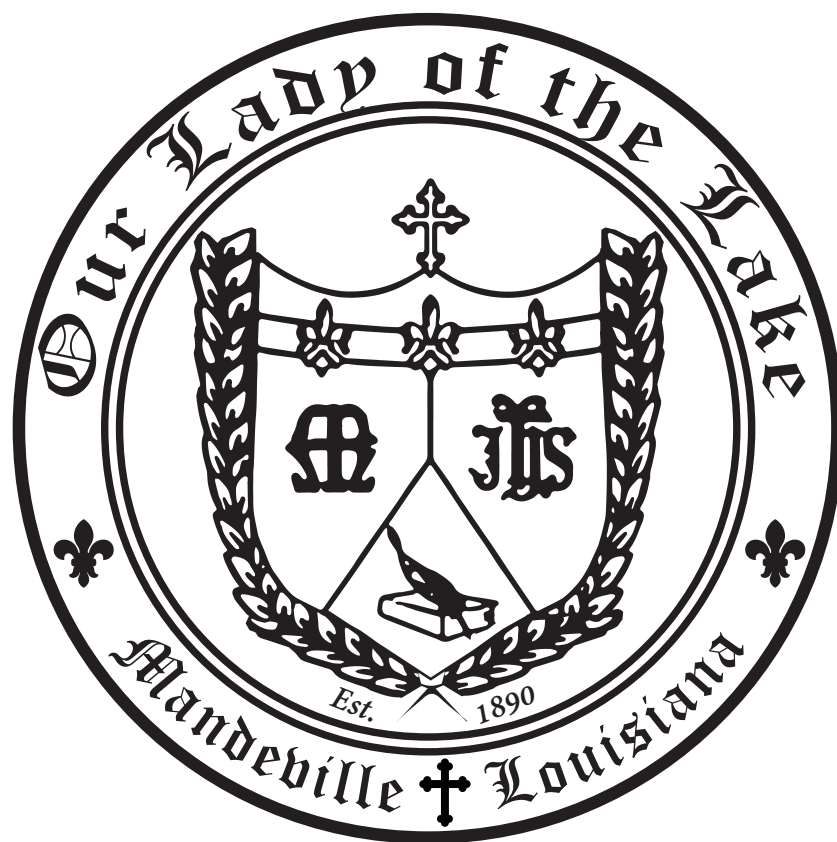


Our Lady of the Lake Roman Catholic School

Three-Time National Blue Ribbon School of Excellence



Student/Parent Handbook
2023-2024



Our Lady of the Lake Roman Catholic School
316 Lafitte Street
Mandeville, Louisiana 70448

OLL School – 985-626-5678
Little Cardinals (3 yr. Old/Pre-K) After School Care – 985-626-7220
K-7 After School Care – 985-674-1935
Cafeteria – 985-626-7609
Parish Life Center – 985-626-5671

TABLE OF CONTENTS

| | |
|--|----|
| A. Philosophy | |
| 1. Mission Statement | 1 |
| 2. Our Vision | 1 |
| B. School Beliefs | |
| 1. Profile of a Graduate..... | 2 |
| 2. Parents' Role in Education | 3 |
| 3. Parents as Partners | 3 |
| C. Admission/Withdrawal Policies | |
| 1. Statement of Policy..... | 4 |
| 2. Admission Policy..... | 4 |
| 3. Custody Notice | 5 |
| 4. Kindergarten & First Grade Policy..... | 5 |
| 5. Order of Acceptance Policy..... | 5 |
| 6. Admission Requirements..... | 6 |
| 7. Withdrawal Policy | 6 |
| D. Financial Obligations Policy..... | 6 |
| E. Attendance Policy | 7 |
| F. Arrival and Dismissal Policy | |
| 1. Car Riders | 9 |
| 2. Bus Riders..... | 11 |
| 3. Check Out Procedure..... | 11 |
| 4. Emergency Transportation..... | 12 |
| 5. Transportation for After School Functions..... | 12 |
| 6. Walkers and Bike Riders | 12 |
| G. Health and Medical Policies | |
| 1. PowerSchool Contacts | 12 |
| 2. Illness at School..... | 12 |
| 3. Injuries | 13 |
| 4. Medication at School..... | 13 |
| H. Uniforms | |
| 1. Boys' Uniforms | 14 |
| 2. Girls' Uniforms..... | 15 |
| 3. Boys' and Girls' Miscellaneous..... | 16 |
| 4. Spirit Days & Wear What You Want Days..... | 16 |
| I. General Policies | |
| 1. After Care Policy | 17 |
| 2. Concerns and Parent-Teacher Communication | 17 |
| 3. School-Home Partnership and Damage to School Property Policy..... | 18 |
| 4. Emergency Cancellation Policy..... | 18 |
| 5. Emergency Dismissal Policy | 18 |
| 6. Field Trip Policy | 18 |
| 7. Forgotten Items Policy..... | 19 |
| 8. Locker Policy..... | 19 |
| 9. Lost or Stolen Items Policy..... | 19 |
| 10. Lunch Policy | 20 |
| 11. Message Policy | 20 |
| 12. Parent Teacher Cooperative Club Policy..... | 20 |
| 13. Party Policy..... | 20 |
| 14. School Telephone Policy..... | 20 |
| 15. Search and Seizure Policy | 20 |
| 16. Firearm Free Zone | 21 |
| 17. Sports & Extracurricular Activities Eligibility | 21 |
| 18. Student Insurance Policy | 21 |
| 19. Textbook Policy..... | 21 |
| 20. Tuesday Newsletter Policy | 22 |
| 21. Volunteers/Visitors Policy..... | 22 |
| 22. Asbestos Policy..... | 22 |

| | |
|---|----|
| J. School Emergency Plans..... | 22 |
| K. Academic Policies | |
| 1. Supplies Policy | 24 |
| 2. Homework and Daily Assignments Policy..... | 24 |
| 3. Grading System Policy | 25 |
| 4. Report Card, Progress Reports and Promotion Policy..... | 26 |
| 5. PowerSchool | 26 |
| 6. Parent/Teacher Conferences | 27 |
| L. Discipline Policy | |
| 1. School Rules | 28 |
| 2. Contraband Items..... | 28 |
| 3. Discipline (Grades Little Cardinals-3)..... | 28 |
| 4. Discipline (Grades 4-7)..... | 28 |
| 5. Class Card with Behavioral Infractions/Conduct Points | 28 |
| 6. Class Card Signing – Behavioral or Non-Behavioral | 29 |
| 7. Detentions..... | 29 |
| 8. Detention as a Result of Infractions (4-7)..... | 29 |
| 9. Academic Dishonesty | 30 |
| 10. Suspension/Probation/Expulsion | 30 |
| 11. Social Media | 30 |
| M. Positive Programs and Awards | |
| 1. Wanda E. Chotin Memorial Scholarship | 31 |
| 2. Sr. Jerome Roppolo Award..... | 31 |
| 3. Sr. Marie Abadie Scholarship..... | 31 |
| 4. Our Lady of the Lake Award..... | 31 |
| 5. Gabrielle Chiasson Memorial Award | 31 |
| 6. Samantha Vinturella Memorial Scholarship..... | 31 |
| 7. Fr. Mark Lomax Scholarship..... | 31 |
| 8. Principal Frank P. Smith Award..... | 31 |
| 9. Principal’s Good Conduct Award..... | 32 |
| 10. Honor Roll 4 th – 7 th | 32 |
| 11. Yearly Honor Roll 4 th – 7 th | 32 |
| N. School Safety/Harassment | 32 |
| O. Special Notice to Parents and Students | 32 |
| P. Coat of Arms | 34 |
| Q. Use Policy for Computers and Telecommunications | 35 |
| 1. Parent/Student Consent Form | 37 |
| 2. Student Form | 38 |
| R. Photo Release Form | 39 |
| S. Website Release | 40 |
| T. Handbook Agreement | 41 |
| U. ANO Video Conferencing Authorization | 42 |
| V. ANO Acceptable Use Policy for Catholic Students..... | 43 |
| W. Parent/Student Agreement in regard to Virtual Learning | 44 |
| X. G-Suite for Education Consent | 45 |

MISSION STATEMENT

In a nurturing Christ-centered environment, Our Lady of the Lake Roman Catholic School provides a strong moral and academic foundation for all students to achieve excellence in their education, confidence in their efforts and responsibility for their actions as they face the challenges of the ever-changing world.

OUR VISION

In pursuit of excellence in all facets of education, Our Lady of the Lake Roman Catholic School...

- Motivates students to live as part of a Catholic faith community by addressing the needs of society and fostering the love of life, family, and country.
- Differentiates instruction by employing varied teaching strategies aimed at meeting the specific needs of each learner.
- Commits itself to concerned leadership, caring teachers, parental involvement and cooperative endeavors with society in light of the Gospel values of our Catholic faith.
- Educates the whole person by promoting the spiritual, intellectual, emotional, social and physical development of each student in a nurturing, Christ-centered environment.
- Motivates students to live morally and appreciate the plurality of cultures and creeds serving God as part of a Catholic faith community.
- Promotes higher order thinking skills, problem solving strategies, and the latest technological advancements that lead to excellence in all of the student's educational endeavors.
- Strives to create an environment of excellence in which administration, faculty, staff, and students, work together to achieve their maximum potential.
- Challenges all individuals to develop a true sense of self-esteem founded in a solid Catholic curriculum.
- Educates its students to become productive young adults responsible for their own actions.
- Incorporates the Archdiocese of New Orleans' Catholic Identity Standards in all aspects of the learning process.

Our Lady of the Lake School is accredited through Cognia as part of the Archdiocese of New Orleans. The school implements a systematic process for improvement. The mission and vision are reviewed annually by all stakeholders to ensure that they remain current.

PROFILE OF A GRADUATE

Graduates of Our Lady of the Lake Roman Catholic School will strive to become models of their faith, excel academically, bolster the community, and foster an exemplary character. In doing so, they will:

FAITH

Exhibit a knowledge of their Catholic faith and develop the ability to articulate and defend the church.

Strive for a deepened sense of spirituality and a rightly-formed conscience.

Demonstrate an understanding of the importance of the life of Christ and the role of Mary in the church.

