

GENERAL SCHOOL POLICIES



Our Lady of Prompt Succor School

420 21st Street

Alexandria, LA 71301

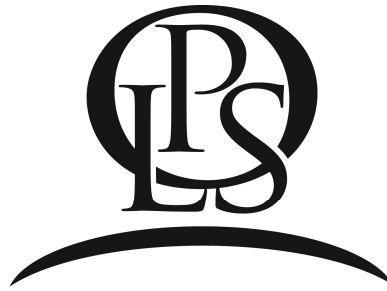
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Revised 07/26/10

General School Policies

OUR LADY OF PROMPT SUCCOR SCHOOL



Founded in 1949

Approved by
Louisiana State Department of Education

Member of
National Catholic Educational Association
Association for Supervision and Curriculum Development

Our Lady of Prompt Succor School
is an Equal-Opportunity Employer

Our Lady of Prompt Succor School admits students of any race, sex, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic or religious basis in administration of the school's education policies, scholarship and financial aid programs, athletics or any other school-administered activities.

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We enter to learn...we leave to achieve.

Dear Parents and Students:

This booklet has been prepared to be a source of information for you concerning the philosophy and operational policies of Our Lady of Prompt Succor School.

Our most important concern is your child as an individual. In all that we do, we strive to further his total educational development. Our philosophy exemplifies this. We believe that the ideal goal of each human being's growth is to become as perfect a person as his native potential allows. This includes the maximum development of his spiritual, intellectual, moral, psychological, physical, aesthetic and social capacity, so that his total personhood is encompassed in his growth as a unique human being. We believe that our primary goal is to help each individual to freely choose his value system with knowledge and inner conviction, so that these values, enhanced by positive Christian attitudes, will help him to determine his principles of conduct in order to live a good Christian life on this earth and to enjoy God's presence for all eternity.

In order to attain our primary goal and the principal reason for the existence of Our Lady of Prompt Succor School, we endeavor to adhere strictly to the Catholic Christian philosophy of education and to provide an environment in which excellence can prevail. Hence, our seven basic beliefs may be summarized as follows:

1. We believe that Our Lady of Prompt Succor School is committed to carry out the three dimensions of educational ministry of the church:
 - a. "To announce the Message, revealed by God which the Church proclaims;
 - b. To build fellowship in the life of the Holy Spirit;
 - c. To give service to the Christian community and the entire human community."
2. We believe that every individual is a unique human person, deserving of acceptance, respect, dignity, and freedom. We exist primarily to serve our Catholic clientele and to help them grow in their Catholic faith and morality. However, our school is open to students of all faiths, and we respect their beliefs.
3. We believe that Christian justice should be evident in all of our dealings with one another and with our students.
4. We believe that prayer is an essential part of our school day and that this prayerful atmosphere should pervade all of our thoughts, words and actions throughout the day.
5. We believe that we should form life-giving relationships with one another and with our students.
6. We believe that our students and their parents should have a stake in our school, feel that we are offering them a Christian education of a high caliber, and know that we truly love and care about them.
7. We believe that our faculty, the parents, and members of our parish and civic community must continue to work together in a unified effort in order to instill into our young people the skills, concepts, values, and attitudes which are necessary for a happy and successful Christian life.

Even though Our Lady of Prompt Succor School endeavors to offer to each individual the opportunities that he needs to take his place successfully in society, we also believe that each individual has an obligation to himself as a human being, and to the society in which he lives.

This includes his obligation to take advantage of these opportunities, so that he may become a responsible, contributing member, be fulfilled and happy on this earth, and above all, attain life everlasting.

We also believe that the home has the primary responsibility for all phases of a child's growth, and that the school assumes varying degrees of responsibility for each of these phases at different times in the student's life. Specifically, we strive to provide an environment and a religious education program that are particularly conducive to the growth of the total child.

We are committed to carry out our responsibility to the best of our ability, and we have the utmost confidence that the parents of these children are endeavoring to fulfill their responsibility in a most cooperative relationship.

