

**OUR LADY QUEEN OF HEAVEN SCHOOL  
STUDENT HANDBOOK  
2018 - 2019**

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**Setting the Pace for Excellence in Education**

**MISSION STATEMENT**

Our Lady Queen of Heaven Catholic School:  
*Learning and Living the Good News: Fostering Academic Success for All Students.*

**THEME FOR 2018 - 2019 SCHOOL YEAR**

Our Lady Queen of Heaven Catholic School:  
*Let Your Light Shine*

Established in 1958, approved/accredited by the Louisiana Department of Education, the Diocese of Lake Charles and AdvancEd Association, member of National Catholic Educational Association

“The goal of all Catholic Education must be the example of the joyful love and selfless service so that young people will accept the invitations of Christ to follow him and to be his witnesses.” (Saint Elizabeth Ann Seton)

*For every school  
there is a moment in time  
when past meets the future;  
when leaders who have come before  
and those who are here now  
must join together  
to build a strong future.*

*For Our Lady Queen of Heaven School, that moment is now!  
What we want is to see the child in pursuit of knowledge, and not knowledge in pursuit of the child.*

*Please take time to carefully read and discuss this handbook with your child/children. There are changes that could affect your child/children. If you have any questions or concerns, please call the school office to have any policy or regulation clarified.*

## **STATEMENT OF PHILOSOPHY**

In order to meet the needs of the changing world and in keeping with the teachings of the Bishops of the United States regarding the purpose of Christian education, the philosophy of Our Lady Queen of Heaven Catholic School is stated as follows:

"Christian education is intended to make one's faith become living, conscious and active through the light of instruction. The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people."

(To Teach as Jesus Did, #108)

Our Lady Queen of Heaven Catholic School, partnering with parents and community, challenges each student to develop his/her greatest potential — intellectually, culturally, and spiritually in an environment of academic excellence. Students are encouraged to use their God-given talents, building a life-long commitment to Christ-like leadership.

Believing this to be the major goal, the following objectives are established and presented:

1. We believe that the integration of each child's spiritual, intellectual, physical and emotional development, through meaningful educational experiences is our primary objective.
2. We believe that all students, members of the faculty and staff, parents and parish community, sharing in the advancement of our school's mission, are necessary for quality Catholic education.
3. We believe that students must be actively engaged in a variety of instructional strategies in an effort to support their individual learning styles, which therefore provide opportunities to meet with success and a sense of achievement.
4. We believe that through an innovative curriculum and a progressive technological program, students are challenged to reach their greatest potential in order to fulfill their role as responsible individuals in today's changing society.
5. We believe that continuing education and ongoing Christian formation of each member of the faculty and staff is imperative for guiding students in their quest for knowledge and spiritual development.

## **PARENTS' ROLE IN EDUCATION**

We, at Our Lady Queen of Heaven Catholic School, consider it a great blessing 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, and psychologically. Your choice of Our Lady Queen of Heaven Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Setting a good example is the strongest teacher. As the primary teacher of your child, you are his/her greatest influence. Your personal relationship with God, with each other, and with the Church

community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Our Lady Queen of Heaven Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of each other in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of tardiness and absence.

## **GOVERNANCE**

Our Lady Queen of Heaven (OLQH) School is owned and operated by OLQH Parish. It is approved by the Louisiana State Department of Education and the Diocese of Lake Charles and accredited by AdvancED SACS CASI Association. The content of the OLQH School's Student/Parent Handbook is consistent with and falls under the auspices of the Catholic Schools/Diocese of Lake Charles: Handbook of Policies and Regulations. A copy of the diocesan handbook is available for viewing in the administration office of OLQH School.

## **PRINCIPAL'S AUTHORITY**

In accordance with the school's philosophy and values and in situations where policies or procedures have not been established, the principal has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students and parents/sponsors.

The principal has the authority to:

1. Amend, revise, or change school practices, procedures, regulations and other guidelines. Changes are communicated through written notices sent through students and verbal announcements, when applicable.
2. Determine what is appropriate behavior or dress becoming a student or non-student. The principal is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.
3. OLQH School is governed by a School Board consisting of six (6) elected members and members appointed at the discretion of the pastor of the OLQH parish, the principal, the president of the

Parent Teacher Club (PTC) and the president-elect of the PTC. The principal and pastor are non-voting members.

## **SCHOOL BOARD**

OLQH School is advised by a School Board consisting of six (6) elected members and members appointed at the discretion of the pastor of the OLQH parish, the principal, the president of the Parent Teacher Club (PTC) and the president-elect of the PTC. The principal and pastor are non-voting members.

Mission Statement: The OLQH School Board works to preserve the school's mission so that the school remains strong and vibrant for current and future generations' success.

The Board's responsibility is to recommend the hiring of the principal to the pastor and Superintendent of Schools. The Board cooperates and advises in policy making by formulating and adapting policy, but does not enact policy. The School Board's function is for long range planning to the school's benefit. These responsibilities include, but are not limited to, needs assessment and identification, review of existing policies, preparation of a financial plan that meets the school's needs, selection, appointment, and review of the principal, and development and marketing. The Board is foremost a consultative body that responds to the needs of the principal and the pastor. The principal implements policy, and employs and supervises the faculty and staff.

Board meetings are held monthly on the fourth Thursday at 6:15 p.m. (unless otherwise scheduled) in the OLQH Rectory. Meetings are open and interested persons may address the board by calling the president and requesting to be placed on the agenda. Financial Meetings are held the 3<sup>rd</sup> Thursday of the month (unless otherwise scheduled) in the school conference room.

### **School Board Members for 2018-2019 school year:**

Jennifer Tassin  
Kevin Dufrene  
Josh Crookshank  
Kelli Wimberly  
Marcie Harper-PTC President  
Beth Melancon

Michael Buckles  
Owen Thompson  
Erin Nickel  
Trevor Donnelly, OLQH Principal  
Monsignor Torres, OLQH Pastor  
Debbie Bellard, Secretary

## **PARENT-TEACHER COMMITTEE (PTC)**

Mission Statement: To offer support to the OLQH principal, faculty and parents so that the best possible school environment can be created for our children.

President: Marcie Harper

Treasurer: Holly Clawson

President Elect:

Secretary: Angel Broussard

Through fall and spring meetings, our PTC gives parents the opportunity to be informed of special projects, their needs, and their impact on the education of the children at OLQH. The president and president-elect serve on the School Board.

By volunteering for various committees and fundraisers, parents help reach the PTC's goal of affordable tuition and limited cost increases as well as providing funding for special projects and programs. Our PTC is responsible for contributing annually to our school's general fund.

