



# **Student/Parent Handbook 2022-2023 School Year**

# **PARENT AND STUDENT HANDBOOK 2022-2023**

**OUR LADY'S SCHOOL  
1111 CYPRESS STREET  
SULPHUR, LA 70663**

Established in 1952

Approved/Accredited by the Louisiana Department of Education,  
The Diocese of Lake Charles. Southern Assoc. of Colleges & Schools Advance-Ed  
Member of National Catholic Educational Association

*Nichole Trahan, Interim Principal*

Telephone . . . . . (337) 527-7828  
Fax . . . . . (337) 528-3778  
Web Site . . . . . [www.olcs.org](http://www.olcs.org)

## **MISSION STATEMENT**

*Building the future of all students through the grace of God and academic excellence. Our Lady's Catholic School is dedicated to developing the total child.*

*"Amen, I say to you, whoever does not accept  
the kingdom of God like a child will not enter it."*

*Mark 10:15*

## FOREWORD TO PARENTS

Thank you for choosing the gift of a Catholic/Christian education for your child's growth and development. Our Lady's Catholic School community is the unique setting where every child can discover his/her own talents and ways to share them. Each of us will be invited to participate in school activities throughout the academic year. We invite all our parents to accept the challenge to be an active volunteer!

This handbook was designed especially for you as parents. It will familiarize you with the policies of the school, but more importantly, it will enable you to assist and support your child's efforts and activities. Please carefully review the contents as a family. If you have any questions or comments about the policies that are contained in these pages, please call the administrative office for any clarifications that are particularly of interest. The regulations and other provisions outlined in this handbook are considered a contractual agreement between Our Lady's Catholic School and each student enrolled in the school. In developing the rules and policies of Our Lady's Catholic School, the administration has tried to anticipate as many problems as possible. However, as new and unusual situations arise, the principal will have the authority to use discretion in whatever circumstances the handbook rules do not precisely apply.

As our journey begins, we, the faculty and staff of Our Lady's Catholic School, commit ourselves to academic excellence against the horizon of a community spirit which is permeated by Christian values. Our commitment calls each of us to walk together and respond to the call we have been given.

With love and commitment to our students,  
The Faculty and Staff of Our Lady's Catholic School

Student Dress Code	6 - 8	Attendance	19-21
Consequences			Minimum Attendance
Automatic Detention			Definition of Absences
Girls			Absence Procedure
Boys			Tardy Policy
Mass Day			Consequences
Optional Items			Early Departure
P.E. Uniform Policy			Emergency Data Sheets
Guidelines for Free Dress Days			Non-custodial Parent
School Activities & Events			Absenteeism During Final Exams
Integrity of the School Uniform			Homework
Etiquette Rules	8 - 9	Awards	21-23
Statement of Philosophy	9 - 10		Banner Roll / Honor Roll
Governance	10		Presidential Fitness Awards
Admissions	10-12		Eighth Grade Academic Awards
Admissions Policy			Religion Awards
Health Record			Eighth Grade Favorites
Pre-Kindergarten 3 & 4			May Crowning of Mary
Kindergarten			Cal-Cam Fair Representatives
First Grade			Sweetheart / Beau
All Other Students			Homecoming
Class Size			Student of the Month
Business / Finance	12-13		Student of the Year
School Office Hours		Co-Curricular Programs / Activities	23-24
Monetary Transactions			National Physical Fitness
Registration Fees			Field Trips
Tuition / Subsidy			Special Education / Special Programs
Library Fees			Resource
Lost & Found			SPARK
Emergency Closure of School		Clubs	24-25
Withdrawal			Student Council
School Information	14		Junior Beta Club
School Hours and Schedules			Cheerleading
Traffic Regulations	14		Club Guidelines
Arrival / Dismissal			Fundraising Policy
Aftercare		Athletics	25-28
Bus Rules			Athletic Programs
Bicycle Rules			CCAL Eligibility Regulations
Walker Rules			Athletic Awards Night
Conferences	15		LeLeux Memorial Scholar Athlete
Visitor & Student Safety	15		CCAL Article IV - Sportsmanship
Telephone Calls	15		Student Travel
Student Check Out	15	Resolution of Grievance Procedures	28-30
Curriculum & Instruction	16-18	Antibullying Policy	31
Curriculum Goal		Discipline Plan	31-34
Curriculum Objective			General School Rules
Religion Program			Components of Discipline Plan
Church Behavior			Cheating
Textbooks			Lying
Academic Program / Regulations			Plagiarism
Mid Quarter Progress Reports			Fighting
Report Cards			Detentions
Grading			Suspensions
Diocesan Testing Program			Expulsion
Promotion & Retention			

Cafeteria	34-35
Safety	35-38
Medication	
Student Illness	
Vision / Hearing Screen	
Student Pregnancy	
Child Abuse	
Abuse / Neglect	
Definitions	
Duty to Distribute	
Education	
Obligation to Report	
Investigation	
Media Contact / Inquiries	
Emergency Drills	38
Bomb Threats	38
Visitors in School	39
Firearm Policy	39
Smoking	39
Publicity	39
Release of Student to Police	39
School Search & Seizure	40
Student Harassment	40
Harassment Policy	
Sexual Harassment	
Verbal Harassment	
Physical Harassment	
School Insurance	41
Suspension during a criminal investigation	41
Alcohol or Drug Use	41
Other Infectious Diseases	41
Substance Abuse Policy	41
Advisory Board	42
Functions of the Advisory Board	
O.L.E.O.	42
Parents on Campus	42-43
Requests for Teachers	43
Room Mothers & Holiday Parties	43
Faculty	43
Substitute Teachers	44
Internet Usage Policy	44
Use of the Internet	
Use of Internet Regulations	
Grievances	45-47
Ascending Levels of Grievance Process	
Explanation of Grievance Process	
Initial Resolution at Local Level	
Formal Resolution at Local Level	
Formal Process at Diocesan Level	
Collection Policy	47
Delinquent Tuition	48
Parent Agreement	49
Drop off & Pick Up Procedures (Map)	50

# STUDENT DRESS CODE

Dress Code is an important part of self-discipline. All students are required to adhere to the following criteria.

## CONSEQUENCES

Students are responsible for adhering to dress code as soon as they enter the building. Teachers are not required to "give warnings" for dress code violations. Violations will be issued if uniforms have rips, holes, seams coming apart, or some such disrepair. Dress code violations will be issued for excessively faded shirts and/or slacks. Upon returning the dress code violation notice with a parent signature, the parent has one week from the date of issuance to replace the garment. It is expected that uniforms will be clean and repaired. Violations of the dress code will not be accepted. Compliance with the dress code is part of the discipline of our Catholic school.

Grades 1-2: Three dress code violations per nine weeks will result in student missing recess.

Grades 3-8: Three dress code violations per nine weeks will result in detention.

School Functions: The student will be denied admission to the function if he or she is in violation of the free dress guidelines for school functions.

## UNIFORMS

Students in grades PK3 – 5<sup>th</sup> must wear a navy-blue polo with the school logo monogrammed on the upper left side. Students in grades 6<sup>th</sup> – 8<sup>th</sup> must wear a light blue oxford uniform shirt with the school logo monogrammed on the upper left side. All uniform shirts can be purchased ONLY through the OLS school office. Shirts must not be exceedingly faded or worn and must be free of holes. A plain, white t-shirt is the only undershirt that may be worn underneath the uniform shirt but should only be visible at the collar. Shirts must be always tucked in snugly on campus. During cold weather periods, as determined by school administration, special exceptions shall be made to allow students to wear long sleeve undershirts in white or navy blue.

## GIRLS

- Skirts, jumpers, and shorts in OLS plaid must be worn for Grades Pre-K 3 through 5<sup>th</sup> Grade. Middle School students must wear skirts. Pre-K 3 and Pre-K 4 may wear khaki shorts or pants.
- Navy knit shorts are to be worn under skirts and jumpers. The length of the plaid uniform shorts, skirts, and jumpers must be **no more than two inches above the knee**. Uniform length must be adjusted as the child grows during the year.

## BOYS

- Uniform Pants or Shorts must be khaki in color.
- Grades PK3-K: Have the option of wearing a belt or removing the belt loops from slacks and/or shorts.
- Grades 1-8: Boys must wear a belt with slacks or shorts. Acceptable belt colors are plain brown or black. Belts must not have designs or be decorative and must be solid in color. No belt buckles other than the small unadorned buckle that comes with the belt.

## SHOES:

All shoes must be athletic, or leather and the majority color must be white, black, brown, navy, or gray. Boots or sandals are NOT acceptable. Shoes with laces must be tied. Lace-up shoes are not permitted below first grade. No character or light up shoes are permitted.

## SOCKS:

Boys must wear plain white, navy, gray or black crew socks. Girls may wear white, gray, black or navy crew socks or knee socks; no designs, logos, or lace will be permitted. No low cut or designer ankle socks will be allowed. The only exception to the logo restriction are the OLS socks available in the Tiger Gift Shop for sale and may be worn by girls and boys.

## **COATS / JACKETS:**

Coats or jackets other than approved as part of the uniform adorning the logo worn to school on cold weather days must be placed in the locker or backpack upon entering the building. OLS athletic jackets, OLS school jackets, cardigan sweaters, and sweatshirts may be worn in the classroom. At no time is it appropriate for sweatshirts or jackets to be tied around the waist or neck. OLS jackets, cardigans, and sweatshirts are sold in the office.

## **MASS DAY**

Girls are required to wear a skirt or jumper (No shorts). Boys are required to wear slacks (No shorts). Students may wear OLS jackets, OLS athletic jackets, or OLS sweatshirts to Mass. Students out of Mass attire will receive a dress code violation.

## **OPTIONAL ITEMS**

### **GIRLS:**

Tights or leggings of navy, white, gray or black may be worn on cold weather days, Hair Bows/Headbands must reflect the colors of the school uniform. All hair decorations must be modest. Makeup, colored nail polish, or colored lip gloss is **NOT PERMITTED**. Clear nail polish is acceptable. Permanent or temporary tattoos are not allowed. Girls may wear jewelry limited to one pair of small stud earrings (covering only the piercing worn in the lower lobe of ear and no loops), one watch, 2 small rings, one simple necklace of a Christian nature, and one simple bracelet. Artificial fingernails and hairpieces are **NOT ALLOWED**.

### **BOYS:**

Hair length must be above the collar and out of the eyes. Earrings are not permitted. Permanent or temporary tattoos are not allowed. Boys may wear one simple chain or necklace of a Christian nature and one simple watch.

## **HAIR REQUIREMENTS:**

Only hair styles appropriate for school are acceptable and are subject to the approval of the administrator.

## **SPARK STUDENTS:**

The OLS uniform or SPARK t-shirt with uniform bottom is to be worn to SPARK classes.

## **ACTIVITY / CLUB SHIRTS:**

OLS club members may wear their club shirts on Thursdays. Tiger Fan Spirit Shirts may be worn on Fridays. Only the current year's shirt may be worn.

## **P.E. UNIFORM POLICY**

All students at OLS take part in P.E. Class. No student will be excused from participation; unless a note from the student's doctor is provided. OLS administration reserves final decision on P.E. excuses. P.E. uniforms are required for students in 6<sup>th</sup> - 8<sup>th</sup> grade. Uniforms are available in the Tiger Gift Shop. All students must wear athletic shoes during P.E. Students in PK-3 thru 5<sup>th</sup> grade are not required to wear a P.E. uniform, but athletic shoes are advised for P.E. Days. Middle students who fail to wear the proper P.E. attire will be deducted on their participation portion of their P.E. grade.

## **GUIDELINES FOR FREE DRESS DAYS**

At times, students may earn a day of "jean" dress. As Christians, we should model respect and modesty. The guidelines for "jean" dress are as follows:

- Shoes: Same as described for the regular uniform dress code. At no time are sandals, open toe shoes, backless shoes, or Crocs to be worn to school.

Pre-K 3 and Pre-K 4: Students may wear shorts, pants, capris, skirts, jeans, dresses. All must meet the dress code requirement.

- Grades K-8: Students may wear pants, Capris, skirts, jeans, or dresses. Dresses and skirts must meet the dress code length requirements.
- Blue jeans should be free of holes or fringe, not overly faded, and not be low cut, overly baggy, and should fit the students' leg length. Athletic, fleece, or knit jogging pants or shorts are **NOT PERMITTED**.
- Dresses/Skirts: Same as described for the regular uniform code.
- Jewelry and hair guidelines are the same as described for the regular uniform code.
- Socks must be worn.
- Rolling backpacks are **NOT** allowed.

## **SCHOOL ACTIVITIES AND EVENTS**

For school activities/events THAT ALLOW free dress please follow the above guidelines.

## **THE INTEGRITY OF THE SCHOOL UNIFORM**

Our Lady's School students are easily recognized by their school or athletic uniform when on school campus and when off campus in non-school related activities, and on social media. Because the actions of one recognizable OLS student can affect the reputation of the OLS community and good name, students are expected to act in a manner which is courteous, respectful, and appropriate for a Christian student.

Our Lady's School students are always representing the student body of OLS, and especially when wearing the school uniform, T-shirt with school name / insignia, athletic uniform, or attending Diocesan functions in which street clothes or free dress is permissible. When actions by a student are reported and deemed detrimental to the reputation of OLS, the administration has the authority to investigate and intervene when necessary.

