

Our Lady of Prompt Succor School

Parent & Student Handbook

Our Lady of Prompt Succor School

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OLPS Parent & Student 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
 - Updated immunization records verified by the Links System.
- 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.
- All students must be fully potty trained upon the first day of school. Please review and sign the potty policy found [HERE](#).
- Student placement within classrooms will be announced at Open House before the start of school. Many factors are considered when placing students in particular classrooms. Please do not request particular teachers and/or friends for your child.

Transfer Students/Withdrawal

- Students transferring to Our Lady of Prompt Succor from another school must complete a [record request form](#) upon enrollment.
- Students leaving Our Lady of Prompt Succor, for any reason, must make an appointment with an administrator to begin the withdrawal process.

- A withdrawal form and a [record release form](#) must be completed in order to have their records sent to the new school. Please allow a one week processing time upon the date of graduation or withdrawal.

Grading Policies

Grades

- FACTS Family Portal can be used to monitor grades. (www.factsmgt.com)
- Teachers will record students' grades in FACTS in a timely manner (a minimum of once a week).
- Grades 1-6 will send home weekly papers every Wednesday.
- 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, Spelling, 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 with your child.
- Please sign the envelope that contains the report card and return it to school.
- Only previous and current nine-week letter grades appear on the report card.
- Comprehensive grades for the year will appear on the final report card.

Homework 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
 - Homework 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 the SBLC to determine if retention is necessary.
- Any student who fails two or more minor subjects will be referred to the SBLC to determine if retention is necessary.
- Any student who is absent more than 14 days (unexcused) will be referred to the SBLC to determine if retention is necessary.

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 calculated by averaging points assigned to each letter grade.
- For the point average to result in rounding up, the percentage must be .5 or higher.

Missing Assignments

- Make up assignments policy
 - Work or tests not completed will be denoted by an "M" (missing) in the gradebook. The value of "M" is 0 and will be averaged as such until the work is completed.
 - Parents will receive an email to inform parents and students of missing assignments.
 - Students are to complete missing work no later than **three days**. Administrative approval is required to provide an extension to this timeframe.

Student Attendance

Students benefit greatly 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.

School Hours

- School hours are 7:50am to 2:50pm
- Students cannot be checked out after 2:30pm Monday - Thursday.
- Students checking out on Fridays must be checked out by 1:00pm. No checkouts will be allowed after that time, as to prevent interference with Fun Friday activities.
- Students remaining in their classroom after 3:10pm will be taken to After School Care and the parents will be charged \$8.00.

Tardiness

- Students should be at school, unpacked and at 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 in a nine weeks period, parents will be contacted by the office. Tardies 4 and 5 will result in a lunchroom detention. Tardies 6 and beyond will result in a morning detention.
 - 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.
- 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.
- When students return to school after being absent, please send any doctor excuses or with 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 in one school year. This will 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.
 - Work or tests that need to be made up will be denoted by an “M” (missing) in the gradebook. The value of “M” is 0 and will be averaged as such until the work is completed.
 - Students are to complete missing work no later than three days after returning to school. Administrative approval is required to provide an extension to this timeframe.
- Make up work request while absent
 - 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 instructions provided during enrollment.
- 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.
- COVID-19 and other related illnesses policies, will be communicated as needed by the administration.

Diocesan Medical Policy

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.

See Infection Prevention Plan in Appendix.

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.

Mandated Reporting

At Our Lady of Prompt Succor School, we provide holistic education to our students promoting healthy living, values (PAW PRINTS), and psychological health. As such, students often feel comfortable sharing personal concerns with their teachers and administrators. If these concerns involve suspected child abuse or any questionable behavior, OLPS teachers, staff, and clergy will follow mandated reporter guidelines according to the Louisiana Children's Code.

As mandated reporters, should any OLPS teacher or staff member have suspicions of child abuse, these concerns will be reported to the Department of Children and Family Services. If DCFS comes to OLPS to interview a child, we must comply and allow an interview with the child/children.

Psychiatric Emergencies

Should any student express to a teacher, staff, or clergy that he/she is experiencing any suicidal ideation (e.g., thoughts of death), has recently attempted suicide, or has recently engaged in parasuicidal gestures (i.e., cutting), a parent will be immediately informed and the student will need to receive a mental health evaluation by a licensed physician, nurse practitioner, or psychologist to determine appropriate next steps and medically clear the student to return to school.

Student 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. Failure to initial the behavior communication daily by a parent will not result in a behavior infraction.