Use prayer in their daily lives and participate in the sacraments.

ACADEMIC

Express themselves clearly in speaking and writing.

Think creatively and independently.

Love reading and learning and remain intellectually curious.

Master all content areas and be well-prepared for high school.

Realize their maximum potential and excel academically according to their individual ability levels.

Develop multiple interests as well-rounded students.

Integrate technology into their daily lives.

Master organizational skills and decrease test anxiety.

Express themselves artistically.

COMMUNITY

Promote community spirit, service, pride, and patriotism.

Think globally.

Appreciate diversity and individual differences.

Perform acts of charity.

Respect the natural environment.

CHARACTER

Be respectful of others and take pride in their families and school.

Take responsibility for their actions.

Develop leadership skills in order to become independent, positive role models and agents of positive change.

Exhibit integrity, honesty, and confidence.

Maintain a sense of self-worth and a positive attitude in their personal lives.

Appreciate their bodies and remain physically fit.

Appreciate their families and extended school family and become involved alumni.

Participate in extracurricular activities and exhibit good sportsmanship and teamwork.

Develop basic life skills, social etiquette, and the ability to adapt to social change.

Stand up to peer pressure.

PARENTS' ROLE IN EDUCATION

We, at Our Lady of the Lake Roman Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of Our Lady of the Lake Roman Catholic School involves a commitment and exhibits a concern for helping your child to recognize God.

Together, let us support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process at OLL School, we ask parents:

To be role models to their children by bringing them to Mass and frequenting the sacraments regularly.

To set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes class assignments on time;
- Has money in a lunch account or sack lunch every day.

To actively participate in school activities such as PTCC, Parent-Teacher Conferences and fund-raising.

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

To notify the school with a written note when the student has been absent or tardy.

To notify the school office of any changes of contact information including addresses, phone numbers, and email addresses.

To meet all financial obligations to the school.

To inform the school of a special situation regarding the student's well-being, safety or health.

To complete and return to school any requested information promptly.

To read school notes and newsletters and to show interest in the student's total education.

To support the annual fundraising of the PTCC, the Church festival, Cardinal Fun Run, and the Taste of Tammany. Periodically, parents are asked to support a capital campaign, over and above their annual giving, to meet the essential building needs of the school.

To support the religious and educational goals of the school.

To support and cooperate with the discipline policy of the school.

To treat teachers with respect and courtesy in discussing student concerns.

ADMISSION/WITHDRAWAL POLICIES

STATEMENT OF POLICY

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to the students at Our Lady of the Lake Roman Catholic School. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any educational program or activity except permitted under said Title IX. This policy applies to all schools that are under Catholic Archdiocesan auspices.

ADMISSION POLICY

The state of Louisiana regulations require that a child entering first grade be six years of age on or before September 30th of that school year and that a child entering kindergarten be five years of age on or before September 30th of that school year.

Our Lady of the Lake does not discriminate against otherwise qualified candidates with disabilities if, with reasonable accommodations, they can meet the academic rigor of our program.

CUSTODY NOTICE

It is the responsibility of the custodial parent to furnish Our Lady of the Lake Roman Catholic School with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This also applies to guardianship.

KINDERGARTEN AND FIRST GRADE POLICY

1. Parents will bring their child to Our Lady of the Lake Roman Catholic School on a specified day to be screened. All Kindergarten students must be chronologically five years of age by September 30th to be admitted to Kindergarten and must meet all other Archdiocesan and state regulations. At the end of the school year, recommended placement for the next year will be determined according to the progress made in Kindergarten.
2. Children wishing to enter first grade must be chronologically six years of age by September 30th. All first grade students entering Our Lady of the Lake for the first time will be screened and tested to determine placement. Children who screen/test developmentally/academically young may be placed in our Kindergarten program.

ORDER OF ACCEPTANCE POLICY: (Little Cardinals through 7th)

1. Siblings of current students and children of faculty and staff of OLL school and parish
2. Children of territorial parishioners who are deemed active by the pastor; children of alumni or legacy families as determined by the pastor
3. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor
4. Children of non-territorial parishioners of a parish without a school or no room in their parish school who are deemed active by their pastor
5. Children of active parishioners who live outside the territorial parish in a parish with a school that has room
6. All others – including inactive parishioners, non-Catholics, etc.
7. The Principal has the right to change the order of acceptance under special circumstances.
8. The above-listed Order of Acceptance may not apply to students who have previously withdrawn from OLL.

Meeting the above criteria does not guarantee acceptance. Being a sibling and/or parishioner does not guarantee acceptance.

ADMISSION REQUIREMENTS

1. Certified or Notarized Birth Certificate
2. Baptismal Certificate (if Catholic)
3. LA Dept. of Health and Hospital Immunization record
4. Current Report Card (K - 7)
5. Latest Standardized Achievement Test Scores (1 – 7), if applicable
6. Screening administered by OLL to determine readiness and placement
7. Social Security Card
8. Registration Fee
9. Voucher (in triplicate), if applicable, from home parish

WITHDRAWAL POLICY

1. Notify the school office of withdrawal date.
2. Complete the appropriate Withdrawal Form.
3. Return all text and library books.
4. Settle all debt (tuition, cafeteria, after care, books, library fees).
5. Return all textbooks, library books, and technology.

FINANCIAL OBLIGATIONS POLICY

1. Registration fee(s) are due at the time of registration. Support fee(s) are due by the lump sum payment date set by the bookkeeper.

All fees are non-refundable.

2. At the time of registration parents have the option to:
 - a. Finance the tuition amount with Gulf Coast Bank & Trust by the due date in April.
 - b. Finance only a portion of the total tuition by the due date in April, and pay the balance by the due date of lump sum payment in April.
 - c. Pay the entire amount of tuition by the due date in April.
3. LOANS:
 - a. OLL reserves the exclusive authority to restrict the participation of an individual in the tuition loan program with Gulf Coast Bank & Trust, based on past history of OLL tuition loan payments.
 - b. Loans will be paid off in ten monthly payments. The ten monthly payments are due either on the first or fifteenth of each month beginning with the July payment and ending with the April payment.
 - c. Payments made after the designated date each month will be assessed a late fee by the bank. Should a parent not be able to make the monthly loan payment on time, he or she must contact the school principal to discuss the situation.

- d. The bank will cancel the loan of any individual who has not made a payment within a time specified by the bank. If the bank cancels a loan and the parent has not made other arrangements with the principal, the rest of the year's tuition becomes due immediately and is payable directly to the school.

Loan applications turned in past the deadline will be assessed a \$25 late fee.

4. WITHDRAWALS:

- a. The reimbursement policy will only apply should a student need to be withdrawn during the school year as a result of a family move out of St. Tammany Parish. Parents should be aware that withdrawn students are not guaranteed future enrollment. A fee of \$25.00 per family will be charged to anyone withdrawing their child/children. Tuition is pro-rated to the date of withdrawal.
- b. In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, and additional costs resulting from safety and sanitation protocols, there shall be no suspension, reduction or refund of tuition or applicable fees.

5. DELINQUENT PAYMENTS:

If tuition or fee payments are not made according to the above stipulations, the school may require the child to stay out of school or not permit exams to be taken. Failure to meet your financial obligations for the school year may result in your child/children being removed from the school.

ATTENDANCE POLICY

1. It is extremely important that children attend regularly. According to state law, students must attend school for 160 days. If they attend less than 160 days, state law dictates that a child must repeat the year.
2. A student is absent from school when the student is not physically present at school or at a school-sponsored activity.
3. A student who is counted as absent, whether the absence is excused or not, may not participate in extracurricular activities.
4. If a child is going to be absent from school, the parent or guardian must call the school office by 8:00 a.m. to inform the school of the reason. A student must present a written explanation for the absence upon returning to school.

Revised July 2023

5. All tardies will be considered “unexcused” unless the student has a written note from a physician.
6. A student who is checked out during the day for any reason will be issued a “release.” A release is equivalent to a tardy, though it will not count towards a detention.
7. The morning assembly bell rings at 7:30 a.m. Any student who arrives after 7:35 a.m. will be marked tardy and must report to the office for a tardy slip. Middle school students with excessive tardies may face behavioral consequences.
8. For absences due to illness, children will be given one day for every day absent to make-up work. For example: A student misses 3 days, Monday, Tuesday, and Wednesday and returns on Thursday. The child will have 3 days, Thursday, Friday and Monday to complete the work. The missed work will be due at 7:55 a.m. on Tuesday morning. If the work is not handed in by the due date, all missed work will receive a grade of 0%.

| ABSENCES / MAKE-UP SCHEDULE | | | | |
|-----------------------------|-----------------------------|-----------|-----------------|---------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| ABSENT | ABSENT | ABSENT | Student Returns | Present |
| Present | Missed work due at 7:55 a.m | Present | | |

K-7 School Hours:

- Regular school hours: 7:30 – 2:15 PM
- Early Dismissals may be at 11:15 AM (holiday weekends, end of quarter). Please see school calendar for early dismissals.
- AM Arrival: 7:00-7:30 AM. Please see carline/morning drop off policy.
- PM Dismissal: 2:15 PM. Please see carline/dismissal pick up policy.

Little Cardinals School Hours:

- Regular school hours: 7:30 – 1:45 PM
- Early Dismissals may be at 10:45 AM (holiday weekends, end of quarter). Please see school calendar for early dismissals.
- AM Arrival: 7:00-7:30 AM. Please see carline/morning drop off policy.
- PM Dismissal: 1:45 – 2:15 Please see carline/dismissal pick up policy.

ARRIVAL AND DISMISSAL POLICIES

CAR RIDERS (UNDER NORMAL SCHOOL CIRCUMSTANCES)

Students who arrive at school using private transportation should arrive after 7:00 AM. The school is not responsible for the safety and supervision of students who arrive prior to 7:00 AM. Students should be dropped off **ONLY** in the appropriate carline between 7:00 and 7:30 AM. The school is not responsible for the safety and supervision of students who are dropped off at any location other than the appropriate carline during the designated carline time. Students should **NEVER** exit a vehicle without a school employee present.

