

Our Lady of Prompt Succor School

Student & Parent Handbook

Our Lady of Prompt Succor School
420 21st Street

Alexandria, LA 71301

(318) 487-1862 Fax (318) 473-9321

Website: www.promptsuccor.org E-mail: olpsoffice@promptsuccor.org

OLPS Student & Parent Handbook

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"Jesus, when others see me, may they recognize you."

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Admission

- 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.
- 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 required before registration will be accepted:
 - Certificate of Baptism
 - Official State Birth Certificate (not hospital record of birth)
 - Social Security Card
 - Student health form verified by the doctor or the Health Unit that all immunizations are complete
- New students requesting admittance 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.
- New students will be required to be assessed to obtain data on students' performance levels.

Grading Policies

Grades

- RenWeb is a website available to all of our parents as a way to monitor children's plans, progress and grades. Accounts can be made at www.renweb.com. The district code is OurLady-LA.
- [How to download RenWeb app](#).
- Grades 1-6 will send home weekly papers every Wednesday.
- Teachers will record students' grades on RenWeb in a timely manner (a minimum of once a week).
- To be eligible for the Honor Roll, a student must have all A's or B's in academics and conduct. When S, N, or U is used, a U will keep a student off the A/B Honor Roll, an N or U will keep a student off the A Honor Roll.
- Grades will be communicated in the following ways:
 - Pre-School, PreK and Kindergarten will receive grades of S, N, U.
 - 1st-6th Grade will receive letter grades for all subjects except for PE, Art, Music and Handwriting.

A+ 100	A 96-99	A- 94-95
B+ 91-93	B 88-90	B- 86-87
C+ 82-85	C 78-81	C- 76-77
D+ 73-75	D 71-72	D- 70
F<=69		

- Major and Minor Subjects
 - 1st - 2nd Grade
 - Major - Reading, English and Math
 - Minor - Social Science, Religion, Handwriting, Music, P.E., and Art
 - 3rd - 6th Grade
 - Major - Reading, English, Math and Science
 - Minor - Social Studies, Religion, Handwriting, Music, P.E., and Art

Progress Reports

- Mid nine-week progress reports will be sent home electronically for students in Grades 1-6 for each grading period.
- Mid nine-week progress reports will be sent home with Preschool, PreK, and Kindergarten. These will be hard copies.

Report Cards

- Report cards are distributed every nine weeks along with Unit Plans for the following nine weeks. Unit Plans show parents what skills and topics students will be working on in the coming weeks. It is a snapshot of what is to come.
- The first report card is given at Parent-Teacher conferences. The other three report cards will be sent home by paper with your child.
- Please sign the envelope that contains the report card and return it to school.
- Only nine-week letter grades appear on the report card.
- Report cards will be held at the end of the year until all accounts (tuition, lunch, music, library, etc.) have been paid.

Home Assignments

- Our Lady of Prompt Succor knows the advantages of students practicing what was learned in the classroom. These advantages are:
 - Help children develop good study habits
 - Reinforce what has been learned in school
 - Stimulate student growth
- Home assignments will be:
 - Highly correlated with class work
 - Based on the individual needs of the child
 - An extension of the school's activities
 - Reasonable yet challenging
 - Conducive to independent study and responsibility
- 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.

Retention

- Any student who fails one or more major subjects will be referred to SBLC to determine retention or promotion.
- Any student who fails two or more minor subjects will be referred to SBLC to determine retention or promotion.
- Any student who is absent more than 14 days (unexcused) will be referred to SBLC to determine retention or promotion.

SBLC (School Building Level Committee) is comprised of administrators, teachers, speech pathologist, school psychologist and parents to ensure decisions are made in the best interest of the child.

Conduct Grading

- Every student will be assigned a conduct grade on his report card at the end of each nine weeks.
- The grade will be recorded as "A", "B", "C", "D", or "F".
- 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.
- For the point average to result in rounding up, the percentage must be .5 or higher.

Student Attendance

Students learn best when they arrive at school on time and are able to participate in face-to-face learning; therefore, it is imperative that students come to school unless ill.

- Should a student miss school, he/she needs to make up the work they missed during their absence.
- If a test is missed, the student will need to coordinate with the teacher when he/she can make up the test.
- If a student is absent, the school nurse will call and check in with the parent. The parent must provide a reason for the child's absence. If deemed necessary by the nurse, a student may be required to provide a doctor's note to return to school. If your child is going to be absent, you can fill out the [Absentee Form](#). This will alleviate the school nurse calling you, unless she feels it necessary to touch base with the family.
- If a student is absent, he/she may not return to school until the school nurse has spoken with the family.
- An absence is considered being gone 4 or more hours during any given day.

