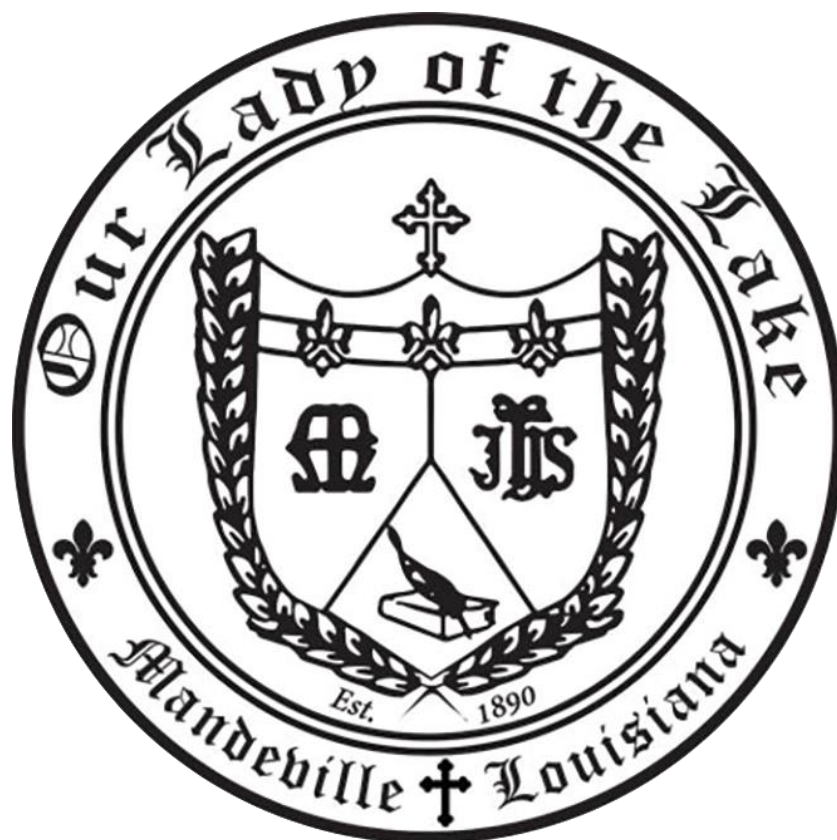


Our Lady of the Lake Roman Catholic School

Three-Time National Blue Ribbon School of Excellence



Student/Parent Handbook 2025-2026



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

OLL School – 985-626-5678

Aftercare (K-7) – 985-674-1935

Aftercare (Little Cardinals) – 985-626-5678, ext. 4177

Cafeteria – 985-626-7609

Parish Life Center – 985-626-5671

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MISSION STATEMENT

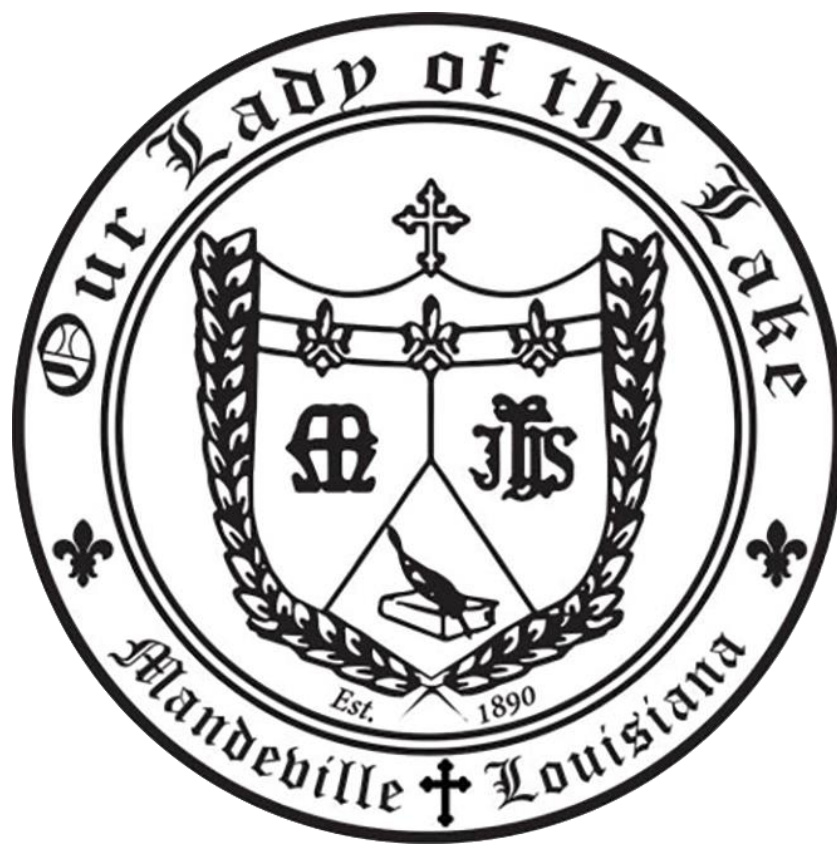
In a nurturing Christ-centered environment, Our Lady of the Lake Roman Catholic School provides a strong moral and academic foundation for all students to achieve excellence in their education, confidence in their efforts and responsibility for their actions as they face the challenges of the ever-changing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