- 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 – 6nd 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.

Anti-Bullying

Everyone has the right to feel physically and emotionally safe at school. The Our Lady of Prompt Succor school community will do everything they can to create and preserve a physically and emotionally safe environment. At Our Lady of Prompt Succor, bullying is not tolerated and will result in disciplinary action or expulsion.

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 (anything other than schoolwork)
- Gaming Device
- Technology Devices (ipad, kindle, ereader, etc)
- Weapons
- Threats
- Cell Phone
- Smart Watch
- Any behavior that immediately disrupts learning
- Repeated uniform infractions
- Excessive Tardies
- Biting

Behavior Outside of School Hours

We expect students to behave at all times and provide an example of what Our Lady of Prompt Succor represents in and out of the classroom. Although it is the responsibility of the parent to address behavior, we reserve the right to address behavior outside of school hours that carry into the school day and hinder learning. This includes, but is not limited to, bullying, inappropriate social media, dangerous gaming, inappropriate pictures, cyber bullying through text messages or other modes of communication, activity that may be harmful or dangerous, etc.

Behavior Consequences

In order to shape behavior, consequences will be issued when necessary within the classroom and from the administration. These consequences may include a lunchroom detention, time away from Fun Friday, morning detention, written behavior reflection or any

other consequences that may be helpful in promoting good behavior and decision making.

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.

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

Character Program and Positive Behavioral Expectations

PAW PRINTS is an acronym standing for the nine character traits addressed throughout the school year - Positive, Accountable, Worthy, Patient, Respectful, Inspiring, Nice, Tolerant, Saintly.

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.

Student Arrival and Dismissal

Arrival

- Arrival will begin each morning at 7:15am.
 - PreSchool - 2nd grade students – enter through the DPC drive (7:15am-7:40am)
 - 3rd - 6th grade students & Sibling Combos – enter through cafeteria double doors on 21st Street (7:15am-7:45am)
 - All students arriving after 7:45am will enter through the front school entrance on 21st street. Anyone arriving after 7:50am will be considered tardy.

[See Arrival Map](#)

- 3rd-6th grade students may play outside from 7:15am-7:40am. When arriving at 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.
- PreSchool through 2nd grade students report directly to their classroom, 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.
- If students are eating breakfast, please have your child at school by 7:30am to ensure they have enough time to eat.
- 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

- Pre-school - Kindergarten students only - Early DPC Dismissal
 - 2:35pm - 2:50pm
- Preschool - 2nd grade students - Late DPC Dismissal
 - 2:50pm - 3:10pm
- 3rd - 6th grade students & sibling combos - 21st Street Dismissal
 - 2:50pm - 3:10pm
- OLPS School uses SchoolPass as its electronic platform for dismissal. Each family is assigned a 3 digit code and will be given car tags with the 3 digit

code. Parents picking up students must 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 \$8.00 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](#)

After School Care

- After school care will begin at 3:10pm.
- After school care pick up will begin at 3:30pm
- 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.

OLPS Uniform Policy



GIRLS

	PreSchool & PreK	Kindergarten - 3rd grade	4th - 6th Grade
Plaid	<ul style="list-style-type: none"> Plaid Smock Dress - OLPS patch affixed on left hand side 	<ul style="list-style-type: none"> Plaid Jumper - OLPS patch affixed on left hand side Jumper Length (no shorter than 3 inches above the back crease of the knee) Plaid Shorts (no shorter than 4 inches above the back crease of the knee)- no belt required 	<ul style="list-style-type: none"> Plaid Skirt Skirt Length (no shorter than 3 inches above the back crease of the knee) Plaid Shorts (no shorter than 4 inches above the back crease of the knee- no belt required)
White Shirt	N/A	<ul style="list-style-type: none"> White button up (Oxford or Peter Pan collars) - OLPS patch affixed on left hand side 	<ul style="list-style-type: none"> White button up (Oxford) - OLPS patch affixed on left hand side
Socks	<ul style="list-style-type: none"> White socks with plaid ruffles. White ankle or crew socks. Navy ankle or crew socks. Not allowed - "no show" socks. 	<ul style="list-style-type: none"> White socks with plaid ruffles. White ankle or crew socks. Navy ankle or crew socks. Not allowed - "no show" socks. 	<ul style="list-style-type: none"> White ankle or crew socks. Navy ankle or crew socks. Not allowed - "no show" socks.