Families are asked to consider staffing one of our fundraisers:

1. Auction: Our largest fundraiser offers opportunities in set-up, working during, and breakdown, as well as committee coordinators. Beth Melancon
2. Carnival: Our family-oriented fundraiser which provides food, fun and fellowship on campus.

Other PTC functions include the following:

1. Parent Ambassador Committee: Works with the Office of Advancement to recruit and retain OLQHS families and students.
2. Room Mother Committee: Assists in coordinating class parties, special activities, and coordinating the class carnival booth. Shay Matt
3. School Supplies Committee: Inventories and distributes pre-packaged school supplies that have been ordered by families. These funds help support the Guardian Angel Fund for needy OLQH families. Alicia Williams
4. Space Committee: Provides funds from area community businesses such as Boxtops for Education. Lexie Courville
5. PTC Family Night: A night of fun for all provided by the PTC. Marcie Harper
6. Thinking of You Committee: Provides a monthly luncheon and birthday gift for teachers and staff, typically on half-day Fridays.

## GENERAL INFORMATION / CAMPUS REGULATIONS

### SCHOOL OFFICE HOURS

The office is open from 7:30 a.m. 3:30 p.m., weekdays during the school year, except during school holidays. Summer office hours are 9:00 a.m. - 12:00 p.m., Tuesday through Thursday.

### STUDENT CHECK-OUT

Students who must leave the campus during the school day for illness or other reasons are to check out through the administrative office. Middle School Students will be checked out at the Middle School Office. A middle school student must have all his/her teachers initial a checkout slip before the student may leave the campus.

If a Middle School student and an elementary student are being checked out together, the parent should go to the main office to check out the elementary student and have the Middle School student walk to the main office.

The parent or responsible party must sign the log sheet before the student is granted permission to leave the school grounds.

In the case of divorced parents, the parent who has custody of the child must inform school officials if the other parent is not permitted to check the child out. Further, court documents must be provided in such cases to verify the parent's claim. In cases of joint custody, the child is released to either parent.

Teachers will not release students to anyone, including a parent, who has not had clearance through the office. Parents, volunteers, etc. will not be allowed into the classrooms or other areas at the school without a visitor's pass/badge.

### VISITORS/STUDENT SAFETY

OLQH School maintains an open door policy which encourages parents and visitors from the community to visit the campus. Liturgical celebrations, most assemblies and special events are open to parents and friends. Due to the distractibility of students and students' privacy considerations, observation of classes is not permitted.

Student safety continues to be an area of concern, so ALL visitors to the school during normal school days must report to the school office for attention to their needs. Visitors in the halls or classrooms without clearance from the school office WILL NOT BE permitted. **In order to ensure student safety, all persons coming onto the campus are to check in at the administrative office.** All visitors coming to have lunch with their children must check in at the elementary or middle school office before going to the cafeteria. **Middle School students will be released from the Middle School Office.** All parents, visitors and volunteers must sign-in at the front office and wear a visitor pass before entering the campus. All visitors must use the office gate entrance. Any parent or other individual who does not follow this procedure will be asked to leave the campus immediately. If the office is closed, the school is closed; please, do not walk onto the campus to speak to a teacher who is working.

### STUDENT LUNCHES

School lunches will be drafted through your FACTS account. The first lunch bill will be drafted on September 15<sup>th</sup> for meals consumed through August 31<sup>st</sup>. On the 15<sup>th</sup> of each month your FACTS account

will be drafted for actual meals consumed for previous month. No fast foods, items with restaurant logos, sodas or sports drinks are to be brought into the cafeteria, as this violates the policy outlined in the federal lunch program.

## **MEDICATION**

As a general principle, medications are not to be given at school. Acutely ill students will be sent home. Homeroom teachers will be notified by the office if a student leaves. Students who are convalescing from an acute illness shall remain at home until the need for medication no longer exists.

OLQH School's goal is to assure the school attendance for children who must use medication in the treatment of chronic disabilities and/or illness. The following procedure is to be adhered to in having medication administered by school personnel:

1. Written orders from a physician stating that the student requires the medication to be taken during school time must be on file. (Forms are available in the school's office.)
2. Written request and permission from the parent or guardian of the student that the school comply with the physician's order must be on file. (Forms are available in the school's office.)
3. Medication must be brought to school in a container appropriately labeled by a pharmacist or physician. This container must bear the following information:
  - a. Full name of the student
  - b. Name of the physician
  - c. Name of the pharmacy and the prescription file number
  - d. Initials of the pharmacist who prepared the drug
  - e. Name and strength of the medication
  - f. Dosage and route of administration
  - g. Time the medication is to be given at school
4. Medications will be distributed at the appropriate office (elementary or middle school).
5. For Cough Drops to be taken in class a student must have a note from home and the cough drops must be kept on the teacher's desk in grades Pre-5<sup>th</sup> grades. Students in 6<sup>th</sup> – 8<sup>th</sup> grades may keep the cough drops on their person but cannot share them with other students.
6. Absolutely no medication is to be taken by a student without going through the above procedure.

Medication includes all prescription drugs as well as over the counter drugs such as Tylenol, cold medications, and aspirin.

## **EMERGENCY CLOSURE OF SCHOOL**

In the event of inclement weather conditions, OLQH School follows decisions made for Calcasieu Parish Schools. That is, if public schools are closed due to weather conditions, OLQH School is also closed. In the case of other emergencies, parents will be notified by email, text or phone call from RenWeb, Parent Alert, and local media (TV and radio) as to the procedure for dismissal.

Parents must provide school officials with current contact information including, address, home, cell and work telephone numbers or additional information to be used if a parent cannot be reached at one of these places. In addition, the names and telephone numbers of one or two persons who have agreed to

assume responsibility when the parents cannot be reached must also be provided. This information is kept on file in the school office and must always be current.

### **DISASTER DRILLS, LOCK DOWNS AND EMERGENCY EVACUATIONS**

To ensure the orderly and safe evacuation of school buildings in emergency situations, regular disaster drills are necessary. Emergency evacuation routes are posted near the doors in all the rooms. All disaster drills are to be treated seriously; no immature behavior will be tolerated.

In the case of fire drills, after the emergency signal is sounded, students are immediately to leave all buildings without running, shoving or talking. The teacher is to be the last one out of the room and is to close the door after all have left the room. Students are to remain absolutely silent in the holding areas while awaiting further instructions.

In the case of tornado drills, students are to move in silence to designated areas away from doors and windows. The school will follow the newly adopted Diocesan Emergency procedures.