Sincerely in Christ,
The Faculty and Staff of
Our Lady of Prompt Succor School

ADMISSION

- A. A child who will be three years of age by September 30 of the current school year may enter Pre-school. A child who will be four years of age by September 30 of the current school year may enter Pre-Kindergarten. A child who will be five years of age by September 30 of the current school year may enter Kindergarten. The following data is obligatory before registration will be accepted:
1. Certificate of Baptism
 2. Official State Birth Certificate (not hospital record of birth)
 3. Social Security Card
 4. Student health form verified by the doctor or the Health Unit that all immunizations are complete
- B. New students requesting admittance for grades PreK-6 must present all of the above. Prior to admittance, however, students in grades 1-6 will be asked to submit report cards and standardized test scores from previous school. They may also be tested to determine their strengths and weaknesses in the academics. Students will then be placed at their appropriate grade level.

DISMISSAL

- A. Students who fail to adhere to the policies in this handbook are subject to dismissal.
- B. There may be times when Our Lady of Prompt Succor School is not able to meet certain special needs of a particular student. After consultation with the parents and careful, deliberate consideration, administrative personnel may deem dismissal necessary for the welfare and best interest of the child.

TUITION POLICY

- A. Our Lady of Prompt Succor School uses Facts Tuition Management Company to assist in collecting tuition and/or fee payments through an installment plan. Tuition may also be paid, in full, at the beginning of the school year. If tuition payments become past due for an extended period of time, and no attempt has been made to correct the situation, or no other arrangements have been made with the Our Lady of Prompt Succor administration, the student(s) may be removed from the school.
- B. Conditions to qualify for parishioner tuition rates at Our Lady of Prompt Succor School are as follows:
1. One must be registered as a parishioner by filing a census form with the Our Lady of Prompt Succor Church Office. For definition purposes, a “parishioner” is one who is registered and actively participates in the life of the parish. One is not eligible for parishioner tuition rates for six months at the time of registration in the parish.
 2. One must use envelopes, checks, or some way in which contributions can be recorded. **To be considered for future parishioner tuition rates, contributions must be made consistently either weekly or monthly, including the summer months. This applies to those with children enrolled in Our Lady of Prompt Succor and Holy Savior Menard Schools.**

Our Lady of Prompt Succor School is a ministry of Our Lady of Prompt Succor Church and is supported by the parish.

ATTENDANCE

- A. Prompt and regular attendance at school is essential for successful class work. Absences cause a child to "lag behind" in the work completed by other members of the class.
 - 1. The student is responsible for school matter covered during his absence.
 - 2. It is the student's obligation to procure and complete classroom and home assignments covered during the period of absence.
 - 3. Teachers are not obliged to administer make-up tests to an absent student unless the student's absence was due to illness or some grave reason. Responsibility then rests upon the child to make arrangements with the teacher for the administration of the make-up test at a time convenient for the teacher.
 - 4. On the day of return, a student who has been absent due to an illness which is contagious must have a signed medical slip to return to school.
- B. Once at school, students will not be permitted to leave the school grounds without permission of the principal or office personnel.

SCHOOL HOURS

School hours are 7:45 A.M. to 3:00 P.M. A tardy bell rings at 7:55 A.M. Students who do not ride buses or eat breakfast in the cafeteria are requested to arrive on the school grounds no earlier than 7:30 A.M. Students in 4th-6th grade can be dropped off at the gate by Olinger Hall. Students in PS-3rd can be dropped off under the covered walkway. Only bus riders can enter through the doors by the cafeteria on 21st Street.

Students who ride the bus or are early car riders are dismissed at 2:50 P.M. Only students in 5th and 6th grade and their younger siblings may dismiss on Olive Street. Parents are asked to pick their children up immediately. All other students are dismissed at 3:00 P.M. Students who are waiting for their bus must remain in the bus line until they are picked up. Any student being picked up after 3:00 MUST be picked up at the cafeteria bus/car line. All students must remain in their classrooms under teacher supervision until proper dismissal bell. Students are not permitted to remain on the school grounds after school without supervision. Students remaining in cafeteria after 3:15 will be taken to After School Care.

