

TABLE OF CONTENTS

Academic Standards.....	18
Achievement Tests.....	22
Administration.....	9
Admission Policies.....	6
Admission Records.....	9
Age of Admission.....	9
Asbestos.....	28
Attendance/Tardiness.....	11
Authorization and Release of Records.....	32
Before and After School Care.....	14
Beliefs.....	4
Book Club Sales of Paperback Books.....	31
Calendar.....	10
Campus Hours.....	10
Car Line.....	13
Catholic Identity Standards.....	5
Cell Phone Policy.....	31
Child and Sexual Abuse Policy.....	28
Class Size.....	9
Computer, Network, & Internet Use Terms and Conditions.....	34
Conferences.....	21
Counselor.....	17
Custody Notices.....	28
Delinquent Financial Obligations.....	8
Discipline.....	24
Dismissal.....	12
Drugs and Firearms.....	28
Early Childhood Program.....	23
Emergency.....	12
Exams.....	19
Extracurricular Activities.....	23
Grading Practices.....	19
Honor Roll.....	21
Illness during the School Day.....	13
Image Usage Release.....	32
Internet Responsible User Policy.....	33
Late Charges.....	9
Louisiana Law, Section 504.....	18
Lunch.....	16
Media.....	23
Messages.....	12

Middle School Program.....	23
Miscellaneous.....	28
Mission Statement.....	4
Morning Procedure.....	12
Nursery/Day Care.....	23
Office.....	10
Orientation.....	10
Parent/Teacher/School Relations.....	22
Parish Support.....	7
Patroness.....	5
Promotion Policy.....	20
Physical Education Program.....	22
Release of Students.....	14
Religious Education.....	5
Religion Program.....	5
Report Cards.....	19
Safety.....	27
School Board.....	10
Science Lab Safety.....	28
Student Records.....	19
Student Uniforms.....	14
Tuition Policy and Plans.....	7
Use of Telephone.....	12

Dear Parents,

It is the goal of Our Lady of Divine Providence School to provide quality Catholic education in a nurturing environment where the children have the opportunity to develop to their fullest potential. The administration, faculty, staff and school board are committed to providing a comprehensive program that meets the spiritual, academic, physical and emotional needs, as well as the individual learning styles of each student.

As partners in the education of your child we provide this handbook of important information and school policies. The Student/Parent Handbook contains our current operating procedures. It is important that all members of our school community understand and comply with these guidelines. Please read it carefully and discuss it with your child.

I hope that this year will prove to be a very positive experience for your family. If you should have any questions, please feel free to contact our school office. In conclusion, I will leave you with the words our children say every morning:

“O.L.D.P., OUR CHRISTIAN FAMILY
WE PRAY, WE WORK, WE GROW
TO BE THE BEST THAT WE CAN BE!”

Sincerely,

Elvina DiBartolo
Principal

Mission Statement

Our mission is to provide a Catholic, Christian family environment, promote excellence in education and develop each child to his or her fullest potential.

Profile of an Our Lady of Divine Providence Graduate

An Our Lady of Divine Providence graduate is:

- a faith-filled, moral person who lives the Gospel values
- a self-disciplined, self-motivated and goal-oriented individual who reaches full potential
- a self-confident person of strong character who perseveres in the face of adversity
- a well-rounded critical thinker who welcomes intellectual challenges and creatively solves them
- a responsible citizen who actively serves the community

Our Lady of Divine Providence School Beliefs

- Students develop Catholic morals and values through the positive and caring examples of those around them.
- Religious education should bring students to the awareness that faith must be lived – through dedication to personal responsibility, participation in the sacraments, civic duty, and social justice.
- A loving, caring and safe environment enhances learning and inspires students to reach their full potential spiritually, cognitively, socially and physically.
- Students develop critical thinking skills, successful work habits, and positive attitudes toward learning through a well-balanced, challenging and well-taught curriculum.
- Fair, firm, and consistent policies provide each child with appropriate choices concerning behavior that form the basis for life-long self discipline.
- Administrators, teachers, clergy, parents, students and the community all support and share responsibility for advancing the school's mission.

CATHOLIC IDENTITY STANDARDS

Our Lady of Divine Providence exhibits the defining characteristics of Catholic Schools:

- Centered in the Person of Jesus Christ
- Contributing to the Evangelizing Mission of the Church
- Distinguished by Excellence
- Committed to educating the whole child
- Steeped in a Catholic Worldview
- Sustained by Gospel Witness
- Shaped by Communion and Community
- Accessible to all students
- Established by the Expressed Authority of the Bishop

PATRONESS

Devotion to Our Lady of Divine Providence began in Italy in the 13th century. This title is attributed to St. Philip Benicio who invoked the help of the Virgin on a day when his friars had nothing to eat. Later that day, two baskets full of food appeared at their door. The origin of this gift could not be found. Devotion to Our Lady under the name of Divine Providence began to spread. Eventually, in 1832, an order of nuns, the Daughters of Divine Providence, was founded by a young woman named Maria Elena Bettini. Her mission was to teach the poor, especially girls, and her sisters established many schools to fulfill that mission. Our Lady of Divine Providence School was established by members of the Daughters of Divine Providence in 1967.

RELIGIOUS EDUCATION

The religious education program is given top priority here at Our Lady of Divine Providence. Our aim is to assist students by providing a positive, supportive Catholic, Christian environment in which to develop into Christian boys and girls with strong personal convictions, who will be able to make right choices when faced with the demands of the world around them.

Through participation in liturgy, the Sacraments, Prayer, an appreciation of Scriptures, and instruction in a solid foundation of the basic truths of our Faith, students are led to a deeper and more mature relationship with the Lord.

Students are encouraged to develop a relationship with their Church parish through service to our local community and to the poor of the world as well as other parish sponsored activities.

RELIGION PROGRAM

1. Our Lady of Divine Providence School's Religion Program is under the direct supervision of the school principal in cooperation with the parish Director of Religious Education and the Archdiocesan Office of Religious Education's Curriculum guide: Giving Light to the Message.

2. The religion teachers of Our Lady of Divine Providence School strive to provide opportunities for helping students to formulate Catholic Christian values and standards and whose faith is living, conscious and active.
3. Prayer, liturgical services and Christian formation are the main features of the Religious Education Program.
4. Our Lady of Divine Providence School is a Catholic School in every aspect of its program. Children of other faiths who wish to attend, must participate and will receive a grade in the study of Catholic Doctrine.
5. The William B. Sadlier, We Believe and We Live Our Faith are our core texts, but many additional resources are used to enhance this program.
6. The Sacraments of First Reconciliation and First Eucharist are administered in the second grade. Students in grades 3-7 have the opportunity to receive the Holy Eucharist at weekly school masses, and are offered Reconciliation twice yearly.

ADMISSION POLICIES

Our Lady of Divine Providence School is an entity of the Archdiocese of New Orleans Catholic School System, owned and operated by Our Lady of Divine Providence Parish Church Community. It is approved by the Department of Education, State of Louisiana.

All schools in 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 students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission 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 gender, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. This policy applies to all schools that are under Catholic Archdiocesan auspices.

Registration will take place on dates designated by the Office of Catholic Schools.

Our Lady of Divine Providence School Board has submitted the following admission priorities:

1. Brothers and sisters of children already members of the student body.
2. Registered parishioners of Our Lady of Divine Providence Church parish.
3. Parishioners of parishes without a Catholic School.
4. Parishioners of other Catholic Parishes with a Catholic School.
5. All others (including non-Catholics).

In addition, to be eligible for the **support fee** from Our Lady of Divine Providence Parish for the purpose of school tuition, a family must be:

REGISTERED - Any individual or family who filled out a parish census form or some written document declaring membership in a particular parish that has been accepted by the local pastor.

ACTIVE - The individual or family who is regular in attendance at Mass on Sundays and Holy Days of Obligation.

SUPPORTING - the individual or family who is a regular financial contributor to the parish in accord with the stewardship program of that particular parish. Prior to registration, the parish reviews parishioners' contributions for the previous calendar year.