MORNING CARLINES:

The following procedures for morning carline should be followed as mandated by the Mandeville Police Department:

If your **YOUNGEST** child is in the Little Cardinals 3-year-olds or PreK program, please refer to the Little Cardinals Handbook for morning carline guidelines.

If your **YOUNGEST** child is in grades K-3, travel south on Wilkinson Street toward Lake Pontchartrain. **USE ONLY WILKINSON STREET TO TURN ONTO LAKESHORE DRIVE.** Turn left onto Lakeshore Drive. Turn left onto Carroll Street. Enter the carline circle. Drop off your student between 7:00 and 7:30 AM when a school employee is present. Exit the carline circle and turn right onto Carroll Street.

If your **YOUNGEST** child is in grades 4-7, travel south on Marigny Avenue toward Madison Street. Turn right onto Madison Street. Turn left onto Lafitte Street and enter the school gates near the cafeteria. Do not block Lafitte Street while waiting to enter the school gates. Drop off your student between 7:00 and 7:30 AM when a school employee is present. Exit the school gate nearest the Parish Life Center and turn right on Lafitte Street. Turn **LEFT** onto Jefferson Street to avoid the Little Cardinals' carline. School buses will also be dropping off at this location. Please allow buses to enter the gates ahead of you when necessary.

As our carlines travel throughout neighborhood streets, **PLEASE BE COURTEOUS** of our neighbors and adhere to all traffic laws. Please maintain an appropriate speed, do not block driveways, etc.

At 7:30 AM, the Carroll Street carline entrance will be closed, and the gates on Lafitte Street will be locked. Anyone arriving after this occurs must park their car on Lafitte Street and walk their child(ren) to the front office. **NO CHILD SHOULD BE ALLOWED TO ENTER THE SCHOOL UNSUPERVISED.** Faculty and staff **MUST** end carline at 7:30 AM in order to attend morning assembly and begin the school day on time. **PLEASE BE CONSIDERATE OF THIS AND DO NOT MOVE CONES, TRY TO ENTER THE CARLINE LATE, ALLOW YOUR CHILD(REN) TO EXIT THE CAR IN THE STREET, ETC.**

AFTERNOON CARLINES:

Please refer to the Little Cardinals Handbook for afternoon carline guidelines for 3-year-olds and PreK students.

The following procedures for K-7 afternoon carline should be followed as mandated by the Mandeville Police Department:

Travel south on Wilkinson Street toward Lake Pontchartrain. (Refrain from using Lafayette or Coffee Streets.) Turn left onto Lakeshore Drive. **REMAIN ON LAKESHORE DRIVE UNTIL 2:15 PM.** Turn left onto Carroll Street after 2:15 p.m. Enter the carline circle, and pick up the student. Exit the carline circle turning right back onto Carroll Street.

If your child is to be part of a carpool on a regular or irregular basis, all approved drivers who are not the parents of an individual student must be listed on that student's PowerSchool Contacts. If a student is to be picked up from school by someone other than the approved drivers listed on his/her PowerSchool Contacts, the parent of that student must submit a note (with date and signature) to the school office prior to the occurrence. E-mails will not be accepted. **No student will be allowed to ride in any car without the appropriate, approved note.**

School representatives will not allow a child to be placed in a vehicle in carpool when it is obvious that per applicable laws the child is in need of a car seat, and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed and are used in accordance with the law. Please see the Louisiana Child Passenger Safety Laws for specifics regarding appropriate equipment:
<https://www.lahighwaysafety.org/Documents/CHILDPASSEng/CPS%20Laws%20Eng%20Span.pdf>

SCHOOL DAYS WITHOUT BUS SERVICE

MORNING CARLINES:

Morning carlines will follow the normal guidelines, as described above.

AFTERNOON CARLINES:

If your YOUNGEST child is in grades K-3, travel south on Wilkinson Street toward Lake Pontchartrain. (Refrain from using Lafayette or Coffee Streets.) Turn left onto Lakeshore Drive. **REMAIN ON LAKESHORE DRIVE UNTIL 2:15 PM.** Turn left onto Carroll Street after 2:15 p.m. Enter the carline circle and pick up the student(s). Exit the carline circle turning right back onto Carroll Street.

If your YOUNGEST child is in grades 4-7, travel south on Marigny Avenue toward Madison Street. Turn right onto Madison Street. Turn left onto Lafitte Street and enter the school gates near the cafeteria. Do not block Lafitte Street while waiting to enter the school gates. Pick up the student(s) in front of the Chotin Center. Exit the school gate nearest the Parish Life Center and turn right back onto Lafitte Street.

Revised July 2023

BUS RIDERS

1. **Bus Policies** are set by the St. Tammany Parish School Board. Each student will receive a list of rules and regulations from his or her bus driver at the beginning of each year. Questions concerning bus regulations should be directed to the St. Tammany School Board **(985-898-3373)**. Bus incidents should be reported to the bus driver first. The bus driver has a School Bus Behavior Report that can be filled out and turned in to the school office. Consequences resulting from bus incidents can range from a change of seating assignment to suspension or expulsion from the bus. Consequences can also include loss of conduct points from a student's grade to detentions, suspension, or expulsion from OLL.
2. **Buses** unload inside of the school gates in front of the Chotin Center or on Lafitte Street. Buses load on Lafitte Street. Each student riding a bus to school must ride the same bus home. If a student needs to ride a different bus, the principal must approve the change. The student must bring a note, written and signed by his/her parent or guardian. This note should be given to the homeroom teacher and sent to the office for approval. The approved note will be returned to the student. The student will give the note to the bus driver.
3. **School Days Without Bus Service:** Please refer to the carline guidelines for school days without bus service.

CHECKOUT PROCEDURE

1. Students will be allowed to leave school with their parent, legal guardian or an authorized person designated in writing by the parent.
2. Office personnel will initiate the checkout procedure by checking the PowerSchool Contacts for the names of authorized persons and checking identification of said authorized person. Office personnel may then have the student signed out and called to the office.
3. Any assignments due on the day the student checks out early must be turned in before the student checks out.
4. If a student returns to school on the same day after checking out, he/she must go through the office and sign in.
5. Students will not be dismissed during the last 30 minutes of the school day (1:45 - 2:15 p.m.).
6. Students may be dismissed after some events if parents sign them out on a sign-out sheet in the classroom.
7. Any check out will result in a "Release" for the student, which calculates as a tardy in attendance totals.

EMERGENCY TRANSPORTATION

If there is going to be a change in a student's daily transportation routine, please:

1. If possible, make sure the student knows the change in routine prior to coming to school in the morning.
2. In the event of an emergency requiring your child to go home any way other than their regular method, send a note to the teacher indicating a change in routine. Email will not be accepted. The note assures the teacher and office staff that this is exactly what you want your child to do and does not leave any unanswered questions. **For bus changes refer to the section on bus riders.**

Your cooperation regarding all arrival and dismissal rules is crucial for the safety of all students.

TRANSPORTATION FOR AFTER SCHOOL FUNCTIONS

Parents are responsible for transportation to and from any school function that takes place outside the regular school day.

WALKERS AND BIKE RIDERS (UNDER NORMAL SCHOOL CIRCUMSTANCES)

Walkers and Bike Riders must be met by a parent at the office and wait until all buses have departed before leaving school. Bicycles may be parked in the racks by the Jan Strader Building. They must be locked. Bicycle riders must walk alongside their bikes while on campus. All bicycle safety rules should be followed.

If your child is a walker or a bike rider, forms should be picked up from the school office, completed and returned. A Walker/Bike Rider Pass will be provided and placed on the student's school bag. To be issued a Walker Pass, the student's home must be within a one-mile radius of the school.

HEALTH AND MEDICAL POLICIES

PowerSchool must be updated giving a local doctor/emergency care unit permission for emergency first aid in the event that you or someone you designate cannot be reached if serious injury occurs. Any serious health problems such as diabetes, epilepsy, allergies, etc. should be noted in PowerSchool. **All phone numbers must be kept current to ensure the safety of all children.**

ILLNESS AT SCHOOL

The school will call parents/guardians if a child becomes visibly ill during the school day. If the school cannot reach the parents/guardians, one of the persons listed on the emergency card will be contacted. Students displaying symptoms must be picked up in a timely manner. Please note that students who develop symptoms during the school day may be separately supervised until they are picked up. The school will follow the most recent CDC Guidelines regarding Covid-19, as well as the recommendations of the Louisiana Department of Health Region 9 Medical Director, and in consultation with other medical authorities.

Revised July 2023

Students will not be allowed to remain at school for the following reasons:

1. Fever of 100 degrees or above, vomiting or diarrhea within 24 hours, severe pain, discolored (yellow or green) nasal discharge, or other conditions not conducive to learning. (Please do not send your child to school until he or she is fever free for 24 hours without the use of fever reducing medication.)
2. Any infectious or contagious conditions such as, but not limited to, measles, impetigo, unidentified rashes, pink eye, ringworm, strep throat, chicken pox, etc. Absences due to a communicable disease will require a written note from a physician before the child will be readmitted. Absences for any other form of illness will require a note from a parent or guardian explaining the reason for the absence. Notify us immediately of any communicable diseases so that we may notify other parents, i.e. Chickenpox, Fifth's Disease, etc.
3. Head lice infection: A student who is absent because of lice must present a note from his or her doctor stating he or she is able to come back to school because the child has been treated and all nits have been removed. School personnel may check the student before the child is re-admitted to school. If there are any nits on the hair, the child will not be allowed back in school until all nits are removed.

The school reserves the right to require a doctor's note for a child to return as well as the right to act on any recommendations made by the Louisiana Department of Health Region 9 Medical Director, and in consultation with other medical authorities.

INJURIES

Students injured at school should report the injury to a teacher. If necessary, the student will be sent to the office for first aid.

MEDICATION AT SCHOOL

Students will not be allowed to have any medication in their possession at school. This includes nonprescription medications such as throat lozenges, cough drops, aspirin, etc. School personnel cannot administer prescription medication unless special circumstances exist for a health problem of long duration. In these circumstances, the following procedure is followed:

1. Appropriate forms must be obtained from the school and completed by the physician and parent.
2. Medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician.
3. Each medication given will be recorded on a medication log which includes the date, dosage, and initials of the person administering the medication. When the last pill is administered, the empty bottle will be sent home with the child. It is the parent's responsibility to bring a refilled prescription bottle the following day.