ABSENTEES

Every morning after roll call teachers send absentee slips to the office. Parents must contact the school office either by phone or a note to the teacher if the child is to be absent. Whenever a child is absent, a written excuse from the parent is required when the child returns. If the child has been sick, the nature of the illness must be indicated. As stated in the Louisiana State Bulletin 741-1.055.03, a student must be in attendance a minimum of 160 days in a school calendar year. Exceptions to this rule are made only under extenuating circumstances according to state policy and determination of administration. Parents/Guardians will be notified if a student's absence, excused or unexcused, endangers the student's promotion/progress.

TARDINESS AND EARLY DISMISSAL

- A. It is the duty of parents to see that their children are on time for school. Any child who comes to school after 7:55 A.M. is considered tardy.
- B. A child who does not arrive at school until 10:00 A.M. is considered absent for a half day. A child who leaves school before 1:00 P.M. is considered absent for a half day.
- C. Parents or guardians should make requests for student dismissal during school hours to the teacher in advance. Verbal requests made by the children will not be granted. Parents who request permission to pick up children during school hours **MUST** come to the **front office** where the child is checked out.
- D. All students who are picked up during dismissal times must be picked up in the car lines, not in the building. Any student leaving before dismissal time must be checked out through the front office. **No student should be checked out between 2:30 – 3:00 P.M.**

TRANSFERS

When a student transfers to another school, the principal should be notified by the parents. If possible, it is advisable that the school is contacted at least one week in advance. Official records are released from the school office at the request of the school to which the student transfers after a signed release from the parents is secured. However, before records can be forwarded to another school, all outstanding tuition, registration fees, lunch money, library fines and any other fees must be paid.

ILLNESS, EMERGENCY, MEDICATION

- A. If your child becomes ill or is injured at school, the office will notify you and give simple first aid only. It is, therefore, important for us to know where to reach you at all times during the school day (home, business, cell, relatives' or alternate phone numbers).
- B. A child must be fever-free for 24 hours before returning to school.
- C. A student who has an infectious or contagious disease is not permitted to attend classes until the danger of transmitting the infection or disease to other students is over. A signed medical slip will be necessary.
- D. The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel will not administer medication to students. If a student's health needs necessitate taking a prescription drug or long-term medication during the day, the parent or guardian must submit an order from a Louisiana-licensed physician or dentist as well as a letter of request and authorization from the parent or guardian clearly indicating the student's name and the instructions for dosage and frequency. No medication shall be administered to any student unless it is provided to the school in the original container. Medicine must be kept in the school office and the child must come to the office to get it when it is to be dispensed. Short-term medication (such as antibiotics, cough syrups etc.) should be given before and after school, NOT sent with the child.

It should be clearly understood that administering any medication is the exception rather than the rule and, as such, should be a rare occurrence.

INCLEMENT WEATHER POLICY

Our school will abide by the decisions of the Rapides Parish School Board concerning the closing of school due to inclement weather. Please listen to your local radio/television stations for announcements of this kind. You might also be reached through the SchoolReach telephone system.

SCHOOL UNIFORMS

The following are the uniform regulations at Our Lady of Prompt Succor School for students in grades Pre-School through 6.

