking lot or church parking lot, exit their vehicles and drop off or retrieve students from the carline staging area. The morning carline hours of operation will be from 7:35am to 8:05am. The afternoon carline hours of operation will be from 3:05pm to 3:30pm.
 - Vehicles may not enter the parking lot for staging at designated pickup points until 2:50pm. Traffic flow is ONE WAY. Vehicles are to ENTER through the West Gate (closest to the cafeteria) and EXIT through the East Gate (closest to the Church). Drivers must display a dashboard sign with the family name in **BOLD** black lettering. Standardized dashboard signs will be made available for pick up during Check-in Day on Monday, August 13, 2018. Parents/guardians are asked to keep the dashboard sign displayed and visible until students are safely in the vehicle. Vehicles without signs may be redirected to the back of the line or be placed in a holding area until driver pickup authorization can be verified with the office.
 - Carline operations will cease 25 minutes after the dismissal bell (3:30pm on regular school days/ 11:55am on early dismissal days). Students not yet picked up by the end of the carline operation

period will be taken to Extended Care in the Cafeteria. The gym parking lot will be open for use after 3:30pm or 12:00pm as appropriate. In order to improve vehicle throughput, two additional drop-off/pick-up points will be added and staffed by teachers (a total of six locations).

- The carline procedures as stated above will be followed for dismissal during inclement weather days. The only difference is that students will stage in the cafeteria during inclement weather days instead of under the canopy along the pickup route.
- Separate guidance will be provided for carline procedures associated with Lenten Fish Fry Fridays and Parish Fair.
- Student Walkers/Biker Riders
 - Student walkers/bike riders are defined as those students who live in the surrounding neighborhood and typically walk/bike to school in the morning/from school at dismissal. Parents will need to complete a Student Walker/Bike Rider Information Card and submit it to the office. This form will be made available for pick up during Check-in Day on Monday, August 13, 2018. This Student Walker/Bike Rider Information Card must be on file prior to students exercising this transportation option. Student walkers/bike riders will be called out and directed to report to the school office during afternoon announcements. Students will be escorted from the school office starting at 3:10pm. Students will be escorted along the sidewalk in front of the gym and to the East Gate of the gym parking lot. Students registered as walkers/bike riders will be allowed to continue on to their home once they clear the school compound.
- Early Check-out Procedures
 - As stated in the Parent-Student Handbook, dismissal time is hectic for everyone. Administrators and teachers use the time prior to dismissal to complete classwork and to communicate last minute instructions to students. Therefore, out of respect for your own child and others, we ask that parents avoid checking out students from school between 2:30pm – 3:05pm. It is understood, however, that parents may need to pick up their students prior to dismissal due to off-campus appointments. Parents will need to park in the available parking spaces in the bus lot (faculty lot) or in the parking lot between the Parish Life Center and the Rectory, walk to the office and sign their children out by no later than 2:30pm. This parking area can be accessed from Berkley Street.

Conclusion

The procedures outlined in this policy memorandum will be reviewed periodically and may be subject to change based on changes in circumstances and/or feedback. Additionally, the procedures may be modified slightly to accommodate for any changes to physical security measures that may be implemented in the future.

APPENDIX B: ARCHDIOCESE OF NEW ORLEANS ANTI-BULLYING POLICY

Archdiocese of New Orleans Anti-Bullying Policy Revised April 2013

I. Purpose/Rationale

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.”
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affects the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but is not limited to**:

Verbal (overt)	Physical (overt)	Social/Emotional (covert)
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

IV. Reporting Bullying

The principal or the principal's designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal's designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitutes violations of this policy.

Administrators/principals/designee(s) should document in writing any complaints about bullying.

V. Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school's disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Written punish work
- Loss of Privileges
- Detention
- Suspension
- Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

VIII. Yearly Review of Resource and State Laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

IX. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.