Tights or Leggings (only to be worn under smocks, jumpers & skirts)	<ul style="list-style-type: none"> ● White or navy ● Leggings must be full length of leg.
Bloomers or shorts (worn under smock, jumper, skirt)	<ul style="list-style-type: none"> ● Must be plaid or navy
Shoes	<ul style="list-style-type: none"> ● Tennis shoes (velcro, laces, or tennis shoes that encompass the whole foot) ● All shoes must have a back. ● No Crocs, Hey Dudes, heels, sandals, or boots (rain or other) ● Light up shoes are not allowed.
Spirit Day	<ul style="list-style-type: none"> ● Any OLPS shirt with OLPS approved plaid shorts, skirt or jumper. ● Leggings or tights may be worn under plaid shorts, skirt or jumper. ● Leggings <u>only</u> may not be worn with Spirit Shirts.
Outerwear	<ul style="list-style-type: none"> ● Sweatshirts (may be worn in building): <ul style="list-style-type: none"> ○ 1/4 zip navy OLPS Bulldogs logo embroidered on left hand side ○ full zip navy with hood OLPS Bulldogs logo embroidered on left hand side ○ crew neck navy OLPS plaid across front or navy OLPS Bulldogs logo embroidered on left hand side ● Sweater/Cardigan/Sweatshirt (may be worn in building): <ul style="list-style-type: none"> ○ Plain navy or white sweater may be worn. ● Coats/Jackets: <ul style="list-style-type: none"> ○ Any coat or jacket may be worn while outside. Must be appropriate for Catholic school. ○ Jackets may not be worn in the classroom.
Out of Uniform	<ul style="list-style-type: none"> ● Modest & age appropriate ● Shorts must be fingertip length. ● No biker shorts.

	<ul style="list-style-type: none"> ● Tops must cover bottom if wearing leggings ● Midriff must be covered at all times ● No halter tops, spaghetti straps or open back tops/dresses ● Undergarments may not show at any time ● Pictures or text on clothing must be suitable for a Catholic school ● No frayed or ripped jeans ● Shoes may accompany the outfit, but no heels, flip flops or crocs may be worn. ● Week of Fall Fest - Current Festival t-shirts may be worn all week with uniform bottoms. 		
Game or Meeting Day Attire	N/A	<ul style="list-style-type: none"> ● Jerseys may be worn on game or meeting days over school shirts or white t-shirts. 	<ul style="list-style-type: none"> ● Jerseys may be worn on game or meeting days over school shirts or white t-shirts.
Hair	<ul style="list-style-type: none"> ● No extreme hair colors or styles are allowed. (admin discretion will be applied) ● No fad hairstyles ● No distracting hair accessories. ● All bows, scrunchies, headbands, etc. must be white, school plaid or any shade of blue. 		
Accessories & Extras	<ul style="list-style-type: none"> ● Belts are not required for plaid shorts. If a belt is worn, it must be navy, brown, or black - free of decorative buckles. ● No smart watches (any device able to connect to the internet). ● Stud earrings are acceptable. No oversized or dangling earrings. Only 1 hole per ear. ● No nail polish or fake nails. ● No temporary tattoos. ● Make-up may not be worn. ● Only one bracelet per wrist. ● No choker necklaces. 		

BOYS

	PreSchool & PreK	Kindergarten - 3rd grade	4th - 6th Grade
Pants/Shorts	<ul style="list-style-type: none"> • Pant or short with bulldog affixed above the right rear pocket. • Elastic waist band acceptable. 	<ul style="list-style-type: none"> • Pant or short with bulldog affixed above the right rear pocket. • Elastic waist band acceptable (Kindergarten only). • Pant or shorts must have belt loops . • A navy, black or brown belt must be worn (1st-3rd grade). 	<ul style="list-style-type: none"> • Pant or short with bulldog affixed above the right rear pocket. • Pant or short must have belt loops • A navy, black or brown belt must be worn.
Shirt	<ul style="list-style-type: none"> • Baby blue polo type shirt with OLPS patch affixed on left hand side. • Shirts must be tucked in at all times. 		
Socks	<ul style="list-style-type: none"> • White or navy ankle or crew socks. • Not allowed - "no show" socks. 		
Shoes	<ul style="list-style-type: none"> • Tennis shoes (velcro, laces, or tennis shoes that encompass the whole foot) • All shoes must have a back. • No Crocs, Hey Dudes, heels, sandals, or boots (rain or other) • Light up shoes are not allowed. 		
Spirit Day	<ul style="list-style-type: none"> • Any OLPS shirt with OLPS approved pants/shorts. 		