A. Girls' Uniform

1. Blouses: plain, button-up, unadorned, tailored, white or navy, long or short sleeves. **NO OVERSIZED BLOUSES.** A white or navy turtleneck may also be worn with the skirt or the uniform pant, but it must be under the uniform blouse. Students wearing the smock or uniform jumper may wear a white or navy turtleneck by itself without the uniform blouse.
2. Skirt/Jumpers: all will be near knee length. Jumpers must be worn in grades K-3. The 4th, 5th and 6th grades may wear the uniform skirts. Pre-School and Pre-Kindergarten must wear the smock.
3. Outerwear for Girls: Sweaters or sweatshirts (includes crew, zip-up or fleece jackets) must be solid navy or white or organizational school sweatshirts and can be worn at any time. They must be in good condition and fit properly (cannot be oversized). If a logo is present, it must be an OLPS logo. Solid, navy blue, V-neck sweaters or vests purchased from **Caplan's** may also be worn. Jackets and coats may be any color, but they may **only be worn outside.**
4. Pants: solid navy twill may be worn in K-6. Pants must be purchased from **Caplan's**.
5. Socks: solid navy or white, (NO STRIPES OR LOGOS), crew or knee length. The only ankle sock allowed is the ankle sock with the OLPS logo purchased at **Caplan's**. Girls in all grades may wear the official navy blue leggings from **Caplan's** that fit snugly under their jumpers or smocks. The leggings must cover the entire leg, and their socks must cover the hem of the leggings. Girls may also wear solid navy, solid black or solid white opaque pantyhose or tights under their jumpers and skirts with or without socks. **Pants of any nature are NOT allowed to be worn under skirts or jumpers.**
6. Boots: No heavy hiking boots are allowed. An ankle boot similar to the high top tennis shoe is permissible.
7. Shoes: laced shoes must be tied; velcro attached. Any slip-on shoes worn in grades 1-6 must be brown, black or navy leather loafers. Only students in Pre-School, Pre-Kindergarten and Kindergarten are allowed to wear other slip-on shoes.
8. Shorts: all grades have the option of wearing navy blue or checkered walking shorts or skorts supplied by **Caplan's**. (1st and 4th nine weeks only).
9. Earrings: no fad or oversized earrings.
10. No make-up or nail polish.

11. Hair must be kept neat, no “faddish” hairstyles allowed. No coloring or highlights are allowed.
12. Belts must always be worn.

B. Boys’ Uniform

1. Shirts: light blue knit shirt with OLPS logo purchased at **Caplan’s**. A white or navy turtleneck may be worn under shirts.
2. Outerwear for Boys: Sweaters or sweatshirts (includes crew, zip-up or fleece jackets) must be solid navy or white or organizational school sweatshirts and can be worn at any time. They must be in good condition and fit properly (cannot be oversized). If a logo is present, it must be an OLPS logo. Jackets and coats may be any color, but they may **only be worn outside**.
3. Pants: navy slacks or twill pants purchased at **Caplan’s** must be worn with a belt. NO BLUE JEANS. Pre-School and Pre-Kindergarten students may have elastic in the waist.
4. Socks: solid navy or white, (NO STRIPES OR LOGOS), crew length. The only ankle sock allowed is the ankle sock with the OLPS logo purchased at Caplan’s.
5. Shorts: all grades have the option of wearing navy blue uniform shorts purchased from **Caplan’s** (1st and 4th nine weeks only).
6. Boots: no heavy hiking boots are allowed. An ankle boot similar to the high top tennis shoe is permissible.
7. Shoes: laced shoes must be tied; velcro attached. Any slip-on shoes worn in grades 1-6 must be brown, black or navy leather loafers. Only students in Pre-School, Pre-Kindergarten and Kindergarten are allowed to wear other slip-on shoes.
8. Hair: Must be kept neatly trimmed around the ears, above the eyebrows, and cannot touch the collar. No "faddish" hair styles will be allowed. No coloring or highlights are allowed.
9. Belts must always be worn.

C. Directives

1. No fad or oversized jewelry. This does not include small SEASONAL jewelry.
2. Organizational school t-shirts may be worn on Fridays only. This includes the OLPS Fair t-shirt.
3. Girl Scouts, Brownies, Boy Scouts, Cub Scouts, etc. are permitted to wear their uniforms on meeting days.
4. Athletic jerseys may be worn on Fridays only. The football and basketball jersey must be worn over the school shirt.
5. All shirts and blouses must be tucked in.
6. It is recommended that uniforms be labeled.
7. All students shall wear the complete uniform when leaving the school grounds, including at the end of the day.
8. Uniform Referrals are given if a student is "out of uniform" three times within a nine-week period. The third time the child will call the parent to provide the proper uniform.