School Hours

- School hours are 7:50am to 2:50pm
- Students cannot be checked out after 2:30pm.
- Students remaining in their classroom after 3:10pm will be taken to After School Care and the parent will be charged \$6.00.

Tardiness

- Students should be at school, unpacked and in their desks by 7:50am. Getting to school late starts students off on the wrong foot and is disruptive to the class.
- Tardy policy
 - A student is considered tardy if they arrive after 7:50am.
 - After 3 unexcused tardies a nine weeks, parents will be contacted by the office.
 - In the event of excessive tardiness a parent meeting will be conducted by administration.

Absentees

- Students missing 4 or more hours in a day, will be considered absent.
- When students return to school after being absent, please send any doctor excuses or excuses to school with your child. The office will keep a record of excused and unexcused absences.
- A student should not have more than 14 unexcused absences. This could result in having to repeat the current grade.
- Make up tests and assignments policy
 - Students are expected to be prepared to make up any assignments on their return to school.
 - The teacher can use their discretion on when and where that will occur.
- Make up work
 - Parents should contact the child's teacher immediately if trying to request make-up work. Parents can also access teacher's lesson plans on RenWeb.
 - If any books or computers need to be picked up from the school, please contact your child's teacher and/or the office to coordinate times to do so.
 - Please pick up materials in the afternoon, to give the teacher time to get everything together.

Illness, Medication Emergency

- If your child becomes ill or is injured at school, the school nurse will assess your child, provide basic first aid and contact you if needed. It is important for us to know how to contact you at all times throughout the day. Please be sure all phone numbers and emergency contacts remain updated at all times.
- Based on the assessment of your child, the school nurse may administer basic medication in line with your instructions and a signed [Medication Administration Form](#) located under the *Parents Tab – Nurse's Notes* on the school website.
- Cough drops are not allowed outside of the nurse's office.
- If your child will be out of school because of illness, please fill out an [Absentee Form](#) located under the *Parents Tab – Nurse's Notes* on the school website.
- A student who has an infectious or contagious disease, ectoparasites, lice/nits, scabies, bed bugs, etc. is not permitted to attend classes until the danger of transmitting the infection or disease to other students is over.

The school maintains the option to require a doctor's note for the student to return to class if deemed necessary.

- For general febrile illnesses, a child must be fever free for 24 hours without the use of fever-reducing medications, such as acetaminophen or ibuprofen, before returning to school.
- For COVID-19 related illness please adhere to the following guidelines:
 - If your child is exposed to a person who is positive for COVID-19, they must quarantine at home for 14 days from the day of the exposure. Exposure is defined as contact within 6 feet of a COVID-19 positive individual for more than 15 minutes.
 - If your child is positive for COVID-19 and has symptoms OR has symptoms consistent with the virus, your child may return to school 10 days after the diagnosis/positive test IF symptoms have improved AND your child is fever free for 24 hours without the use of fever-reducing medications, such as acetaminophen or ibuprofen.

The Catholic Schools Office of the Diocese of Alexandria has directed that 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 nurse office and the child must come to the school nurse to get it when it is to be dispensed. Short-term medications (such as antibiotics, cough syrups etc.) should be given before and after school, NOT sent with the child. If a mid-day dose is necessary, a parent/guardian must fill out a [Medication Form](#) located under the *Parents Tab - Nurse's Notes* on the school website.

- If your child has any health conditions or allergies, please fill out the [Medical Allergy/Health Form](#) located under the *Parent Tab - Nurse's Notes* on the school website.

Please note, we reserve the right to change illness policies based on CDC guidance. We follow best practices at OLPS School, therefore our protocols may be a little stricter than other schools.

COVID protocols are subject to change as we move through different levels of our [Infection Prevent Plan](#).

Behavior Expectations

At Our Lady of Prompt Succor, we strive to create an environment where students learn to be disciples of Christ. Classroom management is established by the teacher within each individual classroom and communicated to the students and parents. Such classroom expectations are, but not limited to the following:

1. Respect classmates, adults, and property.
2. Follow directions.
3. Be prepared.
4. Stay on task.
5. Be honest.
6. Live out the motto, "Jesus, when others see me, may they recognize you."

Daily Behavior Report

All students will be given a daily behavior report to be initialed by a parent. Behavior marks will **not be given if** parents fail to initial the behavior report.