* If your child has a chronic medical condition, it is the responsibility of the parent to provide all necessary medication and meet all medical needs prior to the first day of school

UNIFORMS

All uniforms must be purchased from School Time located at #12 St. Ann, Suite 3, Mandeville, Louisiana 70471, (985) 626-7335, fax (985) 626-7264, Service Center 1-800-425-0121.

Boys' Uniforms - Kindergarten through 7th:

1. Pants/Shorts

Uniform khaki pants or shorts must be purchased from School Time. Pants or shorts may not be worn more than 1" below the waist. Khaki shorts cannot be shorter than mid thigh.

2. Shirts

White short or long sleeve polo shirts are required. All shirts must have the official school crest on them and must be purchased from School Time. Shirts are to be tucked in at all times. Any undershirts worn must be plain white.

3. Shoes

Kindergarten and 1st - Velcro is required. Kindergarten through 7th - Any brand, predominantly black sports shoe with a black or white athletic, **non-scuff sole**. 2nd – 7th - Shoes must have solid black shoelaces. With regard to logos and brand names: Shoes may have a small, discreet logo or brand name. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe. Only shoes that allow the OLL school socks to be seen can be worn to school - no hightops that prevent seeing the school name.

4. Socks

White ankle socks with "OLL" logo purchased from School Time are required. Socks of the appropriate size must be worn so that the logo is visible at the ankle.

5. Sweaters - Kindergarten through 5th Grade

Male students wear red crew-neck sweaters with the official school crest on them over the white uniform shirts. All red sweaters must be purchased from School Time.

6. Fleece Pullovers

6th - 7th **ONLY** - Red fleece pullovers with the official school crest may be worn over the white uniform shirts. The red fleece pullovers must be purchased from School Time.

7. Belts

Black, brown or khaki belts may be worn. Boys in Kindergarten may wear Velcro or elastic type belts. Belts must be worn daily.

Girls' Uniforms - Kindergarten through 7th Grade:

1. Skorts and Skirts

Kindergarten through 3rd - Only the OLL plaid skorts may be worn. For grades 4 through 7 - The OLL plaid skirt should be worn. All are available through School Time only. Skort and skirt hems must be no shorter than 1" above the top of the kneecap when kneeling down. Shorts must be worn under the skirt at all times. The skorts and skirts may not be rolled up at the waist.

2. Pants

Kindergarten through 7th grade may wear khaki pants purchased from School Time during cold weather months.

3. Shirts

Kindergarten through 7th grade are required to wear white short or long sleeve, banded polo shirts with the official school crest on them. All shirts must be purchased from School Time. Any undershirts or undergarments worn must be plain white.

4. Shoes

Kindergarten and 1st - Velcro is required. Kindergarten through 7th - Any brand, predominantly white sports shoe with a white athletic, **non-scuff sole**. 2nd – 7th - Shoes must have solid white shoelaces. With regard to logos and brand names: Shoes may have a small discreet logo or brand name. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe. Only shoes that allow the OLL school socks to be seen can be worn to school - no hightops that prevent seeing the school name.

5. Socks

White ankle socks with "OLL" logo purchased from School Time are required. Socks of the appropriate size must be worn so that the logo is visible at the ankle.

6. Sweaters - Kindergarten through 5th Grade

Female students wear red V-neck sweaters with the official school crest on them over the white uniform shirts. All red sweaters must be purchased from School Time.

7. Fleece Pullovers

6th-7th **ONLY** - Red fleece pullovers with the official school crest may be worn over the white uniform shirts. The red fleece pullovers must be purchased from School Time.

Girls' Accessories:

1. Tights

White, black or navy tights may be worn during cold weather. Tights must extend below the socks.

2. Girls' Hair Accessories

Appropriate barrettes, ribbons or headbands may be worn.

3. Make-up

No make-up, nail polish (including clear), or fake fingernails may be worn.

Boys' and Girls' Miscellaneous:

1. Outer Wear

Jackets or coats may be worn over uniform sweaters or fleece pullovers during winter months. Outer wear may not be worn in the school buildings or church. Unacceptable writing or pictures are not allowed, except a small discreet logo.

2. Rain Gear

All students **must** have appropriate rain gear (jacket, rain coat, poncho or umbrella) in their school bag or locker at all times.

3. Jewelry

Religious medals and OLL pins may be worn. Religious medals must be worn on the inside of the shirt and must not be visible. Earrings may only be worn by girls. Only single, non-dangling earrings in the earlobe are permitted. Earrings must be small and discrete (no earrings larger than the earlobe). Boys are not permitted to wear earrings of any type.

Boys and girls are permitted to wear a watch; however, smart watches of any type are not to be worn during school hours. Devices worn on the wrist must not have remote control capability, calculating capability, the ability to message, the ability to access the internet, or audible beeps and alarms.

4. Hair Styles

Hair is to be clean and combed at all times. Hairstyles deemed inappropriate by the administration may not be worn. Dyed, bleached, highlighted, or unnatural colored hair or extensions are not acceptable. The maximum length for boys' hair is the bottom of the ear on the sides and the top of the collar in the back, not below the collar or below the eyebrows. Hair should not hang in the student's eyes in the front.

*Permanent or temporary tattoos are not acceptable for any student, male or female.

Spirit Days:

Spirit shirts are optional and may be worn on Fridays only. The spirit shirt is available for purchase from School Time. The spirit shirt is to be tucked in and worn with uniform skorts, skirts, or pants for girls and uniform pants or shorts for boys. Regular uniform socks, shoes, and belts are required.

WWYW (Wear What You Want) Days:

1. Girls

Shorts and skirts, one inch (1") above the knee, capris, or jeans may be worn.

2. Boys

Shorts, one inch (1") above the knee, or long pants may be worn.

3. Shirts

Sleeveless shirts that follow the three-finger-wide rule, with appropriate neckline height, are acceptable. Text and graphics on shirts must be appropriate.

4. Shoes

Sandals, open back, platform type shoes, heels, cleats, and cowboy boots are not allowed. Students must have sports shoes for P.E. on WWYW days.

5. Accessories

Regular uniform rules apply to hair, make-up, etc.

Students who violate WWYW dress code will be sent to the office. Parents will be contacted to bring appropriate attire. If the parent cannot be reached or cannot bring the appropriate attire, a non-behavioral detention may be issued and/or a uniform may be issued from the nurse's office. It will be left to the discretion of administration whether or not the student is allowed to return to class.

GENERAL POLICIES

AFTER CARE POLICY

This service is available from dismissal to 6:00 p.m. Additional After Care information may be obtained from the school office.

CONCERNS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.

PARENT-TEACHER COMMUNICATION

If a person has a concern, the individual will go first to the teacher to seek a solution to the problem. Open communication between parents and a child's teacher is encouraged. As a parent, we ask that you keep the teacher informed of any changes in your child's physical or emotional state. Likewise, the teachers are responsible for keeping you informed of any changes noticed at school.

Important points to remember:

1. A parent who criticizes a teacher, in front of a child, undermines the teacher's authority and likewise, teachers are never to criticize a parent in the presence of a student. Open communication is the best preventative measure for all involved.
2. To contact a teacher, please use the teacher's email account, send a note to school via your child, or call school and leave a message for the teacher.
3. All problems should be solved at the most immediate level whenever possible.
4. If a problem occurs, the appropriate order of communication is:
 1. Teacher
 2. Counselor and/or Disciplinarian
 3. Assistant Principal
 4. Principal

***Do not contact the Advisory Board.** Board Members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

SCHOOL-HOME PARTNERSHIP

The fact that the child is registered at Our Lady of the Lake School indicates that the rules and regulations have been examined and accepted by parents and guardians. It is of utmost importance that parents or guardians cooperate closely with the school in this task. Therefore, we expect that the judgment of school authorities concerning the education and discipline of the students will be rightfully understood and supported by the parents or guardians as an effective means of home and school training. It is never acceptable to make public a school-related issue via social media. The principal and pastor reserve the right to investigate and, in some cases, require the withdrawal of the school family when there is evidence of the lack of a working partnership between the school, the parents, and the student.

DAMAGE TO SCHOOL PROPERTY POLICY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's property may be obligated to pay the full amount of repairs or replacement.

EMERGENCY CANCELLATION POLICY

Our Lady of the Lake will follow the Governor's mandates regarding Covid-19. Should St. Tammany Parish Public Schools choose to close, Our Lady of the Lake may remain open under the Governor's guidelines.

UNDER NORMAL SCHOOL CIRCUMSTANCES: Our Lady of the Lake will follow the same decision of closure as the public school system of St. Tammany Parish. This is to facilitate the transportation of students. The announcement concerning emergency closures will be broadcast on television in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.

EMERGENCY DISMISSAL POLICY

During periods of sudden weather-related emergencies that may occur during the school day, children may need to be released early. If early dismissal should occur, parents of children who would normally ride the bus home need to make immediate arrangements for the care of their children once they have been dropped off at the bus stop. Parents of children who are car riders should make immediate arrangements to pick up their children.

FIELD TRIP POLICY

Field trips planned with an educational objective are permitted and encouraged with proper supervision. The principal may refuse permission for a student to attend a field trip due to poor conduct or academic grades. When a teacher schedules field trips, written permission must be given by the parent or legal guardian. A fee covering the expense for bus transportation and

Revised July
2023

admission to the field trip site is required. Only children enrolled at Our Lady of the Lake, of the class involved in the field trip, may attend school-sponsored field trips. No siblings or other children may attend. All students leaving with their class must return with their class. Buses may be used to transport students on field trips when there are more than 19 students. Regular dress code applies unless otherwise approved by administration.

Students enrolled in the class attending the field trip cannot remain on the school campus. Students not attending the field trip must be checked out by a parent or guardian before students leave for the field trip or stay home for the day.

FORGOTTEN ITEMS POLICY

Students should check to be sure that they have all necessary items (books, sports shoes, homework, projects, etc.) before coming to school in the morning. Office personnel are not required to accept items that students have forgotten, with the exception of glasses and lunch. **School Fair Projects (i.e. Religion and Social Studies) may also be accepted, if they are brought to school before school begins. Projects are to be brought to the appropriate area.** No student will be allowed to call home for forgotten items.

