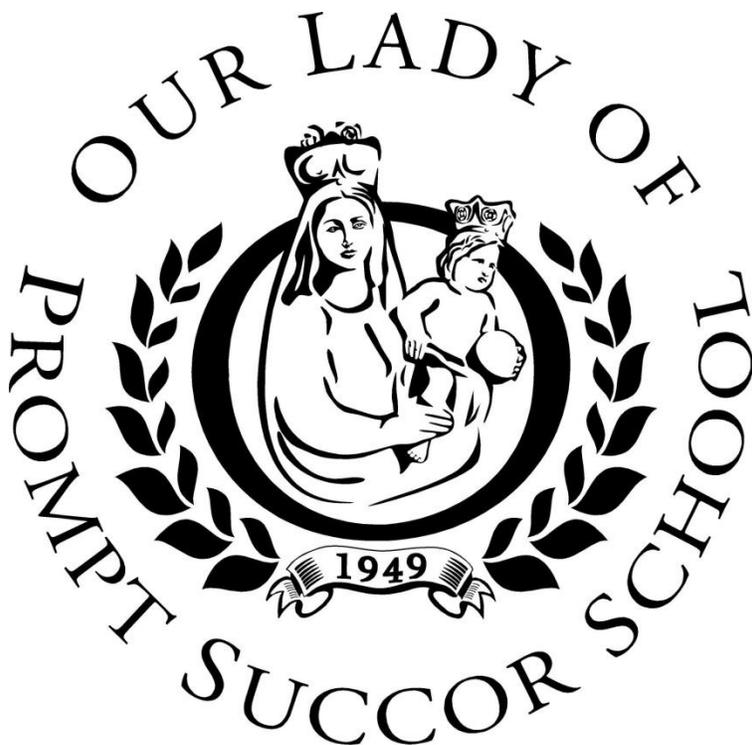


# GENERAL SCHOOL POLICIES



Our Lady of Prompt Succor School

420 21st Street

Alexandria, LA 71301

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

Website: [www.promptsuccor.org](http://www.promptsuccor.org) E-mail: [olpsoffice@promptsuccor.org](mailto:olpsoffice@promptsuccor.org)

## **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.

**420 21<sup>st</sup> Street, Alexandria, LA 71301**

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

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E-mail: [olpsoffice@promptsuccor.org](mailto:olpsoffice@promptsuccor.org)**

**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 Lady of Prompt Succor School's mission is to develop Disciples of Christ and to foster academic excellence in a safe and respectful environment. Our motto is, "Jesus, when others see me, may they recognize You."

Our most important concern is each 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, physical, psychological, 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 required 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 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 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.**

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 7:45am to 3:00pm A tardy bell rings at 7:55am Students who do not ride buses nor eat breakfast in the cafeteria are requested to arrive on the school grounds no earlier than 7:15am. PreSchool, PreK and Kindergarten students should be dropped off in the DPC line; 4th, 5th and 6th grade students should be dropped on in the Olive Street line; 1st, 2nd and 3rd graders and any combination of siblings should be dropped off in the cafeteria 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 the cafeteria after 3:10pm will be taken to After School Care and the parent will be charged \$6.00.

## ABSENTEES

Every morning after roll call teachers send absentees to the office. Parents must fill out an **Absentee Form** located on our website under the Parents tab in the Nurses' Notes section. The form must be filled out in its entirety and all illness policies must be followed. As stated in Louisiana State Bulletin 741-1.055.03, a student must be in attendance a minimum of 160 days in a school calendar year to be eligible for promotion. 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 7:55am is considered tardy. **Parents must walk their children into the office and sign them in if they arrive after 7:55am.**
- B. A child who does not arrive at school until 10:00am or who leaves school before 1:00pm 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 – 3:00pm.**

## TRANSFERS

When a student transfers to another school, the principal should be notified by the parents 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 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.
- B. 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.
- C. Cough drops are not allowed outside of the nurse’s office.
- D. 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.
- E. 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.

a. 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.

b. For COVID-19 related illness please adhere to the following guidelines:

i. 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.

ii. 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.

iii. If your child has no symptoms but has a positive test, they may return to school 10 days after the positive test.