- Preschool, PreK, and Kindergarten will use a reward behavior chart.
- 1st Grade will be given a daily behavior grade in their assignment composition notebook.
- 2nd – 6th grade will record a daily behavior grade in the student planner.

Weekly Behavior Assessment

Teachers will review weekly behavior of students. 1st – 6th grade will record a Conduct Grade weekly in Renweb based on the average of that week's daily behavior grades. The following steps will be taken to address misbehavior:

1. Step 1:
 - a. Preschool, PreK, Kindergarten: If a student loses a behavior reward three times in one week, an email or phone call is made to a parent.
 - b. 1st – 6th Grade: If a student receives a "C" or below in conduct for the week, an email or phone call is made to a parent.
2. Step 2:
 - a. Preschool, PreK, Kindergarten: If a student loses a behavior reward three times in one week for a second time, a parent teacher conference is requested.
 - b. 1st – 6th Grade: If a student receives a "C" or below in conduct for the week for the second time, a parent teacher conference is requested.

3. Step 3:
 - a. Preschool, PreK, Kindergarten: If a student loses a behavior reward three times in one week for a third time, a behavior referral is completed by the teacher and sent to the office for a conference with student, parent, teacher, and administrator.
 - b. 1st – 6th Grade: If a student receives a “C” or below in conduct for the week for a third time, a behavior referral is completed by the teacher and sent to the office for a conference with student, parent, teacher, and administrator.
4. Step 4:
 - a. Preschool, PreK, Kindergarten: Repeat Step 3
 - b. 1st-6th Grade: Teacher will complete the Behavior Referral Form and send form and student to the office. A detention will be given and served before school at the given place and time by an administrator.
5. Step 5:
 - a. Students will be referred to the discipline committee for further action. A suspension or dismissal from school may be recommended.

Student Referrals to Administration

There are behaviors that need immediate attention, and a Behavior Referral Form is necessary. The student will be removed from the classroom and sent to administration. Administration will discipline the student and report back to the classroom teacher on the actions taken. Behaviors that need immediate action are, but not limited to the following:

- Bullying
- Fighting
- Cheating
- Stealing
- Yelling, Obstinacy
- Forgery
- Vandalism
- Profanity
- Technology Misuse
- Gaming Device
- Weapons
- Threats
- Cell Phone

Dismissal

OLPS administration has the authority to dismiss or expel any student at any time. Dismissal requires that a student withdraw immediately from OLPS.

OLPS administration reserves the right to make changes as needed according to any disciplinary action.

Character Program and Positive Behavioral Expectations

PAW PRINTS is a character building education program to help point students to the essentials in life. The program involves a “whole-school” approach to character education with reinforcement from clergy, administration, faculty and staff. PAW PRINTS aids in the formation of the whole child, not just academically, but spiritually, emotionally, and psychologically, so they can find deep meaning and true joy in living out these attributes. It is offered to students in PreSchool-6th grades, with activities suited to the different age groups.

How does PAW PRINTS work? The program is set up so that the teacher delivers one lesson each month for nine months on a given character trait: Positive, Accountable, Worthy, Patient, Respectful, Inspiring, Nice, Tolerant, and Saintly. The lesson each month usually follows the same format, with an introduction and review, an icebreaker, discussion starters, group activity or activities, and wrap-up questions. The idea is that, as the year progresses, we are building upon these traits and reminding our students of all they learned in previous lessons. Lessons are revised each year to build and grow with the students as they progress through the grade levels. We are forming consciences and future adults who have convictions to act right, to do right...perhaps future Saints. It is a worthy task and a noble cause in building the Kingdom of God, which we are all called to do.

PAW PRINTS – Positive, Accountable, Worthy, Patient, Respectful, Inspiring, Nice, Tolerant, Saintly.

Student Arrival and Dismissal

Arrival

- Arrival will begin each morning at 7:15am.
 - PreK & Kindergarten – enter through the DPC drive (7:15am-7:40am)
 - Pre-School, 1st, 2nd, 3rd & Sibling Combos – enter through cafeteria double doors on 21st Street (7:15am-7:50am)
 - 4th, 5th & 6th – enter through Olive Street Gate (7:15am-7:40am)

See [Arrival Map](#)