## **ETIQUETTE RULES**

### A. Hallways:

1. Keep to the right
2. Walk (not run) at all times
3. Be silent when required
4. Refrain from loitering
5. Keep hands to yourself

### B. Cafeteria:

1. Follow cafeteria directions
2. Refrain from throwing food or any object
3. Remain seated
4. Clean area before leaving
5. Talk only to people at your table
6. Walk to designated area

### C. Playground:

1. Use playground equipment properly
2. Maintain good sportsmanship
3. Return all equipment before leaving

### D. Restrooms:

1. Go directly to and return directly from restroom
2. Respect each student's privacy
3. Wash and dry hands after use
4. Do not loiter, yell, play or vandalize

### E. Assemblies:

1. Sit in assigned area



1. Listen to speaker or program
  2. Enter and leave in orderly manner
  3. Show appropriate approval
- F. Carpool:
1. Remain seated in assigned area
  2. Follow directions of teachers
  3. Do not eat or drink
- G. Church:
1. Enter and exit the Church quietly and orderly
  2. Genuflect facing the tabernacle when entering
  3. Kneel without sitting on the pew (seat)
  4. Do not bother or distract others during Mass or worship service
  5. Participate fully in Mass
  6. Sing, pray, and respond at appropriate times
  7. Use songbooks, missals, and other materials quietly
- H. Homeroom:
1. Be seated and quiet until dismissed
  2. Be attentive to announcements and opening/closing exercises
  3. Follow teacher directions; be respectful of teacher's authority
  4. Be respectful of personal property, the property of others, and school property
- I. Office:
1. Be silent when entering or leaving
  2. Wait to be acknowledged before speaking
  3. Speak in a quiet voice
  4. Be respectful of office property. Do not hang on doors or put feet on furniture
  5. Ask permission prior to using office equipment
- J. General Campus:
1. Place trash in trash cans
  2. Walk or sit only in designated areas
  3. Place unclaimed uniforms or other items in the cafeteria lost and found
  4. Be respectful of school property, including landscaping and monuments
  5. Stand when someone of recognition enters or leaves the room

## **STATEMENT OF PHILOSOPHY**

By its total design and purpose, Our Lady's School, as both an instrument of the Church and as an extension of the home, fulfills its educational mission and maintains its academic excellence by fostering spiritual, intellectual, physical, social, and emotional growth as it strives with the threefold purpose of Christian education: to preserve, enhance, and communicate what is Sacred.

The integration of religion and worship with learning will give the students insight into multiple problems facing individuals and society today. This will help them to build and live in a Christian community that fosters skills, virtues, and habits of mind and heart required for service toward others by affording them a better understanding and appreciation of self worth as a person and as a child of God.

This philosophy reflects the attitudes and goals expressed in the Declaration on the Christian Education, a document of Vatican II dated October 28, 1965, To Teach as Jesus Did, a Pastoral Message on Catholic Education from the United States Bishops dated November 1972, and Architects of Catholic Culture: Designing and Building Catholic Culture in Catholic Schools by Timothy J. Cook, NECA Monograph.

- We believe that as a Catholic School we take our meaning and purpose from the role and mission of the church.
- We believe that education is a lifelong process directed at preparing each person for life's work in an increasingly complex and culturally diverse society.
- We believe the parents are the primary educators of their children with the school and Church sharing in this task.
- We believe, as co-educators, all members share in the responsibility of providing each child with opportunities for spiritual, intellectual, emotional, social, and physical development in order to make sound moral decisions.
- We believe in developing virtues, including respect for life, honesty, responsibility, self-discipline, and justice within each child through daily life experiences.
- We believe each child is a valued and unique individual, who learns, achieves, and succeeds in different ways. Our instructional practices incorporate learning activities that accommodate different learning styles.
- We believe in teaching the importance of our culturally diverse heritage and the privileges and responsibilities of American citizenship.

## **GOVERNANCE**

Our Lady's School is owned and operated by six church parishes: Our Lady of Prompt Succor in Sulphur, Our Lady of LaSalette in Sulphur, Immaculate Conception in Sulphur, St. Theresa in Carlyss, St. Joseph in Vinton, and St. John Bosco in Westlake. The school is approved by the Louisiana State Department of Education and the Diocese of Lake Charles. The contents of the Our Lady's School Student/Parent Handbook are consistent with and fall under the auspices of the Office of Catholic Schools of the Diocese of Lake Charles: Handbook of Policies and Regulations. A copy of the diocesan handbook is available for viewing in the OLS office.

OLS is governed by an advisory board consisting of two parishioners from each of the six owner parishes, the Rector of OLS, the principal, and the president of the Our Lady's Educational Organization (OLEO).

The Board's responsibility is to recommend the hiring of the principal to the pastor and Superintendent of Schools. The board also advises with the policies for the school. The principal implements these policies, employs and supervises the faculty and staff.

Board meetings are held quarterly. Meetings are open and interested persons may request to address the board by calling the chairman and requesting to be placed on the agenda at least 48 hours prior to the meeting.

## **ADMISSIONS**

### **ADMISSION POLICIES**

Our Lady's School, Inc. is an equal opportunity educational institution. The following admission policy is followed by all Catholic Schools in the Diocese of Lake Charles, Louisiana. In the Catholic school, there can be no discrimination based on race, sex, national origin, age

(in accordance with the law), or handicapping condition (if at the discretion of the school and with reasonable accommodations on the part of the school, the handicapped person could be accommodated).

**ALL STUDENTS OF OUR LADY’S SCHOOL, WHETHER THEY ARE OF CATHOLIC FAITH OR NOT, ARE EXPECTED TO FOLLOW THE MORAL GUIDELINES AND ETHICAL STANDARDS OF THE CATHOLIC CHURCH.**

The principal reserves the right to refuse admission to any student, whether presently enrolled or under consideration for admission from another school.

**Priority Listing for Admission**

During the official Diocesan registration period, students may be accepted based on the approval of the principal and according to the following order of priority.

1. Presently enrolled at Our Lady’s School.
2. Children who have older siblings presently attending Our Lady’s School.
3. Catholic parishioners from the six owner parishes: Our Lady of Prompt Succor, Immaculate Conception, Our Lady of LaSalette, St. Theresa, St. John Bosco, St. Joseph.
4. Catholic students who are not members of the above listed parishes.
5. Non-Catholic applicants.

**HEALTH RECORD**

State law requires that all children attending school must be immunized and that proof of this immunization be on record in the school office. Every student enrolled at OLS must have a **current** health record provided by their physician or the Health Unit on file in our office. Health records must be provided to the school by the first day of school. Children will not be permitted to remain in school if current health records are not provided when requested.

**PRE-KINDERGARTEN 3 & 4**

***(Policy 4141 D of LC)***

In order to enter the Pre-Kindergarten 3-year-old program, the minimum age of Early Childhood Programs shall be the child’s 3<sup>rd</sup> birthday and the child must be potty-trained. (Non-Public Bulletin 741 BESE). Documents needed are the same as the Pre K4 Program.

In order to enter the Pre-Kindergarten 4-year-old program, a child must satisfy the state entry age requirement: A child must be age 4 on or before September 30 of the current school year and be potty-trained. Documents needed to enroll are as follows:

1. Baptismal certificate
2. Official state birth certificate
3. Social security card
4. Official record from the Health Unit or your physician containing up-to-date immunization records.
5. Before registering, new families should inquire about the requirements of the pastor of the church parish to which they belong to obtain parish subsidy. Items 2 - 4 are mandated by state law.

**KINDERGARTEN**

***(Policy # 4141 D of LC)***

In order to enter Kindergarten, a child must satisfy the state entry age requirement: A child must be age 5 on or before September 30, of the current school year. Documents needed: (Same as listed above for Pre-K4 Program)

## **FIRST GRADE**

### ***(Policy # 4141 D of LC)***

In order to enter first grade, a child must be age 6 on or before September 30 of the current school year. Documents needed: (Same as listed above for Pre-K4 Program, as well as a Kindergarten Report Card or Progress Instrument must be included).

## **ALL OTHER STUDENTS**

In order to enter second through eighth grade, OLS must receive the following documents to enroll:

Birth Certificate

Baptismal Certificate

Social Security Card

Official record from the Health Unit or your physician containing up-to-date immunization record.

Official cumulative record or transcript of all previous grades.

Completed Diocesan Transfer Form (if applicable)

Before registering, new families should inquire about the requirements of the pastor of the church parish to which they belong to obtain parish subsidy. Items 2 - 4 are mandated by state law.

The parents/guardian should then schedule an interview of parent and student with the principal. A student will not be officially admitted into any diocesan school until all financial responsibilities to the previous school have been satisfied. In difficult cases, the school principals and /or pastors are asked to dialogue, with concern for the general good and spiritual welfare of both the student and the family being considered. In the case of a disagreement, the decision of the pastors shall be final.

## **CLASS SIZE**

Students are accepted based on the availability of space in the class of the grade they wish to enter. Financial concerns will be considered in placement of the number of students in a class. Although the State of Louisiana allows a maximum of 35 students per class and the typical public school class size is 30, Our Lady's School strives to maintain the following pupil to teacher ratio:

- Pre-K 3: 18 students per class
- Pre-K 4: 20 students per class,
- Kindergarten and first grade: 22 students per class
- Second through eighth grade; 25 students per class

Class size remains at the discretion of the principal. Budgetary concerns and placement of teachers will be taken into consideration when determining the number of sections of a particular grade.

## **BUSINESS/FINANCE**

### **SCHOOL OFFICE HOURS**

The office is open from 7:30 am to 3:30 pm, weekdays during the school year, except school holidays. Summer office hours are from 9:00 am - 1:00 pm the first three weeks in June. The office reopens the last week in July 9:00 am -1:00 pm Monday thru Thursday. By August 1, the school will be open from 7:30 – 3:30.

### **MONETARY TRANSACTIONS**

Any time money is sent to OLS, separate envelopes must be used for each item. Envelopes must be labeled with the student's name, grade, teacher, and its purpose. Checks or money orders should be made payable to OLS.

**PLEASE TRY TO LIMIT THE CASH SENT TO SCHOOL. ANY AMOUNT OVER \$5.00 SHOULD NOT BE SENT IN CASH. Any cash amount of more than \$5.00 must be recorded with a receipt.**

## **REGISTRATION FEES**

Registration fees are established by the advisory board and must be paid at the time of enrollment. Registration fees are nonrefundable and non-transferable under any circumstance, including a situation of relocation. The Diocesan Head Tax is included in the registration fee. Supply fees are non-refundable after the first day of school. Prepaid tuition is pro-rated for refunds.

## **TUITION/SUBSIDY**

Tuition is handled in one of two options: Pay in Full by August 1<sup>st</sup> for the upcoming school year or enroll in the FACTS SIS Tuition Management Plan. It is the responsibility of the Parents/Guardians to enroll with FACTS SIS Tuition Management. You may enroll via our website at [www.olcs.org](http://www.olcs.org). Tuition payment schedules are included in the Registration Packet. It is the responsibility of the Parents/Guardians to have the Parish Subsidy Letter signed by their pastor. The registration form must be filled out online and submitted with payment in order to register your child. Nonpayment of tuition or fees will result in records and report cards being held by the school at each grading period.

All tuition, lunch payments, after school care, and miscellaneous fees must be current by May 15<sup>th</sup> of each year. If in default on any of these fees after June 15<sup>th</sup>, the prepaid registration fee for the upcoming year will be applied to the amount owed. Registration for the upcoming year will be dropped. Families will need to reapply as space becomes available. Accounts that remain unpaid after using the above steps will be turned over to a collection agency.

## **LIBRARY FEES**

Lost library books must be paid for before student records or report cards can be released. These fees are non-refundable even if the book has been found. Replacements are ordered with the fees and cannot be refunded.

## **LOST AND FOUND**

Parents should label ALL articles of clothing with the student's name. Lost and found articles, which are not labeled, will be kept in the reception area for a short period of time and then placed in the uniform recycle closet. Non-uniform items will be given to Care Help of Sulphur.

## **EMERGENCY CLOSURE OF SCHOOL**

In the event of inclement weather conditions, OLS often follows decisions made for Calcasieu Parish Schools. That is, if public schools are closed due to weather conditions, OLS may also be closed at the discretion of the Office of Catholic Schools in consultation with the principal. In case of other emergencies, parents will be notified by the local radio, television, or FACTS parent alert messaging system as to the procedure for dismissal.

## **WITHDRAWAL**

Students who transfer to another school during the academic term are to use the following procedure:

- Notify the Director of Admissions
- Acquire a withdrawal form from secretary's office
- Have the teacher(s) initial form indicating that all textbooks and school materials have been returned
- Have the librarian initial form that all library books have been returned
- Have the cafeteria manager initial form that all charges have been collected
- Have the bookkeeper initial that all outstanding fees and tuition are paid in full
- Return the completed form to the secretary and indicate the name and address of the new school where records are to be sent
- Cumulative records of students will be released only after this procedure is completed. If a student is withdrawn from school for any reason, that month's tuition is nonrefundable.

# **SCHOOL INFORMATION**

## **SCHOOL HOURS AND SCHEDULES**

Students arriving between 7:15 and 7:40 a.m. should report to their classrooms.

The first school bell rings at 7:45. The student is tardy after 7:45. All students should be in the homeroom by 7:45. Any child arriving after 7:45 must be checked in through the office by the parent. Pre-Kindergarten through 8<sup>th</sup> grade dismisses at 3:00 daily. Early dismissal dates are set by the Diocese and are listed on the monthly school calendar. On early dismissal dates parents are asked to be prompt in coming for their children. If students are not picked up within 20 minutes of the dismissal bell, the students will be placed in Aftercare and will be charged accordingly. **Our Lady's School is not responsible for the care and protection of students dropped off before 7:15 a.m. Teachers are on duty from 7:15 a.m. until 7:45 a.m. and from 3:00 p.m. until 3:20 p.m. each school day.**

## **TRAFFIC REGULATIONS**

**Arrival** - Car riders are to be dropped off in the front circle drive. All traffic must enter from the prayer garden entrance on LaSalette Ave.