F. 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.

G. 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.

## INCLEMENT WEATHER POLICY

Normally, 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 by email, phone or text through RenWeb.

## SCHOOL UNIFORMS

The following are the uniform regulations at Our Lady of Prompt Succor School for students in Pre-School through 6<sup>th</sup> grade:

### 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. Girls in 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**. 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 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 tall 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: Girls in grades K-6 have the option of wearing navy blue or checkered walking shorts or skorts supplied by **Caplan's**. Girls must wear

solid navy, solid black or school checkered shorts under their smocks, jumpers, or skirts.

9. Earrings: no fad or oversized earrings.
10. No make-up or nail polish.
11. Hair must be kept neat, no “faddish” hairstyles allowed.
12. If belt loops are present, 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, Pre-Kindergarten and Kindergarten students may have elastic in the waist.
4. 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.
5. Shorts: all grades have the option of wearing navy blue uniform shorts purchased from **Caplan's**.
6. Boots: no tall boots are allowed. An ankle boot similar to the high top tennis shoe is permissible.
7. 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.
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.
9. If belt loops are present, 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. OLPS 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. All students shall wear the complete uniform when leaving the school grounds, including at the end of the day.
7. Each time a student is not in proper uniform, 3 points will be deducted from his/her conduct grade.

**D. Out-of-uniform day policy**

1. For out-of-uniform days, dress should always be modest and age-appropriate.
2. Shorts must be near knee-length. No sport shorts allowed.
3. Tops must be sufficiently long to cover students' bottoms when wearing leggings.
4. Midriff must be covered at all times. Undergarments must not be visible.
5. Text or pictures on shirts must be suitable for a Catholic school.
6. No Crocs, flip-flops or shoes without backs.

**ATHLETICS**

- A. Sports in grades 5 and 6 include football and baseball for boys, softball and boosters for girls, and basketball for boys and girls. An intramural basketball program is provided for students in Grades 1-6. Students participating in these extracurricular activities are expected to maintain good grades and to conform to all school regulations.
- B. For each sport that requires tryouts, there will be only one team and it will be limited to OLPS students.
- C. Athletes must be covered by insurance. The players must provide proof of insurance to the coaches.
- D. 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.**

**APPOINTMENTS**

Parents are urged to visit their 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 2:30pm only. **PLEASE INFORM YOUR CHILDREN BEFORE THEY LEAVE FOR SCHOOL IN THE MORNING IF THERE IS TO BE A CHANGE IN THEIR 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 method of transportation, or to request items left at home, such as papers, books, or homework.

- B. If, through urgent necessity, a parent comes to school to deliver a message or bring an item, 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, email, 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 15<sup>th</sup> 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 cafeteria manager. 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. Only if the cafeteria is not able to meet a student's dietary needs will that student be allowed to bring lunch. The lunch must be prepared at home and conform to nutritional standards (no fast food items are permitted.) Due to severe allergies, no nut products should be sent to school at any time. Our school 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.

### **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.

### **SCHOOL PARTIES AND FIELD TRIPS**

- A. 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; only students in grades PS-3<sup>rd</sup> exchange Valentine cards.
  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-1<sup>st</sup> 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.*