After dismissal, no student or parent may enter the building to retrieve forgotten items. Please do not ask anyone in the Parish Life Center, teachers, office staff, maintenance personnel, or aftercare personnel for permission to enter any of the buildings.

LOCKER POLICY (WHEN IN USE)

Middle School students may be provided with lockers to keep their books and belongings. All lockers must have a school lock on them. Students may not write on or mark the lockers inside or out. Students may not put pictures, stickers or any other adhesive material inside or outside of the locker. The locker is school property and may be searched according to the Archdiocesan Search and Seizure policy published in this handbook. Lockers must be kept in good order. At the end of the school year, students must clean out their lockers and leave them free of debris. Students may not go to their lockers except during the times specified by the school. Should a student abuse his/her locker privileges, he/she will be denied use of a locker.

Middle school students are provided with combination locks for their lockers. All locks are the property of Our Lady of the Lake Roman Catholic School. If a student loses or damages a lock, he/she must pay the replacement cost of the lock.

Under some circumstances, lockers may not be available for use by the students.

LOST OR STOLEN ITEMS POLICY

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her personal property. **YOU CAN HELP BY LABELING YOUR CHILD'S POSSESSIONS AND CLOTHING WITH HIS/HER NAME.** Students may only bring what is required for the day's activities. The Lost and Found is located behind the Chotin Center near the library. At the end of each nine weeks, all unclaimed items in the Lost and Found will be donated to charity.

Revised July
2023

LUNCH POLICY

1. Students should purchase lunch from the cafeteria or bring a lunch from home. All students must eat at lunchtime. Lunches brought from home must conform to Food Services Guidelines. No soft drinks may be consumed during lunch. Candy, “junk” food, and food purchased from fast food restaurants do not conform to the Food Service Guidelines. Any questions as to whether an item is a “junk” food item should be addressed to the cafeteria manager.
2. Parents are not allowed to eat lunch with their children on campus.

MESSAGE POLICY

A child should know of any change in his or her routine prior to coming to school in the morning. **Therefore, only messages of an emergency nature will be given to a child during the school day.**

PARENT TEACHER COOPERATIVE CLUB POLICY

Each family and faculty member is a member of the PTCC. This organization supports the school. Meetings are held in the evenings up to three times a year. Various committees are formed for a variety of functions. Room Parent activities are organized through the PTCC with the approval of administration.

PARTY POLICY

1. Invitations to private parties may be distributed at school only if the entire class receives an invitation, or if all boys or all girls in the class receive an invitation.
2. Flowers, balloons, treats, etc. are **not** to be delivered to school for your child’s birthday, special occasions, etc.
3. All parties/activities held outside the school are non-school sponsored events. When attending these parties/activities, I hold harmless the Archdiocese of New Orleans and Our Lady of the Lake Roman Catholic Parish and School from any and all claims or losses resulting from these parties/activities.

SCHOOL TELEPHONE POLICY

Students may not use the school phones without approval by school personnel. Students may not use cell phones during the school day.

SEARCH AND SEIZURE POLICY

A student’s belongings or locker may be searched if the administration has reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed, or if a violation of a school rule related to the maintenance of discipline in the school has been committed.

FIREARM FREE ZONE

Carrying a firearm, or dangerous weapon as defined in Louisiana Revised Statute 14:95.2, by a student or nonstudent on school property, at a school sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

SPORTS & EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Under normal school circumstances, Our Lady of the Lake Roman Catholic School Athletic Department offers a team sports program to its students during the school year. Eligible students may try out for the following team sports: flag football, volleyball, basketball, soccer, golf, cross country, tennis, cheerleading, dance team and competition dance team.

OLL's teams compete in two separate leagues: Catholic Schools Athletic League (CSAL) and Northshore Independent Athletic League (NIAL). All students must submit a completed Medical History Evaluation Form prior to try-outs for the various team sports. This form needs to be on file and current at all times.

There is a participation fee per sport for volleyball, soccer, golf, cross country, tennis, flag football and basketball. There is a registration fee for cheerleading and dance teams. These fees cover the cost of team uniforms; however, they do not include the cost of cheerleading and dance team camps, nor competition dance team costumes other than the standard dance team uniforms.

*Students must maintain a C average in all core subjects.

*Students may not have a U in any subject.

*Conduct may not be lower than a B.

All above criteria must be met to try out for any sport or extracurricular activity.

STUDENT INSURANCE POLICY

Secondary insurance coverage is provided to all students during the school day. When a student is injured at school, he/she must report the injury to a teacher or to the office. If medical attention is needed, the office will provide the appropriate forms to the parent or guardian.

TEXTBOOK POLICY

Students are expected to take good care of their books. If a student loses or damages a book, he/she must pay the replacement cost.

TUESDAY NEWSLETTER POLICY

A newsletter concerning school functions and important information is available on Tuesdays through the school website (www.ourladyofthelakeschool.org). A hard copy may be obtained by contacting the school office. An email notification will be sent weekly to parents who have provided an email address.

VOLUNTEERS/VISITORS POLICY

Under normal school circumstances, volunteers who help enhance the instructional program or who are performing a service for the school are welcome. **For obvious safety reasons, all volunteers and visitors are to sign in at the office and wear a visitor's tag while on campus.** This is a necessary precaution for the safety of the children. Anyone not properly identified may be questioned. Visitors are asked not to go on the playground during recess or in the cafeteria during lunchtime.

All volunteers who interact with students on a regular basis are required to undergo "Safe Environment Training" which is administered by the Archdiocese of New Orleans. Dates and times for the Safe Environment Training classes will be posted in the Tuesday Note. Such volunteers are also required to have background checks.

ASBESTOS POLICY

In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the principal's office during school hours.

SCHOOL EMERGENCY PLANS

ALL STUDENTS ARE TO REMAIN CALM AND QUIET. STUDENTS ARE TO MOVE QUICKLY AND QUIETLY TO DESIGNATED AREAS.

1. **FIRE DRILL:** All buildings are to be evacuated as per directions. During fire drills, students should follow these regulations:
 - a. Rise in silence when the alarm sounds.
 - b. Close windows and doors.
 - c. Walk silently to the designated place briskly, in line at all times.
 - d. Stand in line facing away from the building.
 - e. Return to building when the signal is given.

TORNADO DRILL

- a. Take all persons inside designated buildings/areas.
- b. Close all windows and blinds.
- c. Retrieve class rosters.
- d. Move to designated tornado safe areas inside buildings – see below for designated areas:
 - i. Strader Building – Teachers and students should quickly move into the hallways of the Strader Building, against the walls and away from all windows and glass. Teachers and students should then follow the “drop and tuck” procedure as described below.
 - ii. 4th and 5th Grades – Teachers and students should quickly move into the Msgr. Chotin Center (gym) against the wall with bleachers and away from all windows and glass. Teachers and students should then follow the “drop and tuck” procedure as described below. ** If bad weather approaches too quickly to move to the gym, teachers and students should quickly move to the center of the classroom, away from windows and glass. They should then get underneath desks and into the “tuck” position.
 - iii. Media Center/Makerspace – Follow the same procedure as 4th and 5th grades.
 - iv. Middle School – Teachers and students should quickly get underneath the desks. They should then get into the “tuck” position as described below.
 - v. Pre-K Building, Pre-K Room 104, Buggy House and Froggy House – Teachers and students should quickly move to an inside room or hallway in the main Pre-K Building, Buggy House, or Froggy House against the walls and away from all windows and glass. Teachers and students should then follow the “drop and tuck” procedure as described below.
 - vi. Cafeteria – Teachers and students should move to the center of the cafeteria and get underneath tables. They should then get into the “tuck” position as described below.

*****Drop and Tuck Procedure:**

1. From a standing position, drop down to a kneeling position.
 2. Bend upper body at the waist and lower the head towards the ground.
 3. Place arms and hands over the head in a protective manner.
 4. Keep the entire body as low to the ground as possible.
2. **BOMB THREAT:** The police department will be notified, and their directions will be followed.
 3. **SEVERE WEATHER:** All students in classrooms along the outside wall of the Jan Strader Building will move to the hallway. Students in interior classrooms will remain in

classrooms, on the floor, and away from the windows. Students in all other buildings are to take shelter under the desks.

4. **LOCKDOWN:** All classrooms and buildings will be locked, and students will remain inside until advised by proper authorities that it is safe to exit the premises or resume activities.

ACADEMIC POLICIES

SUPPLIES POLICY

1. Parents will receive a school supply list. **All** supplies listed should be obtained by the first week of school. Additional supplies may be required as the year progresses.
2. Students are responsible for having all required materials in class daily. This includes pens, pencils, paper, notebooks, textbooks, etc.

HOMEWORK AND DAILY ASSIGNMENTS POLICY

1. Homework and daily assignments are designed to reinforce class presentations and to afford the parents an opportunity to see what is being done in the classroom.
2. Homework can be given in many forms, requiring the use of such skills as reading, writing, and study. Individual teachers determine the type, amount and frequency of homework. Parents should check with individual teachers to determine the amount of time their child should be spending on homework. Please encourage neatness at all times. Any questions concerning homework should be directed to the teacher via voicemail or email.
3. When a child is absent from school, work will not be sent home unless the child is absent for 2 consecutive days. Parents should call the office before 8:00 a.m. and request that the teacher contact them to make arrangements for missed assignments. Work that is to be picked up in the office should be picked up between 2:30 – 3:30 p.m.
4. Teachers are not required to provide students with work prior to a student's absence.
5. Homework is graded for completion only.

GRADING SYSTEM POLICY

The following Archdiocesan Grading System will be used.

A = 100 – 94
B = 93 – 86
C = 85 – 78
D = 77 – 70
U = 69 and below

Actual averages will be recorded on report cards. **No extra credit points will be given in any subject.**

4th – 5th Grade Grading

60% Tests
30% Quizzes
10% Homework

All Specialty classes are not weighted. They are PASS or FAIL classes. (70 or above is considered passing; 69 or below is considered failing.)