In the case of a lock down, all students will be held in the safest locations on the campus until the faculty is notified by emergency personnel that it is safe to leave the area. Lock down drills (shelter in place, intruder on campus, etc.) will be practiced throughout the school year.

In the event of emergency situation, Our Lady Queen of Heaven Catholic School follows decisions made for Calcasieu Parish Schools and/or the Diocese of Lake Charles. Parents will be notified by email, phone call or text from RenWeb, Parent Alert, and local media (TV and radio) as to the procedure for dismissal.

### **CHILD ABUSE**

OLQH School adheres to the Child Protection Adoption and Family Services Act. Every employee is considered a mandatory reporter.

### **TREATMENT OF SCHOOL PROPERTY**

Textbooks and library books are on loan to students who assume full responsibility for the careful use of these materials. If students tear, damage, or ruin a book in any way, they will be held responsible.

Students who lose textbooks/library books are required to pay replacement costs.

Students may be monetarily assessed for damage to books if the book's "life" is lessened. If a student damages a book so that it is not usable the next year, he/she may keep the book after paying the replacement cost. If the full replacement charge is not collected, the school retains the book.

Writing on or scarring desks, walls, or any other school property is unacceptable. Property damaged or destroyed, either willfully or through negligence, will be replaced or repaired at the expense of the person responsible. The person(s) responsible may be dismissed from the school.

### **ANIMALS ON CAMPUS**

Students and parents are not permitted to bring pets or other live animals onto the school campus at anytime for safety and health reasons.

### **TELEPHONE CALLS**

In order to avoid interruptions in the classroom, students will be called to the telephone for reasons of extreme emergency only.

Permission to use the telephone can only be obtained from the teacher and/or administration. This permission will be granted only for serious reasons.

## **GUM**

Possession of gum or candy are not allowed on school grounds at any time, including before and after school. Violators of this regulation are subject to disciplinary action.

## **PERSONAL ITEMS**

Students are not to bring electronic devices, toys, personal effects or large sums of money to school. Items brought to school for "show and tell" are to be left in the classrooms and not taken out at recess times. Individual teachers may require or prohibit the use of certain items and school supplies. Rolling book bags may be used by students in fourth through eighth grade with teacher permission.

## **CLASS PARTIES**

Students are allowed to have parties for the celebration of Advent. All parties will begin at 2:30 unless otherwise stated by the Administration. Additionally, students in grades Pre-K - 3 will be allowed to participate in small All Souls Day parties. Room mothers, collaborating with teachers, plan the parties for each class. On Valentine's Day a small treat may be given to students during the giving and receiving of Valentines in grades Pre-K-4 only. Grades 5-8 may receive small bags of treats at the end of the day. No parties or treats are permitted during Holy Week. Student parties to celebrate teachers' birthdays are not permitted. Retirement parties and baby showers must have administrative approval and must occur after school.

Parents may send a treat for the class to celebrate their child's birthday. Only 15 minutes are allowed for this activity and arrangements are to be made with the teacher several days in advance.

All treats received at these parties must be consumed in the classroom. Treats are not to leave the classroom and be shared with other students. This is due to the existing food allergies on campus.

Invitations to off-campus birthday parties may be distributed at school only if **all** the boys or girls of the entire class are invited.

No gifts are to be exchanged among students on campus.

## **ASBESTOS POLICY**

Each year parents must be informed that the school has complied with all national standards regarding asbestos on campus. Our report indicates that existing asbestos is in good condition and we have the highest rating given. Parents are welcome to examine the asbestos folder if desired.

## **ARRIVAL AND DEPARTURE PROCEDURES (See Map in Appendix)**

### **SCHOOL HOURS**

(All school areas are drug free and hands free zones)

Duty teachers arrive at 7:30 a.m. for the supervision of students. Students arriving after 7:30 a.m. are to go *directly* to their classrooms when they arrive at school. Teachers are at assigned classroom positions by 7:30 am unless on duty. Parents are responsible for children who arrive before 7:30 a.m.

Students who arrive before 7:30 a.m. must be taken to the early morning care at the Early Childhood Center for the fee of \$1.25 per day.

Students not picked up by 3:30 pm will be sent to After School Care at 3:30. This program is in the Cafeteria and a fee will be assessed.

Students are not to be dropped off at any time on church property and /or the FLCC property.

**The Classroom instruction (1<sup>st</sup> Period) begins at 7:50 am**, all parents should be out of classrooms by this time. Otherwise, parents will be interfering with classroom procedures and instruction. Students must be in class and are considered tardy after **7:50 a.m.** If a student is late, the parent must go into the office and sign a child in after 7:50 a.m.

## **ARRIVAL & DISMISSAL**

For the safety of all children, the section of Creole from West Claude to Quilty Street is one-way heading South during drop off and dismissal.

Buses will continue to drop off/pickup in the circle in front of the school on Creole Street.

## **PARKING**

- No one is to make a left hand turn into the parking lot; it should always be a right hand turn into the parking lot.
- No vehicles are to park behind other vehicles in the parking lot. No child is to walk into the parking lot without a parent. This is for the safety of the child. Parents and students crossing Creole Street will use the officially marked crosswalks.
- Parents must not leave parked cars under the ramp, next to the gym wall, nor in the driveway at the Middle School in the morning or in the afternoon at dismissal time.
- Vehicles are not to be left unattended unless parked in the parking lot in a marked spot.
- Do not park in FLCC parking spaces at any time during the school day.

## **CARPOOL RULES**

- Vehicles shall not obstruct traffic flow at any time with special attention given to streets and driveways intersecting Creole Street. *Breaking in the traffic line is unacceptable.*
- Parents picking up students after school are asked to place a sign in the front windshield of the vehicle displaying the name of the student. Students are called to come to carpool lines via walkie-talkies.

## **CARPOOL LINES**

### **QUILTY STREET**

Pre-and Kindergarten and 3 and 4 Grade Single Students

Pre-K and Kindergarten will approach carline on Quilty Street by lining up on Genessee Street from W. Sale Road. After drop off/pickup, parents will exit through church parking lot or Drozan Street. If a parent wishes to walk their child to the classroom, they must park in the church parking lot or the school parking lot located on the corner of W. Claude and Creole Street.

All single children (children do not have siblings at OLQHS) or those who have Pre-K or Kindergarten siblings from 3<sup>rd</sup> and 4<sup>th</sup> grades to be picked up at the end of the day on Quilty Street. Parents of these children will approach carline on Quilty Street by lining up on Genessee Street from W. Sale Road. After pickup, parents will exit through church parking lot or Drozan Street.