- B. Treats for the different celebrations are coordinated through the room mothers and teachers.
- C. **Personal** party invitations must be sent by mail or given to students outside of school. This includes parent-sponsored end-of-year parties.
- D. 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. Reinforce 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 along with Unit Plans for the next nine weeks. The first report card is given at the Parent-Teacher conference. The other three report cards will be sent home electronically and by paper with your child. Please sign the envelope that contains the report card and return it to school.
1. Only nine-week letter grades appear on the report card. Semester grades will be the average of the two nine-week periods. End-of-year grades will be the average of the four nine-week periods. Semester and end-of-year averages will be generated by RenWeb.
  2. Mid nine-week progress reports will be sent home electronically for students in Grades 1-6 for each grading period.
  3. Formal Parent-Teacher Conferences will be held in the fall.
  4. Grades 1-6 will send home weekly papers every Wednesday. In addition, the teachers must record students' grades on RenWeb in a timely manner (a minimum of once a week).
  5. 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.
  6. All students will be assigned grades according to the following system:
    - a) Pre-School and PreK – Parent/Teacher Conference
    - b) Kindergarten – S, N, or U
    - c) Grades 1-4 – Letter grades for all subject areas taught, **except** P.E., Art, Music, and Handwriting
    - d) Grades 1-4 – P.E., Art, Music and Handwriting – S, N, or U
    - e) 5<sup>th</sup> and 6<sup>th</sup> – Letter grades for all subject areas taught **except** Music
    - f) All Conduct grades in Grades 1-6 are letter grades.
    - g) In RenWeb, numbers assigned reflect the following letter grades:
 

S+ 100	S 98	S- 94
N+ 90	N 88	N- 86
A 100	A 96-99	A- 94-95
B+ 91-93	B 88-90	B- 86-87
		U 75

C+ 82-85	C 78-81	C- 76-77	
D+ 73-75	D 71-72	D- 70	F ≤69

- 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 them to monitor their children's progress and grades as well as 3<sup>rd</sup>-6<sup>th</sup> grade test schedules. PreSchool-2<sup>nd</sup> grade teachers post classroom information through a weekly letter and/or on RenWeb.

### **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: English, Math, Reading, Religion, Social Studies, 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. 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.

- G. A discipline referral will result in a sixty (60) in conduct for the week it is given. A detention received within a nine-week period will result in a zero (0) in conduct the week the detention is given.
- H. 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, extra assignments or lowering of conduct grade.
- 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. The student will also receive a 60 in conduct for the week the discipline referral is given.
- G. **Uniform infractions** – a student will receive a 3 point deduction each time he/she is not following uniform regulations.
- B. 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.

## **BEHAVIOR POLICY**

### **A. LEVEL I ACTS OF MISCONDUCT**

LEVEL I ACTS OF MISCONDUCT ARE MINOR MISBEHAVIORS which impede the orderly operation of the classroom and/or school. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

LEVEL I MISBEHAVIORS INCLUDE (but are not limited to) THE FOLLOWING:

- a. classroom disturbance
- b. failure to have assignments and needed materials

- c. littering
- d. hallway misconduct
- e. tardiness
- f. disrespect and/or insubordination

## DISCIPLINE FOR LEVEL I ACTS OF MISCONDUCT

### DISCIPLINARY PROCEDURES:

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- If the violation occurs in the classroom setting, the teacher may invoke the Classroom Management Plan as approved by the principal.
- Repeated misbehavior may require a parent/teacher conference or a parent conference with an administrator.
- An appropriate record of the offense and disciplinary action is maintained by the staff member prior to movement to Level II.

### DISCIPLINARY OPTIONS:

- VERBAL REPRIMAND
- CONFERENCE WITH STUDENT
- CONFERENCE WITH PARENTS or GUARDIAN (by phone or in person)
- CONSEQUENCES AS STIPULATED IN THE APPROVED CLASSROOM MANAGEMENT PLAN
- WITHDRAWAL OF PRIVILEGES

## **B. LEVEL II ACTS OF MISCONDUCT**

Level II involves misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

THESE INCLUDE (but are not limited to) SUCH MISBEHAVIORS AS:

- a. Continuation of unmodified Level I Acts of Misconduct
- b. Bus misconduct
- c. Lunchroom disturbance
- d. Skipping class(es)
- e. Leaving the building without permission
- f. Failure and/or refusal to serve detentions
- g. Theft (\$5.00 or less)
- h. Scuffling
- i. Gross disrespect and/or Insubordination
- j. Cheating
- k. Forgery
- l. Minor vandalism
- m. Dishonesty

n. Loitering

**DISCIPLINE FOR LEVEL II ACTS OF MISCONDUCT**

**DISCIPLINARY PROCEDURES:**

- The student is referred to administration for appropriate disciplinary action.
- The administrator meets with the student and/or teacher and effects the most appropriate response.
- An appropriate record of the offense and disciplinary action is maintained by administration.