**** Please note: All students transferring to Our Lady of Divine Providence in grades 1-7 will be on probation for one year.**

TUITION POLICY

Our Lady of Divine Providence School operates from two major sources of income: school tuition and parish support. The parish support goes into the operating budget.

School tuition rates are determined by the OLDP School Board each year when the school's operating budget is prepared. Registration and Fees are determined by the Archdiocesan Office of Education.

TUITION PLANS

Tuition is either paid to the school office in a single payment due on June 1st, or in three equal installments due on June 1st, August 1st, and October 1st, or financed through the bank selected by the school. Nursery payments may be made monthly, prior to the beginning of each month. The following are guidelines for payment of tuition:

1. In January of each year, parents are notified of tuition and fees for the next school year.
2. At the time of registration in February, parents are asked to decide method of payment. Registration for the coming year will not be accepted if your current tuition is delinquent.
3. The registration fee and the technology fee, due at the time of registration, are non-refundable. A late fee may be assessed after published registration dates.
4. Tuition will be refunded according to the following schedule: A student that withdraws from school between the opening date of school and October 15th will be refunded 2/3 of their total tuition; between October 15th and January 15th, 1/3 of their total tuition; after January 15th, there will be no refund.
5. Payment dates on loans are determined by the bank.

6. The above terms and conditions can be modified at the discretion of the principal.

TUITION ASSISTANCE

Tuition assistance may be available through the Church Parish under certain emergency criteria. Contact the administration for further information.

DELINQUENT FINANCIAL OBLIGATIONS

The following are the guidelines for delinquent tuition, extended care fees, and lunch accounts:

1. **If parents are having difficulty meeting their financial obligations, they should request a meeting with the principal for other arrangements before it becomes too difficult. This must be done within 30 days of due date.**

PARENTS WILL BE ASKED TO KEEP THE STUDENT/STUDENTS AT HOME UNTIL FINANCIAL OBLIGATIONS HAVE BEEN MET WHEN DELINQUENCY REACHES 30 DAYS FOR SCHOOL TUITION OR 10 DAYS FOR DAY CARE TUITION.

2. Final report cards may be picked up in the school office after **all** financial obligations (including, but not limited to, tuition, extended care, lunch money, book fees, late fees, Parents' Club, etc.) are satisfied.
3. Students whose parents have failed to meet their financial obligations by April 15th **will not be allowed to take final exams or tests, and will not be allowed to participate in activities including, but not limited to, field trips, parties, plays, closing ceremonies, etc.**
4. **Tuition loans will be charged back to the school after 45 days delinquency. If a loan has been charged back to the school for failure to meet payments, the balance must be paid in full at that time, as well as a bank loan chargeback fee of \$300.00. Parents will not be eligible for a bank loan in the next year if this occurs.**
5. **In grades 4-7, students will not be permitted to take quarterly exams if tuition payments are not up to date. In grades 1-3, students will not be permitted to complete 4th quarter evaluations.**
6. **Once delinquency for extended care charges reaches 10 days, parents will be asked to keep student/students from attending extended care until financial obligations have been met.**
7. See School Lunch Program (page 16) for information regarding lunch account payments.
8. The above terms and conditions can be modified at the discretion of the principal.

LATE CHARGES

Additional charges will be incurred for the following:

Late registration fee - \$25.00 per month

NSF Checks - \$40.00

Late 3 payment tuition payments - \$40.00 per month

Late payment for extended care - \$25.00 per month

Late payment for day care - \$25.00 per week after the 5th of the month

Late pick-up After Care - \$10 per minute

Late pick-up Early Dismissal - \$10/min.

Late pick-up Daycare - \$10 per minute

AGE OF ADMISSION

Students who are 6 weeks old may enter our Nursery/Day Care Program. All students entering PreKindergarten-3, PreKindergarten-4, or Kindergarten must be three, four, or five years old respectively by **September 30th**. This criterion has been accepted by the Archdiocese of New Orleans, Office of Catholic Schools.

ADMISSION RECORDS

Students enrolling in Our Lady of Divine Providence School for the first time must present a copy of the following:

- 1) Birth Certificate (a copy is acceptable)
- 2) Baptismal Certificate (Catholics only; a copy is acceptable)
- 3) Immunization Record – all immunizations must be up to date to be admitted
- 4) Social Security Number
- 5) Previous Year's Report Card (if appropriate)
- 6) Dates of First Communion and/or Confirmation (if appropriate)
- 7) Standardized test scores (if appropriate)

CLASS SIZE

Non-Public School Standards for the State of Louisiana, limit class size to approximately 35. Our Lady of Divine Providence School attempts to maintain smaller classes. Class size may vary according to subject matter and grade level. Teaching assistants are present in Early Childhood classes as required.

SCHOOL ADMINISTRATION

1. The Principal is the Catholic educational leader. He/she is the executive officer of the local school board and is responsible for the administration and supervision of the school. The Assistant Principal will assume the duties of the Principal in his/her absence.
2. Our Lady of Divine Providence tries to maintain the highest standards in the employment of the faculty. It follows the Standards of Approval of Non-Public Schools and the policies of both the Archdiocesan School Board and Our Lady of Divine Providence School Board.

SCHOOL BOARD

1. Our Lady of Divine Providence has an advisory school board. The members serve a three year term on a rotating basis. The pastor and principal are also considered non-voting members of the school board.
2. Our Lady of Divine Providence School Board meets regularly. Meeting dates are announced in the school calendar. Guests are invited to attend.
3. Parents wishing to address the School Board on a specific topic should put their request in writing to the School Board president at least one week before the meeting date.
4. The grievance policy as advocated by Our Lady of Divine Providence School Board is as follows:
 - a) School Board members who receive a complaint from a parent or parents must direct that parent or parents to the principal for a solution.
 - b) Complaints to the pastor and/or the Archdiocesan Office of Education are always referred first to the principal.

SCHOOL OFFICE

The school office is opened every school day from 8:00 a.m. to 3:30 p.m. (except from 3:00-3:15) during the months of August through May. During the month of June, the office is opened from 9:00 a.m. to 12:00 noon. During the month of July, appointment requests may be e-mailed to oldp@archdiocese-no.org or left on voice mail at 466-0591. Such requests will be answered in a timely manner.

ORIENTATION

Orientation meetings designed to acquaint parents/guardians with important policies and procedures of the school and individual classes are scheduled at the beginning of the school year. **Attendance by a parent/guardian or other family representative is mandatory. Failure to attend may delay your child's participation in his/her class. Contact the school office to discuss alternatives if no one can attend to represent your family.**

CAMPUS HOURS

Students are not allowed on the school grounds earlier than one-half hour prior to the bell, unless they are attending Before School Care, or after 3:30 p.m. unless it is to report to After Care, for a detention or to a supervised activity. **Students who arrive between 7:45 and 8:00 a.m. will not be charged, but must report to Before School Care in the Bahan Center for supervision.**

SCHOOL CALENDAR

1. The school calendar is determined at the beginning of each academic year. A school year consists of 180 days. Three of these days are used for faculty in-service.
2. The length of the school day is determined by the administration in accordance with the Non-Public School Standards of the State of Louisiana.