Outerwear	<ul style="list-style-type: none"> ● Sweatshirts (may be worn in building): <ul style="list-style-type: none"> ○ ¼ zip navy OLPS Bulldogs logo embroidered on left hand side ○ full zip navy OLPS Bulldogs logo embroidered on left hand side ○ crew neck navy OLPS Bulldogs logo embroidered on left hand side ● Sweater/Cardigan/Sweatshirt (may be worn in building): <ul style="list-style-type: none"> ○ Plain navy or white sweater may be worn. ● Coats/Jackets: <ul style="list-style-type: none"> ○ Any coat or jacket may be worn while outside. Must be appropriate for Catholic school. ○ Jackets may not be worn in the classroom. 		
Out of Uniform	<ul style="list-style-type: none"> ● Modest & age appropriate ● Shorts must be near knee length ● No biker shorts ● Midriff must be covered at all times ● Undergarments may not show at any time ● Texts or pictures must be suitable for a Catholic school ● No frayed or ripped jeans ● Shoes may accompany the outfit, but no flip flops or crocs may be worn. ● Week of Fall Fest - Current Festival t-shirts may be worn all week with uniform bottoms. 		
Game or Meeting Day Attire	N/A	<ul style="list-style-type: none"> ● Jerseys may be worn on game or meeting days over school shirt. 	<ul style="list-style-type: none"> ● Jerseys may be worn on game or meeting days over school shirt.
Hair	<ul style="list-style-type: none"> ● Hair will not touch the tops of ears, eyebrows or collar ● No fad hairstyles ● No extreme hair colors are allowed. (admin discretion will be applied) ● No hair accessories 		

Accessories & Extras	<ul style="list-style-type: none"> ● No earrings ● No smart watches (any device able to connect to the internet). ● No temporary tattoos ● One necklace, one bracelet per wrist, one ring per hand, one anklet per ankle 	<ul style="list-style-type: none"> ● Navy, brown or black belt must be worn (1st-6th) ● No earrings ● No smart watches (any device able to connect to the internet). ● No temporary tattoos ● One necklace, one bracelet per wrist, one ring per hand, one anklet per ankle 	<ul style="list-style-type: none"> ● Navy, brown or black belt must be worn ● No earrings ● No smart watches (any device able to connect to the internet). ● No temporary tattoos ● One necklace, one bracelet per wrist, one ring per hand, one anklet per ankle
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All uniform violations will receive one warning through the classroom teacher. All subsequent uniform violations that can be corrected on the spot will be corrected at school. All subsequent uniform violations that cannot be corrected at school will result in the student calling a parent to check them out to correct the violation. Admin discretion will be applied to all uniform guidelines. Please help to support the small disciplines that assist in building a healthy respect for rules and guidelines.

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](#)
- In addition to the website, the school calendar can be found on the FACTS App and FACTS Family Portal.

FACTS Family Portal

- FACTS is our school's information management system.
- Parents can access student's grades, calendar, behavior, health information and teacher's weekly lesson plans through FACTS.
- Visit www.factsmgt.com to log into the FACTS Family Portal. The OLPS 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 for grades 2nd - 6th will be used to write students' daily assignments.
- Assignment notebooks for 1st grade will be used to write 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 questions and concerns to teachers through email. 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 via email.

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 AHERA (Asbestos Hazard Emergency Response Act) federal regulations. Inspection records and School's Asbestos Management Plan are on file in the office and may be viewed by the public during normal business hours.

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 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 6:00pm, 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 may only test in the Learning Lab if he/she has a Service Plan or Green Sheet outlining small group testing, test read aloud, etc.
- Students going to the Learning Lab should arrive at school between 7:15am-7:20am. The privilege of using the Learning Lab will be lost if the student fails to attend.

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 who need extra academic support.

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 afternoon. Students needing to be checked out on Fridays will need to be checked out before 1:00pm.
- Students will rotate through experiences such as STREAM (Science, Technology, Religion, Engineering, Art, and Math) lessons, Bulldog Buddies Mentoring Program, Bulldog Ministries, PAW PRINTS 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. We ask that all parents commit to two hours of service per school year in order to help advance the initiatives of the school and model a heart of service for our students. All volunteers must be Virtus Trained and up-to-date on articles.