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.

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 fundraising.
- 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.

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 education.

Normally a child is not to be deprived of Catholic education or otherwise penalized for the actions of his/her parents. However, the principal may recommend transfer of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school’s ability to serve their own or other children. Further, the school reserves the right to require the withdrawal of a student and his/her siblings enrolled in the school in the event that a parent/guardian engages in conduct determined by the school to be disruptive or harmful to its faculty, staff, and students, including, but not limited to, filing a lawsuit against the school and/or its employees.

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.

The School, as a ministry of Our Lady of the Lake Parish and the Archdiocese of New Orleans, respects and follows the teachings of the Catholic Church as we minister to youth who face the complexity of cultural and personal issues of today. As they grow in their understanding of their identity as children of God, the School will provide developmentally appropriate guidance and parameters founded on the truth that they, as male and female, are created in the image of God and redeemed by Jesus. The School will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth. The School will not tolerate hatred or bullying at any level and will set boundaries and policies that help teach young people to live with relational integrity, showing respect for themselves and one another.

NOTE: This handbook may be amended at any time during the school year. Notification of any changes will be sent to families.

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 all the rights, privileges, programs, and activities generally accorded or made available to the students at its schools. They do not discriminate on the basis of race, color, national or ethnic origin or disability in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Information used with applications will not be used for any unlawful discriminatory purpose.

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.

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.

Please note that the first school year a student attends Our Lady of the Lake Roman Catholic School is considered a probationary year.

MINOR ACADEMIC ADJUSTMENTS

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.

Our Lady of the Lake School endeavors to provide a quality education for your child. At the same time, Our Lady of the Lake School does not offer special education and related services, as defined under federal and Louisiana law. Because Our Lady of the Lake School does not offer special education and related services, it is not required to make specific accommodations for its students but only what are called “minor adjustments.” Our Lady of the Lake School, its principal, faculty, and staff are only required to make minor adjustments in the education program at Our Lady of the Lake School in an attempt to promote the educational development of a student, and the nature and extent of such minor adjustments are within the sole discretion of the principal of Our Lady of the Lake School. In the event that a student needs adjustments in the classroom, and with the approval of the school, all adjustments need to be agreed upon in writing by the end of September each year, or within 14 days of a meeting during which a child's individual plan is adjusted. It is expected that students who benefit from minor adjustments are making a diligent effort to do their best work. This includes completing assignments and homework assignments as directed and with sincere effort. Should the principal of Our Lady of the Lake School determine in his/her own discretion that the minor adjustments put in place by the school have not resulted in satisfactory student progress and that it is in the best interest of both the school and the child that he/she be educated in

another learning environment, then the principal may ask the parents to withdraw their child/student from Our Lady of the Lake School. Alternatively, the principal may disenroll the child/student from Our Lady of the Lake School and/or not allow the child to re-enroll for the next school year.