**Dismissal** - Car riders are to be picked in the front circle drive.

All traffic enters from LaSalette Ave and travels around the OLPS church prayer garden. Follow the traffic pattern and pull up through the line until students are called out by duty teachers.

\*\*Parents may not leave their car and go to the gate to pick up students. All parents should wait their turn in the car pick up line.

## **AFTERCARE PROGRAM**

Aftercare is open to OLS students from 3:00 p.m. until 5:30 p.m. The monthly cost for aftercare can be viewed on the current year's aftercare registration form. A \$15 late fee will be assessed after 5:30. A \$5.00 per minute charge for every minute after 5:30pm will also be charged.

Some features of Aftercare are:

- Staff supervised homework program.
- Structured games and outside play.
- Story hour, movies, centers and art.

If you are interested, please check with the office for more details or to sign up for Aftercare. Multiple child rates are available.

## **BUS RULES**

The bus is to be considered an extension of the school, and all rules must be followed as such. The safety of everyone is the responsibility of each student on the bus. Any student not complying with these rules will be asked to find another means of transportation.

## **BICYCLE RULES**

Our Lady's School cannot be responsible for bicycles left unlocked in the school yard. Bicycle riding will not be allowed on the school grounds. Bike riders are to park their bikes beyond the west side of the front building. After school the students will report to a duty teacher who will dismiss them. Only students living in the neighborhood directly behind the Our Lady's School campus will be allowed to travel home in this manner.

## **WALKER RULES**

Students who have parental permission may walk home to the neighborhood behind the OLS campus. Students will NOT be allowed to cross to the library unless approved by a teacher and parent for school research. Students must be dismissed as a car, bus, or bicycle rider (see description) or go to after care. The Calcasieu Parish Library will not be used as an after-care facility for Our Lady's School students.

## **CONFERENCES**

Parents are urged to communicate with their child's teacher periodically concerning the progress or lack of progress being made by the student. Teacher appointments are scheduled by contacting the school secretary. Conferences will not be held without an appointment.

## **VISITORS AND STUDENT SAFETY**

OLS maintains an open-door policy which encourages parents and visitors from the community to visit the campus. Liturgical celebrations, most assemblies, and special events are open to parents and friends. Due to the distractibility of students, observation of classes is only permitted during designated times—usually Catholic Schools Week.

The welfare and safety of our students is the primary concern of every staff member. In order to ensure student safety, all persons coming onto the campus must check in at the school office. Teachers do not release students to anyone, including parents, who have not had clearance from the office. Parents, volunteers, etc. will only be allowed into the classrooms during parties or other scheduled visits. All visitors to the OLS campus must wear a badge from the office.

## **TELEPHONE CALLS**

In order to avoid numerous interruptions in the classroom, students will be called to the telephone for reasons of extreme emergency only.

Permission to use the telephone can only be obtained from the teacher. This permission will be granted only for serious reasons.

## **STUDENT CHECK-OUT**

Students who must leave the campus during the school day for illness or other reasons are to check out through the school office. A parent or responsible party must sign the log sheet before the student is granted permission to leave the school grounds. No student may be checked out after 2:30 as it interferes with our end of day procedures.

In the case of divorced parents, the parent who has custody of the child must inform the school officials if the other parent is not permitted to check the student out. Further, court documents must be provided in such cases to verify the parent's claim. In cases of joint custody, the child is released to either parent.

# **CURRICULUM AND INSTRUCTION**

## **CURRICULUM GOAL**

*(Policy #8100 D of LC)*

The primary goal of the curriculum and instruction in the Diocese of Lake Charles is to provide those learning experiences most conducive to providing students with virtues, knowledge, understanding, and skills necessary for the student's spiritual, intellectual, social, and cultural and physical development in keeping with the stated **philosophy** of each school.

## **CURRICULUM OBJECTIVES**

The distinctive purpose of the Catholic schools is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents, and students experience together what it means to live a life of prayer, community, personal responsibility and freedom reflective of the Gospel values manifesting peace, brotherhood, love, patience, and respect for others.

To achieve this purpose the Catholic school organizes its curriculum, its staff, and its physical facilities:

- To make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship;
- To assist the students in developing an understanding of the Church of Christ, its Community growth and its world dimensions;
- To develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity;
- To provide for all student's educational opportunities and experiences related to their heritage, their American citizenship, their responsibilities to family, local community, and the larger society;
- To enable students to acquire basic skills, especially in the art of communication, in quantitative thinking, and in the sciences;
- To help students develop the power to think constructively, to solve problems, to reason independently, to accept responsibility for self-evaluation and self-instruction;
- To see that all students have available experience to develop a sense of wonder, an appreciation for beauty and culture as their knowledge of human development expands;
- To help students to develop and foster physical and mental health and to deal constructively with the psychological tensions inherent in change and adaptation.

## **FAIR ASSESSMENT POLICY**

The primary purpose for grading is to give an indication of a student's progress. It is essential that all assessments be objective and fair for all students. To provide a clear picture of student achievement, a balance of formative and summative activities is expected as no one type of assessment will cover all the objectives of a discipline or appeal to the range of diverse learning styles found in our classrooms. Assessment of student learning and instruction is on-going and should include various forms of assessment. Teachers remain objective and attempt to give as accurate a picture as possible when assigning quarterly grades

## **RELIGION PROGRAM**

*(Program Goals #7110 D of LC)*

All students are required to participate in the regular Religion program. Attendance in Religion class, at school Masses, at prayer services, and at special religious programs, is mandatory unless disciplinary reasons prevent such attendance.



## **CHURCH BEHAVIOR**

A meaningful worship experience includes the elements of response, respect, and reverence. These elements are to be displayed by students during liturgies and other worship experiences. In all schools, schedules shall clearly indicate the amount of school time each day given to religious instruction. Religion classes shall not be canceled except when other classes are canceled or rescheduled. Grades in the subject area of religion represent the progress of the student in his or her ability to understand and to express the teaching of the Catholic Church. These grades shall not be an expression of the student's progress in spiritual life.

OLS prepares students to receive the sacraments in accordance with the diocesan policy. Students in second grade prepare for the Sacrament of Reconciliation during the first semester, and the Sacrament of the Holy Eucharist during the second semester.

Students are given the opportunity to attend various liturgical celebrations, both Eucharistic and Para-liturgical, on a regular basis. OLS students attend Mass weekly on Wednesday at Our Lady of Prompt Succor Catholic Church.

Diocesan Policy (*Policy#7700 D of LC*) is followed regarding the teaching of the Theology of the Body curriculum. Theology of the Body is taught in grades Kindergarten – 8 during Religion class. According to Diocesan policy parents may retain their child from participating in the Theology of the Body program. Parents are encouraged to survey the textbooks which will be used in each grade. A written note from parents is required for a student to be excused from participating in Theology of the Body.

Students not participating in Theology of the Body are to be given assignments by the teacher of each grade, so that the educational time is fully utilized. Students will be given assignments to compensate for grades missed while not participating in Theology of the Body.

## **TEXTBOOKS**

All textbooks are the property of Our Lady's School. Students are asked to maintain their books.

## **ACADEMIC PROGRAM/REGULATIONS**

The academic curriculum at OLS is designed to challenge students to develop critical thinking skills, basic skills and concepts necessary for knowledge and understanding of a particular subject. A variety of textbooks, supplementary materials, and technology is used in order to make learning meaningful for the student.

Students in middle school may begin to earn Carnegie Credits at a high school level in 8<sup>th</sup> grade through the elective program. Once a Carnegie High School Credit is earned, the grade earned associated with the credit is officially recorded on the high school transcript and becomes the permanent grade of record. According to State of Louisiana Department of Education guidelines, once a Carnegie Credit is earned, that course may not be taken again to increase the grade average.

## **MID QUARTER PROGRESS REPORTS**

Midway through each nine-week grading period, parents are emailed computerized progress reports. These reports give parents an indication of the child's performance to that point. This communication serves to illustrate to the parents where a student needs support. Please be aware that grades may change from midpoint to the end of the nine weeks. Open communication with the teacher is advised. Progress report days are noted on the monthly calendar.

## REPORT CARDS

At the end of each quarter, computerized report cards are distributed for grades 1-8. Kindergarten will receive hand-written report cards. Report card days are noted on the monthly calendar. Pre-K students will receive a hand written progress report three times a year. Lost Kindergarten report cards will be replaced at a cost of \$3.00 each.

## GRADING

The main purpose of grading is to give an indication of a student's progress. Teachers remain objective and attempt to give as accurate a picture as possible when assigning quarterly grades.

The grading scale is as follows:

A	100-93	Outstanding
B	92-85	Very Good
C	84-77	Good
D	76-70	Weak
F	69-0	Not fulfilling Requirements

More is involved in the grading process than strictly averaging test grades. The quarterly grade may consider responsibility for completing assigned work in a timely manner and participating in class activities. Final grades are computed by averaging the numerical scores earned each quarter.

## DIOCESAN TESTING PROGRAM

*(Policy #8721 D of LC)*

Our Lady's School follows the Diocesan policy #8810 for testing students. An achievement test is given annually in the spring to students in grades 3-8. Eighth grade students will take the LEAP Placement test.

## PROMOTION AND RETENTION

*(Policy #8413 D of LC)*

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A student who has not achieved satisfactorily in a grade or subject should repeat the grade or subject. To permit a student to take a course for which he does not have the proper preparation is an injustice to the student, to the other students, and to the teacher. There may be cases in which ability, effort, interest, and other factors must be weighed.

In consultation with the teacher, parents shall be informed of possible non-promotion at the beginning of the second semester or as soon as the academic deficiency becomes evident.

If the pupil is promoted conditionally, provisions shall be made by the pupil and his or her parents or sponsor to remove the condition through attendance at a state-approved summer school.

Promotion and Retention

1. A student is **Promoted (P)** when he/she has a grade of "D" or above in ALL SUBJECTS taught throughout the length of the school year.
2. A student is **Conditionally Promoted (CP)** when he/she fails ONE subject taught throughout the length of the school year. The student must pass the subject failed in a state-approved summer school in order to progress to the next grade.

1. A student is **Retained (R)** when he/she fails two (2) subjects that are taught throughout the length of the school year. The student must repeat the grade. The student may not go to summer school for two major subjects and pass into the next grade according to the standards in Bulletin 741. A principal may not give permission for a child who has failed two major subjects to attend summer school and pass into the next grade in any state-approved nonpublic school. However, this permission may be granted if the child's parents have decided to place the child in public school for the next school year.
2. A student must meet the minimum days of school attendance in order to be promoted, reference (*Policy #4220 D of LC*).
3. Failure to meet attendance guidelines may result in the student being denied admission to the school the following year.
4. A student must earn a minimum of 4 points in a given subject and may not make an F in more than 1 quarter to earn credit for that class. (Double F Rule).

## **ATTENDANCE**

### **MINIMUM ATTENDANCE**

(Policy #4009, D of LC)

#### **4010 Compulsory attendance**

The Compulsory Education Law of Louisiana (R.S. 17:221) provides for compulsory school attendance by all children between the ages of seven (7) and seventeen (17). This law applies to children in the Catholic schools. Compliance with this law is the responsibility of parents.

#### **4011 Minimum Attendance**

All attendance guidelines in Non-Public Bulletin 741 should be followed. The Diocese will adopt a calendar that meets the state's requirement of 63,720 minutes of instructional times per year. Secondary students must be present a minimum of eighty (80) days per semester to be eligible to receive credit for the course taken.

Any student not meeting the minimum attendance requirement will not be promoted to the next grade.

#### **4012 ABSENCES**

Students may need to be away from school for illness and family situations that may arise. These are to be documented as absences.

When a child is absent, the school shall require notification of the absence from the parent, either in person or by phone, on the day of the absence. If a pupil is absent without notification, or if a school has reason to suspect the validity of an excuse, the situation must be investigated. This procedure safeguards the school from possible liability should an abduction or accident befall a student on the way to school.

A written note from the parent indicating an awareness of the absence should accompany the child on the day the child returns to school. Cases of frequent absenteeism should be referred to the principal.

Absences will fall under four categories:

- **Exempted and Excused**: The student can make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.

- **Non-Exempt and Excused:** The student can make up for the missed work, but the absence is counted against the attendance requirement. An example is personal, or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Based on the required minutes, a student can be absent for ten days.
- **Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.
- **Suspensions:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement, unless the student is assigned to an in-school suspension.

Schools should notify parents/guardians by letter of Non-Exempted, Excused and Unexcused when those absences reach the 5-day, 8-day and 10-day mark. Schools should work with the Office of Catholic Schools and the local School Board Truancy offices when necessary. Exceptions to the minimum attendance policies can be made only in the event of an extended personal illness as verified by a physician or at the discretion of the principal. The reason(s) for the exception must be communicated in writing to the superintendent of Catholic schools. If a waiver of the attendance requirement is granted because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit as long as they complete the missed work and pass the course.

#### **4013 Tardiness**

Tardiness shall be defined as the arrival of a student after the time fixed by local school policy for beginning the morning or afternoon session or for the time fixed as the start of each class period. Local school policy should provide procedures for dealing with the tardiness of students and chronic tardiness should be investigated.

Tardy students must be signed in at the office and secure a tardy slip to present to the teacher. Tardiness is only excused in cases of inclement weather, medical or dental appointments, or late school bus arrival. If a tardy student is eating in the cafeteria, parents must call the school to order the student's lunch before 8:15 a.m. **Every 3 instances of tardiness will be recorded as an absence toward the absence policy.**

#### **4014 Recording attendance**

The school shall be required to keep an accurate record of attendance, tardiness and absences. All entries in the attendance record shall be made only by a teacher or by the principal's designee for attendance.