ATHLETICS

- A. Sports include football and baseball for boys, softball and boosters for girls and basketball for boys and girls. Our students also participate in the local soccer program. An intramural basketball program is provided for students in Grades 1-6. Students participating in these extracurricular activities, including boosters, are expected to maintain good grades and to conform to all school regulations.
- B. Athletes must be covered by insurance. The players must provide proof of insurance to the coaches.
- C. Any participant of these extracurricular activities who leaves school because of illness, or who is absent from school for any reason, is not allowed to participate in the ballgame that night.

APPOINTMENTS

Parents are urged to visit the child's teacher whenever a problem arises. However, since class time is so valuable and important, appointments with the teacher must be made before or after school or during the teacher's planning period. Appointments may be made by way of note, email, or telephone.

MESSAGES AND USE OF TELEPHONE

- A. Only messages of vital importance will be relayed to students during class hours. Other messages will be given to children at 2:30 P.M. only. **PLEASE INFORM YOUR CHILD BEFORE HE LEAVES FOR SCHOOL IN THE MORNING IF THERE IS TO BE A CHANGE IN HIS USUAL METHOD OF TRANSPORTATION.** Unless unusual circumstances warrant it, children are not permitted to make telephone calls at school requesting parental permission to go to the house of friends, to change their usual method of transportation, or to request items left at home, such as P.E. uniforms, papers, books, or homework.
- B. If, through urgent necessity, a parent comes personally to school to deliver a message or bring something, the parent is to deliver it to the office.
- C. Students are permitted to use the telephone in the office only in extreme cases, and then only with the permission of the teacher and/or office staff.

CHANGE OF ADDRESS AND PHONE NUMBER

Parents are asked to report to the school office any change of address and phone numbers (home, cell, or business)—and/or any other pertinent information.

CAFETERIA

Every student is required to eat lunch in the cafeteria daily. Breakfast is also available but is not mandatory. Lunch fees are to be paid to the school monthly by the 15th of the month. Children allergic to certain foods or intolerant to milk must have a written statement from the doctor to this effect and present it to the school. It is a requirement to have these on file in the office. The cafeteria manager will work with you to meet your child's dietary needs. Our school also participates in the free and reduced price meals offered through the Federal Lunch Program. Applications for participation are issued to each family at the beginning of the school year.

LOST ARTICLES

All books, school bags, clothing, etc. should be marked with the child's name, NOT INITIALS. Purses and wallets should have some kind of identification. Lost and found articles are sent to the office and may be claimed during the student's free period. The school cannot assume responsibility for athletic equipment brought to school. However, these things should also have some type of identification. **No personal electronic games and equipment are allowed at school. Student use of cell phones is prohibited anywhere on the school campus.**

SCHOOL BUSES

- A. Parents are requested to encourage their children to respect and obey the bus drivers. Among problems of discipline are: shouting, bad language, fighting or rowdy conduct, moving about while the bus is in motion, throwing things out of the windows, etc. If your child rides the bus:
1. Emphasize the importance of waiting for the bus to come to a complete stop before boarding it. When getting off the bus, do not leave your seat until the bus has come to a complete stop.
 2. Teach your child never to ride with his arm or head out of the window.
 3. Stress the importance of keeping an indoor tone of voice while the bus is in motion.
 4. Have your child understand that manners on the school bus are an expression of Christian formation and living.
 5. Instruct your child that he must stay in line while waiting for the bus.
 6. Warn your child of the dangers that prevail in hurrying into the street or road after getting off the bus.
- B. Offenders are subject to the following disciplinary action:
1. **FIRST OFFENSE:** Students receive a warning and notification to the parents.
 2. **SECOND OFFENSE:** Student is deprived of the services of the bus for a period of time.
 3. **CONTINUOUS OFFENSE:** The student is deprived of the services of the bus for the remainder of the year.
- C. Parents sometimes request that their child ride home on the bus to the house of a friend. Permission can only be granted if there is room on the bus and if the child brings a permission slip signed by the parent and co-signed by the bus coordinator.
- D. Late car riders will be kept in the Cafeteria. **IMPORTANT:** A teacher will remain on late car duty until 3:15. Therefore, late car riders should be picked up no later than 3:15. After that time, your child will be taken to After School Care and the parent will be charged \$5.00.