3. Early dismissal days will be placed on the school calendar and published in other communications such as Panther Pause and the church bulletin. Exact times will be announced. **After School Care will not be provided.**

ATTENDANCE/TARDINESS

1. If a student is to be absent, the parents should call the school office **before 8:30 a.m.**
2. **Upon returning to school, the student must present a written excuse to the teacher.**
3. Children who are absent from school due to a communicable disease (measles, chicken pox, etc.) must present a doctor's certificate upon returning to school.
4. It is the student's responsibility to make up work, assignments and tests. **A student who is absent on the day of a test must make it up within the week of his/her return.**
5. **Under Bulletin 741 for Non-public schools, state law requires that a student attend school for 160 days in order to receive academic credit. Students may miss no more than 15 days per year. Doctors' notes must be submitted for all absences over 15 within the week following the date of absence. Time missed for medical and dental appointments is considered time absent. Parents are cautioned about and discouraged from removing their children from school for unnecessary vacations or other activities. Students will be required to make up unexcused absent days over 15 for a fee during the month of June. Parents will be required to meet with administration when students are absent for 5 days, and truancy officials will be contacted for continued absence.**
6. **Parents who wish to get homework for an absent child should call the school office at 466-0591 before 8:30 a.m.** Due to upper grades' scheduling, requests for assignments for students in 5th through 7th grades will not be honored after that time. Assignments and books will not be available until **after dismissal at 3:15 p.m.** Students should have a study buddy to collect homework assignments for them when absent. Parents and students may also consult teacher web sites/portals for needed assignments.
7. Students who check in between 8:15 and 9:00 or check out between 2:15 and 3:15 will be considered tardy. **Morning detention will be assigned at a cost of \$3.00 for every 5 morning tardies. If a child accumulates 10 tardies, a parent meeting with the administration will be required, and truancy officials will be contacted for continued tardiness.** Students who miss from 1 to 3.5 hours of the school day will be considered absent for a half-day. Students who miss more than 3.5 hours will be considered absent for a full day of school. Parents will be informed when a child has been excessively tardy.
8. **Tardy students must be checked in by a parent or guardian,** and will not be allowed in the classroom until they have received a tardy notice from the office. **Documentation for recurring special services must be provided on the day of service to avoid being counted as tardy.** Parents wishing to have their child dismissed early must do so through the office.

9. **Early checkouts are discouraged during exams. Students will not be released for early checkout from liturgies or special prayer services. Students will not be released for early checkout between 3:00 and 3:15 p.m.**
10. **A student must be present for 50% of the school day in order to participate in or attend any school or extracurricular activity on that day.** Final decisions regarding absences and participation will be determined by the administration.

MORNING PROCEDURES

The school day begins at 8:15. Students will be admitted to their classrooms at 8:00 a.m. **For safety reasons, students arriving before 8:00 a.m. must report to Before Care in the Bahan Center for supervision.** There is no charge for students who arrive after 7:45 a.m. All students are expected to be in class prior to the beginning of morning prayers. On certain occasions, outside morning assembly will be scheduled.

MESSAGES

Only messages of an **emergency nature** shall be given to a student during the day. **Transportation issues should be decided and discussed with the child before his/her arrival at school.** Students must clear any changes in transportation with parents and the office. **Failure to do so will result in disciplinary consequences.**

USE OF THE TELEPHONE

A student will be allowed to use the office telephone only in cases of emergency. Students will not be allowed to call home for forgotten items. Cell phone use is not allowed on campus, including during before care, after care, and dismissal. If a student must bring a cell phone, it must be kept in the OFF position from the time a student comes on campus until 4:00 pm. **Cell phones must be checked into the office for safekeeping at the beginning of the day. If this policy is not followed, cell phones will be confiscated and must be picked up by the parent or guardian. Disciplinary consequences will occur. If there is a second offense, the student will receive a Saturday detention and the phone will be confiscated for 30 days. If there should be a third offense, the student will be suspended and the phone confiscated till the end of the year.**

EMERGENCY

In case of an emergency, please consult local media outlets concerning closing of the school.

DISMISSAL

The North Atlanta parking lot gates will be closed between 3:05 and 3:25 each day for safety purposes. When the dismissal bell rings at 3:15, the children in Grades PreK-7 will be escorted to their dismissal points. Parents should follow the dismissal procedures as defined at the beginning of each school year. PreK-3 and Nursery/Day Care students should follow procedures set forth in the PreK-3 and Nursery/Day Care Handbooks. **Parents are not to park in the bus zone or No Parking areas on North Atlanta Street. Students may not be picked up from**

the area between the church and school buildings.

CAR LINE

Vehicles must display the OLDP car tag each day from the rear view mirror, facing outward so that the student's last name can be seen. Vehicles without car tags must leave the line to be issued a temporary tag. Once car line directors have provided a tag, the vehicle may then proceed to the end of the line.

For safety, and by state law, cell phone use is strictly prohibited in the car line.

ILLNESS DURING THE SCHOOL DAY

1. If a student is not feeling well in the early morning hours, he/she should be kept at home until feeling well enough to attend school.
2. The school will call parents if a student becomes ill during the school day. If the school cannot reach the parents, one of the names listed on the emergency card will be contacted.
3. No medication of any kind, including aspirin and cough drops, will be administered by school personnel. If a student must take medicine during the school day, the parent must come to the school to administer it or give written permission to the office accompanied by a doctor's note for the child to administer the necessary dose to him or herself. **All medication must be kept in the office and must be in its original container, clearly marked with the student's name, proper dosage and time to be taken. A student in possession of any medication, prescription or over the counter, will be subject to disciplinary action.** Single doses of medication must be sent daily. No medications will be held indefinitely.

A child requiring daily medication for conditions such as Attention Deficit Hyperactivity Disorder must sign a medical notification form. This form will be kept in the child's permanent record until parent/guardian gives notice that medication is no longer necessary. (See Nursery/Day Care Handbook for medication policy for that program.)

4. If a student has any serious illness or disability, or is on any type of medication, it is essential that the teacher be notified of this at the opening of school. This notification will be kept in the student's file.
5. If a student has a fever, diarrhea, vomiting, or undiagnosed rash, he/she will be sent home and should not return until symptom free, without medication, for 24 hours.
7. An outbreak of head lice is a common occurrence in any school especially in the fall and spring. Parents are urged to check their children's heads properly and often. **The State requires that children having head lice leave school immediately.** Children must be treated and all nits removed. **Proof of treatment must be provided before the child will be allowed to return.** Consult your druggist on how to take care of this problem if a case of head lice develops. Please advise the school in this event.

RELEASE OF STUDENTS

In order to release students, the school must have written authorization, signed and dated by the parent/guardian, noting the first and last names of any person or persons who may remove the child from the school, including representatives of any other learning centers or transportation services.

1. A child cannot be released to anyone unless authorized in writing by the parent/guardian.
2. In unplanned situations, the parent may further authorize individuals via email or text message to the school and follow it with a written authorization.
3. Any additions and/or deletions to the list of authorized individuals shall be signed and dated by the parent.
4. The school will verify the identity of authorized persons prior to releasing the child.

BEFORE AND AFTER SCHOOL CARE

Before School Care begins at 7:00 a.m. each school day. After school care is provided every full school day from 3:15 p.m. until 6:00 p.m. Parents are charged a fee for use of these services and are billed monthly. A snack is provided for every child during this time. Students not picked up in the car line by 3:35 will be brought to After Care, and charged for the service after 3:40. The children will be given supervised play and homework time. Parents will be called to pick up students who fail to cooperate with Extended Care staff. **Recurring problems will result in loss of service. A \$10.00 late fee will be charged for every minute students remain past 6:00 p.m. or after car line on days when no after care is scheduled.** Parents must designate in writing who has the authority to withdraw the child from After School Care. Students signed into After Care must be signed out by an authorized person regardless of length of stay. (See Nursery/Day Care Handbook for information regarding Extended Care for that program.)

STUDENT UNIFORMS

The school uniform is a major part of the child's identity as a student of our school. The uniform should be maintained and worn in a way that reflects pride in that identity. Uniforms should be neat and clean. Worn, torn, or frayed uniforms must be replaced in a timely manner. Students will not be allowed to wear these items on the school grounds. **Parents will be called to bring or replace missing or incorrect uniform items or to pick up students with non-regulation hair styles. Students will not be allowed to return until uniform/hair is within regulation.**

The administration reserves the right to make final decisions regarding uniform policy and compliance.

Regular Uniform:

All PreK-3 students – Navy blue cotton or twill pull up pants/shorts and an OLDP Early Childhood T-Shirt (purchased through the school) with blue or black leather, Velcro strap shoes and plain white socks.