APPENDIX C: OLL DISCIPLINE/CONDUCT DEDUCTION CHART

<u>Points Deducted</u>	<u>Infraction</u>
3	A1 - Books not covered
3	A2- Tardy for Class (unexcused only)
3	A3- Habitual lack of class materials/not prepared for class
3	A4- Inattentiveness/not on task
3	A5- Unsigned papers (due next class)
3	A6- Talking after being warned
3	A7- Not completing homework

6	B1- Not following directions
6	B2- Annoying others
6	B3- Lack of cooperation/disobedience/ignoring teacher request
6	B4- Disruptive behavior that interferes with instruction
6	B5- Uniform Violation
6	B6- Planner/conduct folder not at school

ALL "C" AND "D" INFRACTIONS WILL RESULT IN A DETENTION	
REFERRALS WILL BE HANDLED SEPARATELY BY ADMINISTRATION AND MAY RESULT IN	
DETENTION, SUSPENSION, OR OTHER ACTION	

15	C1- Improper behavior or disrespect
15	C2- Possession of forbidden articles
15	C3- Repeat infractions
15	C4- Teasing or making fun of another student
15	C5- Defacing/damaging school property
15	C6- talking or misbehaving during a fire drill, tornado drill, etc.
15	C7- Inappropriate behavior in church
15	C8- Being in an unassigned area without permission/supervision
15	C9- Possession of cellphones/wearable technology

20	D1- Asked to leave class
20	D2- Sent to Principal/Asst. Principal or to the office
20	D3- Dishonesty (stealing, cheating, forgery, lying, copying assignments)
20	D4- Assisting others in participating in a dishonest act
20	D5- Fighting or encouraging others to fight
20	D5- Engaging in bullying as defined in the Archdiocesan Anti-bullying Policy
20	D6- Improper use of Technology (to include internet)

20	E1- Suspended during quarter (to be deducted from final quarterly conduct average)

*Pre-K4, Kindergarten, 1st, and 2nd grade classes will establish separate daily procedures that will be self-explanatory as to daily conduct concerns. However, conduct issues will be communicated daily and school policies regarding referrals and suspensions will be applied as necessary.

TARDY POLICY- 5 tardies within a quarter will result in an automatic detention.

DETENTION POLICY- 6 detentions = one day suspension, 12 detentions = two day suspension
(detentions will accumulate for the entire school year)

APPENDIX D: NETWORK AND INTERNET ACCESS AGREEMENT

The purpose of this agreement is to briefly outline the rules for using the local area network (LAN) and the Internet at Our Lady of Lourdes School. Because of the cost and sensitivity of computer equipment and associated hardware/software, and because of the nature of material found on the Internet, the rules for usage must be understood by all parents and students.

Please read over and discuss the following outline summary with your student. We ask that you sign the signature form that will be provided separately.

A. The use of school computers, as well as other electronic devices, is a privilege which may be taken away if the student uses computers, the network, or the Internet improperly, or causes damage to computer hardware or software.

B. The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e., objectionable material). Using a site blocker, the school, in conjunction with the Archdiocese, will limit access to Internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files/programs on school computers.

C. The computers are to be used only for schoolwork as directed by the teacher or staff. Individuals will be held accountable for the information stored, accessed, or transmitted via their account or equipment even if it resulted from someone else who was given access.

D. Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student. Faculty and students using OLL email or internet access are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Any student use of personal readers or Ipads, etc has to be specifically authorized by a teacher on a "per student", "per use", "per day" basis. Improper use of those devices will impact any computer use, or network/ internet use on this campus by the student. Communication on the internet and via email will be monitored by the Archdiocese Internet Services Division. Any use and activities on the OLL network must not damage the school's reputation.

E. The student will only use the Internet under the supervision of a teacher or staff member. Students must not participate in chat rooms, **Facebook, Twitter, Instagram, Snapchat, games, or any other social media sites** or email/texting during school or class time unless this activity is directly related to the class and sanctioned by an OLL employee. Disciplinary actions will occur for violations.

F. The Archdiocese has the right to review (or monitor) all activities, E-mail correspondence, and material created by students on school computers, networks, or school provided website access.