Below is a list of various ways to support:

- Room Mom
- 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
- Fundraising
- D.O.G.S. - Dads of Great Students
- Girls on the Run
- Athletics

If you would like to sign up to volunteer, please contact the school office.

Our Lady of Prompt Succor Potty Policy



Children enrolled in PreSchool 3 and PreK4 at Our Lady of Prompt Succor must be potty trained before attending preschool. Children must be wearing underwear and very rarely having accidents. Please note that wearing pull-ups isn't considered being potty trained.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently.

A potty trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Alert him/herself to stop what he/she is doing, to go and use the bathroom.
- Pull down his/her clothes and get them back up without assistance.
- Wipe him/herself after using the toilet. (With bowel movements as well as urine)
- Get on/off the toilet by him/herself.
- Wash and dry hands.
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
- Awaken during nap time should they need to use the bathroom.

We certainly will ask your child and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparation as well as any transitions away from the classroom. Children must be able to complete toileting activities independently. This is an issue which protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Teachers are aware of this and will work with your child when necessary. Please send a complete change of clothes (including socks) that is appropriate for the season. Parents will be notified if a child has a toileting accident.

The following policies will be in place for children who have toileting accidents:

1. Parents/guardians will be notified each time a child has a toileting accident.
2. The classroom teachers will document all toileting accidents.
3. The classroom teachers will document the efforts that have been made to help reduce bathroom accidents.
4. The classroom teachers will partner with the parents/guardians to help develop additional interventions to help improve bathrooming success.
5. The classroom teachers will consult with OLPS Administration about the situation. Administration will offer input and possible additional ideas for reducing the toileting accidents.
6. If toileting accidents are habitual, parents/guardians will be required to participate in a parent-teacher conference. During this conference, a formal toileting support action plan will be developed to address the issue. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take.
7. If improvements are not evident after implementing this plan, the teachers and parents will meet again to discuss other available options/strategies including the possibility of time away from school while the child becomes successful with toileting.
8. Our Lady of Prompt Succor reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with bathrooming.

I have read and fully understand these policies.

Child's Name _____

Parent Signature _____ Date _____

School Events and Field Trips

Class Parties

- 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 in the homeroom class 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 and PreK. Kindergarten and 1st grade will celebrate within the classroom. No treats are 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.
 - Water bottles are recommended but not required. Students who do not have a water bottle will have access to the water fountain.
- Water bottles must be filled with water only - no clear flavors allowed
- Parents bringing outside food for a class must:
 - Touch base with 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 to be inspected by the nurse. 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. Each grade level is allowed one field trip per year.
- All students must ride the school provided transportation to and from all field trips. Parents may not drive students to meet the class at the field trip nor check students out of school from the field trip and take them home. If parents wish to check out a child after a field trip they are to return to school and check them out through the front office.
- 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, and Extracurricular Activities

OLPS Sports Offered:

- Football
- Cheerleading
- Pup Squad
- Girls Basketball
- Boys Basketball
- Cross Country
- Girls Soccer
- Boys Soccer
- Softball
- Baseball
- Intramural Basketball

OLPS Clubs/Extracurricular Activities Offered

- Student Leadership Council (SLC) - 6th Grade
- Junior Beta - 4th, 5th & 6th Grade
- Art Club - 3rd - 6th
- Bulldog Brainiacs - 3rd-6th
- 4-H - 4th - 6th
- Brownies/Girl Scouts
- Cub Scouts/Boy Scouts
- Girls on the Run
- Theater
- Altar Servers
- Children's Choir
- Band
- Piano Lessons
- Prayer Club
- Homework Helpers

Academic Expectations

- Students are expected to maintain an average of a C or higher in all major and minor subjects.
- Grades will be checked by an administrator every Wednesday for eligibility requirements.

- If an OLPS student does not have an average of C or higher in FACTS on Wednesday, he/she will not be allowed to participate in games or activities until their average is brought up to a C or above. At the time that the grade is a C or above, a student will be eligible effective immediately.
- All OLPS athletes and club members must have a Conduct average of "A" or "B" in FACTS in order to participate.

Athlete/Club Member Behavior

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

Game Day Dress/ Club Meeting Dress

- On game days and Wednesdays, students may wear their uniform jersey with school uniform bottoms. A uniform shirt or white t-shirt needs to be worn underneath the jersey.
- Students may wear club t-shirts or organization shirts/uniforms on meeting days and Wednesdays.