GIRLS PreK-4 and Kindergarten

- Navy blue and white gingham dress with matching bloomers/shorts. Dress must be purchased at Schumacher's. Dresses should extend to the kneecap and **bloomers or shorts should not be visible under the dress.**
- Navy blue or black leather Velcro strap shoes. **NO SUEDE or TOPSIDERS.**
- Navy blue pants, or navy blue, black, nude, or white tights may be worn under the dress in cold weather.

Grades 1-7

- Grey plaid skirt, white blouse with school logo. Shorts worn under the skirt must be navy blue and no longer than the skirt. **Skirts should be worn at the waist and extend to the kneecap. Blouses should be tucked in at all times.**
- Navy blue sweater with school logo or school sweatshirt (purchased at Schumacher's) in grades 1-5; grey sweatshirt in grades 6-7. See cold weather uniform policy.
- Navy blue or black Velcro shoes in first grade; tie shoes for grades 2-7. **NO SUEDE or TOPSIDERS.**
- Uniform socks are required in grades K-7 (PreK-4 optional) and must be purchased from the school. Socks must be fully visible at all times and should not be tucked into shoes.
- Uniform walking shorts (available from Schumacher's) may be worn in place of the school skirt as an optional item.
- T-Shirts worn under the uniform blouse or P.E. shirt should be **plain white** and not visible under the uniform blouse. Colored undergarments visible under the blouse are not permitted.
- **Hair should be neat, clean, well groomed, the student's natural color and kept out of the eyes.** Faddish hair styles are not acceptable. No hair styles that are excessive or create a distraction will be permitted. Hair accessories should be school colors only. Make-up and colored fingernail polish are not allowed.
- Jewelry should be limited to one pair of stud earrings in the traditional ear lobe position, a watch, a thin chain with cross or religious medal, and small appropriate rings. Tattoos or body piercings (for other than earrings) are not allowed.

BOYS PreK-4 through Seventh Grades

- Navy blue slacks, blue or black belt, white dress shirt with school logo. Boys in Early Childhood grades may wear navy blue pull up pants. Pull up pants must be purchased from Schumacher's. **Shirts should be tucked in with the belt visible. Pants must be of proper size and worn at the waistline.**
- Black leather, Velcro strap shoes for PreK-1st grade. All-black low quarter leather tie-up shoes for grades 2-7.
- Uniform socks are required in grades K-7 (PreK-4 optional) and must be purchased from school. Socks must remain fully visible at all times and should not be tucked into shoes.
- T-Shirts worn under the uniform shirt or P.E. shirt should be plain white and should not be visible under the uniform shirt.
- Boys may wear navy blue walking shorts in place of slacks from April 1 to October 31.
- Navy blue sweater with school logo or school sweatshirt (purchased at Schumacher's) in grades 1-5; grey sweatshirt in grades 6-7. See cold weather uniform policy.
- **Hair should be neat, clean, well groomed, and the student's natural color. Hair styles must be conventional and worn above the eyebrows, collar and ears. Wedges, mohawks, tails, dyed, shaved designs, faddish, excessive or bushy styles considered**

by school authority to be inappropriate or unbecoming will not be permitted. Older boys should be clean shaven.

- **BOYS ARE NOT ALLOWED TO WEAR EARRINGS** or any faddish jewelry. Jewelry should be limited to a traditional watch and a thin chain with cross or religious medal. Tattoos or body piercings are not allowed.

P. E. UNIFORM

Girls and boys in grades 1-7 wear a P.E. Uniform for P.E. class. In grades 1-4 the uniform consists of navy blue shorts with the school logo, official P.E. T-shirt with school logo, worn with the student's regular black or blue school shoes. In grades 5-7, students wear the official P.E. T-shirt with school logo, and navy blue mesh shorts purchased from Academy Sporting Goods. Optional navy blue sweat pants may be worn between November 1 and April 1. Pre-K and Kindergarten students do not wear a P. E. uniform.

DRESS DOWN DAYS

Basic dress down uniform consists of spirit shirts (purchased through the school), P.E. shirts, or current school shirts worn with traditional jeans (no holes or tears) and tennis shoes. PreK and Kindergarten girls may wear navy blue shorts, pants, or jeans with the designated shirt. On special occasions, the uniform of the day will be announced.

COLD WEATHER UNIFORM

Inside – Students in grades PreK-5 wear navy blue cardigan sweaters or sweatshirts with the school logo. Students in grades 6-7 wear heather gray sweatshirts with the school logo.

Outside – Any color overcoat or jacket is permitted, provided the student also wears the regulation sweater or sweatshirt. **Jackets may not be worn in place of the sweater or sweatshirt.** White, navy blue, black, or nude tights, or navy blue sweatpants may be worn under the skirts in cold weather. Sweatpants may be worn to and from school or at recess. Students may not wear long sleeve under shirts, leg warmers, thermal underwear, or biking shorts.

SCHOOL LUNCH PROGRAM

1. Hot lunches are provided daily. The cost of these lunches is made known at the opening of school. Milk is included in the price of the lunch.
2. Children are free to bring lunch from home in place of purchasing a school hot lunch. **Every child must either purchase or bring a lunch.** No exceptions are allowed without a written parent request. Federal guidelines prohibit carbonated beverages in cold lunches.
3. All food must be eaten in the cafeteria.
4. White milk, chocolate milk or orange juice is available to students at an additional cost to the students.

5. Each class will be notified at the opening of school of its designated seating and acceptable behavior in the cafeteria.
6. The cafeteria is under the direct supervision of the Archdiocesan Food Service. Money collected each day is handled by the cafeteria manager and not by Our Lady of Divine Providence School.
7. It is not the school's responsibility to provide money or lunch to students who have forgotten theirs. The Archdiocesan Food Service will no longer permit students to exceed account limits. **Students whose lunch accounts are not current will not be served a lunch.**

SCHOOL COUNSELOR

OLDP offers the services of a full-time counselor to assist students and families. The counselor helps to identify, assess, and, hopefully, resolve spiritual, social, emotional, behavioral, and academic difficulties that may interfere with attendance, achievement, and adjustment in school. All information shared by students, parents and teachers is kept confidential consistent with applicable law, i.e. only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include but are not limited to circumstances where the child reveals information about harm or possible harm to himself or herself or to another person, or where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold. A copy of the counselor's Declaration of Practices and Procedures is available upon request.

Counseling services at OLDP include:

- Individual sessions to address personal, social, and academic issues related to school as needed
- Small group sessions to address conflict resolution
- Classroom lessons related to positive personal growth and development
- Parent and teacher consultations to address personal, academic and social issues pertaining to school
- Referrals to other services and programs in the community for issues requiring further assistance
- Provision of resources to parents, students and teachers
- Liaison with other mental health professionals and agencies
- Coordination of evaluations for possible student exceptionalities
- Crisis intervention and prevention
- Coordination of various guidance programs and speakers

Reasons for referral to the counselor include, but are not limited to, loss of a loved one or pet, family change or difficulty, friendship problems, academic difficulties, new student concerns, difficulty coming to school, anger management, and conflict resolution. The counselor is not able to provide testimony in court in child custody matters other than as to facts and then only if subpoenaed, nor does the counselor provide intensive long-term counseling services to children or families.

LOUISIANA LAW, SECTION 504

1. Under Section 504, Federal and State laws require that Our Lady of Divine Providence School have a procedure for identifying, evaluating and adjusting for individual needs as necessary. This body is known as the Individual Student Needs Committee.
2. The Individual Student Needs Committee (ISNC) consists of a chairperson, an administrator, the guidance counselor, a person knowledgeable of Dyslexia, ADD/ADHD and other learning difficulties and a classroom teacher.
3. Parents wishing to avail themselves of this assessment process should contact their child's individual classroom teacher or the guidance counselor.
4. Children identified by the ISNC with specific learning differences qualify for reasonable accommodations as indicated by evaluations or teacher recommendations.
5. If therapists conducting outside evaluations request teacher assessments of a student's behavior or work habits, completed assessments will be submitted to the counselor for transmittal. They cannot be given to a family member. **Copies of evaluations from outside sources must be submitted to the school counselor to be kept in the student's confidential file.**
6. **Our Lady of Divine Providence School does not provide special education services or facilities.** We do offer differentiated instruction to meet the needs of all of our students.