6th – 7th Grade Grading

50% Tests
20% Exams
20% Quizzes
10% Homework

6th – 7th Grade Grading

(Quarters without exams)

60% Tests
30% Quizzes
10% Homework

6th and 7th Grade Advanced English and Math/Pre-Algebra Grading

| | | |
|-----------|----------|---------|
| A(100-90) | C(79-70) | U(59-0) |
| B(89-80) | D(69-60) | |

NOTE: Spelling is 90% tests and 10% homework.

REPORT CARD, PROGRESS REPORT, AND PROMOTION POLICY

Students in grades K - 7 will receive report cards at the end of each quarter.

REPORT CARDS WILL NOT BE DISTRIBUTED EARLY.

1. Kindergarten students' report cards will be standards-based. Kindergarten students will be assessed and graded as M-mastered, SD-skill developing, NE-skill not evident, or NA-not assessed. The standards in bold on the report card are those in which a student is required to have an SD or M in the 4th quarter in order to be promoted to first grade. If a student receives an NE in any of the standards in bold in the 4th quarter, he or she will be retained in Kindergarten. Conduct grades are assessed and graded as S - Satisfactory or N – Needs Improvement.

At the end of the year, a student who earns an M on all bold standards will receive an M for that content area. If a student earns one or more SD's, that student will receive an SD for that content area. If a student earns one or more NE's, that student will receive an NE for that content area. A student earning an S for all standards under "Behaviors that Promote Respect" will receive an S in conduct. A student earning an N for any of the aforementioned conduct standards will receive an N in conduct.

2. Students in grades 1 - 7 will receive numerical grades and must receive at least a D average at the end of the year to pass a subject.

The major subjects for 1st – 3rd Grades are English, Reading, Math and Religion. If a first through third grade student fails Reading or Math, he/she must repeat the year.

The major subjects for 4th - 7th Grades are English, Reading, Math, Science, Social Studies and Religion.

3. For grades 4 through 7, a student who fails a major subject (below 70 average at the end of the year) **must** successfully complete that subject in a school-approved summer school in order to progress to the next grade. It is the responsibility of the parents to contact the St. Tammany School Board for information concerning summer school. **If a student fails two or more major subjects he/she must repeat the grade.**

POWERSCHOOL

PowerSchool is a web-based, student information system (SIS). Parents and students are able to login to gain access to grades and attendance. In most cases, grades will be available within one week of an assignment's due date. Teacher email addresses are easily accessible from the site. Parents may request their login ID's and passwords at any time during the school year.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences may be conducted virtually when necessary.

Conferences may be arranged at the request of either the parent or the school.

While it is the policy of Our Lady of the Lake Roman Catholic School to encourage parents to confer with the school regarding their children, these **must** be scheduled with the following guidelines in mind:

1. A specific appointment time must be set up before the actual conference.
2. Any convenient time, that is agreeable to both the school and parent, is allowable for a conference. However, conferences may not take place during instructional or duty periods.
3. Out of respect for the privacy of teachers and their families, please contact teachers via their school email or school phone.

DISCIPLINE POLICY

The objective of this discipline policy is to provide an atmosphere which fosters spiritual, intellectual, emotional, physical and social development in each child.

The purpose of rules in a school setting is to:

1. Help students learn to make appropriate choices.
2. Safeguard the atmosphere for the entire student body.

The primary disciplinarian will be the teacher. In addition to the following school-wide rules, each teacher will establish classroom rules with appropriate consequences for infractions. Each teacher works closely with all students so that the appropriate school atmosphere is maintained.

All consequences administered will be in keeping with the Christian philosophy of Our Lady of the Lake Roman Catholic Church and School.

The teacher and/or administration determine the degree and number of consequences for any infraction of rules. Any teacher may administer a consequence to any student for any infraction. The degree and number of consequences for an infraction will depend on the severity of the infraction, the age of the student, and any persistent pattern of infractions.

DISCIPLINE COMMITTEE A Faculty Discipline Committee exists to provide administration with recommendations as to the appropriate consequences for inappropriate actions, and to help maintain a safe and healthy community. Administration may ask a student to appear before this committee.

SCHOOL RULES

- 1. RESPECT YOURSELF AS CHRIST TEACHES.**
- 2. RESPECT OTHERS IN A CHRISTLIKE MANNER.**
- 3. RESPECT YOUR SCHOOL AS A GIFT FROM GOD.**

CONTRABAND ITEMS

Students are **NOT** allowed to bring items that are deemed inappropriate by administration, including but not limited to cigarettes, e-cigarettes, tobacco, lighters, matches, alcohol, drugs, inhalants, etc. to school or to any school functions. Weapons of any kind are not allowed. If deemed necessary, suspension could be the minimum consequence. Students are **NOT** allowed to bring any electronics, including but not limited to smartwatches, laser pens, cameras, e-readers, electronic gaming devices, etc. to school, to school activities, or to any school function. Students are not allowed to use cell phones at school.

DISCIPLINE (LITTLE CARDINALS – 3rd)

Teachers provide parents with the rules and procedures for their classrooms at the beginning of the school year. Students in grades K – 3 will receive behavioral reports (either daily or weekly) from their teachers as outlined in their individual policies. If behavioral incidents occur, teachers deduct points from the student's conduct grade in 1st – 3rd grades. A child may not remain in school if he/she exhibits inappropriate behavior that warrants removal from the classroom. Parents may be asked to pick up the child from school.

***Students in third grade will follow the 4th and 5th grade class card system for the fourth quarter of the school year. The system includes class cards, detentions, probation, and expulsion.**

DISCIPLINE (GRADES 4 – 7)

Each 4th – 5th grade student will receive a class card on Monday on which the student will write his or her name and the dates of each day for the current week. The card is then collected and placed in a pouch with all the class cards for his/her homeroom. These cards travel with the students to each class. The cards will be sent home to parents the following week. The 4th – 5th grade students must return the signed class cards within two days of distribution. 6th – 7th grade students only receive a class card to be signed if they have behavioral or academic infractions during the week. 6th – 7th grade students must return the signed class cards on the next school day.

CLASS CARD WITH BEHAVIOR INFRACTIONS/CONDUCT POINTS

Each student will receive one conduct grade for all subject areas. Students start with 100 conduct points at the beginning of the quarter. Each behavioral infraction results in a minimum of a 1-point deduction. Four behavioral class card signings in one week result in a detention.

CLASS CARD SIGNING – BEHAVIORAL OR NON-BEHAVORAL:

If, for any reason, a teacher signs a card, it must be returned to the teacher with the parent's signature. If a student does not return the signed card, he/she will be issued a detention. If there is a behavioral comment on the card, it is a behavioral detention (-5 points from conduct). If there are no behavioral comments, it is a non-behavioral detention (-0 points from conduct). Four class card signings within a week will result in a detention. All automatic detentions result in five point deductions. Each suspension results in a minimum of a 10-point deduction.

DETENTIONS

Detentions, behavioral and non-behavioral, will be served on assigned Mondays, Tuesdays, Wednesdays, Thursdays and Fridays from 2:15 p.m. to 3:15 p.m. Only doctors' excuses will be accepted in order to change an assigned detention date.

*Any student outside his or her classroom without permission will be given an automatic behavioral detention.

DETENTIONS AS A RESULT OF INFRACTIONS (4-7)

The fifth detention will result in a one day, in-school suspension, and the student will be placed on probation. Six + detentions may result in a student appearing before the Discipline Board.

| DETENTION NOTICE | | Date Issued_____ |
|---|--|------------------|
| <ul style="list-style-type: none">• Non-Behavioral• Behavioral | Student's Name_____ | |
| | Homeroom_____ Detention Given By_____ | |
| The above named student must serve detention on _____ (Mon.—Fri.) from 2:15 p.m. - 3:15 p.m. for the following reason(s): | | |
| <ul style="list-style-type: none">• 4 Behavioral signings on class card• Failure to return class card with behavioral signing(s)• Failure to return class card with non-behavioral signing(s) | <ul style="list-style-type: none">• Campus misconduct• Classroom misconduct• Other | |
| Comments:_____ | | |
| _____ | | |
| Please pick up your child in the school office. (If the child is not picked up on time, an aftercare fee will be charged.) | | |
| _____ Parent/Guardian's Signature | | _____ Date |
| Our Lady of the Lake School White - Administration Yellow - Parent Pink - Teacher | | |

Revised July
2023

ACADEMIC DISHONESTY

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This includes copying ideas or wording from material resources without citing the source as well as copying other students' work. Any student caught plagiarizing (cheating) will face academic and disciplinary consequences. A student will not be eligible for Honor Roll at the end of the quarter within which he or she is disciplined for academic dishonesty.

SUSPENSION/PROBATION/EXPULSION

Suspension may be served in school or out-of-school. If the student is serving an in-school suspension, the student is removed from the regular class setting and placed in a supervised environment for the entire length of the suspension period. If a student is serving an out-of-school suspension, that student will not be allowed on OLL grounds. During suspension, all academic assignments, tests, etc. are completed by the student. While a student is suspended, that student is placed on probation, and he/she may not attend or participate in any extracurricular activities/sports.

Students from grades K – 7 may be placed on probation if deemed necessary by the administration as a result of one infraction or the accumulation of several infractions.

Probation results in the loss of field trip privileges and extra curricular/sports participation. Any infractions during probation may result in an appearance before the disciplinary board or automatic expulsion. Expulsion results in permanent separation from Our Lady of the Lake Roman Catholic School. It may occur after a single severe infraction or upon the accumulation of several detentions.

Please note that there are other grounds for expulsion or disciplinary action that are not listed here. Any listing of prohibited conduct is set forth by way of example only and is not meant to be an all inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.

SOCIAL MEDIA POLICY

While the school is not responsible for policing online activity outside of the school's network, students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including student expulsion.

AWARDS

WANDA E. CHOTIN MEMORIAL SCHOLARSHIP: This scholarship was established in honor of Mrs. Wanda E. Chotin, mother of Msgr. Joseph Chotin. This scholarship is awarded annually to one student entering the seventh grade who demonstrates both civic and Christian values.