- DPC and Olive Street car line will end at 7:40am. This allows staff members time to get to their classrooms and prepare for the day. All students arriving between 7:40am-7:50am should do so on 21st Street through the front of the school. After 7:50am, students will be marked tardy.
- 3rd-6th grade students may play outside from 7:15am-7:40am. When arriving to school, students should drop their backpacks off at their classroom or designated area, eat breakfast, use the restroom, and report outside. After 7:40am, students should report directly to their classrooms.
- Pre-School through 2nd graders report directly to their hall if arriving between 7:15am and 7:30am. Students should drop their backpacks off at their classroom, eat breakfast, use the restroom and then sit in their designated area until their teacher arrives at 7:30am. After 7:30am, Pre-School through 2nd graders can report directly to their classrooms. (Their designated area will be right outside their classroom, so they will know when their teacher has arrived and when to sit in the hallway or go into the classroom.)
- If students are eating breakfast, please have your child at school by 7:30am to ensure they have enough time to eat breakfast.
- Students may also return and check out library books each morning before school. The library will be open at the following times:
 - Tuesday & Thursday - 7:15am-7:45am
 - Monday, Wednesday & Friday - 7:30am-7:45am

Dismissal

- Dismissal runs from 2:40pm - 3:00pm for
 - Pre-School, PreK and Kindergarten - enter through the DPC drive
- Dismissal runs from 2:50pm - 3:10pm for
 - 4th, 5th & 6th - Olive Street Gate
 - 1st, 2nd, 3rd & Sibling Combos – 21st Street in front of the cafeteria
- OLPS School uses SchoolPass as its electronic platform for dismissal. Each family is assigned a 3 digit code and signs with the 3 digit code. Parents picking up students should have their 3 digit code visible in their car window.
- Any students not picked up at 3:10pm will be sent to After School Care for a charge of \$6.00 a day.

- Dismissal times and locations could change because of the OLPS Infection Prevention Plan or inclement weather. You will be notified via text and email should this happen.

See [Dismissal Map](#).

See *School Pass*.

After School Care

- After school care will begin at 3:10pm or when the car line is over.
- Students attending After School Care will receive a snack, have time to play and work on homework (grades 2nd-6th grade).
- All students should be picked up by 5:30pm.
- To sign up After School Care, click on the following link to register your child.
 - [OLPS After School Care](#)

Playground Rules

1. Play only in designated areas; stay away from areas by Divine Providence Center and music room, and Title I building.
2. Climbing on top of playground structures is not allowed.
3. Only two children are allowed on spinner at one time. Approach the structure only after it comes to a complete stop.
4. Only 4th-6th graders are allowed on the moonwalk.
5. Keep balls on field or basketball court; avoid throwing at other children.
6. Sit on benches only; no standing or jumping over them.
7. No standing or sitting on tables.
8. Protect the trees and shrubs by not climbing on them or pulling on their branches; stay off flower beds.
9. Words used on the playground should be respectful.
10. Ropes are for jumping only.
11. Touch football only.
12. Keep rocks, sand, playground mulch on the playground.
13. Do not sit on basketballs, soccer balls, footballs, and bouncy balls.
14. Keep all game balls inside on wet days. Exception – basketballs can be used on the asphalt at the discretion of the prefect.
15. Candy, gum, or food of any kind is not allowed to be eaten on the playground.
16. Balls are not to be thrown against any buildings or close to buildings.
17. Objects including balls, sticks, or rocks, are not to be thrown.
18. Kicking and batting of balls should occur only on grassy areas.
19. Avoid running on asphalt.
20. Talking to anyone or throwing anything across the fence is strictly prohibited.
21. Tying jump ropes to scooters is not allowed.
22. Connecting multiple scooters is not allowed.
23. No one is allowed to stand on, play around, or sit on the volleyball poles in the DPC field.

Uniforms

Girls' Uniform

- 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.
- Skirt/Jumpers: all will be near knee length. Jumpers must be worn in grades K-3. Girls in 4th, 5th and 6th grades may wear the uniform skirts. Pre-School and Pre-Kindergarten must wear the smock.
- 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 may also be worn. Jackets and coats may be any color, but they may **only be worn outside**.
- Pants: solid navy twill may be worn in K-6.
- 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. All other socks must show at least two inches above the shoe, including high-top tennis shoes. Girls in all grades may wear the official navy blue leggings 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.**
- Boots: No tall boots are allowed. An ankle boot similar to the high top tennis shoe is permissible.
- 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.

- Shorts: Girls in grades K-6 have the option of wearing navy blue or checkered walking shorts or skorts. Girls must wear solid navy, solid black or school checkered shorts under their smocks, jumpers, or skirts.
- Earrings: no fad or oversized earrings.
- No make-up or nail polish.
- Hair must be kept neat, no "faddish" hairstyles allowed.
- If belt loops are present, belts must always be worn.