ACADEMIC STANDARDS

The following academic standards are part of the classroom routine.

1. Legible penmanship is expected in all grades.
2. Children are required to write in cursive beginning in 3rd grade. Assistance will be provided to transfer students with no background in cursive.
3. The following paper heading will be used by all grades:

Name	Subject
Date	Code
4. Looseleaf paper (clean, uncrumpled, untorn) should be used for all work to be turned in.
5. Math work should be done in pencil for all grades.
6. Only blue or black ink is acceptable. Red ink may be used for correcting papers only. Only ballpoint pens will be allowed.
7. Liquid paper correction fluid (white out) is not allowed.
8. Pop quizzes may be given in any subject.
9. Assignments and projects are expected to be turned in on time. **Grades may be penalized for each day late.** Zeroes will be given for work not turned in.
10. In case of extended illness (with doctor's note) an Incomplete may be given for the quarter grade. Unresolved incompletes at the end of the year will require attendance at summer school.
11. Homework is any assignment (written or study) given by the teacher which is the

responsibility of the student to complete on his or her time. Homework is averaged into the academic grade for the quarter.

12. Exams will be inclusive of material covered within the 9 weeks period.
13. Parents/Students may review homework assignments through the teachers' portals.

GRADING PRACTICES

Grades are intended to provide parents with information about the progress of the students in their schoolwork. Grades provide motivation for improvement in school work and indicate the degree of mastery of subject matter. **IT IS THE RESPONSIBILITY OF PARENTS OR GUARDIANS TO MONITOR THE STUDENT'S PROGRESS ONLINE. PROGRESS REPORTS AND REPORT CARDS WILL BE E-MAILED.** Parents must provide the office with up-to-date e-mail addresses. Hard copies will only be issued to those without e-mail service.

Students must make up any work missed during absences. This is the student's responsibility. A student who is absent on the day of a test must be prepared to take the test within the week of his or her return. In the case of extended absence, all make-up work should be done within two weeks of a student's return. Failure to make up work within this time frame will result in academic penalties.

EXAMS

Examinations are given in grades 4-7 at the end of each nine-week period. 4th Graders will take exams in Language Arts and Math. In 5th – 7th grade, exams will be given in every major subject area, including religion.

STUDENT RECORDS

1. A cumulative folder is maintained for each student. All academic testing, as well as the health records and any special information contained within, can only be released with permission from the parents. Parents may request to see this file.
2. Teachers keep an individual folder for each student. This folder contains all returned test papers, progress reports and detention notices, etc. In Grades K-4 test papers are filed after they have been signed by the parents. In Middle School, test papers are available to parents upon request.

REPORT CARDS

1. A report card noting academic achievement is given to every child in grades 1-7 every nine weeks. Pre-Kindergarten & Kindergarten will receive progress reports periodically.
2. **IT IS THE RESPONSIBILITY OF PARENTS OR GUARDIANS TO MONITOR THE STUDENT'S PROGRESS THROUGHOUT THE QUARTER ONLINE. PROGRESS REPORTS AND REPORT CARDS WILL BE E-MAILED.**
3. Test papers in grades K – 4 are to be signed by the parents and must be returned to the school with corrections as specified by the teacher. **It is the parents' responsibility to**

notify the teacher if they do not receive test papers or grades on a regular basis.

4. Promotions/Failures

- a) A pre-kindergarten or kindergarten student who is not ready for the academic program of the next grade may be retained for a second term. Students in kindergarten will be promoted based on the following criteria: reading readiness, readiness test scores and teacher recommendation.
- b) Any 1-2 grade student receiving a final failing grade in reading will not be promoted. In grades 3-7 a failure in reading may result in a student's repeating the grade.
- c) In order to pass the year, a student must accumulate at least 4 quality points per subject, one of which must be earned in the second semester. Students who fail a subject in the 4th quarter may be required to attend summer school for that subject.
- d) In grades 1-7, any student who does not complete the passing requirements in one major academic subject, including religion, for the year will be required to attend an approved summer school or receive tutoring by a certified teacher. **Attendance at a summer school or with a private tutor must be coordinated through the office of the principal.** The tutor must present a copy of a certified teaching certificate. A minimum of 60 hours of tutorial are required and a portfolio of satisfactory work and tests must be submitted prior to return. Either failure to attend or failure to do satisfactory work will result in automatic retention in the same grade. Students receiving a failing grade for the 4th quarter may be required to attend summer school or receive tutoring. Failure for the year in two major subjects will result in the student's repeating the grade.
- e) Students who have failed more than once may not be allowed to return for the coming year. **Middle school students who fail for the year may not be allowed to return.**

f) Grading scale:

<u>Academics</u>	<u>PE, Media, Music, and Spanish (PreK-4th)*</u>
A 100 - 94	Satisfactory (S) 80 or above
B 93 – 86	Needs Improvement (N) 70 – 79
C 85 - 78	Unsatisfactory (U) 69 or below
D 77 - 70	
F 69 - below	

***5th-7th uses academic grading scale**

g) The value of each letter grade is as follows:

A+	4.25	A	4.0	A-	3.75
B+	3.25	B	3.0	B-	2.75
C+	2.25	C	2.0	C-	1.75
D+	1.25	D	1.0	D-	.75
				F	0

h) Final averages will be calculated using the following scale:

Average	Quality points	Average	Quality points
A+	3 or more A+	C+	9
A	16-15	C	8-7
A-/B+*	14	C-/D+*	6
B+	13	D+	5

B	12-11	D	4
B-/C+*	10	F/D-*	Below 4 points

*Based on improvement and subject to discretion of the administration.

5. **Ancillary Classes** – Students who fail an academic ancillary subject for the 1st semester will repeat the class in the 2nd semester, which may entail ancillary schedule changes till the end of the year. Students who fail an academic ancillary subject for the 2nd semester will receive an Incomplete (I) and will be given a summer school packet to complete and return in order to have the Incomplete (I) removed.
6. **7th Grade Promotion Policy** - Students in the seventh grade who are conditionally promoted may take part in the promotion exercises, but will not receive a certificate of promotion until summer school has been successfully completed. Students who fail two subjects in the seventh grade may not take part in the promotion exercises nor attend those functions that are associated with promotion.

All financial indebtedness must be paid in full by April 15th in order for students to participate in promotion exercises. (See delinquent Tuition, #3)

HONOR ROLL

The honor roll is introduced in grade two. There are three honor rolls at Our Lady of Divine Providence. The Gold Honor Roll is awarded to a student who maintains straight A's in all graded subjects and conduct. Silver Honor Roll is awarded to students who have A's or B's. There can be no C's on the Silver Honor Roll. Satisfactory grades (S) in PE, Media, Music and Spanish are required for all honor rolls. Finally, the Bronze Honor Roll is given to any students who demonstrate major effort in improving their grades. A quarterly reward breakfast is held for those students who merit honors on the Gold, Silver or Bronze Honor Roll. Final Honor Roll will be determined by final averages, but the student has to have qualified for the designated quarterly honor roll at least once during the school year.

CONFERENCES

1. Parent-Teacher-Student Conferences will be held during the school year. Times and dates will be listed on the monthly calendar.
2. Parents may request a conference whenever needed by contacting the teacher through e-mail or written communication.
3. Teacher's home phone numbers are never given out. Parents are asked to respect the privacy of the individual teacher. Please refer to your teacher's web page on the school website for class information. **You may e-mail or call the office to leave a message or request an appointment when it is necessary to see the teacher.**
4. Parents who desire appointments with the administration should contact the school office by calling 466-0591.