**DISCIPLINARY OPTIONS:**

- ADMINISTRATIVE CONFERENCE WITH THE STUDENT
- ADMINISTRATIVE CONFERENCE WITH PARENTS/GUARDIAN (by phone or in person)
- DETENTION
- WITHDRAWAL OF PRIVILEGES
- FINANCIAL RESTITUTION
- LOSS OF CREDIT FOR ASSIGNMENT and/or TEST

**C. LEVEL III ACTS OF MISCONDUCT**

Level III involves acts which seriously disrupt the learning climate of the school. These acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

**THESE ACTS INCLUDE (but are not limited to) THE FOLLOWING:**

- a. Continuation of unmodified Level II Acts of Misconduct
- d. Vandalism, except minor vandalism
- e. Throwing objects
- f. Inflicting injury
- g. Theft (more than \$5.00, but less than \$100.00)
- h. Fighting (no injury)
- i. Gross defiance and/or verbal abuse of school personnel
- j. Computer misuse
- k. Internet misuse
- l. Plagiarism
- m. Misuse of electronic devices
- n. Intimidation/harassment
- o. Bullying
- p. Profanity, obscene remarks, gestures
- q. Conduct (either verbal or written) which substantially threatens to or disrupts the educational process
- r. Possession of stolen property

- s. Misuse of cell phone

## DISCIPLINE FOR LEVEL III ACTS OF MISCONDUCT

### DISCIPLINARY PROCEDURES:

- Administration initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken.
- An appropriate record of the offense and disciplinary action is maintained by administration.

### DISCIPLINARY OPTIONS:

- TEMPORARY REMOVAL FROM CLASS and or PLAYGROUND
- FINANCIAL RESTITUTION (in cases where damage or loss is incurred)
- OUT-OF-SCHOOL SUSPENSION (maximum 3 days)
- DETENTION
- LOSS OF COMPUTER PRIVILEGES
- LOSS OF CREDIT FOR ASSIGNMENT AND/OR TEST

## **D. LEVEL IV ACTS OF MISCONDUCT**

Level IV acts involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the school. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities.

### THESE INCLUDE (but are not limited to) THE FOLLOWING:

- a. Continuation of unmodified Level III Acts of Misconduct
- b. Fighting (injury incurred)
- c. Assault of student
- d. Battery of student
- e. Arson and or setting fires
- f. Possession and or use of weapon(s)
- g. Possession of a knife, box cutter, or other item defined as a weapon and NOT USED to threaten or to attempt to cause bodily harm.
- h. False fire alarm
- i. Bomb threat
- j. Theft (equal to or greater than \$100.00)
- k. Assault of school personnel
- l. Battery of school personnel
- m. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and or to school property
- n. Threats of violence against the student population or personnel, or threats to inflict damage to school property, through the use of any type of weapon, incendiary (fire related) or explosive device

- o. Possession and or use of items or materials depicting and or advocating violence, hate or destruction
- p. Bus misconduct

*NOTE: An accumulation of four referrals during one school year of Levels II, III and/or IV Acts of Misconduct may be sufficient cause for expulsion.*

## **E. DISCIPLINE FOR LEVEL IV ACTS OF MISCONDUCT**

### **DISCIPLINARY PROCEDURES:**

- Administration verifies the offense, confers with the staff member(s) involved, and meets with the student.
- The student is immediately removed from his/her school routine. When it has been determined that a level IV act of misconduct has occurred, every reasonable effort will be made to contact parent(s) or guardian as soon as possible.