Boys' Uniform

- Shirts: light blue knit shirt with OLPS logo. A white or navy turtleneck may be worn under shirts.
- 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**.
- Pants: navy slacks or twill pants must be worn with a belt. NO BLUE JEANS. Pre-School, Pre-Kindergarten and Kindergarten students may have elastic in the waist.
- 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. All other socks must show at least two inches above the shoe, including high-top tennis shoes.
- Shorts: all grades have the option of wearing navy blue uniform shorts.
- Boots: no tall boots are allowed. An ankle boot similar to the high top tennis shoe is permissible.
- Shoes: laced shoes must be tied; Velcro must be 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.
- Hair: Must be kept neatly trimmed around the ears, above the eyebrows, and cannot touch the collar. No "faddish" hair styles will be allowed.
- If belt loops are present, belts must always be worn.

Directives

- No fad or oversized jewelry. This does not include small SEASONAL jewelry.

- Organizational school t-shirts may be worn on Fridays only. This includes the OLPS Fair t-shirt.
- Girl Scouts, Brownies, Boy Scouts, Cub Scouts, etc. are permitted to wear their uniforms on meeting days.
- OLPS athletic jerseys may be worn on game days. The football and basketball jersey must be worn over the school shirt.
- All shirts and blouses must be tucked in.
- All students shall wear the complete uniform when leaving the school grounds, including at the end of the day.

Out-of-uniform day policy

- For out-of-uniform days, dress should always be modest and age-appropriate.
- Shorts must be near knee-length.
- Tops must be sufficiently long to cover students' bottoms when wearing leggings.
- Midriff must be covered at all times. Undergarments must not be visible.
- Text or pictures on shirts must be suitable for a Catholic school.
- No Crocs, flip-flops or shoes without backs.
- The week of the Fall Festival students may wear the current Fall Festival t-shirt all week with uniform bottoms.

Please help to support the small disciplines that assist in building a healthy respect for rules and guidelines. A warning will be sent home on the first uniform violation. Any violation after the warning will result in a phone call to parents to correct the violation.

Communication Expectations

OLPS knows the importance of communication between the school and parents. In order to ensure both the school and parents are abreast of what is occurring at OLPS we use the following to communicate:

OLPS Calendar

- All major events are updated on the OLPS calendar found on-line at Our Lady of Prompt Succor School website.
- Please refer to it throughout the year.
- [OLPS Calendar](#)

RenWeb

- Renweb is OLPS school's information management system.
- Parents can access student's grades and teacher's weekly lesson plans through RenWeb.
- www.renweb.com - School Code is OurLady-LA

Weekly Newsletters

- Each week teachers will send home a weekly newsletter via email.
- Newsletters will be sent out no later than Monday afternoons. (by the end of the school day)
- Newsletters will communicate to parents:
 - Skills being learned that week
 - Upcoming test dates
 - Other useful information and reminders

Communication through Student Planners

- Student Planners (grades 2nd - 6th) will be used to write students' daily assignments.
- Teachers will communicate a student's daily behavioral grade through planners/take-home folders/assignment notebook.
 - Preschool, PreK, and Kindergarten will use a reward behavior chart and it will be communicated in the take-home folder.
 - 1st Grade will be given a daily behavior grade in their assignment composition notebook.
 - 2nd – 6th grade will record a daily behavior grade in the student planner.
- Parents are asked to sign daily to indicate they are aware of their child's daily behavior grade.

Individual Communication - Email & Conferences

- Parents are encouraged to communicate to teachers through email of any questions or concerns. Teachers will respond before school, during their planning period, or after school. You should receive a response from your child's teacher within 24 hours.
- [OLPS Faculty & Staff Directory](#)
- Fall Conferences will be held for every student with their teacher(s).
- Parents may request a conference, at any time, with the teacher(s) to discuss any concerns. This can be done by reaching out to the teacher or calling the office.

Academic Supports

Learning Lab

- The Learning Lab is set up as a place for students to go who need additional support with various skills.
- Teachers will refer students on an as needed basis.
- Students will be instructed by the Learning Lab teachers and will return to class when their session is over.
- Parents may refer their child to the Learning Lab for morning tutoring should a student struggle with a skill while during homework or with a skill that parents and/or teachers think the student could use extra tutoring. Parents must fill out the Learning Lab Google Form found on our website to reserve a spot for the student. Parents may sign up their child beginning at 5:00pm, each day, for the next morning's session. A form must be completed each day that a parent wishes for their child to go to the Learning Lab.
- Students going to the Learning Lab should arrive at school between 7:15am-7:20am.