STUDENT EVALUATIONS POLICY

For a student to be considered for eligibility for minor adjustments, a current formal evaluation must be on file AND a qualifying diagnosis must be present, resulting in a need for academic support beyond what is typical in the classroom. A formal evaluation is defined as either of the following:

- Full testing through St. Tammany Parish Public Schools Pupil Appraisal Department OR
- Full Psycho-Educational Evaluation conducted by a licensed psychologist. This includes batteries of cognitive, academic, and psychological testing and provides a comprehensive report outlining a profile of the student's academic strengths and weaknesses.

With either option, an evaluation report will be provided to parents by the evaluator, and parents must provide a copy of the full report to the school in order to be considered for eligibility for minor adjustments. Evaluations are considered current for up to three years from the date the evaluation was conducted, unless the evaluator specifies a shorter time frame within the report.

In order for support beyond minor adjustments within the general education classroom to be considered, a St. Tammany Parish Public Schools Pupil Appraisal Evaluation that states a qualifying diagnosis must be provided to the school.

Any parent or educational consultant/psychologist who requests a teacher to complete a feedback form on any student must obtain permission from the administration. Parents must submit an OLL Records Release Form to the administration authorizing the school to release information and/or to speak with an educational consultant. Completed forms will be submitted directly and solely to the provider designated on the release form.

Once a minor adjustment plan is in place, it may be renewed annually. School may require an updated formal evaluation every three years. The final decision regarding implementing minor adjustments, guidelines, and student evaluation and testing is left to sole discretion of the school administration.

Teachers are provided with the minor-adjustment plans of students in their classes at the beginning of each year. Parents will be given the option to meet at the beginning of each school year to review the minor-adjustment plan. Established adjustments may remain in place until the next school year or the evaluation expires. Parental meetings may be required by the school. Evaluations received in May will be processed and implemented in the upcoming school year.

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

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 and previous year's Report Card (if applicable)
5. Latest Standardized Achievement Test Scores, if applicable
6. Screening administered by OLL to determine readiness and placement
7. Social Security Card

8. Parent Driver's License
9. Registration Fee
10. 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

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

All fees are non-refundable.

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.

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 finance director 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 finance director, 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.

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 prorated to the date of withdrawal. All fees are non-refundable.
- b. In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it 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.

LATE FEES:

All fee payments (including those for field trips, athletic fees, aftercare, etc.) are due to be received by the specified due date for each individual activity or service. Payments received after the stipulated date may be subject to a late fee of \$25.

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.
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.
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. Excessive tardies may necessitate parental meetings with school administration and/or the pastor.
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 may 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.			

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.

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.

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-2, 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 3-7, 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.

Which carline is MY FAMILY'S **MORNING** CARLINE?

If your **youngest** child is in . . .



At 7:30 AM, the Carroll Street and Lafitte Street carline entrances will be closed, and the gates 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.**

SCHOOL DAYS WITHOUT BUS SERVICE – Morning:
Morning carlines will follow the normal guidelines, as described above.

AFTERNOON CARLINES:

The following procedures for K-7 afternoon carline should be followed as mandated by the Mandeville Police Department (Please refer to the Little Cardinals Handbook for afternoon carline guidelines for 3-year-olds and PreK students):

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/our-programs/child-passenger-safety/>

SCHOOL DAYS WITHOUT BUS SERVICE – Afternoon:

Afternoon carlines will follow the normal guidelines for *morning* carlines, as described above.

BUS RIDERS

1. All bus riders must submit the OLL Bus Transportation Form to the School Office at the beginning of *each* school year.
2. **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 into 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.

3. 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. Bus riders may not have additional students ride home on the bus.
4. 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.
5. **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 in the foyer of the Chotin Center and wait until all buses have departed before leaving school. If a student has another student accompanying him/her home at dismissal, the walker's parent must be present to walk both students home.

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, as well as the recommendations of the Louisiana Department of Health Region 9 Medical Director, and in consultation with other medical authorities.

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, e.g., 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.

STUDENTS WEARING A CAST OR BRACE

Students wearing a cast or brace at school may not actively participate in Physical Education activities or recess. Such students may not participate in sports tryouts or athletic events. Should a student wearing a cast or brace be unable to try out for a sports team, arrangements may be made for a “make-up” tryout once the cast or brace has been removed and any necessary documentation has been received.