PARENT/TEACHER/SCHOOL RELATIONS

It is essential that parents and teachers form a united front in the educational process. Parents will be kept informed primarily through report cards, progress reports, and teachers' web sites/portals, and secondarily, through phone calls, notes, conferences, and e-mail. **Parents who see problems developing should contact the teacher immediately to see about correcting the situation.** Six points that should be remembered:

1. A parent who criticizes a teacher in front of his child undermines the teacher's authority. Issues of concern should be discussed directly with the teacher, not the child.
2. In order to contact a teacher, **call the office or e-mail through the teacher's web site/portal** and the teacher will reply. **At no time may a parent go directly to a classroom to see a teacher.**
3. **Communications between parents and teachers should remain courteous and professional at all times.** If the communication becomes emotional, the conversation should be ended and a parent/teacher/administrative conference scheduled.
4. **Because of their obligation to all students, teachers may not be disturbed during school time to discuss an individual child's progress. A parent may be asked to leave if such an incident occurs.** If it is necessary to see a teacher, please make an appointment.
5. Problems should be solved at the lowest level whenever possible. **We strongly encourage parents to discuss any concerns or problems with the appropriate teacher first.** Involvement of the administration may be requested after the initial conference if necessary.
6. We ask you to keep in mind that actions of the administration must be based on their impact on the entire school as well as any individual child. Your cooperation and support are considered vital to our mission to provide the best education possible for your child. **Therefore, parents who fail to cooperate with and support the policies of the school will be asked to withdraw their child/children from Our Lady of Divine Providence.**

ACHIEVEMENT TESTS

In the spring of each academic year, achievement tests will be administered to designated grades according to the regulations set forth by the Office of Catholic Schools and State of Louisiana. Parents will receive their child's achievement profiles several weeks following the testing date.

PHYSICAL EDUCATION PROGRAM

A full time Physical Education teacher will conduct P.E. classes throughout all grades. **The P.E. uniform will be required to be worn during P.E. classes in grades 1 through 7.** Refer to the Supply List for information regarding availability of P.E. uniforms.

The school also participates in interscholastic athletic competition.

MEDIA

All students will be assigned periods in which to use the Media Center. Library and typing skills will be taught in grades 1-7 as well as an age-appropriate technology curriculum. For reinforcement purposes, computers are placed in each classroom to be used in integrating technology across the curriculum.

Fines are charged for overdue books. Students will be responsible for the replacement cost of a lost book. Students who come to media without a flash drive will receive a lower report card grade. **Report cards will not be e-mailed until all books are returned and/or fines are paid.**

Computer and Internet Acceptable Use Policy – The use of school computers and the Internet is a privilege granted to students for educational purposes. Use is restricted to assignments given by a teacher. Any improper use will result in disciplinary action. The Responsible User policy should be read and signed by the parent and student. (See p. 32 of the handbook)

NURSERY/DAY CARE PROGRAM

The Nursery/Day Care Program consists of age-appropriate learning activities for children 6 weeks-2 years old. Refer to the Nursery/Day Care Handbook for further information.

EARLY CHILDHOOD PROGRAM

The Early Childhood Program consists of an age appropriate curriculum for students 3 years old through Kindergarten (see Age of Admission, p. 9). **All Early Childhood students must be completely toilet trained.** Refer to the Early Childhood handbooks for further information.

MIDDLE SCHOOL PROGRAM

The Middle School Program provides a challenging academic curriculum geared to preparing students in 5th through 7th grade for high school. Refer to the Middle School Handbook for additional information.

EXTRACURRICULAR ACTIVITIES

The students of Divine Providence have the opportunity to participate in many extracurricular activities. In some cases, activities are limited to certain grade levels, and in addition, some have academic requirements. The activities include, but are not limited, to:

Athletic teams (boys and girls)	Choir	Quiz Bowl
Altar Servers	Environmental Awareness	Robotics
Art Club	Garden Club	Safety Patrol
Bookworms	Matthew 25 (service)	Student Council
Cheerleaders	Mentors	

Once students agree to participate in an extracurricular activity, they must honor the commitment they have made by attending all functions assigned to that activity. A student must have written permission to stay after school for an extra-curricular activity.

Continued participation in extracurricular activities is contingent upon maintaining appropriate grades in all academic subjects and conduct. A student absent, suspended, or departing early because of illness may not participate in an after school activity, including sports, on that day.

SCHOOL DISCIPLINE

1. Our Lady of Divine Providence strives to provide an environment that will enhance the students' Christian values and self-image.
2. Discipline policy at Our Lady of Divine Providence School is based on a philosophy of **personal responsibility and respect for self and others.**
3. The key person in maintaining classroom discipline is the classroom teacher.
 - a) The faculty members at Our Lady of Divine Providence School provide specific guidelines to students and parents regarding expectations for individual and class behavior.
 - b) Parents are kept apprised of their child's behavior through the use of behavior charts, conduct logs, progress reports, phone calls and/or conferences as needed. **It is essential for parents to have high expectations regarding student conduct and to reinforce school discipline policy at home.**
4. Punish work or community service may be assigned for minor infractions. Morning or afternoon detentions will be issued for more serious offenses. **In Middle School, students with D's or F's in conduct will receive Saturday detention. Detentions must be served on the day assigned.**
5. **In certain areas, fines are charged for infractions, for example, lost or damaged books, failure to bring tech supplies to media class, deliberate destruction of school property and failure to return library books on the appointed date.**
6. Search and seizure. Searches and seizures shall be made when the administration feels a serious issue warrants such a search. The search may include desks, lockers, book bags and personal belongings. If prohibited items are found, said items shall be confiscated and the necessary disciplinary action will be taken. Proper authorities will be called if illegal items are present.
7. The administration may use one or more of the following consequences: administrative detention, Saturday detention, school suspension, elimination from a field trip, or elimination from an extra curricular activity, including athletics.
8. The administration is the ultimate authority in all discipline matters. The discipline committee will be consulted as deemed necessary. **The classroom teacher should**

be consulted about questions or situations before contacting the administration, and in all cases, the administration will consult the teacher prior to a conference. In an administrative/parent conference, the teacher and/or student may also attend.

9. Personal Items – No electronic devices, expensive toys, carnival throws, pocket knives, fad items of any kind or items that may cause a disruption at the school are allowed. Fitbits, Apple watches or other smart watches are prohibited. **Parents must request permission in writing for older students to bring a cell phone on campus. The cell phone must be brought to the office in the morning for safekeeping. Cell phone use on campus is prohibited.** Students who fail to comply with the “Personal Items” policy risk confiscation of the item for the duration of the school year and will receive further disciplinary consequences. (See Use of Telephone p. 12)

10. Students of Our Lady of Divine Providence School are expected to adhere to our Personal Responsibility and Conduct Guidelines that reflect the Christian principles on which the school is based. **Students are:**
 - a. To conduct themselves in an orderly manner in the church, classroom, cafeteria, restrooms, hallways, schoolyard, and at extracurricular activities. **This also applies to off-campus activities where the student is in any OLDP uniform or representing the school.**
 - b. To treat faculty, staff, visiting adults and fellow students with respect.
 - c. Restricted from being in the following areas:
 - 1) In front of the church along West Metairie Avenue.
 - 2) On the N. Atlanta Street side of the parish property, including the parking lot.
 - 3) Behind the Parish Center building.
 - 4) Church Office area on N. Starrett Street
 - d. To display proper reverence and decorum during school related activities, especially church services.
 - e. Required to complete all assigned punish work and serve all assigned detentions.

Students are prohibited from:

- f. Chewing gum on school property.
- g. Eating or drinking in class, at recess, or at other activities without permission.
- h. Any public display of affection on the school grounds or at any school function.
- i. Possessing cigarettes, alcohol, and over the counter, prescription, and illegal drugs on the school campus.
- j. Participating in the sale, purchase or consumption of drugs (including alcohol) either before or during the academic day or at any school related function.