Title I

- Title I is a resource we are afforded by the Rapides Parish School District. We are provided a teacher to work with students who need academic support. Students must live in Rapides Parish and their zoned school must be a Title I school, as determined by the Rapides Parish School District.
- Title I will focus on students in grades Kindergarten - 3rd grade who are struggling with reading skills.

Enrichment

Fun Friday

- Our Lady of Prompt Succor desires to enrich all students through OLPS Fun Friday.
- Every student will participate in interactive lessons and experiences designed to be fun while educational.
- Fun Friday will be held each Friday of the school year from 1:00pm – 2:30pm.
- Students will rotate through experiences such as STREAM (Science, Technology, Religion, Engineering, Art, and Math) lessons, Bulldog Buddies, Bulldog Ministries, PAW PRINT lessons, and Big Theme Days.

- Students won't want to miss Fridays at OLPS.

Parent Expectations

In Matthew 6:21 it says, "for where your treasure is, there also will your heart be." At Our Lady of Prompt Succor School, we believe that parents make large sacrifices for their child's education. As these sacrifices are made, we must also recognize that our heart belongs to Our Lady of Prompt Succor Catholic School.

Please support the school and promote Our Lady of Prompt Succor as a place that is holy and special. In supporting the motto, "Jesus, when others see me, may they recognize you," we ask that you refrain from the following:

- Negative conversations in GroupMe, Facebook, Instagram, and other social media platforms.
- Unruly conduct during out of school events such as fundraisers, athletic events, and out of school gatherings.
- Refrain from unkind remarks directed towards teachers.

How can parents help promote Our Lady of Prompt Succor Catholic School?

- Pray for administrators, faculty, staff, and students daily.
- Build up a community of positive, faithful believers in the mission of the school.
- Support your child's teacher. Always reach out to the teacher first with an issue. Please extend him/her the courtesy of correcting the issue before going to administration.
- Discuss concerns with administration rather than speaking out to a crowd.
- Volunteer your treasure – time, financial giving, talents.

A parent may be asked to meet with administration if these expectations cause a disruption to the overall good of the school.

Parent Support

Our Lady of Prompt Succor School encourages parents to volunteer and support OLPS School. All parents that would like to volunteer must be Virtus Trained and up-to-date on articles.

Below is a list of various ways to support:

- Room Moms
- Boy Scouts
- Girl Scouts
- Fall Festival
- Recess/Playground Duty
- Morning Carpool line
- Book Fair
- Substitute Teacher
- OLPS Play
- Catholic Schools Week Help
- Home and School Committee
- Picture Day
- Re-Prom
- D.O.G.S. - Dads of Great Students
- Girls on the Run

If you would like to sign up to Volunteer, please contact Patricia Upton, upton_p@promptsuccor.org

School Events and Field Trips

- Celebrations throughout the year are as follows:
 1. Halloween – cookie and drink for all grades
 2. Christmas – Parents are invited to the child’s classroom for a party; Advent service projects are done in lieu of students exchanging gifts with one another.
 3. Valentine’s Day – cookie and drink for all grades; students may exchange Valentines. Every student must be included in the exchange.
 4. Mardi Gras – all parents are invited to the child’s classroom for King Cake after the PreK Mardi Gras Parade.
 5. Easter – Parents are invited to an egg hunt for students in PS-1st grade; no treats allowed for students in grades 2-6 because it is during Holy Week.
 6. Field Day - serves the purpose of an end-of-year class outing for all grades, so there will be no school-sponsored end-of-year class parties.

The principal reserves the right to limit outsiders in the building for parties and activities.

Outside Food

- Students bringing snacks from home must:
 - Be in a sealed bag.
 - No nut items.
- Parents bringing outside food for a class must:
 - Touch base from the teacher prior to purchasing anything for the class.
 - Parents are allowed to bring birthday items as long as approved by the teacher and containing no nuts.
 - All items must be purchased store-bought, no homemade items.
 - No items containing nuts may be brought into the school.
 - Parents will drop off food items in the front office. No parent is to walk food to the classroom.
- Treats for the different celebrations are coordinated through the room mothers and teachers.
- **Personal** party invitations must be sent by mail or given to students outside of school. This includes parent-sponsored end-of-year parties.

Field Trips

- Educational outings or field trips are at the teacher's discretion with the principal's permission.

- No overnight trips will be allowed.
- All parents that would like to chaperone must be Virtus Trained and up-to-date on articles.