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. To ensure school attendance for students who must use medication in the treatment of chronic disabilities or illness, the parent is responsible for notifying the school of any abnormalities in the health of the child. When such condition exists, the parent agrees to adhere to the school’s medication policy. Please contact the school office for details.

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. It is the parent’s responsibility to bring a refilled prescription bottle as needed.

* 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. A student may not be allowed on campus if appropriate medication has not been provided.

NALOXONE ADMINISTRATION

Due to the increasing rates of overdoses due to opioids such as Fentanyl, Louisiana now requires all elementary and secondary schools to carry Naloxone as part of emergency response equipment. Naloxone is an opioid antagonist that can be used in emergencies to slow or stop the effects of an opioid-related drug overdose. A common form of Naloxone is Narcan nasal spray.

According to the CDC, Naloxone can be given safely to people of all ages, from infants to older adults. This includes an adolescent or young adult who may have unintentionally taken an opioid.

All schools in the Archdiocese of New Orleans will maintain a supply of Naloxone (ex. Narcan) and will train and equip key staff to prepare for opioid emergencies. It is policy for the trained

staff to administer, per Louisiana state law, Naloxone to any student or staff suspected of an opioid overdose.

In addition, anytime this is necessary, 911 will immediately be notified, then parent or guardian. The student may only be released to the parent or guardian by law enforcement. A follow-up report will also be filed with the Department of Catholic Education and Faith Formation and the Office of Safe Environment.

According to LA ACT 378-HB 456, the following are not liable for damages in a civil action for injury, death, or loss to a person or property that allegedly arises from an act or omission associated with the administration of Naloxone or another opioid antagonist, unless the act or omission constitutes willful or wanton misconduct:

- (a) A public or nonpublic school.
- (b) A public or nonpublic school employee or volunteer.
- (c) A licensed health professional authorized to prescribe medication who personally furnishes or prescribes Naloxone or another opioid antagonist.
- (d) A training organization and its personnel.

Consequences regarding a student or employee's status at the school will be considered once the person is deemed safe and out of danger.

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:

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.

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

Shoes – Kindergarten through 7th must wear a predominantly black sports shoe with a black or white athletic, *non-scuff sole*. Shoes may have a small, discreet logo or brand name. No other markings (stripes/designs, patterns/lights in the sole, etc.) are allowed. Only shoes that allow the OLL school socks to be seen can be worn to school (i.e., no hightops that prevent seeing the school name).

- Kindergarten and 1st must wear shoes with a Velcro closure.
- 2nd – 7th shoes must have solid black shoelaces.

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.

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

OLL Performance Fleece – Kindergarten through 7th Grade

Male students wear OLL performance fleece with the official school crest over the white uniform shirts. All performance fleece outerwear must be purchased from School Time.

Girls' Uniforms – Kindergarten through 7th:

Skorts and Skirts –

- Kindergarten through 3rd – Only the OLL plaid skorts may be worn. Skort hems must be no shorter than 1” above the top of the kneecap. The skorts may not be rolled up at the waist.
- Grades 4 through 7 – Only the OLL plaid skirt may be worn. Skirt hems must be no shorter than the top of the kneecap. Shorts must be worn under the skirt at all times. Skirts may not be rolled up at the waist.

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

Shoes – Kindergarten through 7th must wear a predominantly white sports shoe with a white athletic, ***non-scuff sole***. Shoes may have a small, discreet logo or brand name. No other markings (stripes/designs, patterns/lights in the sole, etc.) are allowed. Only shoes that allow the OLL school socks to be seen can be worn to school (i.e., no hightops that prevent seeing the school name).

- Kindergarten and 1st must wear shoes with a Velcro closure.
- 2nd – 7th shoes must have solid white shoelaces.

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.

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

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

Girls’ Hair Accessories – Appropriate barrettes, ribbons or headbands may be worn.

Make-up – No make-up, nail polish (including clear), or fake fingernails may be worn. Middle School girls are allowed to wear concealer/foundation provided application appears natural.

OLL Performance Fleece – Kindergarten through 7th Grade
Female students wear OLL performance fleece with the official school crest over the white uniform shirts. All performance fleece outerwear must be purchased from School Time.