Faculty Sponsor Roles

- Faculty Sponsors will be the communication liaison between the school and the volunteer coach and/or parents. Responsibilities may include collecting participation and uniform fees and paperwork, communicating practice, club meetings, and game day reminders, scheduling gate and concession parent workers, handling of money bag, eligibility communication, and any other duty as needed.

Other Athletic/Club 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 day/night.

- Students must attend school for a minimum of four hours in order to participate in after school activities for that day.

Philosophy

The OLPS athletic programs are designed for those students attending Our Lady of Prompt Succor School. The objective is to develop its participants both physically and mentally through sports. They are designed to develop sportsmanship and camaraderie through competition as well as general knowledge and skills in the sport they are participating. It is also designed to teach students discipline and time management in the balancing of sports and studies. Winning is a secondary objective.

Channel of Communications: (Both Ways)

Pastor or delegate to/from Principal or delegate to/from Athletic Director to/from Faculty Sponsor to/from Coach to/from Parent

Athletic Director and Coaches:

The OLPS Athletic Director, Faculty Sponsors, and Coaches are responsible for the care and well-being of the student athletes. They are selected on a **volunteer** basis and are expected to be a Christian role model for students. They are expected to work within the scope of the athletic guidelines set by the school.

Student Athletes:

Students wishing to represent OLPS as part of a school based athletic team should be prepared to fully commit to the OLPS sport they wish to play. ***When committing to play on an OLPS School Athletic Team, OLPS team practices and games must be top priority.***

Team Formations:

All OLPS school sports are 4th, 5th and 6th grade based. Girls' and Boys' Cross Country is open for participation from students in 3rd thru 6th grade. Pup Squad is open for participation from students in 2nd and 3rd grade.

***Intramural Basketball**

OLPS offers a 5 week intramural basketball season to all students in 1st thru 6th grade. To participate in intramural basketball, a parent simply signs up their child when the intramural sign up email is sent out. The purpose of intramurals is to be teaching the basic fundamentals of basketball (dribbling, shooting, passing, defense, etc.) and to start teaching teamwork skills. Intramural practices are held once a week by grade level and then followed by a short game either that same day or on Saturday. The kids who are there on game day are divided up by the volunteer coaches based upon observed skill level in practice to try and have even competition. This allows all the kids to play with and against the other kids in their age group.

Tryout Protocol:

If more students desire to play for a team than optimum numbers dictate, a try-out process will be used to create the final roster. (Optimum numbers for each sport may be obtained from the Athletic Director) In the event that a tryout is necessary, the following protocol shall be used:

- 1) An email will be sent out to parent(s) of all students eligible to try out for said athletic team at least one week prior to the tryouts.
- 2) There will be a mandatory parent(s) meeting with the coach(es) and the Athletic Director prior to tryouts, to go over team expectations, commitment level, fees, and the tryout process. One parent must attend the meeting in order for the child to tryout. In **extreme cases**, the parent(s) need to make contact with the Athletic Director prior to the mandatory meeting to explain why they will not be able to make said meeting.
- 3) There will be 2 scheduled tryout dates. Students are encouraged to make both scheduled dates, but at a minimum must make at least one of the dates to be considered for the team. In **extreme cases**, the parent(s) need to make contact with the Athletic Director prior to the scheduled tryouts to let them know why the student cannot make the tryout. It is at the Athletic Director's discretion as to whether the student has a valid reason for not making the tryout. If the Athletic Director feels that the absence is valid, then they will work with the parent(s) and coach(es) to schedule a private tryout for the student. Also, per the Athletic Director's discretion, in certain cases, tryouts can be a 1 date affair or tryouts can be dropped all together.

4) There will be no parent(s) allowed at the tryouts. Only coaches, Athletic Director, Faculty Sponsor, and tryout judges will be allowed during the tryout. Parents will drop off their student prior to the scheduled beginning of the tryout and then can pick them up once the scheduled tryouts have ended.

5) Once the teams have been selected, the Athletic Director or the Faculty Sponsor will email the final team roster to all the tryout participants.

Fees/Waivers/Academic Policy:

Before any student athlete can compete in a game for OLPS, they must have turned into the Athletic Director the following:

- 1) The athletic fee for the sport played.
- 2) The uniform fee or uniform deposit for the sport played.
- 3) The signed OLPS Athletic Form

The athletic fee for each sport will be communicated at the specific sports sign up.