Student Athletics & Clubs

OLPS Sports Offered:

- Football
- Boosters
- Girls Basketball
- Boys Basketball
- Cross Country
- Girls Soccer
- Boys Soccer
- Softball
- Baseball
- Intramural Basketball

Academic Expectations

- Students are expected to maintain an average of a C or higher in all major and minor subjects.
- If an OLPS student does not have an average of C or higher on Progress Reports or Report Cards, he/she will not be allowed to participate in games until their average is brought up to a C.
- All OLPS athletes must have a Conduct average of "A" or "B" in Renweb in order to participate.

Athlete Behavior

- OLPS athletes and club members are ALWAYS representing Our Lady of Prompt Succor School even if not on campus. The school behavior policy applies to athletic events.
- Students are always to remember our motto, "Jesus, when others see me, may they recognize you."

Game Day Dress

- On Game Days and Fridays, students may wear their uniform jersey with school uniform bottoms. A plain white undershirt needs to be worn if jersey is transparent.

Faculty Sponsor Roles

- Faculty Sponsors will be the communication liaison between the school and the volunteer coach and parents. Responsibilities may include collecting participation and uniform fees and paperwork, communicating practice and game day reminders, scheduling gate and concession parent workers, handling of money bag, athletic eligibility, and any other duty as outlined in the OLPS Athletic Handbook.

Other Athletic Notes

- For each sport that requires tryouts, there will be only one team and it will be limited to OLPS students.
- Athletes must be covered by insurance. The players must provide proof of insurance to the coaches.
- Any participant of extracurricular activities who leaves school because of illness, or who is absent from school for any reason, is not allowed to participate in the activity that night.

Clubs

- Girl Scouts, Brownies, Boy Scouts, Cub Scouts, etc. are permitted to wear their uniforms on meeting days.

Student Materials & Technology

Student Planners

- All students, grades 2nd-6th, will bring their student planner with them to every class.
- The teacher of each subject will have the assignments for that particular class written on the board in that classroom.
- If there is no homework for a particular class, students should write “No Homework” in the designated spot.
- Student Planners must be signed each night by parents.
- Any behavior problems/issues will be communicated in the Student Planner.

Workbooks/Books/Student Planner/Library Books

- Lost workbooks and/or books must be replaced at the expense of the student.

Technology

- Students in grades Kindergarten through 6th grade will receive a Chromebook provided by OLPS school.
- Chromebooks will stay at school for younger students (Kindergarten - 3rd grade) until the teacher has determined if and when Chromebooks will be sent home.
- Students and parents will read over the following Technology rules together and adhere to them.
- **Kindergarten - 3rd Grade:**
 - I will be a good digital citizen when using school technology. I will only use my Chromebook for school work so I can learn new things.
 - I will keep my passwords private and only use the passwords given to me by my teacher(s).
 - I will not give my address, phone number, or last name to anyone on the Internet.
 - I will not download games or click on advertisements that may harm my Chromebook.
 - I will not copy information from the Internet and call it my own work.
 - I will be honest when taking quizzes or tests that are online, such as Star Tests, Accelerated Reading quizzes, or tests that are on the computer.
 - I will not use my Chromebook to hurt or harm another classmate. I will be kind with my words and when I am using technology to interact with others in a digital classroom.
 - I will only use my Chromebook when my teacher gives me

permission.

- I understand that I am NOT allowed to bring technology from home. No cell phones, laptops, or other devices will be allowed. No gaming software or gaming devices will be allowed.
- I understand that if I break any of these technology rules, I will not get to use my Chromebook or any other school technology.
- **4th - 6th Grade:**
 - Be a good digital citizen by respecting school technology, school apps/subscriptions, and when completing digital assignments for class.
 - Keep passwords private and only use the passwords given by my teacher(s).
 - Do not give out personal information such as addresses, phone numbers, or last names.
 - Do not download games, access social media or inappropriate images. Do not watch/record videos that do not apply to school. No hacking or other illegal activities is allowed.
 - Do not copy information from the Internet and submit it as my own personal work.
 - Always be honest when taking quizzes or tests that are online.
 - Do not use school technology to hurt or harm another classmate.
 - Use technology only when your teacher has granted permission.
 - Do not bring technology from home. No cell phones, laptops, or gaming software is allowed.

Take Home Technology Guidelines

Every student at Our Lady of Prompt Succor School has a Chromebook (along with a charger and a carrying case) to use at home for the school year. In the event that our school must close, each student will take home his/her Chromebook, charger, and carrying case. This will ensure that students stay on track and continue to learn and grow.