## **CREOLE STREET**

For Primary Grades 1<sup>st</sup> – 4<sup>th</sup> and family groups by the north gate located on Creole Street

Parents dropping off/picking up primary grade students and/or family groups on Creole will line up on Creole Street north of W. Claude going South. They will approach Creole from East or West School Street. They will exit going South on Creole Street to W. Sale Road. If a parent wishes to walk their child/children to the classroom, they must park in the school parking lot located at the corner of W. Claude and Creole Street. Parents wishing to park in the parking lot and walk their children to class but they must approach the parking lot going east on West Claude via Kingston Street. They must not use Creole Street; they must make a right hand turn into the parking lot.

## **WEST CLAUDE STREET**

For Middle School Students

Parents dropping off/picking up Middle School students will enter the Middle School drive from the West. The cars will line up on Kingston north of W. Claude heading South. They will approach Kingston from East or West School Street. No one is to turn down W. Claude from Lake Street to get in the carline. During drop off in the morning, there will be one line of traffic. Cars may turn right or left onto West Claude as they are exiting the driveway. There will 2 lines of traffic during Pickup, **there is no middle line. The line on the left will only be able to go left at the end of the driveway towards Lake Street and the line on the right will be able only to go right onto West Claude.** Parents who are coming from the West to the school parking lot will line up on Kingston North of W. Claude heading South. They will approach Kingston from East or West School Street.

## **WALKING HOME**

If a student is walking home, a waiver must be signed by the parent and a card will be issued by the office. Students who walk home are not dismissed until the announcement is made at 3:15 p.m. Walkers must be able to walk to a specific location such as their home or a grandparent's home within 2 blocks of the OLQHS Campus. Students should not cross main streets such as Lake Street and Sale Road. These students should go straight home and are not to return to the school campus unless attending a school function. Students should not walk home during severe inclement weather.

## **ATTENDANCE**

### **EVERY MINUTE COUNTS!**

Louisiana State Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student at the school to which the student is enrolled and assure their student's attendance at school every day scheduled by the local school board until their eighteenth (18<sup>th</sup>) birthday. In compliance with new State Law pertaining to HB

1133/ACT 745 regarding amendments and reenactment of LA R.S. 17:233 (B)(1) and LA R.S. 17:233(C) a student shall be considered habitually absent or habitually tardy as described below:

The administration of OLQHS will strictly enforce the Attendance Regulations of the State of Louisiana.

Students, Kindergarten through 12<sup>th</sup> grades, shall not exceed 5 days per semester of unexcused absences or occurrences of being tardy. Pre-Kindergarten and Kindergarten attendance does count. This is the starting point for developing of the discipline of punctuality. Tardiness consists of a student arriving to school after 7:50 a.m. and classes begin for the school day. It shall also include but not be limited to leaving or checking out of school unexcused prior to the regular scheduled dismissal time at the end of the school day. A letter of warning will be issued to the parents or guardians of the student(s) upon the 4<sup>th</sup> unexcused tardy within the semester. Upon the 5<sup>th</sup> unexcused tardy the parent/guardian will be referred to FINS for grades K – 5 and TASC (Truancy Courts) for grades 6 – 8.

## **MINIMUM ATTENDANCE**

All attendance guidelines in Non-Public Bulletin 741 should be followed. The Diocese will adopt a calendar that meets the state requirement of 57,750 minutes of instructional time per year. Secondary students must present a minimum of eighty (80) days per semester to be eligible to receive credit for the course taken. Any student not meeting the minimum attendance requirement will not be promoted to the next grade.

## **ABSENCES**

Students may need to be away from school for illness and family situations that may arise. They are to be documented as absences. When a child is absent, the school shall require notification of the absence from the parent, either in person or by phone, on the day of the absence. If a student is absent without notification, or if a school has reason to suspect the validity of an excuse, the situation must be investigated. This procedure safeguards the school from possible liability should an abduction or accident befall a student on the way to school. A written note from the parent indicating an awareness of the absence should accompany the child on the day the child returns to school. Cases of frequent absenteeism should be referred to the principal. Absences will fall under four categories:

**Exempted and Excused:** The student can make up the missed work and the absence is not counted against the attendance requirement. Examples are extended serious illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.

**Non-Exempted and Excused:** The student can make up the missed work, but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempted, excused absences is based on the number of school days offered. Based on the required minutes a student can be absent 10 days.

**Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.

**Suspensions:** The student is allowed to make up the work. And the absence is counted against the attendance requirement.

Schools should notify parents/guardians by letter of non-exempted, excused and unexcused when these absences reach the 5-day, 8-day and 10-day mark. Schools should work with the Office of Catholic Schools and the local school board truancy offices when necessary. Exceptions to the minimum attendance policies can be made only in the event of an extended personal illness as verified by a physician or at the discretion of the principal. The reason(s) for the exception must be communicated in writing to the superintendent of Catholic Schools. If a waiver of the attendance requirement is granted because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit as long as they complete the missed work and pass the course.

## **ABSENCE DUE TO ILLNESS**

Students are not to come to school with a fever and are not to return to school until free of fever for 24 hours. Student must be vomit free and diarrhea free for 24 hours before returning to school according to the Children's Clinic of Lake Charles. Exceptions are allowed only in the event of extended personal illness of five consecutive days with a physician's written statement.

The only excused absence recognized by the State of Louisiana is a doctor's excuse. OLQH recognizes that a child may be ill but not ill enough to visit the doctor. If a child is ill for more than three days, a doctor's excuse will be necessary. Therefore, course work can be made up only if a student has a note from the doctor, or a note from a parent (in the case of an absence of less than three days). The student is responsible for school work covered during his/her absence. It is the student's obligation to procure and complete class work and home assignments covered during the period of absence. Responsibility then rests upon the student to make arrangements with the teacher for all make-up tests or assignments.

## **PLANNED ABSENCE**

If families have a planned extended absence, parents/guardians must follow the procedure below for approval.

- Planned absences must be submitted in writing to the school administration at least 2 weeks prior to the absence.
- The school administration will review the reason for the planned absence and notify parents/guardians whether the absence will be approved.
- For the absence to be considered, the student must be in good standing both with academics and attendance.
- The administration will direct the classroom teachers on how to arrange for missed work.

## **HOMEWORK FOR ABSENT STUDENTS**

We appreciate conscientious parents and students in requesting homework when absence from school is necessary. However, because of frequent class interruptions to request homework assignments, a structured procedure must be followed.