Uniforms:

For basketball (girls and boys), soccer (girls and boys), cheer, baseball, softball, and cross country (girls and boys) student athletes will purchase their own uniform. The uniform will be the student athletes to keep at the conclusion of the athletic season. The Athletic Director, Faculty sponsor, and coach(es) will select uniforms, size the student athletes, and order the uniforms for the team. The student athlete will be assessed through FACTS to cover the cost of the uniform prior to receiving said uniform.

For football OLPS will supply all or part of the uniform. For this sport, student athletes will turn in a separate uniform deposit check that will be held at the school and then returned at the conclusion of the athletic season once the student athlete turns their uniform back in to the head coach.

Practice and Games:

It is expected that all members of an OLPS athletic team will make every effort to be at all practices and games during the season. If a student athlete must miss a practice or game, they need to alert the head coach 24 hours in advance of the missed game or practice. Excessive unexcused practice absences will lead to dismissal from the OLPS athletic team.

During games, it should be understood that OLPS athletic teams will be playing to compete at the highest level. This does not mean that winning is the ultimate goal of any OLPS athletic teams or that OLPS coaches will utilize a “win at all cost” mentality. The ultimate goal of OLPS athletics is to teach student athletes how to be good teammates and good competitors. OLPS athletics also strives to teach student athletes how to compete at the highest level and still represent OLPS and their Christian values during competition.

A student athlete must be in attendance for a minimum of half a school day (four hours) in order to participate in a practice or game that day. There will be no practices or games on school holidays unless consent is given by the school administration. In the event that school is closed for weather related or other emergencies, there will be no practices or games.

Please note that there is no minimum guaranteed playing time for any athlete in any sport.

Student Athlete Conduct:

All OLPS student athletes, represent OLPS when they are out in the community and as such should be Christian role models to all they come in contact with. It is an honor and a privilege to represent OLPS in athletic competition and it is expected that all student athletes act accordingly.

Student Athlete Grade Requirements:

To participate in sports, students must maintain a C average in each major and minor subject and have an A or B in conduct in Renweb.

- a. Grades will be evaluated by the administration each Wednesday throughout the season on FACTS, beginning two weeks prior to the first game. If a student's grades are below the minimums listed above, he/she will be placed on probationary status. The administration will notify the

Faculty Sponsor who will then relay that information to the Athletic Director, the head coach(es), and the student's parents. This probationary status will last for one week at the next grade check on Wednesday.

b. A student who receives an F in conduct OR who is involved in any event at school resulting in disciplinary action by the administration will be dismissed from any team(s) in which he/she is currently participating.

c. There will be **NO** refund of the registration fees or uniform fees for any student who is dismissed from the team due to academic or disciplinary reasons. In the case of football, the uniform deposit will be returned once the complete uniform and equipment have been returned to the school.

The OLPS Designee when receiving news of an ineligible player will contact the Athletic Director and the head coach of the team and let them know that said player is now ineligible until the grade average is met. They will in no way or at no time discuss specific grades of OLPS student athletes with the Athletic Director or head coach. The OLPS Designee will then reach out to the parents to alert them of their student athlete's ineligibility issue.

Parents may contact the OLPS Designee for their child's sport and ask for a grade re-check when they believe that their student has brought up their ineligible grade to the required minimum grade average. At that point the OLPS Designee will ask OLPS administration to perform a grade check on FACTS and will report the findings back to the parents. If the student athlete is indeed eligible, the School Designee will then report that back to the Athletic Director and head coach.

Parent Expectations and Conduct:

It is expected that parents represent OLPS when they are out in the community and as such should act in a Christ like manner while at all athletic events. It is also expected, that the parents participate in volunteering as gate workers,

concession stand workers, chaperones, etc. as their time and work schedule allow. If everyone makes an effort to help out when asked or when needed, it makes the opportunity to represent OLPS athletics more enjoyable for all associated with it, especially the student athletes.

If a parent has an issue with a coach, another student athlete, faculty sponsor, or a specific non-game situation, please follow the chain of communication shown above. In the event that a parent has an issue with a game situation (playing time, coaching style, etc.), OLPS Athletics has a "24 hour" rule in place. No parent shall discuss game issues with coaches, faculty sponsors, or athletic director until approximately 24 hours has passed since the end of the game when said issue occurred. This gives everyone (parents, athletes, coaches, faculty sponsor, etc.) time to think things through and not react in the heat of the moment. At the end of the 24 hour period, parents need to use their judgment on where in the chain of communication they should start their conversation based on the issue that needs to be discussed.