Daily attendance records shall be kept for each student and a daily report shall be reviewed by each principal. Every student enrolled in the school shall be included in the records and is a member of that school until permanently withdrawn. A student is considered absent until officially withdrawn. Attendance records are to be maintained by the school office for six (6) years.

#### **CONSEQUENCES**

The consequences for excessive tardiness per nine-week term are as follows:

- 3<sup>rd</sup> Tardy - A warning note will be sent home reminding parents of the problems that are caused by tardiness. Every third tardy equates to one days unexcused absence.
- 5<sup>th</sup> Tardy - A parent-principal conference will be scheduled to determine the cause of tardiness and suggest solutions.

Twentieth (20) tardy, OLS Administration will report excessive tardiness to the Office of Child Welfare and Attendance. OLS will not grant admission to students who are habitually tardy.

The recognition form for the tardy policy must be signed and returned with the handbook form.

### **EARLY DEPARTURES**

Early departures from school will be treated within the same guidelines as the Tardy Policy. Checking a student out of school before the end of the school day is disruptive to the classroom teacher and has a direct impact on student classroom performance. Likewise leaving school during the day without an excuse will result in an absence. Assignments and tests that are missed during this time will receive a score of zero as according to the tardy policy, unless the absence is due to an emergency related situation as described in the tardy policy.

### **EMERGENCY DATA SHEET**

The data on the student emergency card must be kept current. Should changes of telephone numbers or addresses occur, parents or guardians must notify the office immediately. Only persons listed on the emergency data sheet will be permitted to sign for the student's release from school. This information should be kept current. Identification may be requested by the office personnel.

### **NON-CUSTODIAL PARENT**

The non-custodial parent may have access to their child's cumulative records, unless prevented by an order of the court. The non-custodial parent must be listed on the emergency card to be permitted to sign for their child's release from school during the school day.

### **HOMEWORK**

Homework is a very necessary aspect of school life. It serves as a review and reinforcement of what has been learned that day in class and also serves as a preparation for new material to be introduced. Homework also teaches responsibility and independence. Homework assignments shall be educationally sound and serve to promote greater parental respect for the school program. All students can expect homework, especially those in grades 2-8.

Students are expected to have homework properly completed before arriving at school in the morning. Students who fail to prepare assignments will receive consequences from their teachers.

## **AWARDS**

### **BANNER ROLL/HONOR ROLL**

Students who maintain an "A" in all areas on the report card for a 9-week grading period, are recognized as Banner Roll Students. Students who maintain the grades of "A" and /or "B" on their report card for a 9-week grading period are recognized as Honor Roll Students.

### **PRESIDENTIAL FITNESS AWARD**

The Presidential Fitness Award is given to students in grades 5 and 8 who meet the criteria set by the Presidential Committee.

### **EIGHTH GRADE ACADEMIC AWARDS**

Student awards are presented at the closing Mass for eighth graders. The award for academic excellence is awarded to the student with the highest GPA as well as the highest ACT Aspire scores in mathematics and reading. ACT scores are pulled from 7<sup>th</sup> grade tests.

Conduct is not included in the criteria for this award. A plaque is given to recognize this achievement.

### **RELIGION AWARDS**

Religious Awards include the Fr. Justin Dolan Award, given by CDA of St. Joseph's Catholic Church in Vinton, distributed through Our Lady's School. These awards are presented to students of the eighth grade at their closing Mass. The awards are given in recognition of students who have exhibited high achievements in the areas of eighth grade religious studies. The criteria for the award have been established and are carried out as per the wishes of the CDA Court. These students will be recognized in the yearbook.

### **CAL-CAM FAIR REPRESENTATIVE**

All 8<sup>th</sup> grade girls are eligible to represent OLS in the annual Cal-Cam fair pageant. The 8<sup>th</sup> grade students nominate the girls of their choice, and a vote is taken. The young lady with the most votes is elected to represent Our Lady's School at the pageant. The student's name will be turned in to the fair association. All information regarding the pageant will be obtained from the fair association. **EIGHTH GRADE FAVORITES**

Students are nominated by the teachers after careful consideration and the voting ballot is made from the teacher's nominations. If any teacher does not feel comfortable in nominating, he/she is excused from the process. The ballot is given to all 8<sup>th</sup> grade students and middle school teachers. Middle school teachers and students are the only voters for 8<sup>th</sup> grade favorites. The winners are announced at the closing Mass for eighth graders and are recognized in the yearbook.

The categories and ideals are:

- Mr. and Miss Our Lady's School (most Christian example, leadership role, honest, trustworthy, respectful, achieves in academics, loyal)
- Mr. and Miss Personality (witty, happy, friendly, trustworthy, audacious, school spirited, Christian example)
- Mr. and Miss Most Likely to Succeed (achieves in academics, ambitious, loyal to OLS, Christian example, friendly)
- Mr. & Miss Athlete

### **MAY CROWNING OF MARY**

Another area of recognition is given to the honor of Crowning Mary at the school Mass in her honor each May. The students from eighth grade are chosen by the consensus of their teachers, using the criteria of the student with the most "Mary Like" or Christian attitude. All 8<sup>th</sup> graders will participate in the crowning. However, 1 boy and 1 girl will be chosen as crown bearers and 1 boy, and 1 girl will be chosen to crown Mary. These students will be recognized in the yearbook. Teachers do not consider student popularity in determining the students who participate in May Crowning or any award. Candidates from each homeroom PK-7 will also be chosen by their homeroom teacher using the same criteria as stated above.

### **SWEETHEART/BEAU**

Each year OLS Beta Club hosts the Valentine dance. At this dance, a Sweetheart and Beau from the 8<sup>th</sup> grade class are named. Runners-up will be the Duke and Duchess.

Teachers will be asked to nominate based on the attributes associated with being a real "Sweetheart": kindness, willingness to help out, good spirited, school spirited, friendly, outgoing, charming... The ballots will be made from teacher nominations and all the middle school students will be allowed to vote. The names of the Sweetheart and Beau and the Duke and Duchess will not be revealed until the night of the dance. After the couples are announced, they will dance a traditional Sweetheart and Beau and Duke and Duchess dance. These students will be recognized in the yearbook.

## **HOMECOMING**

Homecoming is a day set aside for recognizing the alumni of Our Lady's School. This event is sponsored by OLS Student Council. The Homecoming court will be presented at halftime of a home football game. All 8<sup>th</sup> graders (girls) will be asked to participate and be on the Homecoming court.

The previous year's Homecoming Princess and Duchess will be asked to return for the crowning. If unavailable, the most current Mr. and Miss OLS will be asked.

All 8<sup>th</sup> grade girls are placed on the ballot for Homecoming Princess and Duchess. The Princess shall be the girl with the most votes and the Duchess shall be the girl with the second most votes. Students must be present to be crowned. If the winner cannot be present, the runner-up will be crowned. These students will be recognized in the yearbook.

## **STUDENT OF THE MONTH**

Each homeroom, P.E., Library, Art, Music, and special education teacher selects a student of the month. These students are chosen because they are helpful, set good examples, practice good citizenship, show improvement and exhibit effort. Academic achievement is not considered for this honor. Students are recognized and presented a certificate during an assembly or pep rally at the end of each month.

## **STUDENT OF THE YEAR**

The Student of the Year Awards Program is designed to recognize outstanding middle school and elementary school students. This program honors those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Student of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education. One student from 5<sup>th</sup> and 8<sup>th</sup> grades will be selected. The students will be evaluated based on portfolio, essay, grade point average, and interview. The winners from our school will compete for the Diocesan level Student of the Year. Winners proceed onto the Regional level (composed of all accredited non-public schools in Louisiana) and then move on to the State level.

## **CO-CURRICULAR PROGRAMS/ACTIVITIES**

### **NATIONAL PHYSICAL FITNESS**

Fitness tests are part of the Health and P.E. curriculum for grades 1-8. The Physical Education instructor may use his/her discretion regarding implementing the tests in any given year. A written note from parents is required for a student to be excused from taking part in the Physical Fitness Testing.

### **FIELD TRIPS**

The field trip is a definite learning experience as well as a happy occasion. Such trips are encouraged, provided that the following guidelines are observed:

- The principal shall approve all field trips.
- The students should be prepared for the observations they will make on the trip.
- The students are to be given a follow-up assignment, which will help them assimilate the knowledge they have gained from the field trip.
- An adequate number of responsible adult chaperones must accompany the students
- Parents should be asked to assist in supervision.
- Permission in writing must be obtained from parents of each student who wishes to go on scheduled trips.

- An emergency medical form must be on file for each student.
- All field trips must be scheduled before May 1<sup>st</sup> with exception being the 8<sup>th</sup> grade trip.
- 8<sup>th</sup> grade field trip – A student who has three detentions for the school year will be ineligible to attend the field trip. The appeals must go through the Chaplain and the Principal. Parents and student must attend an appointment with the Chaplain and Principal.

The final decision allowing a student to participate in a designated field trip will rest with the teacher and principal. Students may be denied participation on a field trip due to disciplinary action. Field trips are an important and educational activity. Field trip policy is followed on all school sponsored trips. Oral permission is not acceptable. In order to receive permission for a student to be excused from the designated means of transportation, i.e., school bus, for class or activity field trips, a medical reason must be cited on a written note signed by a physician. The note will be attached to the permission slip/field trip form.

### **SPECIAL EDUCATION/SPECIAL PROGRAMS**

A Title I Math and Reading Lab is provided to Our Lady's School by a Federal Grant with specific guidelines which define the students who will participate. Scheduling is at the discretion of Our Lady's School. Upon consultation with the Special Programs Instructor, teachers may request that students who are in special programs remain in the classroom for additional instruction or a special activity.

### **RESOURCE**

Resource classes are available for students who qualify according to guidelines and screening by Calcasieu Parish Pupil Appraisal Personnel. Parent -Teacher contact and conferences are imperative for procedures to begin, so that a child may be considered for testing.

### **SPARK**

Spark is an acronym which represents **S**eeking **P**urposeful, **A**nalytical, and **R**ealistic **K**nowledge. The program is for students identified by IQ and Achievement in reading and mathematics. The curriculum is accelerated, compacted and enriched. Students are served in pullout enrichment programs or within course work. The identification process begins with referral and then screening through Calcasieu Parish School System, Gifted Programs/SPARK. Students are nominated by parents, administrators or classroom teachers for screening for the SPARK program. Transportation is provided to SPARK classes by a Calcasieu Parish school bus. Students are required to be in school uniform.

### **CLUBS**

The following clubs are offered if there is sponsor availability:

### **STUDENT COUNCIL**

The purpose of this leadership organization is to ensure better training in citizenship, promote better student-student and faculty-student relations, to foster loyalty to the general policies of the school, and to develop Christian citizens among the student body. The primary duty of OLS Student Council is to be of greater service to the OLS/Sulphur community. The OLS Student Council is an active member of the Louisiana Association of Student Councils and the National Association of Student Councils. Students in grades 6-8 with a GPA of 2.5 or better are eligible to seek election to student council. The by-laws should be consulted for specific regulations.



## **JUNIOR BETA CLUB**

OLS Junior Beta Club is a participating club in the National Junior Beta Club. The club's objective is to encourage effort, to reward scholastic merit, and to promote those qualities of character that make for good citizenship in school and community. Every student in grades 6-8 is potentially eligible, provided the merit qualifications in the by-laws are met. To be eligible for Beta membership, a student must have a GPA of 3.0 or better with no grade lower than a "B" in any subject in any nine weeks.

## **CHEERLEADING**

Cheerleading tryouts are open to all girls in grades 6-8. Girls on the cheer squad must maintain a GPA of 2.5. Cheerleaders are expected to follow all the guidelines set forth in the cheer regulations. OLS cheerleaders always promote our Tiger Pride! The squad is an outward extension of the Christian attitude and spirit of OLS!

## **OTHER CLUBS:**

DARE, 4-H Club, Art Club, and Rosary Club.

## **GENERAL CLUB GUIDELINES**

Officers of clubs and the cheer squad(s) are named at the end of the school year on an election or tryout basis. Only students who have registered for the next school year will be eligible to run for a club office or be a participant in cheerleader tryouts.

Students in positions of officers for OLS are to be considered for 8th grade favorites, Sweetheart/Beau, or May Crowning of Mary, should exhibit the highest standards of integrity, character, responsibility and honesty. Self-discipline is an essential criterion for all the above stated positions/commendations. Students in officer positions, named as 8th grade favorites, Sweetheart/Beau, or May Crowners represent OLS in many school functions, as well as off campus community functions. Because peer pressure is often a residual effect of popularity contests, students may feel pressure to vote based on popularity rather than character actions of the nominees. For these reasons, students of which severe disciplinary action has been taken shall not be allowed to run as student officers, nor be nominated as an 8th grade favorite, Cal-Cam Representative, Sweetheart/Beau, or May Crowner. The guidelines for these offices/titles are as follows:

- Any student serving an out of school suspension is automatically disqualified as a candidate for nomination.
- Any student serving 2 in-school suspensions is automatically disqualified as a candidate for nomination
- Any student serving 3 detentions or receiving a 79 or below conduct grade in one 9-week period must wait a full 9-week grading period without serving any detentions before being permitted to be nominated.

The disciplinary action should have taken place in the year in which the elections are held. Unless extenuating circumstances prevail, elections of student officers will be held in the year preceding the term of office. Removal of officers will be immediate if any of the disciplinary action stated in this policy is initiated and served during a student's term of office.

## **FUNDRAISING POLICY**

Extracurricular fund raisers will be limited to ensure that fund raisers benefit the school community. All fundraisers must be approved by the Administration. Social events that have an admission fee are not to be considered as a fundraiser of the club or organization sponsoring the social event.