SCHOOL PARTIES AND FIELD TRIPS

- A. School parties are allowed for Christmas and Valentine's Day (all grades). Treat bags may be given to students on Halloween. Students in Pre-School through grade 2 **only** are allowed to bring birthday treats. Parents should check with their child's teacher before sending these treats.

- B. Parties are left to the discretion of teachers. Room mothers must have the teacher's consent before planning a party or treat. Teachers will handle the party itself and may ask parents to help if needed.
- C. Field Day, sponsored in May, serves the purpose of an end-of-year class outing for all grades. Therefore, there will be no school-sponsored end-of-year class parties.
- D. **Personal** party invitations must be sent by mail or given to students outside of school. This includes parent-sponsored end-of-year parties.
- E. Educational outings or field trips are at the teacher's discretion with the principal's permission. No overnight trips will be allowed.

HOME ASSIGNMENTS

- A. Catholic schools generally adhere to the policy of assigning some homework to their students. This policy is advantageous because home assignments accomplish the following:
 - 1. Supplement school work.
 - 2. Help children develop good study habits.
 - 3. Help in organizing what has been learned in school.
 - 4. Stimulate student growth.
- B. Home assignments will be:
 - 1. Highly correlated with class work.
 - 2. Based on the individual needs of the child.
 - 3. An extension of the school's activities.
 - 4. Reasonable yet challenging.
 - 5. Conducive to independent study and responsibility.
- C. Homework is a necessary part of your child's education. It is important to keep in mind that written work is not the only kind of homework. On the contrary, such work usually fades into insignificance without study at all grade levels. The best means of helping the child to do his homework is to provide him a quiet time and place. Our teachers attempt to adhere to the following time schedule in assigning **written** homework:

Grade 1: 20-30 minutes	Grade 4: 45-60 minutes
Grade 2: 20-30 minutes	Grade 5: 60 minutes
Grade 3: 45 minutes	Grade 6: 60-90 minutes

Failure to complete assignments may result in disciplinary action.

REPORT CARDS/GRADES

- A. Report cards are distributed every nine weeks. They are to be signed by the parent or guardian and returned promptly.
- B. Report cards will be held at the end of the year until all accounts (tuition, lunch, music, library, etc.) have been paid.
- C. RenWeb is a website available to all of our parents as a way for you to monitor your child's progress and grades as well as 4th-6th grade homework and test schedules. Pre-school through third grade teachers post classroom information on TeacherWeb.

HONOR ROLL

- A. To be eligible for the Honor Roll, a student must have all A's or B's in academics and conduct.
- B. When S, N, or U is used, a U will keep a student off the A/B Honor Roll, an N will keep a student off the A Honor Roll.

RETENTION OF STUDENTS

- A. Any student who fails in two or more major subjects is retained in his/her present grade.
- B. Any student who fails in one major subject and two minor subjects is retained in his/her present grade.
- C. The major subjects are: Math, English, Social Studies, Reading, Religion, and Science. The minor subjects are Art, Handwriting, Health/P.E., Music, and Spelling.