Reliable friends in the classroom have always been good sources for getting assignments to absent students, but if that is not possible, the following procedure is to be followed:

1. Call the school office (477-7349) before 9:00 A.M.
2. The secretary will send an assignment form to the student's homeroom teacher requesting homework.
3. The homeroom teacher will circulate the sheet to all course teachers.
4. The completed form will be returned to the reception office with materials necessary to complete the assignments.

The assignments can be picked up between 2:30 and 3:30 P.M. Parents or siblings are not to go to the classrooms to get assignments. Assignments will not be ready before 2:30 P.M.

All absent students are responsible for missed school work and homework assignments. The student will be allowed one day for each day out to allow make-up work to be done.

## **TARDINESS**

Tardiness shall be defined as the arrival of a student after the time fixed by local school policy for beginning the morning or afternoon session or for the time fixed as the start of each class period. Local school policy should provide procedures for dealing with the tardiness of students and chronic tardiness should be investigated.

Tardiness can be considered neglect by the State of Louisiana. Tardiness interferes with the educational process especially as a student enters the middle school grades. Missing the first minutes of class can be very detrimental to a student's success in school/class.

## **TARDY POLICY**

Classroom instruction begins at 7:50 am. Students must be in class and are considered tardy at 7:50 am.

3 tardies to school will equal 1 day unexcused absence. The absence is counted against the attendance requirement.

Students in grades 4<sup>th</sup> – 8<sup>th</sup> who receive 4 tardies will serve a detention. A detention will continue to be served for every 4<sup>th</sup> tardy. After the 3<sup>rd</sup> detention (12<sup>th</sup> tardy) OLQHS will report parent to the Office of Child Protective Services.

Tardiness is excused only in cases of inclement weather, medical or dental appointments or late school bus arrival.

## **ACADEMIC PROGRAMS AND REGULATIONS**

Our Lady Queen of Heaven School abides by the State Department of Education's Bulletin 741 and the Southern Association of Colleges and Schools' guidelines when making all necessary judgments about policies and regulations concerning the curriculum. All curriculum requirements must be met. In addition, Our Lady Queen of Heaven School follows all standards set forth by the Superintendent of Catholic Schools for the Diocese of Lake Charles.

The academic curriculum at OLQH School is designed to challenge students to develop critical thinking skills, basic skills and concepts necessary for knowledge and understanding of a particular subject. A variety of textbooks, supplementary materials, and technology are used in order to make learning meaningful for every student.

Students are grouped within each class appropriately for instruction in the various subject areas. The groupings are flexible, with students moving in and out of the group according to demonstrated progress and need.

### **FAIR ASSESSMENT POLICY**

The primary purpose for grading is to give an indication of a student's progress. It is essential that all assessments be objective and fair for all students. To provide a clear picture of student achievement, a balance of formative and summative activities is expected as no one type of assessment will cover all the objectives of a discipline or appeal to the range of diverse learning styles found in our classrooms. Assessment of student learning and instruction is on-going and should include various forms of assessment. Teachers remain objective and attempt to give as accurate a picture as possible when assigning quarterly grades

### **CHRISTIAN FORMATION PROGRAM**

All students must take religion classes. The Christian Formation Program at OLQH School encompasses three elements: the Message revealed by God which the Church proclaims (doctrine); fellowship in the life of the Holy Spirit (community); and service to the Christian community and to the human community (service).

The Christian Formation Program presents to the students an authentic statement of the teachings and practices of the Catholic Church. This is accomplished by presenting lessons planned in keeping with the religion syllabus developed by the Diocesan Office of Religious Education and the National Catechetical Directory in the formal religious instruction of the students.

Students are given the opportunity to attend various liturgical celebrations, both Eucharistic and para-liturgical, on a regular weekly basis.

### **PROMOTION AND RETENTION (Diocesan Policy 8413)**

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific learning objectives for the grade or course. A student who has not achieved satisfactorily in a particular grade or subject should repeat that grade or subject. To permit a student to take a course at the next level of learning for which he or she does not have the proper preparation is an injustice to him or her, to the other students, and to the teacher.

In consultation with the teacher, parents should be informed of possible non-promotion at the beginning of the second semester, or as soon as an academic deficiency becomes evident.

If the student is promoted conditionally, provisions shall be made by the pupil and his or her parents or sponsors to remove the condition through attendance at a state-approved summer school.

### **ELEMENTARY SCHOOL PROMOTION AND RETENTION**

1. A student is **promoted (P)** when he or she has a grade of “D” or above in all subjects taught throughout the length of the school year.
2. A student is **conditionally promoted (CP)** when he or she fails one subject taught throughout the length of the school year. The student must pass the subject failed in a state-approved summer school or 60 hours of tutoring by a certified teacher in the specific content area needed, in order to progress to the next grade.
3. A student is **retained (R)** when he or she fails two subjects that are taught throughout the length of the school year. The student must repeat the grade. The student may not go to summer school for two major subjects and pass into the next grade according to Bulletin 741. A principal may not give permission for a child who has failed two major subjects to attend summer school and pass into the next grade in any state-approved nonpublic school. However, this permission may be granted if the child’s parents have made the decision to place the child in public school for the next school year.
4. Students may repeat a grade at OLQH School only once at the discretion of the administration. It may be determined that attendance in another school environment is in the child’s best interest for success to occur. No student who fails may repeat 8<sup>th</sup> grade at OLQH.

### **GRADING**

Enrichment grades for grades 5<sup>th</sup> – 8<sup>th</sup> will now count as .25 % per quarter and will be averaged into the student’s GPA; which will count in calculating End of the Year Awards. The conduct grade will count as part of a student’s GPA and toward End of the Year Awards.

Grading scale is as follows:

A	100-93	Outstanding
B	92-85	Very Good
C	84-77	Good
D	76-70	Weak
F	69 - 0	Not fulfilling requirements

The following grading scale is used for art, Spanish, music, computer, and physical education in Grades 1-4.

- O Outstanding
- S Satisfactory
- N Needs Improvement

Pre-Kindergarten and Kindergarten are using a skills based report based on a criteria of Outstanding, Satisfactory and Needs Improvement.

More is involved in the grading process than strictly averaging test grades. The quarterly grade may take into account responsibility for completing assigned work in a timely manner, returning signed

papers and participating in class activities, and takes into account the difference between a test and a quiz.

Final grades are computed by averaging the numerical scores earned at the end of each quarter.