- k. Entering the school building outside of assigned times, or re-entering after dismissal.
 - l. Using profane or disrespectful language.
 - m. Vandalizing school property or the property of others in any form. This includes defacing the school uniform.
 - n. **Verbal harassment or encouraging others to do the same. A student shall not engage in any act, including posts to social media sites, which intimidates, threatens, degrades or disgraces a fellow student, administrator, member of the school staff, and/or the school itself.**
 - o. Bullying – Bullying is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person or group of persons. OLDP adheres to the anti-bullying policy of the Archdiocese of New Orleans.
 - p. Participating in any form of fighting or encouraging others to do the same
 - q. Possessing a weapon (gun, knife, etc.) or anything that can be used as a weapon with the intent to cause injury.
 - r. Cheating, lying, forgery, and/or stealing.
11. Restitution of School or Personal Property - In cases of vandalism, destruction of property and/or stealing, **parents of the student or students involved will be called upon to pay for the damages.** In some cases, children will be made to clean up areas which they have vandalized. **Students will be assessed a book fine at the end of the year if a textbook has been damaged. The fine may be all or part of the cost to replace the book.**
 12. Students with low conduct grades or multiple detentions and/or suspensions may be kept from a scheduled activity, such as a field trip, etc. Seventh graders may forfeit attendance at the seventh grade field trip and/or picnic for excessive detentions or suspension.
 13. Students in Middle School are responsible for adhering to additional discipline policies discussed in our Middle School Handbook.

Failure to behave responsibly and in accordance with the rules will result in lower conduct grades as well as detention, elimination from a class activity, suspension and/or expulsion. Students who show chronic disregard for school rules and/or policies may not be allowed to return to OLDP for the following year.

14. Students/parents may request a meeting concerning disciplinary issues with the administration. Written minutes of the meeting will be kept in the child's cumulative folder.
15. **Probation.** Students who are placed on academic probation will be monitored

quarterly to be sure that the student remains on track in terms of completion of assignments, level of effort, grade improvement, etc. Students who are placed on disciplinary probation will be monitored to be sure the student maintains a cooperative attitude and overall good conduct. This monitoring will include regular meetings with the Assistant Principal and a Parent/Student/Administrator Conference at the beginning of the year. Parents and students must sign an agreement stipulating the specific conditions for acceptance and continued attendance.

Students who are on disciplinary probation and fail to show significant improvement in conduct or are involved in serious behavior incidents may not be able to complete the year or may not be asked to return for the following year.

16. **Suspension.** Suspensions may result for offenses such as: fighting, stealing, cheating, forgery, defiance, skipping detention, repeated detentions, use of obscene language or gestures, vandalism, truancy, and skipping class. Suspensions will be issued as the administration deems necessary, and may last for one day or more. In case of an in-school suspension, a child will be kept from the company of his peers while doing teacher assigned work under the direct supervision of the administration. **Students who receive out of school suspensions will forfeit their membership in extracurricular activities for the remainder of the year. Suspensions will have a serious negative impact on the quarterly conduct grade. Parents must contact the administration before the student can return to school.**

A student who makes statements or gestures indicating a threat to the safety of students or staff will be taken seriously and immediately suspended. The student will need a letter from a licensed, board-certified psychologist/psychiatrist stating he/she is not a danger to himself or to others as well as an administrative/parent conference in order to return to school.

17. **Expulsion.** A student may be expelled at any time if the offense committed is considered serious or harmful to him/herself or others. (drugs, alcohol, weapons, for example.) It is not necessary for a student to be suspended before he/she is expelled. In cases of repeated suspensions, an expulsion may be necessary. Each case will be handled individually.

Our Lady of Divine Providence School reserves the right to expel any student at any time whose behavior is deemed detrimental to other students in the school, or whose behavior is detrimental to the reputation of Divine Providence School. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

SAFETY

Safety is a primary concern at Our Lady of Divine Providence School. Outside doors are kept locked during the day. We conduct regular fire drills, weather drills, and lockdowns so students will be familiar with proper procedures in the event of an emergency. Any visitors on campus during these times must participate and follow the procedures of the drill. We have a Crisis Team and a written Crisis Plan that is reviewed and updated annually. Our faculty and staff are certified in CPR and basic First Aid. Disciplinary consequences are in place for students who

jeopardize their own safety or that of others. **During an actual weather emergency, anyone who insists on removing a student at that time must sign a waiver relieving the school of liability.**

Safety and Crisis Team professionals indicate that schools are most vulnerable to outside intruders during the hectic close of business at the end of the day. **For this reason visitors will not be allowed in the School Office between 3:00 and 3:15.**

DRUGS AND FIREARMS

Our Lady of Divine Providence is within a drug-free zone. The school is also in compliance with Louisiana Law 197:61 as a firearm - free zone.

ASBESTOS

Federal law requires that we inform you each year about the asbestos management program mandated for all schools. It has been completed, submitted to the U. S. government for approval, and is available for your inspection. If you are interested in seeing the plan, please come to the school office during regular hours. Copies of the plan are available for purchase at \$20.00 a copy. **The testing program has revealed that there is no friable asbestos in our school.**

SCIENCE LAB SAFETY

Our Lady of Divine Providence School is in compliance with the Archdiocesan Science Laboratory Student Safety policy. This policy will be reviewed with each student by the science teacher at the beginning of the year. Parents and students must sign a policy awareness statement.

CUSTODY NOTICES

It is the responsibility of the custodial parent to furnish the school with a copy of the custody section of the divorce decree. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. 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.

CHILD AND SEXUAL ABUSE POLICY

Summary of Louisiana Law 14:403: Anyone responsible for the care of children, such as physicians, nurses, hospital staff, teachers, principal, guidance counselors or social workers, who suspects that a child's physical or mental health or welfare is or has been abused is required to report in accordance with Louisiana Law 14:403. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. Divine Providence is in full compliance with the sexual abuse policy of the Archdiocese of New Orleans.

MISCELLANEOUS

1. **Textbooks and Personal Property** - All textbooks must be kept covered throughout the

school year. **Students will be charged for loss or damage to textbooks or their CD versions.** The school is not responsible for items issued to or owned by students.

2. **Deliveries** - Flowers, cookie bouquets and other gifts delivered to school for students will not be accepted.
3. **Party Invitations** – Parents are asked to send their invitations through the mail or call parents at home. The teachers will not give out individual invitations in the classroom.
4. **Bicycles** - Bicycles are to be parked and locked in the bike racks provided. The school is not responsible for stolen bikes or parts.
5. **Field Trips** - Field trips can be an integral part of the learning process - they are scheduled for both educational and social values. Permission slips are required for all students. Field trips are privileges afforded to students; no student has an absolute right to a field trip. **Students with poor conduct grades or behavior problems may lose field trip privileges.**

We request that parents do not bring younger children with them when acting as a chaperone because of their supervisory role. Chaperones are responsible at all times for children placed under their supervision. For this reason, chaperones must have attended an Archdiocesan Safe Environment Class. Chaperones should not make any changes to class groups without knowledge and consent of the teacher in charge. Chaperones should dress in a manner that reflects their supervisory role. The appropriate dress code will be provided. The number of chaperones may be limited due to the nature of the activity.

Parents are asked to remember the following in regard to field trips:

- Payments should be in cash only and are non-refundable.
- Payments should be made by the stated deadline. There will be no extensions.
- By Archdiocesan policy, parents are not allowed to ride buses with the students.

6. **Parking** - The circular drive on North Atlanta Street is a bus zone. It and other designated places on the street are no-parking areas. Parked cars may be ticketed.
7. **Transportation** - Bus transportation is provided through the Jefferson Parish Public School system and the Archdiocese of New Orleans.
All students are to be seated at all times while the bus is in motion. No student is ever permitted:
 1. To lean out of the window of the bus.
 2. To throw objects within the bus or out of the bus.
 3. To eat or drink on the bus.

Good conduct is necessary and required at all times including waiting at the bus stops. Students who are reported for disorderly conduct become liable for disciplinary action which may include temporary or permanent suspension from riding the bus.