# **ATHLETICS**

## **ATHLETIC PROGRAMS**

A full complement of athletic offerings is available to OLS students. Available programs are:

Football for boys in grades 6-8

Volleyball for girls in grades 6-8

Basketball for boys and girls in grades 5-8

Track for boys and girls in grades 5-8

Cheer for Girls

## **CALCASIEU CATHOLIC ATHLETIC LEAGUE (CCAL) ELIGIBILITY REGULATIONS**

### **SPORTS PARTICIPATION**

Our Lady's School is a member of the Calcasieu Catholic Athletic League, (CCAL), believing in its philosophy which states: The Calcasieu Catholic Athletic League recognizes the value of a well-planned athletic program for the Catholic Schools of Calcasieu Parish of the Diocese of Lake Charles. This program should be based on the needs of students. Through interscholastic athletic programs, it serves to keep up pupil and school spirit, and in the final analysis provides a well-rounded physical educational program for the whole school as the objective of educators. While the CCAL recognizes the importance of such a program for youth, academic preparation for future living must never be permitted to occupy a position of lesser importance in the minds of students, teachers or the community. In simplest terms, the CCAL is an athletic program for the member schools which foster self-esteem in students as part of their well-rounded education program.

- The fee to participate in any Athletic Organization is \$25.00

The fees help with equipment and athletic banquet costs. These fees are to be collected by the coach and must be paid before the first game for your child to be able to play on the team.

### **ELIGIBILITY FOR SPORTS PARTICIPATION**

Final assessment of eligibility will be made by the CCAL representative and the principal according to eligibility requirements as established by the CCAL, which states, "A student shall maintain an overall average of 2.0 with no grade lower than a "D", and with a maximum of two "D" grades, in order to be eligible for participation in athletic events. This average shall include all areas listed on the report card. Students placed on probation at report card time will be reinstated if all eligibility requirements are met on the progress report.

### **ATHLETIC AWARDS NIGHT**

After the close of track, an athletic awards night will be planned by the OLS CCAL representative and parents to honor the participation of all athletes in all sports (volleyball, football, basketball, track, and cheer). Each athlete will be recognized with a participation certificate for each sport in which he/she participated. Coaches of each team of each sport will name four (4) trophy awards to be presented. These will be the only awards presented at the awards night program.

The trophy awards are:

Most Christian

Most Valuable Player (MVP)

Most Hustle

Most Improved

OLS will purchase all trophy awards and certificates. Cheerleaders are included in the athletic awards night program.

## **OPHIE J. and RUTH ANN LELEUX MEMORIAL ATHLETE/SCHOLAR AWARD**

The family of Ophie and Ruth LeLeux sponsors an athlete/scholar award. The family uses a points system based on athletic participation and academics to determine the recipients. One (1) 8<sup>th</sup> grade boy and one (1) 8<sup>th</sup> grade girl will be recognized. The LeLeux family will be present to award the plaques.

## **CCAL: ARTICLE IV. SPORTSMANSHIP**

All coaches, players and spectators shall conduct themselves in a Christian manner and in accord with the stated purposes, objectives, rules and regulations of the Calcasieu Catholic Athletic League. All the above individuals shall be subject to appropriate sanctions of the League (listed below) in instances when this is not done.

### Sanctions:

(Intentional Unsportsmanlike Technical Foul) - Cumulative for Season: Depending on the severity of the incident, any player, coach, or fan could be excluded from participation or attendance at any game or for the remainder of the season at the discretion of the Board of Principals. However, the following guidelines will be used in most cases.

Player: First Offense - taken out of the game, not to return to play for the rest of the game.  
Second Offense - suspended for the rest of the game and the next regular season game.

Coach: First Offense - Must stay seated for the rest of the game.  
Second Offense - Suspended for the next game.  
Coaches suspended for two games in one year for any reason could be asked to leave coaching by a vote of the CCAL League Council minus the representing school.

Fan: First Offense - Fan will be removed from the gym and not allowed to attend the next game.

### Grievance Policy:

All problems that arise should be handled in this fashion:

- CCAL Representatives from involved schools try to work it out informally and report to the commissioner who in turn reports to the principals of the involved schools
- The Commissioner meets with the League Council and together makes a recommendation to resolve the issue. The commissioner would notify the principals of the involved schools. The principal would acknowledge the recommendation within two school days, (using appropriate form)
- The Commissioner would report findings to the Board of Principals after acknowledge from the schools involved within five school days

## **STUDENT TRAVEL**

(Policy #5414 D of LC)

Events at which students represent their school include religious, academic, athletic, and social. With written parental permission, students may participate in such events that are approved by the school and are under the direction of school authorities. All schools shall follow the policies and procedures detailed in the Catholic Mutual Group Insurance School Safety Resource Manual relating to liability control for school sponsored field trips. These include Bus transportation; transportation utilizing regulation school buses should be utilized whenever possible.

Transportation for school related activities beyond one mile of the school and when transporting more than thirty children shall be arranged to include Louisiana State approved regulation school buses or vans. However, for certain special long distance transportation needs, the services of a state licensed, and bonded charter bus company may be arranged.

Transportation for school related activities within one (1) mile of the school or when transporting less than thirty (30) children may be arranged using private parental transportation, provided parents sign the appropriate forms indicating the extent of the insurance coverage they maintain on their vehicle as detailed below.

On rare occasions when private transportation is used, the following information must be supplied and certified by the driver:

- The driver must be twenty-one (21) years of age or older.
- The driver must have a valid driver's license and no physical disability that would impair his/her ability to drive.
- The vehicle must have a valid current registration and license plate.
- The vehicle must be insured for the following minimum limits; \$100,000 per person/\$300,000 per occurrence.

A signed Driver Information Sheet on each vehicle must be submitted to the principal prior to each field trip. Driver's insurance is primary. School/Diocesan insurance can be utilized only after the driver's insurance and assets are exhausted.

The school shall issue written regulations pertaining to participation in such activities and shall issue an official Diocesan Field Trip Permission Slip to every student participating on the field trip. Failure of a parent to sign the official permission slip prevents the child from participating in the field trip. The school reserves the right to determine if a child's work is complete and if behavior is appropriate and warrants participation on school field trips. \*\*Sick children/parents are not to attend field trips. Students need written permission from their parents if they are to use any transportation other than the one designated on the field trip form. This includes riding with other parents.

### **RESOLUTION OF COMPLAINTS/GRIEVANCE PROCEDURES**

Every Catholic school of the Diocese of Lake Charles shall reprint the following procedures in the local school's parent/student handbook and in its employee/faculty handbook; so that all school personnel will know the proper recourse they have available to them for resolving grievances.

Forward: In keeping with the Gospel values of justice, compassion and reconciliation, the following regulations and procedures are designed to facilitate the orderly resolution of grievances which may arise in Catholic schools of the Diocese of Lake Charles. The intention of this procedure is to facilitate a resolution of the grievance at the lowest possible administrative level and in a cooperative manner.

Grievances may be registered according to the following guidelines:

Any parent or guardian may file a grievance on behalf of a student about any dispute relating to the application or interpretation of any school-related policies.

Any school employee may complain about any dispute relating to the application or interpretation of any employing school or diocesan school policies.

Any parent or guardian may complain on behalf of a student who has been expelled from a Catholic school.

Any parent, guardian or school employee may continue the grievance process should there be dissatisfaction with a decision made except if that decision or action is the final judgment of the bishop.

Constructive criticism of any facet of school operation or administration and complaints brought against school personnel who do not involve violation of local or diocesan policies should be motivated by a desire to enhance the educational quality and effectiveness of the school and should be addressed to the principal. These are not considered grievances as far as this policy is concerned.

This procedure is not intended to be adversarial in nature and neither party to the complaint shall be represented by any legal advisor or professional - advocate, attorney, consultant, counsel, defender, lawyer, paralegal, solicitor, legal counselor, etc. - during any phase of this process.

### **OUTLINE OF THE GRIEVANCE PROCEDURE**

The following is an outline of the ascending levels at which grievances can be reached.

- Informal process at the local level:
  1. Conference with the teacher
  2. Conference with the principal
  3. Conference with the pastor
- Formal process at the local level:
  1. Completion of the Diocesan Resolution of Grievances Form by the party filing the grievance
  2. Formal conference held with the party filing the grievance and the principal
  3. Submission of the Diocesan Grievance Form to the local school board president
  4. Appeal hearing with the local school board grievance committee
- Formal process at the diocesan level:
  - Submission of the Grievance Form to the president of the Diocesan School Board through the Office of Catholic Schools.
  - Appeal hearing with the Diocesan School Board Grievance Committee
  - Decision of the Bishop of the Diocese of Lake Charles.

### **PROCEDURES**

The following procedures shall be strictly adhered to when grievances are made. Any alteration of the process at any level shall terminate the process.

#### **INFORMAL RESOLUTION AT THE LOCAL LEVEL**

When a grievance is made by a student or parent against a teacher or principal, or by an employee against his or her superior, the parties involved shall personally endeavor to reach a mutually satisfactory resolution of the matter at the informal level. A conference shall take place at which the problem is discussed, and attempts are made to bring the grievance to a resolution. Without exception, informal attempts must be made to resolve the issue before the formal process is initiated.

On the official Diocesan Grievance Form, the party filing the grievance must provide dates for at least two informal conferences held with the teacher (if the grievance begins at this level), the principal and the pastor.

#### **FORMAL RESOLUTION AT THE LOCAL LEVEL**

If a satisfactory resolution is not reached at the informal level, the person filing the grievance may begin the formal process. A formal grievance shall not be accepted if it is filed or appealed at an inappropriate level. A formal grievance may be withdrawn at any level without prejudice or record. The withdrawal is indicated by the complainant's acceptance of the decision at any particular level, indicated by signature on the official Diocesan Grievance Form and failure to pursue further appeal within the required time period.

Again, it bears repetition that this procedure is not intended to be adversarial in nature. Neither party to the complaint shall be represented by any level, professional, or paraprofessional advisor during any phase of this process.

#### Level I: The School Principal

Each school office shall maintain a sufficient supply of the official Diocesan Grievance Form for distribution whenever requested. The party filing the grievance must obtain an official Diocesan Grievance Form from the school office.

An original, official, completed Diocesan Grievance Form must be submitted to the principal within five (5) school days of the informal conference.

The principal will meet with the complainant within five (5) school days of receiving the official, completed form. The principal will hear the complaint and any other information the principal deems appropriate.

The principal indicates his or her decision in a written statement on the Grievance Form. The principal shall also identify the person to whom an appeal may be directed should the complainant wish to proceed with the grievance to a higher level.

#### Level II: Appeal to the Local School Board

The original, official, Diocesan Grievance Form must be submitted to the president of the local school board within five (5) school days of the principal's decision along with a written statement by the complainant setting forth the specific reason(s) for dissatisfaction with the decision at Level I. The president of the local school board will notify the pastor and will call a meeting of the local school board Grievance Committee within five (5) school days of receiving the Diocesan Grievance Form.

The pastor and the local grievance committee will meet with the complainant to hear the grievance and any other information the committee deems appropriate. All materials submitted at Level I shall be submitted to the Level II committee. Written records of all committee meetings shall be carefully made.

The committee shall make a recommendation to the pastor after the meeting with the complainant. The pastor may accept, reject, or modify the committee's recommendation, and his decision must be communicated in writing on the official Diocesan Grievance Form to the complainant within five (5) school days. He shall also identify the person to whom an appeal may be directed should the complainant so desire.

### **FORMAL RESOLUTION AT THE DIOCESAN LEVEL**

#### Level III: Appeal to the Diocesan School Board Grievance Committee

The original, official, Diocesan Grievance Form must be submitted to the Diocesan School Board through the Office of Catholic Schools and the Superintendent of Catholic Schools within five (5) school days of the local school board grievance committee decision at Level II.

The Diocesan School Board president will then call a meeting of the diocesan Grievance committee within five (5) school days of receiving notification from the superintendent.

All materials submitted at Levels I and II shall be submitted to the diocesan grievance committee. Written records of all committee meetings shall be carefully made.

The committee shall hear the appeal of the party filing the grievance and shall review all materials presented at lower levels of the process. The committee may also require other information and testimony that it deems relevant.

The committee's final decision shall be communicated in writing by the superintendent to the complainant and to the bishop within five (5) school days of the hearing.

The bishop may accept, reject, or modify the committee's recommendation. His decision shall be final for all purposes. The bishop will communicate his final decision to the complainant within five (5) school days.

## **ANTI-BULLYING POLICY**

Bullying can be what some call “playful fun”. However, for the victim, it is harassment, which destroys confidence and self-esteem. The STOPit App can be utilized to report any bullying. It is anonymous unless the person wishes to identify themselves. All messages made in the app will be investigated by the administration. OLS will not tolerate any negative behavior or remarks including, but not limited to, the following:

- Name-calling including stupid, dummy, loser, etc.
- Holding doors and trying to keep people in the bathroom or any other “bathroom antics”
- “Putting down” another person
- Threats or taunting
- Destruction of others property or school property
- Using pencils, pens, scissors (or anything that can be construed as a weapon) in a playful or menacing manner
- Touching in an inappropriate manner
- Cyberbullying

The administration of Our Lady’s School believes it is the parents’ responsibility to discipline, protect, and teach their children proper social conduct. Since parents cannot be present at school to protect their children, this responsibility is then placed on the school. A second offense of the anti-bullying policy will require that a parent must accompany the offending student to school in order for the student to return. The parent/parents are expected to attend all classes and recesses with their child to ensure that no harm is done to other students.

Our Lady’s School will observe Zero-Tolerance for these offenses. Consequences are:

- 1<sup>st</sup> offense: Immediate detention
- 2<sup>nd</sup> offense: Immediate detention, and conference with parents, teacher, and principal
- 3<sup>rd</sup> offense: Immediate suspension and conference with parents and principal to determine possible expulsion.