The purpose of this scholarship fund is to reward students for attaining high academic standards and to honor those students who exemplify, through their daily actions, what it means to be a true Catholic. These students have also shown a high regard for the founding principles of our nation. We at Our Lady of the Lake Roman Catholic School feel that those chosen by the scholarship committee exemplify what is best about our school.

SR. JEROME ROPPOLO AWARD: This award is given to a 7th grade student for outstanding service to the Our Lady of the Lake Roman Catholic School, church, parish and community. These students hold themselves to a high standard for conduct and academics.

SR. MARIE ABADIE SCHOLARSHIP AWARDS: This award is given to a 7th grade student who demonstrates both civic and Christian values. This student exemplifies, through daily actions, what it means to be a Catholic.

OUR LADY OF THE LAKE AWARDS: This award is given to two 7th grade students (one male and one female) for continuing Catholic education. Winners excel in academics and extracurricular activities. They demonstrate qualities of leadership, character, loyalty, dedication and service to the community.

GABRIELLE CHIASSON MEMORIAL AWARD: This award is presented to a student who shows determination, spirit, perseverance, a sense of humor and incredible faith. This student exemplifies, through daily actions, the qualities admired in our beloved Gabby.

SAMANTHA VINTURELLA MEMORIAL SCHOLARSHIP: This award is presented to a student who is intelligent, energetic, witty, and whose love for God and life is constantly evident. This student exemplifies, through daily actions, Samantha's unstoppable spirit.

FR. MARK LOMAX SCHOLARSHIP: The Fr. Mark Lomax Scholarship will be awarded annually to the 7th Grade Student who has best exemplified a message consistently proclaimed by Fr. Mark: "You shall love... God with all your heart, with all your soul, with all your mind, and with all your strength... You shall love your neighbor as yourself." Mark 12:30-31

PRINCIPAL FRANK P. SMITH AWARD: Named in honor of the school's longest-serving principal, this award is given to a 7th grade student or students who set the highest academic standard in the grade level. The student or students demonstrate loyalty, dedication, service and superior qualities of virtue in all aspects of student life.

PRINCIPAL’S GOOD CONDUCT AWARD: This special award is given by the principal to students in grades 1 - 7 who earn all A’s in conduct on their report cards. Students who earn a cumulative average of 94% or above in conduct are also eligible for the yearly good conduct award. Students in Kindergarten who get all S’s in the “Behaviors That Promote Respect” section will also receive the award.

HONOR ROLL: 4TH - 7TH

Students receiving this honor will be recognized at the Honor Roll Prayer Service held at the end of each quarter. Honor roll cards will be awarded to students who meet the following criteria:

Alpha/“A” Honor Roll: Students must have A’s in all subjects, and a passing grade in all pass or fail courses. All conduct grades must also be A’s.

Beta/“A/B” Honor Roll: Students must have all B’s or a combination of A’s and B’s in all subjects, and a passing grade in all pass or fail courses. All conduct grades must be A’s or B’s.

YEARLY HONOR ROLL: 4TH – 7TH

Yearly Alpha Honor Roll: The student must maintain a yearly, cumulative average of 94% or higher in all subjects (90% or higher in advanced classes), and a passing grade in all pass or fail courses.

Yearly Beta Honor Roll: The student must maintain a yearly, cumulative average between 86% and 93% or higher in all subjects (80 – 89% in advanced classes), and a passing grade in all pass or fail courses.

SCHOOL SAFETY/HARASSMENT

OLL provides a safe environment for all individuals and adheres to an annually-reviewed anti-bullying policy that has been approved by the Archdiocese of New Orleans. Harassment of any type is not tolerated. The Dean of Discipline investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats (seriously or in jest) face detention, suspension and/or expulsion.

SPECIAL NOTICE TO ALL STUDENTS AND THEIR PARENTS

Our Lady of the Lake Roman Catholic School clearly recognizes the role of parents/guardians as the primary educators of their children and the school exercises its authority “in loco parentis.” The relationship between parents/guardians and Our Lady of the Lake Roman Catholic School is in the nature of a partnership. Cooperation between parents/guardians and Our Lady of the Lake Roman Catholic School is therefore vital to ensure that each student receives an appropriate secular and Christian education.

Normally, a student is not and should not be deprived of a Catholic Education because of the actions of a parent or guardian. However, from time to time the actions or lack of action of a parent or guardian is so persistently and overtly uncooperative with the school staff in violation of clear policies, regulations, programs or strong recommendation that it undermines the authority of the school administration to the detriment of the school’s ability to serve the best interest of the child/children of that parent or guardian or the good of other students. In such

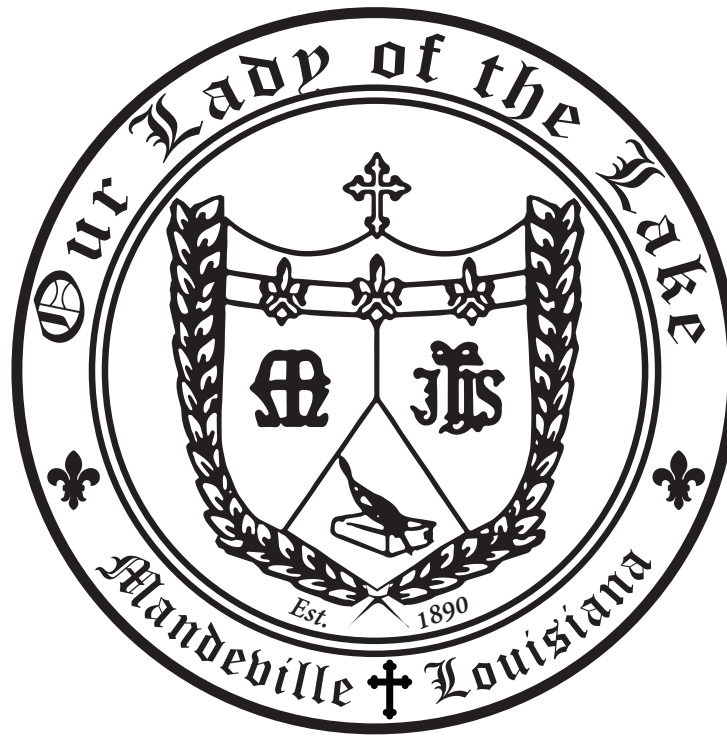
Revised July
2023

cases, after reasonable efforts to elicit the minimum parental cooperation, and after reasonable efforts to elicit the minimum parental cooperation, and after appropriate consultation with the pastor and/or other authorities of the Archdiocese, the school administration reserves the right to request or require the withdrawal of the student/students enrolled in Our Lady of the Lake Roman Catholic School.

Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church, or the directives of the local Archbishop or Ordinary is absolutely prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of this educational institution.

Students and parents are advised that any conduct in violation of the teachings of the Roman Catholic Church is strictly prohibited and is grounds for immediate expulsion. There are other grounds for expulsion or disciplinary action that are set forth in the Disciplinary section of this handbook. Any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents and is not meant to be an all-inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.

NOTE: The Principal may make changes to this handbook at any time during the school year.



OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL COAT OF ARMS

The coat of arms has several symbols that point to the rich history found at Our Lady of the Lake Roman Catholic Church and School. Each of these attests to various elements of our liturgy, campus and church decor. The capital “M” represents Mary, the mother of our Lord and Savior who we honor under the title of Our Lady of the Lake. The letters “IHS” remind us of the invaluable gift that Christ has left the Catholic Church, the Holy Eucharist. The book and the quill pen signify our school, which continues to be a major evangelistic tool for our parish church in spreading the gospel to God’s precious children. The “wheat” bordering the coat of arms reminds us of the unleavened bread that becomes for us Jesus’ body during the celebration of the mass. Because God is triune, three persons but one God, three “fleurs-de-lis” adorn the crest. They also call to mind our rich Louisiana heritage as our culture is steeped in French influence. The central cross at the top of the crest reminds us that our faith was given to us by Christ Himself and is passed down through an unbroken succession of apostles. Together, these symbols piece together a distinct personality, which is Our Lady of the Lake Roman Catholic Church and School.

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school community. Network and Internet access is provided to further the legitimate educational goals of the institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (e-mail), or outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, the software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in suspension or loss of privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from the libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance-learning projects.
- Listservs and new groups may be used to gain access to current information on local, state, national, and world events. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:
 - Transmission of any materials in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted material without written permission of the author or creator through school e-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
 - The use for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
 - Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
 - The creation, propagation, and/or use of computer viruses are prohibited.
 - The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
 - Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

Revised July
2023

- Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages which have the capacity to overload computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's e-mail and similar electronic communications systems is a privilege, and certain responsibilities accompany that privilege. School users are expected to demonstrate that same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over e-mail.
- The school reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks which were purchased by the school is considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of Our Lady of the Lake Roman Catholic Church and School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

No student photos, video footage, or personal information may be copied, distributed, published, or uploaded to the internet. I hereby indemnify and hold harmless the Archdiocese of New Orleans and Our Lady of the Lake Roman Catholic Church and School in the event of such infraction.

Agreement for the Use of Computers and Telecommunications
Parent/Student Consent Form

Our Lady of the Lake Roman Catholic Church and School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents, guardians, and students are warned that Our Lady of the Lake Roman Catholic Church and School and the Archdiocese of New Orleans do not have total control of the information on the Internet. Parents and guardians are the primary authorities responsible for imparting the standards of the ethical and legal conduct their child or ward should follow. Therefore, Our Lady of the Lake supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy"), and I have either explained it to my child/ward ("student") or have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Our Lady of the Lake Roman Catholic Church and School.

2. **Check One:**

_____ I hereby consent to the student having access to, and use of, the telecommunications resources at Our Lady of the Lake Roman Catholic Church and School. I hereby indemnify and hold harmless the Archdiocese of New Orleans and Our Lady of the Lake Roman Catholic Church and School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ I do not consent to the student having access to, or use of, the telecommunications resources at Our Lady of the Lake Roman Catholic Church and School.

Parent's/Guardian's Signature

Date

Name of Parent/Guardian (Please Print)

Name of Student (Please Print)

Street Address

City/State/Zip

Home Phone

Office Phone

Revised July
2023

Student Form

I have read the Acceptable Use Policy for Computers and Telecommunications. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action, may be taken.