8. **Dress Down Days** - The appropriate dress will be announced in advance. At no time will the student be allowed to wear: tank or halter tops, muscle shirts, torn clothing or any design promoting drugs, alcohol, rock groups, etc., that contradict the values we teach and promote in our school.
9. **Parents' Club** – Parents/guardians of registered students are considered members of the Parents Club. Meeting dates are designated in the school calendar. The Parents' Club is responsible for fund raising, room mothers, chaperones, and any other activities that are deemed appropriate by the Executive Board and the Principal.
10. **School Visitors – All visitors (including parents) are required to check in at the school office to secure a visitor's pass.** As a cautionary measure all outside doors to both buildings are kept locked during the school day. A door bell is located at the front entrance of the main building. Please use this bell to gain access to the office.
11. **All visitors (including parents) should show respect for the Catholic nature of the school and office environment by dressing in a modest and business-like manner. Please avoid any revealing or excessively tight clothing.**

BOOK CLUB SALE OF PAPERBACK BOOKS

We will again offer paperback books to the students through book club sales. This opportunity to purchase support reading books will give the students an opportunity to read “just for fun”. We believe that the more a child reads, the better reader a child becomes.

As parents you have the responsibility to monitor your child’s reading selections. In order to assist you in this task we offer to you the following reviewing agencies whose recommendations would be a good guide when selecting appropriate material for your child. Also, when choosing materials, be aware of the age level for your child. The reviewing agencies recommended are:

BKL	Book Links	NG	“Notable Children’s Trade Books in the field of Social Studies: NGSS-CB
BL	Booklist		
C	Bulletin of the Center for Children’s Books	NSG	Science and Classroom
CC	Creative Classroom	RT	Reading Teacher
E	Elementary School Library Collection	SLJ	School Library Journal
H	Horn Book	TK	Teaching PreK-8
HG	Horn Book Guide	TE	National council of Teachers of English
IN	Instructor		
K	Kirkus Reviews	TEL	Language Arts
LT	Library Talk	W	Wilson Library Bulletin
LJ	Library Journal		

There are other agencies that will review a book but these are not necessarily recommended. Also in this process, the teachers will reserve the right to call you regarding any order if they feel that a selection may be inappropriate for your child, e.g. age or content. We do however recognize that the responsibility for final selection is with you, the parent. With that in mind, please sign where indicated on the last page of the handbook.

CELL PHONE POLICY

Cell phone policy at Our Lady of Divine Providence School is as follows:

1. Parents must give written permission for an older student to bring a phone to school.
2. Cell phone use is not allowed on campus, including during before care, after care, and dismissal. If a student must bring a cell phone, it must be kept in the OFF position from the time a student comes on campus until 4:00 pm.
3. **Cell phones must be checked into the office for safekeeping at the beginning of the day. If this policy is not followed, cell phones will be confiscated and must be picked up by the parent or guardian. Disciplinary consequences will occur. If there is a second offense, the student will receive a Saturday detention and the phone will be confiscated for 30 days. If there should be a third offense, the student will be suspended and the phone confiscated till the end of the year.**

IMAGE USAGE RELEASE

At times, the school may wish to publish the names and likenesses of its students in local print or broadcast media as well as on school web pages for accomplishments such as the honor roll, participation on teams or for school activities, etc.

By signing off on the school handbook, parents/guardians are granting us permission to publish their child's name or likeness and are also agreeing to release indemnify and hold harmless Our Lady of Divine Providence School/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 yourselves and/or your child arising from the publication of your child's name or likeness on the Internet web site of Our Lady of Divine Providence School.

This agreement shall remain in force and effect at all times during the child's enrollment at Our Lady of Divine Providence School.

AUTHORIZATION AND RELEASE OF RECORDS

By signing off on the school handbook, parents/guardians are granting permission to any school previously attended to send a copy of any and all of their children's school records, including but not limited to, any and all transcripts, standardized test scores, attendance records, special education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records to Divine Providence School. If Divine Providence School receives a request in the future from any other Catholic School for records and/or information described above, the school is authorized to send such information to the requesting school.

By signing off on the handbook, parents/guardians agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands, and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

****NOTE REGARDING SCHOOL POLICY**

The purpose of any policy is to promote the efficient operation of an institution and effective achievement of institutional goals. Nevertheless, even the most thoroughly considered policy statement cannot anticipate every possible circumstance. There are rare occasions when the execution of policy will, in reality, contravene the intended spirit to which the policy was directed. In such cases where enforcement is not in the best interest of the school or larger community, the administration reserves the right to suspend enforcement of the policy in question.

Internet Responsible User Policy

Please read this document carefully before signing.

Internet access is now available to students and teachers at Our Lady of Divine Providence School. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an “electronic highway” connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her access will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission; have on file this signed Responsible User Agreement; and obtain a grade of C or better in Internet training sessions. The signature at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

COMPUTER, NETWORK, AND INTERNET USE – TERMS AND CONDITIONS

1. Students are expected to behave appropriately on the school computer network, just as they are in the classroom or any other area of the school. General school rules for behavior and communications apply.
2. Use of computer, network, and the Internet by students must be supervised by a faculty member at all times. Any unsupervised use by students is forbidden.
3. The network is provided for students to conduct research and communicate with others. The use of computers, network, and the Internet is a privilege that entails responsibility, not a right. Access to network services is given to students who agree to act in a considerate and responsible manner. Any inappropriate or unauthorized use of computers, network, and the Internet may result in the suspension or cancellation of computer privileges and disciplinary action. The system administrators will determine inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific use accounts.
4. Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
5. Users are not permitted to use the computing resources for commercial purposes, product advertising, political boycotting, or political campaigning.
6. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. **In addition, students who engage in these activities directed at OLDP School, students, faculty or staff will be subject to serious disciplinary action.**
7. Physical or electronic tampering with computers and/or network connections is strictly forbidden. Damaging computers, computer systems, or computer networks intentionally will be considered a serious act of vandalism meriting disciplinary consequences.
8. It is forbidden for all users to move, repair, reconfigure, or in any way attempt to modify computers, software and networks unless permitted by the administration.
9. Any attempt to circumvent computer and network security, guess passwords, or in any way gain unauthorized access to computers, network, and Internet is forbidden.
10. The installation of any software from home, downloaded from the Internet or other sources on to the school computers or network is forbidden unless permitted by the administration.
11. Users must respect all copyright laws that protect software owners, artists, and writers.

Plagiarism in any form will not be tolerated.

12. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folder, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
13. All student files and data should be saved on the student's personal external storage device. If the student does not have said device with him/her, he/she must save the work on the school's device at a cost of \$1.00 per use. Any files or data saved on the hard drive of a school computer is subject to deletion without warning.
14. To protect the school and show respect for parent wishes regarding use of images, pictures of the school or its students in uniform should not be posted online or on any social media without permission from the administration.
15. Our Lady of Divine Providence makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes: loss of data resulting from delays, non-deliveries, or service interruptions caused by the user's own negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
16. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations may result in the suspension or cancellation of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

PLEASE DETACH THIS PAGE FROM THE HANDBOOK AND RETURN TO THE HOMEROOM TEACHER ON THE SECOND DAY OF CLASS.

I have read, understand and support the policies as stated in the Parent and Student Handbook of Our Lady of Divine Providence School, including the Computer Network and Internet Use Agreement, the Cell Phone Policy, the Image Usage Release, Authorization and Release of Records Policy, the Counseling Program Professional Disclosure Statement, and Book Club Sales and Paperback Book Policy.

Parents who fail to support the policies of the school will be asked to withdraw their child/children. (Refer to p. 22 of this handbook)

PARENT AND STUDENT SIGNATURES

FATHER _____ MOTHER _____

STUDENT _____ DATE _____

CLASS CODE _____

CELL PHONE PERMISSION (optional)

I give permission for my child, _____, to bring his/her cell phone to school.

The phone number for this cell phone is _____

Parent Signature _____