## **DISCIPLINE PLAN**

### **A SUMMATIVE NOTE ON DISCIPLINE**

The expectations and guidelines described in this handbook are the minimums. Every situation cannot be addressed. If students practice basic Christian expectations, disciplinary actions will be minimal. The overall aim of discipline is to give students good habits they need to succeed in life, including their future career. Though all parties involved in discipline may not always see things the same way, our goal is the same: to raise a child that will become a responsible, productive, Christian member of our community.

### **GENERAL SCHOOL RULES**

Each teacher implements his/her own discipline plan. It is the responsibility of each student to learn and follow the plan. As a final resource, the principal becomes involved. Responsibility for discipline during school hours or after school functions lies with the faculty of OLS. Any conduct unbecoming a Christian student or inappropriate behavior as determined by the faculty and administration of OLS may subject a student to disciplinary action. The principal has the final recourse in all matters of discipline and may waive any disciplinary rule for just cause at his/her discretion. Except in cases of endangerment of a child (ex: breaking up a fight) parents are not permitted to take any form of disciplinary action, (verbal reprimand, or physical force) toward any student of OLS.

- Unauthorized leaving of school grounds during school hours is not permitted.
- When classes are in session, no one is allowed in the halls and walkways without permission.
- Although there is no harm in chewing gum, certain results of gum chewing (i.e., distractions, its appearance on desks and floors) make the practice undesirable and are thereby prohibited in the building and on the school grounds. Gum chewing will result in automatic detention.
- Fighting for whatever reason is strictly forbidden and may result in the immediate suspension or expulsion of both offenders. Rather than directing students to defend themselves, parents should encourage the student to seek the assistance of the school staff in the resolution of the difference.
- The use of telecommunication devices such as cell phones between 7:15am and 3:05 pm is forbidden, no exceptions will be made. Students using phones during these times will receive automatic detention. Students who covertly violate the policy with the intention to deceive will receive an automatic suspension. Other electronic devices such as: Internet based timing devices, MP3 players, computer games (Game Boy), etc., are also forbidden during school hours, except when requested by a teacher. Equipment requested should be handled with a written request to the parents.
- All acts of vandalism are considered serious offenses. Students participating in acts of vandalism will be held responsible for any financial restitution to the school for property which has been defaced or destroyed. Disciplinary consequences include a possible 3-day suspension and a possible expulsion.
- Toys which resemble weapons are not acceptable and consequences will be according to the age of the child.
- Verbal threats will be considered a serious infraction and disciplinary consequences will be invoked according to the age of the students involved. Students indicating, they want to "kill, shoot, stab, or otherwise harm" other students or teachers will be reported to the principal. The principal may use discretion regarding detention, suspension, or expulsion for the incident.

### **COMPONENTS OF THE DISCIPLINE PLAN**

Each classroom teacher will notify parents of the procedures for discipline grades, which will be used in the classroom and while students are on the school premises. Students will receive letter grades of A, B, C, D, or F, as conduct grades each nine weeks. The discipline plan will be always in effect during a regular school day when students are the responsibility of the school. This includes before and after school, any school activities, including field trips sponsored by OLS Teachers will send home a letter explaining classroom rules and consequences for failure to comply with the rules. When detention is used as a component of the class discipline plan, the detentions accumulate according to school procedures for in-school and out of school suspension.



## **CHEATING**

Cheating goes against the Catholic code of ethics and morals that we hope to instill in our students. It is a dishonest behavior often created by undue pressure to achieve higher grades. We hope that the educational process takes precedence over the emphasis towards higher grades. If a student is caught cheating, whether it is giving or receiving information, the following steps will be taken:

1. Students will receive a 0 on the assignment or test.
2. The student will receive an automatic detention.
3. There will be a conference with the student, parent, teacher, and principal.
4. If cheating is flagrant, a student may be suspended or expelled.

Cheating includes, but is not limited to, plagiarism, copying homework, or seeking or offering unauthorized assistance on any academic assignment including class work, homework, quizzes, and tests. This involves discussing the contents of a quiz, test, or exam before it is graded and returned, including but not limited to Accelerated Reader (AR) tests. Additionally, it is considered cheating to share or borrow another student's materials so that the student may earn undue credit.

## **LYING**

Lying is purposely misrepresenting information by telling a false statement. Lying includes giving partial information when directly asked for the truth. All students are required to answer truthfully and completely when asked a question by a member of the faculty and/or staff.

## **PLAGIARISM**

Plagiarism involves representing another's work as one's own. It includes but is not limited to copying or paraphrasing from texts, books, reference materials, or internet sites without referencing the source.

## **FIGHTING**

Fighting is contrary to the great law of charity or love of thy neighbor. Disagreements are not to be settled by students by means of a fight. All parties engaged in, or encouraging fighting, will be judged as guilty of infraction of the rule. Consequences for fighting can be detention, suspension, or expulsion; depending on the severity of the action. The Principal/Middle School Coordinator, Elementary School Coordinator, or the principal's designee, reserves the right to administer consequences, as necessary.

## **DETENTION**

All detentions will be served during a time designated by the principal. During the detention period, students will be given a written assignment or a physical assignment. This time is not meant to be a study hall period. Recess detentions will be assigned at the teacher's discretion for lesser offenses.

Immediate detention may be issued for serious offenses, including but not limited to the following: Serious offenses are determined by the discretion of teachers or the principal. Ex: blatant disrespect, offensive language or gestures, fighting; chewing gum. The third detention in a 9-week grading period will earn the student an "Out of School Suspension".

## **SUSPENSION POLICY**

All suspensions are administered by the principal according to the degree of the violation. The suspended student serving an "In School Suspension" will receive credit for the class work/test that is scheduled for that day. The work will decrease in value by one letter grade. Students serving "Out of School Suspension" will receive no credit for the class work/test that is scheduled for that day. Parents must accompany the student upon return to school to conference with the principal. The following infractions may make a student liable for suspension:

- Immoral behavior or possession of immoral literature
- Theft of property
- Unauthorized absence
- Possession of dangerous instruments or substances
- Unauthorized leaving of premises during school time/outside fence parameter without permission
- Habitual violation of any of the school rules
- Accumulation of detentions over the course of the school year (3 detentions per half year)
- Each teacher is responsible for handling suspected incidents of cheating. Possible consequences include automatic detention and grade of "F" on the test or students may be required to retake the test/lesson and reduced credit -50%.
- Verbal threats by students which indicate they want to "kill, shoot, stab, or otherwise harm" other students or teachers.
- Using personal telecommunication or electronic devices during school hours. See page 23

## **EXPULSION**

Students may only be expelled by the principal. The following are some of the infractions that make a student liable for expulsion:

- Immoral behavior
- Misbehavior causing continual disturbance to teacher or classmates
- Violation of city, state or federal laws
- Threats to teachers and/or students
- Fighting

## **DIOCESAN EXPULSION POLICY**

(Policy #4550 D of LC)

A student is liable for expulsion from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite her/his presence in the school, would seriously hamper the school in fulfilling its obligation to other students.

## **CAFETERIA**

Our Lady's School Cafeteria is staffed and operated by the Diocese of Lake Charles Food Services. Menus are planned and prepared through the Diocese of Lake Charles Food Services. The billing is also handled by Food Services, through the cafeteria manager. Lunches for the month are on a PREPAID billing system and tracked on a computerized billing system. Payment is due upon receipt of the monthly statement. If your child brings lunch from home, please indicate this on the billing statement and return it to the cafeteria manager.

Credit is given for those days that the student does not eat due to field trips, appointments, or absences from school. Any credit existing at the end of the school year will be refunded if applied for through the Food Services office. The school is held responsible for all unpaid lunch bills. Any student having charges exceeding 5 days will have his/her report card held during each nine-week period and parents will be informed that the student will need to bring a lunch from home until the lunch account is current. According to state guidelines, no candy or carbonated beverages are to be consumed in the school cafeteria. Students are not allowed to use the microwave and teachers are not permitted to heat food for students. Extra milk and juice can be purchased daily. Our Lady's School does participate in the Federal Program for Free and Reduced Lunches. Forms are sent home to all parents at the beginning of each school year. Additional information may be obtained by calling the school office. Meals purchased from fast food restaurants are not allowed in the school's cafeteria. If a student forgets a lunch, a school lunch will be provided, and you will be billed accordingly.

All questions and problems regarding food services should be directed to the cafeteria manager at Immaculate Conception Cathedral School, since Our Lady's School is a satellite of their lunch program.

## **SAFETY**

### **MEDICATION**

Our Lady's School will not be responsible for giving medication of any kind to students; this includes aspirin, similar preparations, or other over the counter drugs. This is in the best interest of our students. Based on reasons given by the American Medical Association, treatment is not a function of school health programs; no drugs are included in the school's first aid procedures. Even the simplest and safest drugs sometimes cause reactions. When they mask pain or other symptoms, they may be a factor in delaying correct diagnosis and treatment. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in emergency situations due to illness or accident. First aid materials are not to be used for subsequent treatment of injury or illnesses as a substitute for a physician's care.

Any medication to be administered to a student attending Our Lady's School, proper medication forms must be completed and returned to the school office to be kept in the student's record folder. The proper form may be obtained from the school office. The medication must be in the container from the pharmacy and all instructions must be clearly printed on the label. Medication should accompany the medication form requesting the school personnel to administer the prescribed medicine. Each prescription will require a separate form.

School officials are responsible for providing supervised administration and regulation of medications themselves. Medications must be kept in a locked, secure place, not in a teacher's desk drawer. The medication will be allowed in school only in the originally marked prescription bottle. Medication is to be given one-on-one, and a student on medication is treated as a confidential matter.

### **STUDENT ILLNESS**

Any student who is sick at school must be picked up by a parent or guardian. All students who leave school sick may not return for **24 hours**. In the case of a fever, a student must be checked out by parents if the fever exceeds 100.4 degrees and must remain out of school **24 hours** after the fever has broken.

### **VISION AND HEARING SCREENING**

(Policy #5320 D of LC)

Each school shall schedule screening tests for vision and hearing for students as required by the State of Louisiana Department of Health and Hospitals and mandated by Bulletin 741 of the State Department of Education.

## **STUDENT PREGNANCY**

(Policy #4570 D of LC)

The Catholic schools of the Diocese of Lake Charles are concerned with the Christian moral development of individual students and the student bodies as a whole. In a society which often undermines Christian values and principles, we strive to provide an atmosphere which stimulates and fosters the growth of these same principles. Premarital sex is not in keeping with Christian values and principles and violates the moral teachings of the Catholic Church. Therefore, it is not acceptable for Catholic school students. Moreover, Catholic schools are concerned with respect for life as well as for the individual. Should pregnancy occur, every possible measure should be taken to encourage counseling, health care, continued education and direction to help each student make mature decisions in accordance with the directives of the Roman Catholic Church.

The following guidelines shall be observed:

- The school should work on an individual basis with any student who becomes pregnant
- The school should accept responsibility in such cases for the following
- All counseling provided by the school will be directed to respect life
- Once the pregnancy is confirmed and, in order that the health and safety of both mother and child be insured, the decision to remain in school is left to the discretion of the local school administration. The attitude of the student and her parents toward the moral teachings of the Catholic Church shall be given serious consideration in this matter
- Alternatives should be explored to offer what is best for the pregnant student, her family and the unborn child
- All responsible attempts should be made for the pregnant student, together with her family, to participate in counseling through the school, through her parish clergy, and through the professional counseling services recommended by Catholic agencies
- All reasonable attempts should be made to ensure that the pregnant student will continue her education after the baby is born. The continuation of her education in the Catholic School System depends upon:
  - 
  - The recommendation of professional counselors;
  - The psychological well-being of the student;
  - The student's previous academic status in school and the level of her academic achievement during the pregnancy period. The final decision concerning the continuation of her education in the Catholic School System is left to the discretion of the local school administration
  - The administration and faculty will assist the teenage father and his family by referring them to counseling through the school counselor, parish clergy or through professional counseling services recommended by Catholic agencies. Consideration should be given to the appropriateness of allowing the father to remain in school

## **CHILD ABUSE**

(Policy #5380 D of LC)

School officials have the responsibility to report incidents of apparent child abuse and cooperate with the authorities in relation thereto. Such reporting is required by law and offers immunity to educators who report child abuse suspicion. Under Louisiana law concerning the suspected abuse of minors, the school must permit authorities to question a student, even in the absence of specific parental authorization or court authorization. Except in instances where the school authorities have reasonable cause to believe that the return of a child to her/his parent or guardian without the intervention of the proper authorities would result in physical harm or abuse of a serious nature to the child, it is not possible to prevent such return. When in doubt, contact the local child protection office.

Louisiana law provides immunity from any liability, civil or criminal, to the person or persons acting upon a reasonable cause of suspected abuse when a report is made.

## **ABUSE OR NEGLECT OF MINORS**

(Policy #5381 D of LC)

Every human being is created with a God-given dignity. Therefore, the Catholic Church condemns all forms of abuse or neglect of people of all ages. In regard specifically to minors, it is the policy of the Diocese of Lake Charles that abuse or neglect of minors is totally reprehensible and intolerable behavior. Any such conduct is to be considered, but its very nature, completely contrary to Christian morality and therefore is contrary to the duties and employment of all personnel serving within the Diocese and cannot be justified. All who serve within the Diocese of Lake Charles must comply with all state laws (as well as all applicable local or federal laws, if any) regarding incidents of actual or suspected abuse or neglect of minors, and with the provisions of this policy. For your information and convenience, a brief Addendum regarding the law of the State of Louisiana is attached hereto.