### **LATE ASSIGNMENTS**

1. It is the responsibility of students to turn in all assignments on time.
2. 4<sup>th</sup> – 8<sup>th</sup> grade students will receive grade deductions on late assignments as follows:
  - a. Assignments turned in 1 day late will have 10% deducted.
  - b. Assignments turned in 2 days late will have 20% deducted.
  - c. Assignments turned in 3 days late will have 30% deducted.
  - d. Assignments turned in 4 days late will have 40% deducted.
  - e. Assignments turned in 5 days late will have 50% deducted.
  - f. No assignment will be accepted 5 days late.

### **MID QUARTER PROGRESS REPORTS**

Midway through each nine-week grading period, students are issued mid-quarter progress reports via Ren Web. These reports give parents an indication of the child's performance to that point. This communication serves to illustrate to the parents where a student needs support. Please be aware that grades may change from mid-point to the end of the nine weeks. Open communication with the teacher is advised. Parents may request a 'hard-copy' of this report. Parents may want to set up a conference to discuss student progress.

### **REPORT CARDS**

At the end of each quarter, report cards are distributed via email for grades Pre-K -8<sup>th</sup>.

### **STANDARDIZED TESTING**

OLQHS administers annual standardized testing to grades Pre-Kindergarten – 8<sup>th</sup> grades. Pre-K is administered the Scholastic Kindergarten Readiness at the end of the year. Kindergarten is administered the Scholastic School Readiness test. The OLSAT Test will be administered to students in 1<sup>st</sup> grade. The STAR 360 will be used to monitor the process of the students. The ACT Aspire will be administered to grades 3<sup>rd</sup> – 8<sup>th</sup> grades. In addition, 8<sup>th</sup> graders will be setup for the ACT Profile, a Career Readiness Inventory.

### **TESTING POLICY (Grades 4-8)**

No more than 2 major tests and 1 quiz may be scheduled on any one given day.

### **HOMEWORK**

**Definition:** Homework is any school-related assignment which is completed outside of the school setting and enhances the educational progress of students.

**Purpose:** Homework is a valuable aid for students to make the most of their experience in school. It reinforces what has been learned in class, prepares students for upcoming lessons, extends and

generalizes concepts, teaches responsibility, and helps students develop essential study habits. Assignments are adjusted as necessary to meet the needs of individual learners and learning styles. Homework is one vehicle for home-school communication, and parents can assist in making it a positive experience for their children. **Types of assignments:** Homework should be relevant to the curriculum and may cover all subject areas. Homework assignments may include:

- Long-term projects
  - These are not done entirely at home
  - Long-term projects increase as children move into higher grades
- Cooperative family projects.
- Cumulative review on concepts already mastered
- Delayed independent practice nearly mastered
- Preparation for future learning
- Assignments to foster critical thinking

## **SECTION ASSIGNMENTS**

Much consideration goes into the placement of students in a particular teacher's classroom. Administrators and the guidance counselor make the decisions based upon academic performance and individual needs. Parental requests are not accepted.

## **CONFERENCES**

All parent/teacher conferences must be scheduled in advance. Conferences are to be requested by calling the office. If a teacher feels a conference is necessary, an email or written notification will be sent home. Teachers will do their best to return phone calls or answer requests within twenty-four hours. Upon arriving at school for a conference, parents should report to the receptionist to receive a visitor's pass and wait for the receptionist to announce their arrival. At no time should a parent bypass the receptionist and go directly to the classroom. If a problem arises with your child in one of his/her classes, consultation with that teacher is always the first step in resolving the problem. After parents have conferred with the teacher, the principal is also available for a conference by appointment.

Parent / teacher conferences may be scheduled by the teachers at the end of each quarter. The Administration requests that if you wish to discuss an issue or concern with an individual teacher, make an appointment. Please do not try to discuss the issue or concern after the teacher has been teaching all day.

Pre-Kindergarten through 3<sup>rd</sup> grade teachers will conduct a day of parent conferences with all their students at the end of the first 9-weeks and at the end of the 3<sup>rd</sup> 9-weeks. These conferences will be 15 minutes long. The purpose of these conferences is to discuss individual student progress. The individual teacher will establish their own schedule.

Additionally, parents, teachers, administrators, the counselor or the student may request a conference to discuss any issue of concern at any time during the year.

Communication throughout the year is an important component for success. Therefore, the following procedures shall be used to assist you in future concerns:

1. Always contact the teacher first when there is a concern about your child.
2. Contact the Principal, Elementary /Middle School Coordinator for disciplinary concerns if not settled with the Teacher.

3. Contact the Counselor for social and psychological concerns if not settled with the Teacher.
4. Contact the Director of Religious Education for religious concerns.

### **PRE-KINDERGARTEN**

The Pre-Kindergarten program is a part of the total program at OLQH School. Prerequisites include the following:

1. The child must be potty-trained.
2. Developmental concerns such as language/learning delay, physical delay, etc. must be discussed with the administration prior to admittance to assure that the school can meet the child's needs.

### **CARNEGIE CREDIT POLICY**

At this time OLQHS offers courses to its 8<sup>th</sup> grade students for high school credit, Carnegie Credit. These courses are Algebra I, Spanish I, Fine Arts Survey (Band, Art, Choir, Music Appreciation and Yearbook). Here is the policy that will be followed in regards to how students earn these credit.

Schools may permit students to earn Carnegie Credit as middle school students in all courses except Health and Physical Education (Bulletin 741). Students may earn Carnegie Credit by passing a course, in which the student is enrolled and meeting instructional time requirements as set forth in Bulletin 741. The grade a student earns in the Carnegie credit course will be place on the student's high school transcript. A Carnegie credit course may not be retaken unless a student receives a failing grade.

Students meeting the instructional time requirements and passing the course, (70% or higher per Policy 8010 – Office of Catholic Schools – Handbook of Policies and Regulations) shall have the course title, grade earned and Carnegie credit earned on their transcript.

Each elementary school shall establish a policy by which parents and students are informed of the Carnegie credit courses that are offered as well as the requirements needed to enroll in a Carnegie credit class.

### **SACRAMENTAL PREPARATION**

OLQH School prepares students to receive the sacraments in accordance with diocesan policy and the programs established for sacramental preparation by OLQH Parish.

Students in the second grade prepare for the Sacrament of Reconciliation during the first semester, and the Sacrament of the Holy Eucharist during the second semester. Parents of students preparing for these sacraments are required to take part in the preparation of their children by attending all parent sessions provided by OLQH Parish.

In the event that a student has not had the opportunity to be prepared for the sacraments, the parents should contact the Director of Religious Education of the school and special arrangements will be made to prepare the student for the reception of the sacraments.