Boys’ and Girls’ Miscellaneous:

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. Inappropriate writing or pictures are not allowed.

Rain Gear:

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

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.

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

Hair Styles:

Hair is to be clean and combed at all times. Hairstyles deemed inappropriate by the administration may not be worn (this includes, but is not limited to: mullets, mohawks, and undercuts). Dyed, bleached, highlighted, or unnatural colored hair or extensions are not acceptable. Boys' hair should not touch the top of the ear, the top of the collar, or the top of the eyebrows, regardless of styling. Girls' bangs should not extend below the eyebrow.

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

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

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

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

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.

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

AFTERCARE POLICY

Aftercare is a service made available to families for whom carline pickup or bus drop off is not feasible. Students should only be sent to Aftercare if carline or bus transportation is not possible.

This service is available from dismissal to 6:00 p.m. Additional Aftercare 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:

- A parent who criticizes a teacher, in front of a child, undermines the teacher's authority. Likewise, teachers are never to criticize a parent in the presence of a student. Open communication is the best preventative measure for all involved.
- 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.
- All problems should be solved at the most immediate level whenever possible.
- 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 or otherwise. 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

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.

Our Lady of the Lake will follow the Governor's mandates regarding health and other emergency situations. Should St. Tammany Parish Public Schools choose to close, Our Lady of the Lake may remain open under the Governor's guidelines.

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 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 exceptions of glasses and lunch. Students may not 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.

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 Media Center. At the end of each nine weeks, all unclaimed items in the Lost and Found will be donated to charity.

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. should not be delivered to the 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 person 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 team sports offered during the school year. This may include: flag football, volleyball, basketball, soccer, golf, cross country, track, tennis, cheerleading, dance team, competition dance team, etc.

During games/competitions, only coaches, team members, and school administrators should be on the sidelines or in the bench area. All other spectators, including students not on the participating team, must remain in the designated spectator area.

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. Students participating on CSAL or NIAL conference teams will be expected to adhere to the established rules and regulations of those leagues.

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.

At the discretion of school administration, a student's behavior and/or grades may preclude him/her from trying out for or remaining on a sports team or in an extracurricular activity. A participating student's conduct may not be lower than a B, and any serious individual infraction may warrant immediate removal from a team/activity. A participating student must maintain a C average or higher in all core subjects and may not receive a U in any subject.

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.

SCHOOL-ISSUED MATERIALS POLICY

Students are expected to take good care of their books, workbooks, school-issued devices, and school-issued supplies. If a student loses or damages a book/workbook/device/supply, he/she may be required to pay the replacement cost.

CARDINAL CHRONICLES 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 the 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 Safe Environment Training classes will be communicated. 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.

FIRE DRILL: All buildings are to be evacuated as per directions. During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk silently to the designated place briskly, in line at all times.
4. Stand in line facing away from the building.
5. Return to building when the signal is given.

TORNADO DRILL:

1. Take all persons inside designated buildings/areas.
2. Close all windows and blinds.
3. Retrieve class rosters.
4. Move to designated tornado safe areas inside buildings – see below for designated areas:
 - a. 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.
 - b. 4th and 5th Grades – Teachers and students should quickly move into the Msgr. Joseph 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.
 - c. Media Center/Theatre – Follow the same procedure as 4th and 5th grades.
 - d. Middle School – Teachers and students should quickly get underneath the desks. They should then get into the “tuck” position as described below.
 - e. 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.
 - f. 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:**

- a. From a standing position, drop down to a kneeling position.
- b. Bend upper body at the waist and lower the head towards the ground.
- c. Place arms and hands over the head in a protective manner.
- d. Keep the entire body as low to the ground as possible.

BOMB THREAT: The police department will be notified, and their directions will be followed.

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.

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 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 Parish 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). Our Lady of the Lake faculty and staff use this system to house and access student information necessary to the everyday operations of the school. This includes, but is not limited to, student grades, attendance, emergency contact information, etc.