Through this policy, the Diocese of Lake Charles takes steps to safeguard minors in the circumstances described in the following provisions. This policy establishes requirements and procedures to prevent sexual abuse, other physical abuse, and neglect of minors by personnel of the Diocese, while performing the work of the Diocese, and to provide guidance to the personnel of the Diocese as to how to respond to allegations of abuse or neglect of minors, if any such allegations are received.

### **DEFINITIONS:**

For the purpose of this policy:

1. **"Sexual Abuse"** is the involvement, use, aiding, tolerating, employment, persuasion, inducement, enticement, sexual exploitation, or coercion of any minor to engage in, or having a child assist any other person to engage in, any sexual conduct, or producing any visual depiction of such conduct, as a result of relationships developed through a position while performing the work of the Diocese of Lake Charles, and which conduct is:
  - a. contrary to the moral instruction, doctrines, and Canon Law of the Catholic Church
  - b. unlawful
2. **"Other Physical Abuse"** is the infliction of physical injury or the causing of the deterioration of a minor to such an extent that the minor's health, moral, or emotional well-being is endangered, as a result of relationships developed through a position while performing the work of the Diocese of Lake Charles.
3. **"Neglect"** is the failure by a caretaker to provide for a minor the proper or necessary medical care, nutrition, or other care necessary for the minor's well-being, as a result of relationships developed through a position while performing the work of the Diocese of Lake Charles.
4. **"Caretaker"** is any person legally obligated to provide or secure adequate care for a minor, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, or the person providing residential care.
5. **"Chief Administrator or Executive Officer"** shall mean the pastor of a parish, principal of a school, the head of an agency or office of a parish or of the Diocese.
6. **"Minor"** is any individual under the age of eighteen years.
7. **"Personnel"** includes all persons, eighteen years of age and older, clergy or lay, who participate in the work of the Diocese of Lake Charles, whether full-time or part-time, paid or non-paid.
8. **"Diocese of Lake Charles"** includes the Diocesan departments and administrative offices, all parishes, missions, schools, institutions, agencies and other offices under its direct jurisdiction.

## **DUTY TO DISTRIBUTE**

A copy of this policy shall be sent by the Bishop of the Diocese of Lake Charles to all school principals, clergy, religions, seminarians, diocesan department and office directors, vice chairpersons of parish pastoral and finance councils, presidents of school boards, parish directors of religious education, and parish directors of youth ministry. Chief administrators or executive officers are obligated to distribute this policy to all personnel who have direct contact with minors.

## **EDUCATION**

The Diocese may, from time to time, arrange educational programs on recognizing and preventing abuse and neglect of minors. When such programs are conducted the following persons may be required to attend: all priests serving in the Diocese, all parish staff personnel, all youth ministers, all school principals and directors of religious education and other diocesan personnel as deemed necessary by the Bishop.

## **OBLIGATION TO REPORT**

Any person who has actual knowledge of or who has reasonable cause to suspect an incident of sexual abuse, other physical abuse or neglect of a minor by any personnel of the Diocese of Lake Charles shall comply with all applicable reporting requirements of state law (unless to do so would violate the priest-penitent relationship), and all applicable federal and local laws, if any, and shall report to the Diocese as follows: A verbal report shall be made immediately to the chief administrative officer or executive officer of a school church agency or other institution or organization and to the pastor of the parish wherein the incident is alleged to have occurred. As soon as possible, but within a period of time not to exceed five (5) days, a written report must be submitted by the pastor to the Chancellor of the Diocese. Should any person wish to make an allegation of abuse of a minor by a priest or deacon or other religious such as a nun or brother, that person is to contact either the Deanery Vicar of the Diocese or the Chancellor of the Diocese.

## **INVESTIGATION**

The Chancellor, once contacted, shall promptly begin the investigation of the reported incident, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged offender. The Chancellor, after consultation with the Bishop, may refer the matter to the Diocesan Attorney to ensure compliance with state and other laws and to conduct a further investigation, if necessary.

## **MEDIA CONTACT AND INQUIRES**

Any media contact or inquiries regarding an incident of sexual abuse of a minor, other physical abuse or neglect of a minor by personnel of the Diocese of Lake Charles must be directed to the Chancery of the Diocese of Lake Charles.

Within the confines of respect for the privacy of the individuals involved, the Diocese of Lake Charles pledges itself to deal as openly as possible with the members of the Church and the broader community about any incident of sexual abuse, other physical abuse, or neglect of minors.

## **EMERGENCY DRILLS**

Students are instructed in emergency procedures. Fire Drills are conducted once a month, tornado drills are conducted periodically.

## **BOMB THREATS**

If a telephoned or written bomb threat is received by the school, the following procedures are to be observed: We will evacuate the school by holding a fire drill.

The police will be informed immediately. This is a police matter. The decision of the police authorities will be followed concerning the action to be taken.

The Superintendent of Catholic Schools is to be informed.

## **VISITORS IN SCHOOL**

All visitors to Our Lady's School must enter by the front doors and report to the school office. Visitors are required to sign the log stating time of arrival, reason for the visit, destination, and time of departure. Visitors will wear identification while in the school. Drills will be held periodically to acquaint students and teachers with the proper procedures for securing the classrooms in the event of an unauthorized person on the school campus.

## **FIREARMS POLICY**

### **POLICY #4830 DIOCESE OF LAKE CHARLES**

Schools must follow the regulations as stated in Louisiana State Law.

Act 197 (H.B. No.61) of the Legislature of Louisiana states it is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The principal should notify the parents of any student who is arrested for violation of this statute.

The school administrator, under the Search and Seizure Policy, shall exercise its right to search and confiscate any firearms which it has reason to believe are secreted anywhere on the school campus or on a person.

**ANY STUDENT OR NON-STUDENT FOUND TO BE IN POSSESSION OF FIREARMS WILL BE IMMEDIATELY SURRENDERED TO LAW ENFORCEMENT AUTHORITIES. STUDENTS WILL ALSO BE EXPELLED.**

## **SMOKING**

Smoking on campus is not permitted for students. Designated smoking areas are for adult use only. Possessing, using, or distributing any form of tobacco or vaping device will result in disciplinary action.

## **PUBLICITY**

Release forms for parent/guardian approval for the publication of identified pictures in the public media are included in the registration packet. Public media includes newspapers, posters, and brochures. The school yearbook is not considered public media.

## **RELEASE OF STUDENTS TO POLICE**

(Policy #4620 D of LC)

The following procedures shall be observed when students are released to police.

Ask for identification to verify that the person is a police officer. The officer is not required to present a warrant to speak with a student, but will be required to wait until parents are notified and given reasonable time to come to school. Contact and ask the parents or guardian(s) to come to the school to be present with the student during the interview. If a parent or guardian cannot come to school, the principal or her/his designee will sit in for the interview.

A warrant for arrest must be presented by a police officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the principal must contact the parent or the guardian to come to the school. If the parent or guardian cannot come, the principal or designee must accompany the student to the police station.

Contact the superintendent within 24 hours if a student is arrested.

## **SCHOOL SEARCH AND SEIZURE**

Searches may be conducted if there is reason to suspect the school community or property could be in danger or if there is reasonable belief that school policy has been violated. School personnel may search any school or personal property of students at Our Lady's School.

School personnel may search the person or a student when there is probable cause to believe a student may have in possession any item that would be in violation of school policy. If reasonable belief exists that contraband, illegal substances, stolen property or that violation of a school rule that could undermine school authority or discipline procedures, school personnel may search students themselves and this includes, but is not limited to, lockers, purses, book bags, desks, sport bags, etc.

## **STUDENT HARASSMENT**

Harassment of any form, physical or emotional, will not be tolerated at Our Lady's School. When documented evidence is presented to the administration, an investigation will be initiated which could result in possible disciplinary consequences for students. Students making false accusations will receive such disciplinary actions which are deemed necessary.

PROCEDURES:

1. Repeated incidents should be documented and reported to the principal.
2. Documentation includes date, approximate time, teachers that had dealt with previous instances, name of the student being accused, nature of the incident.
3. Parents will immediately be notified of the accusation made against their child.
4. Conference will be required with the parents, accused student, and administrator
5. Conference will be held with the student making the accusation, parent of the allegedly harassed student, and administrator.

First offense documented will result in an investigation and possible automatic detention.

Second documented offense may result in a possible suspension.

Expulsion will be considered after recommended counseling has failed and consultation with parents.

**\*\*\*Consultation with parents is required for each step of the process.**

## **POLICY #4560 DIOCESE OF LAKE CHARLES - HARASSMENT**

The schools of the diocese do not condone harassment of any kind. All students of the Diocese of Lake Charles are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. It also applies equally to all clergy, religious, and lay persons.

**Sexual harassment** shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

**Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.



**Physical harassment** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement.

## **SCHOOL INSURANCE**

All students will be covered for accidents at school and at school sponsored activities with a secondary accident insurance provided by the diocese. If for some reason the diocese does not purchase the insurance, students participating in sports are required to purchase the school insurance as directed by the Diocese of Lake Charles. The insurance is optional for the students who do not participate in the sports program.

## **SUSPENSION DURING A CRIMINAL INVESTIGATION**

If any student at a Catholic school is suspected of criminal activity, that student may, at the discretion of the pastor and principal, be placed on suspension until an investigation has been conducted to ascertain her/his guilt or innocence. The length of the suspension shall be governed by the length of the investigation. This suspension time shall not count as part of the number of days absent when determining passing and failing according to state attendance regulations but shall be considered excused absence time. The student shall be allowed to complete assignments at home and may be allowed to make up all tests either under supervision at home or upon returning to school.

## **ALCOHOL OR DRUG USAGE**

Students of all grades shall not be under the influence of, bring on, consume or have in his or her possession on a bus, on school premises, or at a school function at any private or public facility, any alcohol, narcotic drugs, controlled dangerous substance, or drug paraphernalia of any kind. Students who participate in the above stated activity will be expelled from Our Lady's School and will not be readmitted at any time. If suspected behavior of a student warrants the initiation of an investigation, the student will be suspended from school until such time that the principal determines the investigation results are complete. The student is then subject to expulsion, reinstatement without affecting the grade point average of the student, or reinstatement with the grade point average of the student affected by the suspension.

In the event students are arrested or suspected of criminal activity, Diocesan policy #4531 would apply. Once the investigation is completed and the verdict rendered, students found guilty will be expelled from Our Lady's School and will not be readmitted at any time.

## **OTHER INFECTIOUS DISEASES**

Our Lady's School will follow all guidelines given from the CDC and LDOE with direction from the Diocese.

## **POLICY 5370 DIOCESE OF LAKE CHARLES – SUBSTANCE ABUSE**

The Catholic school will attempt to prevent the problems of substance (alcohol and drugs) abuse. Programs designed for prevention should be developed.

For the purpose of this policy, **drug** shall mean any mind-altering substance which may not be possessed or used by a student according to the law. The purchase, possession, use, sale, or distribution of these substances is illegal. Each school shall develop and publish a policy for dealing with situations which may arise involving drug abuse.

## **LOCAL ADVISORY BOARD**

(Policy #1230 D of LC)

The local advisory board, whose authority is derived from the pastor of the parish, is called into being by the parish. An advisory board shall be established to serve as a consultative body to the pastor and the school administrator in the implementation of diocesan policies and the formulation of school policies on the local level. Each board shall be composed of elected, appointed and ex officio members as set forth in its constitution. The board must not assume the authority of the administration of the school and must not take unto itself the prerogative of the pastor in maintaining the Catholic philosophy and overseeing the Christian doctrine of the school. Therefore, to assure a proper relationship between the board and the school administration, between the pastor and the board and the superintendent, a constitution must be drawn up wherein the responsibilities and proper authorization of all parties concerned are defined. The constitution must be approved by the superintendent (Appendix 1230).

Each church parish of Our Lady's School is represented by two members. Pastors form the Board of Directors. The members of the Board of Directors are on the Advisory Board. The selection of a parish member is at the discretion of each pastor. The School Board meets quarterly. Officer elections are held in May.

## **FUNCTIONS OF THE LOCAL ADVISORY BOARD**

(Policy #1231 D of LC)

Affirms diocesan policies and ensures their implementation in the school  
Advises the pastor and principal in establishing policies, procedures, and programs for the school.  
Concerns itself with the school's finances; e.g., tuition rates, budgeting on an annual and on a five year basis, etc. Serves as a resource to the school administration in the planning, operation, and maintenance of school buildings, equipment, and recreation areas. Serves as a planning and building committee for proposed construction, repairs, etc. Establishes committees on a standing or temporary basis as needed.

## **O.L.E.O.**

Our Lady's Educational Organization is the parent-teacher organization of the school. Parents of students are automatically enrolled in its membership. Several meetings are held during the school year, and dates of these meetings are listed on the monthly school calendar. O.L.E.O. is a very active organization that conducts several vital fund-raising activities throughout the year. Communication of the events is coordinated through the officers of O.L.E.O. and the school office. All proceeds of O.L.E.O. fundraising events go directly to Our Lady's School. Parent participation for major fund-raising projects is essential and mandatory. A monetary assessment will be billed to parents/sponsors who do not participate in the designated major fundraiser for the school. The OLEO pledge information is included in this handbook.

## **PARENTS ON CAMPUS**

Parents wishing to act in a volunteer capacity must check with the office. Parents are a positive, visible part of Our Lady's School community. Teachers may use their discretion regarding specific days and amount of time in which volunteers may assist in their classrooms and in what capacity. Parents may not be assigned the duties of grading papers or recording grades. Additionally, volunteers may not be given duties which are strictly of a disciplinary nature.

Because we acknowledge that students act differently in different environments and different situations, parents may not observe individual students in individual classrooms. Exceptions

will be made only in case of Open House Classroom Visitation for public relation purposes. Students may be distracted for numerous reasons. The distractibility of students increases when a break in routine occurs.