### **ACADEMIC FIELD TRIP POLICY**

No student may participate in an extra-curricular field trip that currently has an F, or two (2) Ds. If a parent has paid for the trip, it cannot be guaranteed that funds will be returned.

## **SUMMER READING POLICY**

We at Our Lady Queen of Heaven School believe that learning continues year-round. Consequently, summer vacation is a wonderful time for children to enjoy reading while reinforcing skills and strategies learned throughout the academic year. Because of these beliefs, we have established the OLQHS Summer Reading Program. In addition to setting high standards for our students, the purpose of this program is to encourage incoming 4<sup>th</sup> – 8<sup>th</sup> graders to enjoy reading and to view it as a means to gain valuable knowledge.

Summer reading will be required for students in grades 4<sup>th</sup> – 8<sup>th</sup>.

1. Each student will be required to read one book from List A – Mandatory Book. The Mandatory Book will be used as a class project to be determined by the grade level reading teacher. The student will be required to take an AR test. The grade will count no more than a chapter test in the first 9-week period. The project should be graded for reading comprehension.
2. Each student will be required to choose one book from List B – Book Choices provided. Students will be required to complete an in-class assignment determined by the grade level reading teacher. When reading this book, hand-written notes should be taken for retention of the book's theme, character, setting, important details etc. The hand-written notes may be required as part of the grade. The grade will count no more than a chapter test in the first 9-week period. The student will be required to take an AR test.
3. Book selections may vary from year to year.
4. All literature teachers in grades 4<sup>th</sup> – 8<sup>th</sup> and the school librarian will have input into the book selections.
5. Each book list will be made up of various reading levels
6. Book selections will be determined by the Spring Book Fair in time to arrange for purchase of the books through the school.

## **ACCELERATED READER**

Accelerated Reader (AR) is a computer based, reading management program with a built in motivational system. Its purpose is to help motivate students to read more books at an appropriate level of difficulty by using a point system hopefully tied to individual goals. Its ultimate goal is to encourage students to read. Its success is based on the idea that practice of reading skills will increase a student's ability to read. The purpose of AR is not to provide reading instruction but to motivate students to read more as a practice tool. Its overall expectation is to build a lifelong love of reading and learning. At OLQHS we want to use AR to benefit all students.

AR along with STAR Reading can be used to assess a student's reading level and help a student to choose books on their instructional level. It can be used as part of RTI as an assessment tool. There are strengths and weaknesses to the use of AR especially for those students who find the reading process difficult. The AR program can be looked at as punishment to students who struggle to read.

At OLQHS AR will be use as a supplement to reading instruction and as an encouragement for students to practice their reading skills. OLQHS hopes to develop a love of reading and of lifelong learning.

Grades 1 – 2: AR will be used as a motivational tool to encourage reading while students work on their own level so they can feel successful.

Grades 3 – 8: Individual teachers will continue to use their own system as long as it does not adversely affect a student’s overall grade.

## **END OF YEAR AWARDS**

### **GRADES 1-8**

**BANNER ROLL** – student must have ALL A’s in academic subjects for the entire year. A student with a grade of B in any academic area or conduct (including enrichments) would be eliminated from this list.

**HONOR ROLL** – student must have ALL A’s AND B’s in academic subjects for the entire year (including enrichments). A grade of C in any academic area or conduct, in any quarter, will eliminate the student from this list.

### **GRADES 1 -7**

**DAVID AWARD**—Awarded to one student in each homeroom class in grades 1-7.

### **GRADES 5 - 7**

**BARON SCHOLAR** - Any student achieving a GPA of a 98% or above including conduct and enrichment grades will now be recognized as a Baron Scholar. Grades will not be rounded up.

### **GRADE 8**

**GOLD CORD** – Any student achieving a GPA of 98% or above (including conduct and enrichments) their 8<sup>th</sup> grade year will be recognized with a Gold Cord at graduation. Grades will not be rounded up.

### **AMERICAN CITIZENSHIP AWARD**

One student from each homeroom in Grades 5-8 will receive recognition for outstanding achievement in Social Studies.

## **CODE OF CONDUCT & DISCIPLINE PROCEDURES**

## **CONDUCT**

Every student in a Catholic School is expected to follow the example of Christ; each student is expected to manifest Christian character. Students are expected at all times to conduct themselves in a manner reflecting credit to their parents and their school. We are proud of OLQH School and maintain high standards of deportment and citizenship.

Regulations are not intended to place undue restrictions on the students, but rather to encourage all students to be well-mannered and considerate of others, and to conduct themselves in such a manner that they will be a credit to Our Lady Queen of Heaven Catholic School.

The student who disturbs others during the educational process is denying them a basic right. Students are expected to use common sense in their judgment of what is acceptable behavior and to conduct themselves accordingly. Classroom, cafeteria and playground rules are explained to students by teachers and are outlined in the student handbook. Classroom discipline plans are sent home to be signed by students and parents and to be returned to school.

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school, on any street, road or school bus going to or returning from school and during intermission or recesses (R.S. 17:416). It is the final responsibility of the Principal to maintain discipline at each school and at any off-campus school activity.

## **GENERAL RULES**

The following will apply concerning the general behavior of the students:

1. Proper and respectful conduct is required during all school activities.
2. Students must always speak respectfully to all adults.
3. Students must complete all assignments given to them.
4. Students are not allowed in the building unless supervised by a teacher.
5. Gum, candy or food is not permitted in school without permission from the office.
6. Vulgar, obscene or crude language is not allowed in school or at any school function.
7. Vandalism or destruction of property is not allowed and will also require reparation.
8. Spontaneous fighting or physical aggression of any kind will not be tolerated and could result in an immediate one-day suspension, or immediate removal from school.
9. Electronic devices are NOT allowed to be brought to school without specific permission from the Administration.
10. Students must respect the rights of all students. Bullying, sexual or verbal harassment will not be tolerated.

## **CONDUCT IN CLASSROOM**

1. Upon entering the classroom, students are to go immediately to their seats.
2. Students are to be prepared for the day's work. They also are to use this time to assemble books and other materials in preparation for the day's work. Pencils are to be sharpened during the homeroom period.
3. The matter of talking or not talking during normal class period of instruction is left to the discretion of the individual teacher. Teachers are to establish and post rules of conduct governing student conduct during instructional periods. In any event, proper classroom decorum will be maintained at all times. Talking out of turn or expressing disapproval when

another has the floor is both rude and disruptive. A raised hand is the proper way to be recognized and to be given permission to speak.