### **DISCIPLINARY OPTIONS:**

- OUT-OF-SCHOOL SUSPENSION (MAXIMUM 10 DAYS)
- EXPULSION

*NOTE: An act or acts of Level IV Misconduct committed within the last five days of the school year, may result in a student receiving zero-grades in any school work or tests completed or to be completed for a period not to exceed the last five days of the school year. Under the foregoing, an act of Level IV misconduct committed at the end of the last day of the school year may result in said student's receiving zero-grades for all of his/her work, tests, or examinations completed in the last five school days. The foregoing sanction will be imposed only when there exists no other reasonable sanction then available, taking into account the severity of the misconduct.*

### **Detentions/Suspension**

**Morning Detention:** is served at school, beginning at 6:45 am in the assigned room on the assigned day or days depending on the infraction. Transportation needs to be arranged. During this period, students are not allowed to sleep, but must do work that is academic in nature. If a student is late or misses a before school detention, he/she receives an extended detention day detention. On the fourth before school detention, the student receives a one-day suspension.

**Recess Detention:** is served at school during the lunch recess. Students must do work that is academic in nature.

**Afternoon Detention:** is served after school from 3:15pm-4:00pm. Students must do work that is academic in nature. Students must be picked up by 4:00pm.

**Extended Detention:** Extended detention is a multi-day morning detention that extend

**Out-of-School Suspension:** When it is deemed necessary, administration may assign an out-of-school suspension.

### **Dismissal/Expulsion**

OLPS administration has the authority to dismiss or expel any student at any time. Dismissal requires that a student withdraw immediately from OLPS. Appeal of a dismissal may be made to the principal. An appeal is considered only if the principal agrees that additional (new) relevant information has become available.

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

**Any behavior that disrupts the daily operations of the school will be addressed by OLPS administration.**

### **GENERAL SCHOOL REGULATIONS TO BE ADHERED TO BY ALL STUDENTS**

- A. Students should be in the classroom each morning by the time the 7:45am 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.
- F. **NO CELL PHONES or personal electronic games and/or equipment are allowed at school.** A student found with a cell phone at school will face the following consequences:
  - **1<sup>st</sup> Offense** – Cell phone will be taken from student and the parent will have to come to school to retrieve it.
  - **2<sup>nd</sup> Offense** – Parent will have to pay \$10 to retrieve phone and student will receive a detention.
  - **3<sup>rd</sup> Offense** – Parent will have to pay \$20 to retrieve phone and student will receive an out-of-school suspension.
  - **4<sup>th</sup> Offense** – Student will be expelled.

### **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 building materials (ACBM) as required by the Louisiana Department of Environmental Quality (LDEQ) and the AHERA (Asbestos Hazard Emergency Response Act) federal regulations. Inspection records and the School's Asbestos Management Plan are on file in the office and may be viewed by the public during normal school hours.

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 lessons 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 his or her job, like a doctor or a 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 bicycle 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 and 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 cases 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.

## Student and Parent/Guardian Agreement

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. In my school, Our Lady of Prompt Succor School., bullying is not tolerated.

Bullying refers to verbal acts, physical acts, or other acts of harassment by using electronic devices.

Some examples of specific behaviors that constitute bullying include but are not limited to:

- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as cyberbullying).
- Name-calling, joking, or making offensive remarks about another person.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

We understand that bullying, whether it is cyberbullying, physical, or verbal acts that disrupt the learning environment, will result in disciplinary action or expulsion from Our Lady of Prompt Succor School.

### Student's responsibility:

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult. I understand the anti-bullying policy and procedures.

I have read and understand Our Lady of Prompt Succor School's behavior policy

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities. I have read and understand the OLPS behavior and anti-bullying policies and procedures.

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

\_\_\_\_\_  
Date