Parents are not permitted to discipline students in any manner, verbal or physical, except in cases of endangerment to a student, (example: breaking up a fight) If parents are serving the school as an aide, chaperone, or substitute teacher, then any disciplinary action is to follow the rules and regulations of the school.

Parents have an obligation to help maintain a Christian atmosphere while on school grounds or at school functions. Conflicts should be resolved by scheduling conferences with teachers, sponsors, or the principal. Parents have an obligation to avoid confrontations or disruptive meetings, and should work to resolve differences in a calm, Christian manner.

## **REQUEST FOR TEACHERS**

While every parent endeavors to make the best possible decision for their child, Our Lady's School also has the best interest at heart for each child. The professional staff at Our Lady's School takes into consideration the personality and academic level of each child. Requests for teachers are not permitted. All final decisions regarding determining a student's teacher for the next school year is the responsibility of the principal. Any extenuating circumstances which a parent feels should be considered when determining student placement, should be submitted to the principal in writing.

## **ROOM MOTHERS AND HOLIDAY PARTIES**

All holiday parties are coordinated by the room mother chairman. Room mother chairmen are also asked to coordinate drivers for field trips, help with "Teacher Appreciation Week" activities, and other activities that require parent involvement, such as "Catholic School Week," "Saints and Cultures Around the World Week", and helping with the annual auction.

Birthday treats may be sent for regular snack time in Pre-Kindergarten and Kindergarten, when this is confirmed with the teacher in advance of the birthday. In grades 1-5, treats of cupcakes or a cookie cake and drink may be sent to school on a child's birthday, after consulting with the classroom teacher. The teacher will distribute the refreshments at 2:30, the end of the school day. Students in grades 6, 7, and 8 do not celebrate individual birthdays with treats at school. Invitations to outside birthday parties may ONLY be distributed at school if all students in the class have been invited or all boys/girls.

Grades Pre-Kindergarten through grade 5: Holiday parties scheduled for students are as follows: Halloween, Advent, Easter (Dates are on monthly calendar) Treats may be sent to school for distribution on Valentine's Day. Grades 6, 7, and 8 celebrate with a holiday party at Advent, (any other treats sent to middle school will be distributed at 2:30, the end of the school day). OLS observes the Mardi Gras holiday each school year. A school parade is planned and held in the church parking lot. Event times will be posted on the monthly calendar and parents are always welcome to attend.

## **FACULTY**

Each faculty member is supplied with a Faculty Handbook, Diocesan Policy Book, and a Parent - Student Handbook. Faculty Meetings and in service dates are listed on your monthly school calendar. Should an early dismissal be scheduled, this would also be listed on the monthly calendar. Students remaining at school past the time of duty (3:20 pm) will be sent to our Aftercare and parents will be changed accordingly.

## **SUBSTITUTE TEACHERS**

On occasion, faculty members may need to be absent from school for various reasons. On those occasions when the teacher is absent, a substitute teacher will be secured by the teacher / office.

## **DIOCESAN POLICY: INTERNET USAGE**

### **APPENDIX 8321**

### **DIOCESE OF LAKE CHARLES POLICY FOR USING THE INTERNET**

The internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The purpose of this document is to set guidelines for exploring and using internet resources to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the school and the Diocese of Lake Charles.

Exploration of the internet is encouraged, but with rights and privileges come responsibility. Any use of the internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of internet privileges.

### **USE OF THE INTERNET**

Students may use the internet only if the Internet Usage Contract has been properly signed, approved by appropriate school personnel, and is on file at the school, and then only in accordance with school regulations governing such usage. Personnel may use the internet only if the Internet Usage Contract has been properly signed, approved by appropriate school personnel, and is on file at the user's school. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner.

### **USE OF INTERNET REGULATIONS**

The schools of the Diocese of Lake Charles provide access to the internet to students, teachers, staff and administrators. The internet is a very exciting educational tool which can greatly benefit our Catholic schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The diocese believes that there are appropriate regulations to maximize effective educational use of the internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of the network is the key to successful linkage with the internet. Accordingly, regulations for participation by anyone on the internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others always.
2. Appropriate manners and language shall be required.
3. No individual student shall be permitted to have an email account. Only teachers and classes may be permitted to use e-mail. E-mail is not guaranteed to be private on the internet. Therefore, only appropriate teacher or class messages shall be allowed.
4. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the network.
5. Illegal activities, including copyright or contract violations shall not be permitted. The network may not be used for financial or commercial gain.
6. Threatening, profane, or abusive messages shall be forbidden.
7. No activities shall be allowed which may damage or interrupt equipment or the system.

8. Any attempt to alter, harm or destroy the data of any user of the internet or any network shall be forbidden.
9. No user is permitted to upload, or create, a computer virus on the internet or on any network.
10. Resources offered by the internet and paid for by the school may not be willfully wasted.
11. A user shall not attempt to access internet resources or entities not previously authorized by the teacher.
12. Invading the privacy of another user, or using their account, shall not be tolerated.
13. Posting personal messages without the author's consent shall be forbidden.
14. Sending or posting anonymous messages shall be forbidden.
15. Perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the internet.
17. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the principal or his or her designee prior to any such usage.
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
19. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

Use of the internet is a privilege, and any inappropriate use may result in appropriate disciplinary actions, which may include suspension and loss of privileges to the internet. Losses of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of the internet. No one shall be permitted to use the internet unless a complete Internet Usage Contract has been submitted to the principal or his or her designee.

## **GRIEVANCES**

Every Catholic school of the Diocese of Lake Charles must make available to the school community the following procedures.

In keeping with the Gospel values of justice, compassion and reconciliation, the following regulations and procedures are designed to facilitate a resolution of any grievance at the lowest possible administrative level and in a cooperative manner.

Grievances may be registered according to the following guidelines:

- (1) Any parent or guardian may file a grievance on behalf of a student about any dispute relating to the application or interpretation of any school related policies.
- (2) Any school employee may file a grievance about any dispute relating to the application or interpretation of any employing school or diocesan school policies.
- (3) Any parent or guardian may file a grievance on behalf of a student who has been expelled from a Catholic school.
- (4) Any parent, guardian or school employee may continue the grievance process should there be dissatisfaction with a decision made except if that decision or action is the final judgment of the bishop.

Criticism and complaints which do not involve violation of local or diocesan policies should be addressed to the principal. These are not considered grievances as far as this policy is concerned.

**Neither party to the grievance shall be represented by any legal counsel during any phase of this process.**

### **ASCENDING LEVELS OF THE GRIEVANCE PROCESS**

The following is an outline of the ascending levels of the grievance resolution procedure:

1. Initial process at the local level:
  - a. **If the grievance is with a teacher**, there must be an initial conference with the teacher. If this conference fails to resolve the grievance, then there must be a conference with the principal.
  - b. **If the grievance is with the principal**, there must be an initial conference with the principal.
  - c. If the conference with the principal does not resolve the problem the process enters the formal stage.
2. Formal process at the local level:
  - a. Completion of the official Diocesan Grievance Form by the party filing the grievance.
  - b. Submission of the Diocesan Grievance Form to the local advisory board president.
  - c. Appeal hearing with the local school board grievance committee.
3. Formal process at the diocesan level:
  - a. Submission of the Grievance Form to the Superintendent of Schools through the Office of Catholic Schools.
  - b. Appeal hearing with the Diocesan Grievance Committee.
  - c. Decision of the Bishop of the Diocese of Lake Charles.

### **EXPLANATION OF THE GRIEVANCE PROCESS**

The following procedures shall be strictly adhered to, and any alteration of the procedures shall terminate the process.

#### **INITIAL RESOLUTION PROCESS AT THE LOCAL LEVEL**

A grievance may be made by a student's parents against a teacher or the principal, or by an employee against the principal. The person or persons initiating the grievance shall be referred to as the complainant(s). All people involved in the grievance shall endeavor to reach a mutually satisfactory resolution of the matter at the initial level.

An initial conference or conferences shall take place at which the problem is discussed, and attempts are made to bring the grievance to resolution. Without exception, initial attempts must be made to resolve the issue before the formal process is begun.

**If the complainant has a grievance with a teacher**, he/she must first have an initial meeting with the teacher and then, if the issue is not resolved, must have a meeting with the principal.

**If the complainant has a grievance with the principal**, he/she must first have an initial meeting with the principal and then, if the issue is not resolved to the complainant's satisfaction, the complainant may begin the formal process.

On the official Diocesan Grievance Form, the complainant must provide dates for the initial conference(s) held at school with the teacher and/or the principal.

## **FORMAL RESOLUTION PROCESS AT THE LOCAL LEVEL**

If a satisfactory resolution is not reached at the initial level, the complainant may begin the formal process. A formal grievance may be withdrawn at any level without prejudice or record.

### **Level 1: Appeal to the Local School Board**

1. The Diocesan Grievance Form must be submitted to the president of the local school board within ten (10) school days of the conference with the principal, with the signed statement of the complainant indicating their desire to appeal. The president of the local school board will notify the pastor and will call a meeting of the local school board Grievance Committee within ten (10) school days of receiving the Diocesan Grievance Form.
2. The pastor and the local school board grievance committee will meet with all parties concerned to hear the grievance. Written records of all committee meetings shall be carefully made.
3. The committee shall make a recommendation to the pastor after the meeting with the parties involved. The pastor may accept, reject, or modify the committee's recommendation, and his decision must be communicated in writing on the official Diocesan Grievance Form to the complainant within ten (10) school days. He shall also identify the person to whom an appeal may be directed should the complainant so desire.

## **FORMAL GRIEVANCE PROCESS AT THE DIOCESAN LEVEL**

### **Level 11: Appeal to a Diocesan Grievance Committee**

1. The Diocesan Grievance Form may be submitted to the Superintendent of Catholic Schools within ten (10) school days of the local school board grievance committee decision at Level 1.
2. The superintendent will then convene a formal committee, established by the Moderator of the Curia to hear the complaint within ten (10) school days of receiving the grievance form.
3. All materials submitted at Level 1 shall be submitted to this committee. Written records of all committee meetings shall be carefully made.
4. The committee shall hear all parties involved in the grievance and shall review all materials presented at Level 1, and any testimony that it deems relevant.
5. The committee's final decision shall be communicated in writing by the superintendent to the bishop within ten (10) school days of the hearing.
6. The bishop may accept, reject, or modify the committee's recommendation. His decision shall be final for all purposes. The bishop will communicate his final decision to all parties involved within ten (10) school days.

## **OUR LADY'S SCHOOL COLLECTION POLICY**

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

- A. Full Payment -** Under this plan, the entire amount of tuition is paid on or before August 1<sup>st</sup>. A tuition discount will be given to those families choosing this option of payment. This payment is made directly to Our Lady's School.

- A. Monthly Payments** - Each family is assessed a FACTS SIS Enrollment Fee per school year. Under this plan, the tuition is paid monthly over a ten (10) or twelve (12) month period, August through May, or August through July to FACTS Tuition Management. Families will choose either the 5<sup>th</sup> or 20<sup>th</sup> of the month as their payment date. This plan is an automatic (ACH) payment plan made through your checking or statement savings account. Those choosing this plan will complete a FACTS agreement form manually or online at our website [www.olcs.org](http://www.olcs.org).

### **DELINQUENT TUITION**

If a payment is missed due to insufficient funds, FACTS SIS will notify the family of the missed payment. A missed payment fee of \$25.00 will be assessed for each re-attempt. FACTS will reattempt within 20 days. If a family has an outstanding missed payment AND a regularly scheduled payment due, two (2) separate payments will be attempted. Regulations dictate that a specific ACH payment can be attempted a maximum of three (3) times. If a payment has exhausted its three (3) attempts, it will become part of the "Unresolved Balance" on the agreement and will appear on the Risk and Retention Report. At this time, the families must make the missed payments in cash to Our Lady's School within 3 business days of the last ACH attempt. Families with outstanding balances will not be re-admitted in a subsequent school year until their account balance is paid in full. Delinquent accounts greater than 90 days will be turned over to an attorney for collection.

If tuition is delinquent as of December 20<sup>th</sup>: Students will not be readmitted on the first day of class in January. If tuition is delinquent as of March 20<sup>th</sup>: Students will not be readmitted on the first day of class following the Easter break. If tuition is delinquent as of May 20<sup>th</sup>: Students will not receive report cards and permanent records will not be released.

Exceptions to this policy will be considered only in cases of hardship and will be subject to the review and approval of the Principal in consultation with the Finance Committee. A hardship is defined as death of a student's parent or guardian, loss or damage of home due to fire, flood or other natural disaster, or major disability of a student's parent or guardian



This Parent/Student Handbook has been prepared as part of your contractual agreement with Our Lady's School. A careful reading of this handbook will make you aware of all the policies, rules, and regulations governing life in our school. All the rules and regulations in this handbook have been established by the school board, principal, pastor, and faculty for the academic excellence of our school and the safety of our children. Disregarding the rules and regulations in this handbook may subject you and your child to undesirable consequences at school. Failure to sign the provided form, agreeing to abide by the rules and regulations of Our Lady's School will result in you being asked to remove your child from this school.

Please take the time during the REGISTRATION PROCESS to read and discuss this handbook with your child. After your family has read and discussed this handbook, please sign the statement attached on the registration website. It reads as follows:

**We have read and discussed the Our Lady's School Student/Parent Handbook. We understand and are fully aware that these rules and regulations apply to every family. We agree to abide by the rules and regulations set forth by Our Lady's School and the Diocese of Lake Charles, Office of Catholic Schools. We also have been informed that the relationship between a Catholic school and the families it serves is one of Contract Law; therefore, failure to sign the form below will result in incomplete registration, with no refund of registration or maintenance fees.**