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 (KINDERGARDEN – 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 – 7th grade class card system for the fourth quarter of the school year. The system includes class cards, detentions, probation, and expulsion.**

DISCIPLINE (GRADES 4th – 7th)

A 4th-7th grade student may be issued a class card as needed for a behavioral or non-behavioral infraction. A 4th or 5th grade student must return the class card, signed by a parent or legal guardian, within two days of issuance. A 6th or 7th grade student must return the class card, signed by a parent or legal guardian, 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 deduction from conduct). If there are no behavioral comments, it is a non-behavioral detention (0 point deduction from conduct).

DETENTIONS

Detentions, behavioral and non-behavioral, will be served at assigned times, which may include after school. Only doctors' excuses will be accepted in order to change an assigned detention date/time.

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

Each behavioral detention results in a minimum of a 5-point deduction. A student receiving five behavioral detentions will receive a one-day, in-school suspension. This may also result in the student being placed on probation and the Discipline Board being convened. Each suspension results in a minimum 10-point deduction from conduct.

DETENTION NOTICE	Date Issued
Student's Name _____	
<ul style="list-style-type: none">• Non-behavioral• Behavioral	
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)	
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	

SUSPENSION/PROBATION/EXPULSION

A suspension results in a minimum 10-point deduction from conduct and 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. During suspension, all academic assignments, tests, etc. are completed by the student. If a student is serving an out-of-school suspension, that student will not be allowed on OLL grounds and all academic assignments, tests, etc. should be submitted the day the student returns to school. While a student is suspended, he/she may not attend or participate in any extracurricular activities/sports.

At the discretion of school administration, students from grades K–7th may be placed on probation due to a single infraction, the accumulation of several infractions, or a trend of negative behaviors. Students who have earned a C or lower in conduct for two consecutive quarters may be placed on probation. Students who have earned a D or lower in conduct for one quarter may be placed on probation.

Probation results in the loss of field trip privileges and extracurricular/sports participation. Any infractions during probation may result in the Discipline Board being convened or in 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 the accumulation of several infractions.

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 exhaustive listing of improper conduct or the disciplinary actions to be expected from such conduct.

Parents will be notified by school administration prior to a student's suspension, probation, or expulsion and may contact school administration with any questions, concerns, or requests for appeal.

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, copying other students' work, and using AI generative software in place of one's own 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.

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

7TH GRADE SCHOLARSHIP 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.

CATHOLIC DAUGHTERS OF THE AMERICAS, FR. JOSEPH CAZENAVETTE COURT #2741, SCHOLARSHIP: The Scholarship Award given by the Catholic Daughters of the Americas (CDA), Fr. Joseph Cazenavette Court #2741, was established in 2024 to honor the mission and work of the CDA as they strive to lovingly share the principles of the Catholic faith to all they serve. Recognizing that the young people of the Church today are called to be the leaders of the Church tomorrow, this scholarship fund is intended to encourage all students to have continued success in both their academic and spiritual journeys.

This scholarship is awarded annually to one student entering the seventh grade at Our Lady of the Lake School who achieves high academic standards and who demonstrates and embraces his/her Catholic faith by letting it inform his/her life as a student at Our Lady of the Lake Roman Catholic School. (The CDA is one of the ministries at Our Lady of the Lake Roman Catholic Church.)

HIGH SCHOOL SCHOLARSHIP AWARDS

SR. JEROME ROPPOLO AWARD: This award is given to a 7th grade student for outstanding service to 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.

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.

ADDITIONAL AWARDS

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.

PRINCIPAL’S GOOD CONDUCT AWARD: This special award is given by the principal to students in grades 1–7 who have earned all A’s in conduct for all four quarters on their report cards. Students in Kindergarten who get all S’s in the “Behaviors That Promote Respect” section for all four quarters 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 keys 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 school 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.

FORMS

All school forms must be completed via PowerSchool BEFORE the first day of school. Parents will receive their PowerSchool login ID's and passwords at open house. If parents have any difficulty accessing PowerSchool accounts they should contact the school office.

**SIGNATURE PAGE – 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

THE 2025-2026 STUDENT/PARENT HANDBOOK
MAY BE DOWNLOADED FROM THE
OLL SCHOOL WEBSITE:

www.ourladyofthelakeschool.org