G. Even if the agreement is not signed by the parent or student, improper use of computers, the network, and/or the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the principal.

Parent Name (Print) _____

Parent Signature _____

Student Name (Print) _____

Student Signature _____

APPENDIX E: PUBLIC INFORMATION / COMMUNICATION RELEASE

Parents and students need to realize that with all technology, the release of the name, voice, picture, and work of OLL students is possible and practical under many conditions. This media includes but is not limited to students appearing on local closed circuit television and regional broadcast television; student work being displayed and presented with voice and picture on electronic and print media; individual and group pictures and accomplishments being portrayed on the school web site. NOTE: OLL has a protocol that limits full identification of students in anything that reaches the Internet.

Please read and sign the Public Information / Communication Release Form for each enrolled child.

1. Our Lady of Lourdes does use media communications for official communications to and from our families. Likewise, our parent clubs (Men’s Club, PTC) use special distribution lists for email, and voice communications for their activities. These activities are approved by the school and are part of our official communications.
2. The school has an official Facebook page, “Our Lady of Lourdes Catholic School, Slidell”. Some groups, circles, room moms, etc form their own Facebook and Twitter, etc. pages. These are NOT sanctioned by the school. Any that may present themselves as tied to the school, and may even use our logos, pictures, etc., are not sanctioned and we ask everyone to avoid discussions and material, rumors, pictures in these arenas. **No one has permission to use the OLL name or logo without written consent from the Principal or Pastor. The school reserves the right to take legal action when social media is misused.**
3. Unfortunately, reports do exist of inappropriate messages, and unchristian conversations regarding teachers, other families, students, and on-line bullying. This needs to be discouraged and concerns about any school operations, teachers and students need to be directed to the school administration.
4. Local, state, and national law enforcement officials continue to emphasize school parents as team members in modeling appropriate social media practices. All need to be good stewards of the technology available to us and our children’s education through technology at our Catholic School.

Parent Name (Print) _____

Parent Signature _____

Student Name (Print) _____

Student Signature _____

APPENDIX F: IMMUNIZATION REQUIREMENTS

LOUISIANA IMMUNIZATION REQUIREMENTS FOR STUDENTS IN ACCORDANCE TO R.S. 17:170 STUDENT IMMUNIZATIONS – SCOPE OF REQUIREMENTS

Middle School Requirement:

Beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus Diphtheria Acellular Pertussis vaccine (Tdap); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines; and one (1) Meningococcal Vaccine (MCV4).

Kindergarten / First Time Enterers:

Beginning in school year 2009-2010, two (2) doses of Varicella vaccine shall be required in Louisiana schools for entry into kindergarten or first time enterers into school. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of Measles, Mumps, Rubella (MMR) vaccine; three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their 4th birthday *and* prior to school entry. If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

Pre-Kindergarten / Daycare / HeadStart:

Beginning school year 2009-2010, two (2) doses of Varicella vaccine will be required in Louisiana schools for entry into Pre-K, Kindergarten, Daycare, and HeadStart programs for children aged 4 years and older. If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required. This is in addition to the regular age appropriate vaccines required depending on the child's age. Prior to entry, these students must have documented proof of immunizations for: two (2) doses of Measles-Mumps-Rubella vaccine; three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4th birthday and prior to school entry.

All children aged less than 4 years of age enrolled in Pre-K, Daycare, HeadStart, etc should be vaccinated against and must show proof of immunizations for: Diphtheria Tetanus Acellular Pertussis vaccine (DTaP); Inactivated Poliovirus vaccine (IPV); Haemophilus Influenza Type B vaccine (Hib); Hepatitis B vaccine (HBV); Pneumococcal Conjugate Vaccine (PCV – for children less than 24 months of age) If a child is less than 24 months of age and has received 4 doses of PCV-7 he/she is to get a single dose of PCV-13 for Daycare and Head Start; and one (1) dose of Varicella vaccine. If the child is not complete or up-to-date for age, he/she must present a record indicating that the child is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.