CONDITIONAL PROMOTION

- A. A student is passed conditionally if he/she fails either one major or three minor subjects.
- B. A student who is promoted conditionally must be tutored during the summer and bring his/her achievement up to grade level. He/she will be placed in the next grade in the fall, but will be allowed to remain there only if performing satisfactorily on that grade level at the end of the first nine weeks.
- C. In the event that the student's performance is not satisfactory on that grade level, the student may, at that time, be asked to repeat the previous grade.

CONDUCT GRADING

- A. Every student will be assigned a conduct grade on his report card at the end of each nine weeks.
- B. The grade will be recorded as "A", "B", "C", "D", or "F".
- C. The grade will represent the average of conduct grades assigned by each student's teachers. This consensus grade will be derived by averaging points assigned to each letter grade.
- D. For the point average to result in raising the average a letter grade the percentage must be .5 or higher.
- E. A grade in conduct lower than "B" would exclude a student from the Honor Roll in any nine week period. In extreme cases in which a student continues to make poor grades or display unbecoming behavior, that student may be denied any honors (i.e. academic, athletic, or extra-curricular).
- F. A student's attitude will be an important element in determining the conduct grade. Participation in class and courtesy to the teacher and fellow classmates are expected of all OLPS students.
- G. Instances of blatant cheating, apart from other measures taken by school authorities, shall result in a lowering of the conduct grade, as shall fighting and unsportsmanlike conduct on the school complex at any time.
- H. A detention received within a nine-week period will result in lowering the conduct grade a letter. Two detentions received within a nine-week period would result in a grade of C or lower.

- I. A student whose conduct continually threatens the integrity of the classroom shall be asked NOT to return to Our Lady of Prompt Succor School for the next academic year; in urgent instances of abuse, immediate withdrawal may be judged most advisable. Final decisions in this regard are reserved to the Principal after consultation with the Pastor and/or Parochial Vicar.

DISCIPLINE

- A. A major goal of education is to create a learning environment that will promote individual self-discipline.
- B. The teacher is responsible for making the classroom a “learning environment,” and must, therefore, have the cooperation of the students. Classroom policy is established and communicated to the students.
- C. OLPS has a school-wide conduct system for grades 1-6. It consists of crayons (gr. 1-3) or checks (gr. 4-6) given for infractions. Each crayon or check deducts three points. The weekly conduct grade is calculated by multiplying the number of checks or crayons by three and subtracting that number from 100.
- D. Disciplinary actions may take the form of reprimands, loss of privileges, student conferences, or extra assignments.
- E. If a teacher is unable to influence a disruptive or misbehaving student, the teacher will schedule a conference with the parent(s) to resolve the problem.
- F. If a desirable behavior is not forthcoming after the teacher has worked with the student and the parent, the matter will be referred to the discipline committee, in the form of a **discipline referral**.
- G. **Uniform referrals** may also be given.
- H. Detentions, suspensions, and expulsions are part of the overall program for discipline.
- I. Final disciplinary measures and/or decisions are left to the discretion of the administration.

GENERAL SCHOOL REGULATIONS TO BE ADHERED TO BY ALL STUDENTS

- A. Students should be in the classroom each morning by the time the 7:45 bell rings and must be ready for class to begin promptly. During the noon recess, students should go directly to the playground and stay in their assigned areas. Various classes are in session, and the noise around the school building should be kept to a minimum.
- B. Students should have necessary classroom supplies (pencils, pens, ruler, paper, etc.) to insure order in the classroom. Borrowing and loaning supplies can be disturbing to the teacher and the students.
- C. All textbooks should be covered and cared for by the students. Damaged or lost books must be paid for by the student.
- D. Students should cooperate with the teacher in every way in order to make maximum learning possible. They are encouraged to be ready for each subject. Participation in class discussions is required of all students.
- E. Students are not to use the front entrance for entering or leaving school unless tardy or leaving early.