- Take care of your Chromebook, its charger, and its carrying case while at home. If damage is done due to student carelessness, the replacement costs for new technology is as follows.
 - HP Chromebook: \$220
 - Charger: \$25
 - Carrying Case: \$15
- Bring your Chromebook and charger back to school EVERY DAY for classroom use. There are penalties if technology is forgotten at home; students are allowed to use substitute technology for that day.
- Use your Chromebook and all of its capabilities for school purposes only. Teacher(s) and school administration will be monitoring activity on all devices.
- Use good judgment and follow the same rules listed under the School Technology Rules.

- Keep your Chromebook on a flat surface and stored in a dry location when not in use.
- Avoid long periods of time on your Chromebook. Be sure to take breaks and walk around.
- Follow school rules when participating in virtual meetings with my teacher(s) and classmates.

Standards for Chromebook Care at Home

- Do not allow anyone else to use your Chromebook at home, other than your parents/guardians. Let your teacher know if you need log-in information for Google and other school subscriptions.
- Take care of your Chromebook—no stickers, paint, or marks. Your device, charger, and case have been labeled with your name & #. These are the only markings allowed. All equipment has been inventoried electronically. NOTE: Please see Mrs. Jessica Cole if you have any questions concerning your child's technology inventory.
- NO eating or drinking near your Chromebook, charger, or carrying case. Always use your carrying case when taking your Chromebook back and forth from school.
- Keep your Chromebook clean. You may wipe it with a microfiber cloth. DO NOT use Clorox wipes or any kind of wet wipe on your Chromebook. Your child's equipment is sanitized regularly at school with disinfectant made especially for technology. Special tech wipes can be sent home if technology is sent home for an extended amount of time.
- Inform your teacher(s) if your Chromebook or charger is not working properly. There are substitute devices until your device can be repaired. All rules in this agreement will apply to any substitute devices given to students.

Virtual Learning

Quarantined individual students

- OLPS's nurse will notify student's parents of how long the child will be quarantined.
- Classroom teachers of the student, will gather books and materials available at the time and send them to the office for pick up.
- Mrs. Rhoads will email parents (and CC teachers) on the process for virtual learning.

Entire Class Quarantined

- OLPS's nurse will notify student's parents of how long the child will be quarantined.
- Classroom teachers of the student, will gather books and materials available at the time and send them to the office for pick up.
- Mrs. Rhoads will email parents (and CC teachers) on the process for virtual learning.

Entire Grade Level or School Quarantined

- Mrs. Beck will notify grade level/school of quarantining the grade level or school moving to full virtual learning.
- Teachers will send a newsletter to parents for the Google Meet schedule.
- Schedules:
 - PreSchool - Kindergarten
 - Schedule one Google Meet a day.
 - 1st-3rd grade:
 - 8:00 - 8:30 Spelling/Phonics
 - 8:30 - 9:00 Independent work time
 - 9:00 - 9:30 Reading/ELA
 - 9:30 - 10:00 Independent work time
 - 10:00 - 10:30 Math
 - 10:30 - 11:00 Independent work time
 - 11:00 - 11:30 Religion/Science/Social St.
 - Teachers available for "office hour" (small group instruction or reteaching) for 1 hour in the afternoon. This hour is written on the schedule in the newsletter.
 - 4th grade
 - 8:00 - 8:45 Homeroom Block
 - 8:45 - 9:15 Independent work time
 - 9:15 - 10:00 Second Block
 - 10:00 - 10:30 Independent work time
 - 10:30 - 11:15 Third Block
 - 11:15 - 11:45 Independent work time
 - Office hours
 - Mrs. Keeton 1:00 - 2:00
 - Mrs. Iles 2:00 - 3:00

- Mrs. McCoullough 3:00 - 4:00
 - 5th grade
 - 8:00 - 8:45 Homeroom Block
 - 8:45 - 9:15 Independent work time
 - 9:15 - 10:00 Second Block
 - 10:00 - 10:30 Independent work time
 - 10:30 - 11:15 Third Block
 - 11:15 - 11:45 Independent work time
 - Office hours
 - 1:00 - 2:00
 - 2:00 - 3:00
 - 3:00 - 4:00
 - 6th grade
 - 8:00 - 9:30 Homeroom Block
 - 9:30 - 10:00 Independent work time
 - 10:00 - 11:30 Second Block
 - 11:30 - 12:00 Independent work time
 - Office hours
 - 1:00 - 2:00
 - 2:00 - 3:00
- All assignments due Friday (unless instructed by the teacher).