Coach Expectations and Conduct:

It is expected that OLPS Coaches represent OLPS when they are conducting practices, games, and out in the community. It is a privilege to coach and represent OLPS in athletic competition and as such coaches are asked to act accordingly. Coaches are expected to teach fundamentals, game strategy, and rules of the sport. Because sports help athletes to develop teamwork skills, character building, and accountability skills OLPS Athletics also requires the coaches to help the athletes develop these as well. As stated above, winning is not the primary objective of OLPS Athletics; however, it should be understood that coaches are free to coach and strategize in a way that gives them an opportunity to field a competitive team.

If a coach has an issue with a student athlete, a parent, or a specific situation, please follow the chain of communication shown above. When a parent or student athlete approaches a coach with an issue, that coach will try through communication and discussion to solve the issue and all parties can move forward. If that is not able to be accomplished, then the coach and/or parent/student athlete will move the issue up the chain of communication.

Intent to Participate:

All eligible to participate will be sent an email with a Google Link to complete agreeing to the terms and payments of the athletic sport.

WAIVER: In consideration of my child's participation in the activities of the Prompt Succor Athletic Program, I do hereby agree to hold free from any and all liability Prompt Succor and its coaches, officers, employees and members, and do hereby for myself, my heirs, executors and administrators waive, release and forever discharge any and all rights and claims of damages which I/my child may have to which may hereafter occur to me/my child arising out of or connected with me/my child's participation in any activities of the Prompt Succor Athletic Program. I attest that I have read the athletic policy and will abide by the rules listed in said athletic policy. I also hereby declare myself/my child to be physically sound and able to participate in the activities of the Prompt Succor Athletic Program.

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.
- If student planners are misplaced or lost a student planner will need to be purchased from the office for \$7.00.

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.
- Each chromebook is assigned to a student. Technology should not be used by anyone other than that student.
- Chromebooks will stay at school for younger students (Kindergarten - 2nd 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 change any of the settings on my computer.
 - 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 and will have a consequence.
- **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.
 - I will not change any of the settings on my computer.
 - 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 school and 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, the replacement costs for new technology is as follows. An email will be sent to the parent notifying them of the damaged technology and its cost. The parent will be assessed through FACTS for the amount below as it pertains to that damaged device.

HP Chromebook: \$220

Charger: \$25

Carrying Case: \$15

Screen: \$50-\$75 (only if it can be fixed)

*All prices are subject to change

- Bring your Chromebook and charger back to school EVERY DAY for classroom use. There are penalties if technology is forgotten at home. You will be notified via email if a Chromebook is checked out from the computer lab to be used for that day. If a Chromebook is consistently forgotten, a consequence may be given in order to help teach responsibility.
- If you come to school without your Chromebook being charged you will receive a mark. If a Chromebook comes to school consistently not charged, a consequence may be given in order to help teach responsibility.
- 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.
- Chromebooks are for school use only, whether at home or school. Using it

for non school related purposes will result in disciplinary action.

- Keep your Chromebook on a flat surface and stored in a dry location when not in use.
- 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. Please remember these are soft cases and if a Chromebook is dropped even while in the case, it could still be damaged.
- 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

Virtual learning will only be used during a health emergency or a situation resulting in a school closure.

- Virtual learning will only be offered for extended, excused absences approved by administration.
- Teachers need at least one school day to prepare for a virtual learner (example-If your child is sick over the weekend, the teacher would need Monday to gather everything and the child could go virtual on Tuesday.)
- All virtual learning must go through Meredith Rhoads. Please do not contact the teacher regarding virtual learning.

In an effort to streamline our virtual learning process, below is the following protocol:

What we can offer:

- If virtual learning, teachers will provide the beginning of each lesson, where they are teaching the new learning piece of the lesson. After the new learning is over, the teacher will end the Google Meets and students will complete the independent work on their own. Students will then re-join the Google Meets for their next subject/class. The Google Meets will not run continuously throughout the day. The teacher will provide times for the student(s) to join throughout the day.

What we cannot offer:

- Virtual learning on a day-to-day basis. Teachers need time to prepare for virtual learning. They need to get required materials, upload necessary worksheets, etc. We are not set up to have a child attend virtual learning on a day-to-day basis.
- Virtual learning if a child wakes up sick. If the child is sick, we ask that they rest and come to school when they are feeling better. We are happy to gather work and send it home for the student to complete.

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 students' parents of how long the children will be quarantined.
- Classroom teachers, 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.