Student Signature

Date

Homeroom

PERMISSION AND RELEASE

I/we, _____, the undersigned parent(s) of _____, a student at Our Lady of the Lake Roman Catholic School and/or the Roman Catholic Church of the Archdiocese of New Orleans, give consent to publish and/or print my/our child's name or photograph and/or likeness of my/our child in a local newspaper, any newspapers with which local newspapers have agreements to share information and/or photographs and/or likenesses, school newsletters, school yearbooks, school brochures, school promotional materials, the *Clarion Herald*, and *Kids Clarion*, etc.

I/we hereby further release, indemnify and hold harmless Our Lady of the Lake Roman Catholic School, Our Lady of the Lake Parish, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, pastor(s), employees and insurers from any and all claims and/or damages on behalf of myself/ourselves and/or our child arising from the publication of my/our child's name, photograph, or likeness in a local newspaper, any newspapers in which local newspapers may have agreements to share information and/or photographs and/or likenesses, school newsletters, school yearbooks, school brochures, school promotional materials, the *Clarion Herald* and/or *Kids Clarion*, etc. This agreement shall remain in force and effect at all times during my/our child's enrollment at Our Lady of the Lake Roman Catholic School.

| | | |
|-----------------------------|---------------|--|
| _____ Father's Signature | _____ Date | Yes, I agree _____ No, I do not agree _____ |
| Father _____ (printed name) | | |
| _____ Mother's Signature | _____ Date | Yes, I agree _____ No, I do not agree _____ |
| Mother _____ (printed name) | | |

PERMISSION AND RELEASE

I/we, _____, the undersigned parents of _____, a student at Our Lady of the Lake Roman Catholic School, hereby grant permission to Our Lady of the Lake Roman Catholic School and/or the Roman Catholic Church of the Archdiocese of New Orleans, to allow to be broadcast over television or radio my/our child's name, photograph, likeness and/or voice of my/our child.

I/we hereby further release, indemnify and hold harmless Our Lady of the Lake Roman Catholic School, Our Lady of the Lake Parish, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, pastor(s), employees and insurers from any and all claims and/or damages on behalf of myself/ourselves and/or our child arising from the broadcast over television or radio of my/our child's name, photograph, likeness and/or voice of my/our child. This agreement shall remain in force and effect at all times during my/our child's enrollment at Our Lady of the Lake Roman Catholic School.

| | | |
|-----------------------------|---------------|--|
| _____ Father's Signature | _____ Date | Yes, I agree _____ No, I do not agree _____ |
| Father _____ (printed name) | | |
| _____ Mother's Signature | _____ Date | Yes, I agree _____ No, I do not agree _____ |
| Mother _____ (printed name) | | |

ACKNOWLEDGEMENT

The undersigned, who represent that they are the parents and/or legal guardians of _____ (child's name), presently enrolled in Our Lady of the Lake Roman Catholic School, acknowledge that this school provides only limited special education services or facilities. The undersigned further acknowledge that Our Lady of the Lake Roman Catholic School, its Principal, faculty, and staff are only required to make minor adjustments in Our Lady of the Lake Roman Catholic School's education program to attempt to accommodate whatever special needs the child/student may have and that the nature and extent of such minor adjustments is within the sole discretion of the Principal of Our Lady of the Lake Roman Catholic School. The undersigned further acknowledge that, should the Principal of Our Lady of the Lake Roman Catholic School determine in his/her own discretion that minor adjustments of Our Lady of the Lake Roman Catholic School's education program have not resulted in satisfactory accommodation of the program to the special needs of the child, and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the Principal may ask the undersigned to withdraw their child/student from Our Lady of the Lake Roman Catholic School and/or the child/student will be removed from the rolls of the school and/or not allowed to re-enroll.

| | | | |
|-----------------------------|---------------|-----------------------------|---------------|
| _____ Father's Signature | _____ Date | _____ Mother's Signature | _____ Date |
|-----------------------------|---------------|-----------------------------|---------------|

Revised July
2023

WEBSITE RELEASE FORM

(OLL Student)

I/we, _____, the undersigned parent(s) of _____, a student at Our Lady of the Lake School, hereby grant permission to Our Lady of the Lake School/Parish and/or Roman Catholic Church of the Archdiocese of New Orleans to publish and/or print my/our child's name and/or likeness and/or photograph, videotape, film and/or digital image on the Our Lady of the Lake School/Parish web site on the Internet and/or world wide web.

I/we hereby further release, indemnify and hold harmless Our Lady of the Lake School/Parish, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, pastor(s), associate pastor, vicar, employees and insurers from any and all claims and/or damages on behalf of myself/ourselves and/or our child arising from the publication of my/our child's name, photograph, or likeness on videotape and/or film or digital image on Our Lady of the Lake School's/Parish's web site on the Internet or the world wide web.

This agreement shall remain in force and effect at all times during and/or after my/our child's enrollment at Our Lady of the Lake School.

Father (Signature)

Date

Yes, I Agree _____

No, I Do Not Agree _____

Print name

Mother (Signature)

Date

Yes, I Agree _____

No, I Do Not Agree _____

Print Name

THE 2023-2024 STUDENT/PARENT HANDBOOK MAY BE
DOWNLOADED FROM THE
OLL SCHOOL WEBSITE.

www.ourladyofthelakeschool.org

OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL
STUDENT/PARENT HANDBOOK

Parental and student cooperation is essential for the welfare of Our Lady of the Lake students. If, in the opinion of administration, parent or student behavior seriously interferes with the well-being of the school or the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

I hereby acknowledge that I have read this handbook and all forms and appendices and that I agree to abide by the rules and regulations contained therein. I am aware that policies and procedures may change due to government and/or Archdiocesan regulations or school-specific situations. Parents will be notified of updates.

Print Student Name Homeroom

Student Signature Date

Print Parent/Guardian Name

Parent/Guardian Signature Date

Revised July
2023



ARCHDIOCESE OF
NEW ORLEANS

Office of Catholic Schools

Video Conferencing Authorization

I/we, parents of _____, hereby grant permission to
and authorize _____ School to provide live, online
instruction by means of an online learning platform chosen by
_____ School, to our child,
_____, during the 2023-2024 school year.

Signature

Print Name

Date

Signature

Print Name

Date

Revised July
2023



ARCHDIOCESE OF NEW ORLEANS

Office of Catholic Schools

Acceptable Use Policy for Catholic Students

Updated 6/15/2020

The rules below dictate acceptable use and behavior to be followed when students are using school provided devices and/or school provided licenses and accounts via devices provided by the school and/or devices not provided by the school.

1. I will use the school's computers and online learning platforms only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the internet only with my parent and/or teacher's permission. I will not play games that a teacher has not approved.
3. I will not give my password to anyone other than my parents/guardians. I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will wear appropriate attire and follow my school's dress code for live video lessons.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or gender.
9. I will not damage the school's computer or anyone else's work.
10. I will not take credit for other people's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
12. I will not block or interfere with school or school system communications.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school. If I interfere with other students' education, and if I break the rules, there will be consequences.

Print Student's Name: _____ School: _____ Grade: _____

Student's Signature: _____ Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources and participation in home learning. I understand that computer access is conditional upon adherence to the agreement. During home learning, students should be supervised while using computers. When engaged in live lessons, students shall be electronically monitored by school officials. However, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent's Printed Name: _____

Parent's Signature: _____ Date: _____

Revised July
2023

PARENT/STUDENT AGREEMENT IN REGARD TO VIRTUAL LEARNING

I, the parent or legal guardian (hereinafter referred to as “Parent”) of _____, (hereinafter referred to as “Student”) make the following agreement with Our Lady of the Lake Roman Catholic School (hereinafter referred to as “School”) in regard to online learning provided by the School:

- 1) Parent agrees that, in addition to and/or in lieu of in-person learning and education provided by School, that they have elected for Student to participate in online learning provided by School.
- 2) At all times during any period of online learning, Parent and Student further agree to abide by any and all policies, rules and/or regulations of School, including but not limited to those set forth in the School’s handbook.
- 3) In addition, as a specific consideration of allowing Student to participate in online learning provided by School and, further, in consideration of the privacy rights of Student and other students and any teachers or educators of School, Parent and Student agree not to copy or record or send and/or re-transmit any online learning, in any form, to any other person or entity or file or place or post any online learning on any site on the internet or on any form of social media.
- 4) The only exception to Provision 3 above, occurs in those instances with the specific authorization of the teacher and/or school leadership in furtherance of a lesson that is to be completed and returned to the teacher and/or school leadership. In such instance, the recording may not be shared or sent and/or re-transmitted, in any form, to any person or entity or file or placed or posted on any site on the internet or on any form of social media other than that specifically designated by teacher and/or school leadership for that lesson. Once the lesson is complete and receipt acknowledged by the teacher and/or school leadership, any recording of the lesson involved must be permanently deleted from all electronic storage.
- 5) Parent and Student understand that failure to abide by this provision may result in Student being barred from any further online learning and/or any other discipline deemed appropriate, in the sole discretion of School, including but not limited to expulsion from School.
- 6) Parent and Student understand and agree that although School is offering online education at this time, School may terminate the option for online learning at any time and require personal attendance of Student at school for continued enrollment. Additionally, School may in its sole discretion from time to time impose additional requirements not contained herein or otherwise modify this Agreement as a condition to Student’s continued participation in online learning.
- 7) The provisions of this Agreement shall supersede any provisions of the School handbook or policies to the extent they may contradict.

Parent

Date

Student

Date

Revised July
2023

G Suite for Education Consent

G Suite for Education will be used this school year to complete assignments, improve collaboration, and enhance communication between students and their teachers. I give permission for Our Lady of the Lake Roman Catholic School to create/maintain a G Suite for Education account for my child. G Suite accounts will be used to access educationally-applicable “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html) and to access certain “Additional Services,” which may include: Applied Digital Skills, Chrome Web Store, Google Bookmarks, Google Books, Google Cloud Print, Google Earth, Google Maps, Google Groups, Science Journal, Socratic, and Tour Creator

The G Suite for Education privacy policy is available at:
https://gsuite.google.com/terms/education_privacy.html.

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date