UNWRITTEN REGULATIONS

- A. This policy booklet is limited in content. Due to living in a constantly changing world, emphasis has been placed only on those things which are deemed most beneficial to the students and parents of Our Lady of Prompt Succor School at the present time. It would be impossible to address all situations which may arise in the future.
- B. Each year a few distractions, including some "fads", appear at school. We are not listing these, but should any "fad" develop in our school and abuse ensue, we shall immediately eliminate that abuse. Anything that distracts from the spirit, education, philosophy or dignity of Our Lady of Prompt Succor School will be controlled. Final decisions in this regard are reserved to the Principal.

STATE LAWS

- A. Act 833 of the 1991 Regular Session of the Louisiana Legislature creates the crime of carrying a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee, or a student acting under the direction of such a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.
- B. R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities.

ASBESTOS WARNING:

Our Lady of Prompt Succor School has been inspected for asbestos containing substances as required by Federal Law. It was found to be free of friable asbestos, but non-friable asbestos has been found in the school building. Inspection records are on file in the office as is the School's Asbestos Management Plan and may be viewed by the public upon request.

Dear Parents:

The United State Catholic Conference of Bishops has mandated that every diocese in our nation implement “Safe Environment Programs” to ensure that those who work with children undergo a criminal background check and that they are trained in and observe the Diocesan Code of Conduct Regarding Minors.

Part of this training extends both to the children themselves and to the parents. We ask your cooperation and support in our efforts to provide a child protection program that teaches the dignity of each child and the individual’s right to respect, especially respect for the human body.

We have provided all our schools with lesson plans having age appropriate material pertaining to personal safety to help with the instruction of our youth. All our teachers also have been directed to plan to incorporate proper information into regular lesson when it fits appropriately.

This includes information about improper touching and relationships. Our students will not be expected to be completely knowledgeable about child abuse or laws, but they do need to know what is appropriate and when they should seek assistance from a trusted adult.

Attached with this letter is some information that we hope you will find helpful as you protect your children by teaching them good safety rules and instill in them a sense of self-worth.

Thank you for your continued support of our ministry in Catholic Education and in our service to your children.

A Guide for Parents to Keep Their Children Safe

Teach your children personal safety rules:

- There is a difference between safe/good touches and unsafe/bad touches. Appropriate physical affection is acceptable; anything that makes you uncomfortable is not acceptable.
- There are correct names for what we call our private parts. Everyone should use the correct names so that children can inform adults of abuse because they have the right words to use.
- Safety rules apply to everyone, not just to strangers.
- Private parts of our bodies are those parts we cover with a bathing suit. It is not okay for anyone to touch those parts unless it is a trusted adult doing their job, like a doctor or nurse.
- It is okay to say “No” if someone tries to touch them or do things that makes them feel uncomfortable, no matter who the person is.
- It is important to tell a trusted adult about someone who touched their private parts, no matter if the person told the child, “It is a secret”. Those things should never be kept a secret. The child must tell and continue to tell until someone listens.
- Review the standard safety issues regarding fire, traffic and bicycles safety.

Review rules regularly; do not expect a child to memorize them; try role playing some of the situations.

What Parents Should Know:

- Every child is vulnerable. Every child needs to feel loved, valued and protected.
- Children are best protected by giving them the knowledge and skills necessary for their safety and well-being.
- Emotional abuse and sexual abuse do not always have physical signs easily seen.
- Many cases of child sexual abuse go unreported because the child is afraid or ashamed to tell anyone what has happened.
- The offender may have threatened to hurt a family member if the child tells; the offender may tell the child he or she is the one who is to blame.
- It is important to show interest in your child’s activities. Let him or her know that you are always available to talk or to listen. Allow your child to share thoughts and feelings with you.
- It is important to identify, with your child, several other trusted adults that he or she can go to tell what has happened.
- A child is never to blame for abuse. Studies show that children can understand personal safety rules as early as three years of age. Although there have been case of false allegations, it is more common for children to deny that they have been abused than it is for them to report abuse.
- Be aware of exploitation of children on the Internet. Parents need to be vigilant about the sites your children use. The Internet has been the source of a great number of teenage abductions.