4. Students are responsible for having all necessary school supplies for their classes. They will not be permitted to call home to obtain books, papers or materials that they have forgotten.
5. Students are reminded that they are not permitted to sit on the tops of desks or tables.
6. Proper courtesy and respect will be shown to all teachers, staff members, visitors and fellow students.
7. Students are not automatically dismissed from class when the bell sounds. Students will remain in their seats until released by the teacher.
8. Changing of classes should be a smooth process which is done quickly and quietly.

Each teacher has rules and consequences for behavior in his/her classroom. It is the student's responsibility to be aware of and abide by the rules and consequences at all times.

## **CHEATING**

Cheating goes against the Catholic code of ethics and morals that we hope to instill in our students. It is a dishonest behavior often created by undue pressure to achieve higher grades. At OLQH, we hope that the educational process take precedence over the emphasis towards higher grades. If a student is caught cheating, whether it is giving or receiving information, the following steps will be taken:

1. No more than a 50% will be earned on the assignment/test; a lower grade may be earned at the discretion of the teacher.
2. The student will receive an automatic detention and is placed on Level 1.
3. There will be a conference with the student, parent, teacher, and principal.
4. If cheating is flagrant, a student may be suspended or expelled.

Cheating includes, but is not limited to, plagiarism, copying homework, or seeking or offering unauthorized assistance on any academic assignment including class work, homework, quizzes, and tests. This involves discussing the contents of a quiz, test, or exam before it is graded and returned, including but not limited to Accelerated Reader (AR) tests. Additionally, it is considered cheating to share or borrow another student's materials so that the student may earn undue credit.

## **FORGERY**

Forgery involves purposely falsifying a document and/or a signature with the intent to deceive.

## **LYING**

Lying is purposely misrepresenting information by telling a false statement. Lying includes giving partial information when directly asked for the truth. All students are required to answer truthfully and completely when asked a question by a member of the faculty and/or staff.

## **PLAGARISM**

Plagiarism involves representing another's work as one's own. It includes but is not limited to copying or paraphrasing from texts, books, reference materials, or internet sites without referencing the source.

## **FIGHTING**

Fighting is contrary to the great law of charity or love of neighbor. Disagreements are not to be settled by students by means of a fight. All parties engaged in, or encouraging fighting, will be judged as guilty of infraction of the rule. Consequences for fighting can be detention, suspension, or expulsion; depending on the severity of the action. The Principal/Middle School Coordinator, Elementary School Coordinator, or the principal's designee, reserves the right to administer consequences as necessary.

## **HARASSMENT / BULLYING**

Verbal or written threats made against the physical, sexual, or emotional well-being of any individual are taken very seriously. Bullying, physically, sexually, or psychologically will not be tolerated at OLQHS. Such cases should be reported to the teacher, staff, and/or administration. There is NO TOLERANCE for bullying of any kind with any student affiliated with OLQHS.

Students making such threats or picking on/teasing/harassing/etc. another student (seriously or in jest) face detention(s), in-school-suspension, suspension, and/or expulsion. If a student is reprimanded/disciplined for being a bully and then retaliates against another student the consequences will be much more severe and include detention(s), in-school-suspension, suspension, and/or expulsion. Any student that is a witness to someone being bullied should report it immediately. Any student that witnesses or knows about someone being bullied and does not report the incident will face detention(s), in-school-suspension, suspension, and/or expulsion. Students are encouraged to act as "Up standers" not "bystanders" in bullying situations. It is the school policy to investigate any reported incidents. Each incident will be looked at on an individual basis. The definition of "Bullying" will be left to the discretion of the administration.

## **CONDUCT IN CHURCH**

1. Inattention, talking or any form of disrespectful behavior during Mass will not be tolerated.
2. When attending Mass or other religious services, students will maintain strict silence upon entering the church or gym and move directly to their assigned pews or places.
3. Students are expected to recite the responses during the Mass and to join in the singing.
4. Christian behavior is expected of all students.

## **CONDUCT IN CAFETERIA**

As an act of service and consideration for all, students are to observe the following regulations:  
Students are to:

1. Wait their turn and stand properly while in line.
2. Be polite to the people that serve them.

3. Verify their number on the computer screen before being seated.
4. Be seated at their assigned table, talk softly and politely.
5. Use proper table manners and clean their place before leaving the table.
6. If something is spilled on the table or dropped on the floor, the students will help clean it.
7. Never throw any food or paper across the table.
8. No food of any kind is to be taken out of the cafeteria.
9. No one is permitted to leave the cafeteria until dismissed by a teacher.
10. No one is to share food in the cafeteria or on campus. This is a necessary precaution due to food allergies on campus.

Proper behavior will also apply to parent(s) and/or guardians. Improper behavior on the part of a parent or a guardian, as judged by the administration and the OLQHS Discipline Committee, will result in the nullification of the agreement between the school and the family and the family will be required to withdraw from OLQHS. Parents are not allowed to confront, scold, chastise, or touch any other child on this campus!

## **DISCIPLINE**

All people attending and/or participating in OLQH School functions are expected to conduct themselves in a manner consistent with the philosophy of OLQH School, as determined by the school's administration. Person(s) exhibiting inappropriate behavior will not be allowed to continue further attendance and/or participation in school functions.

## **CONDUCT CARDS (SEE APPENDIX FOR CONDUCT CARD IMAGE)**

In grades 4-8 each student is held accountable for his/her own behavior. Conduct cards are used to assess each student's behavior and determine the conduct grade on the report card. A new card will be issued each 9-week period by the homeroom teacher to each student. This card must be carried to all classes/activities by the student. Each student in grades 4-8 will be issued a card holder that will hold the discipline card and must be worn by the student in an OLQH lanyard around their neck. Students in grades 5 - 8 begin each 9-week quarter with a grade of 100 in conduct. Students in 4<sup>th</sup> grade begin each week with a grade of 100 in conduct. A student who is placed on a level during a 9-week period (or weekly for 4<sup>th</sup> grade students) will start the new 9-week quarter with a grade of 100 in conduct but will remain on the obtained Level.

## **INFRACTIONS**

For students in grades 4-8, points are deducted each time the card is signed for an infraction. Infractions will be given for inappropriate behavior and lack of responsibility. (See card example) On each Friday of the 9-week period, the resulting score is recorded in the homeroom teacher's grade book. If a student fails to turn in a conduct card on Friday or has lost the card, three (3) points will be deducted from the conduct grade for that week. If the card is returned, or found, the student will receive two (2) points back on their conduct grade for that week. If a child is caught without a discipline card, they are to be sent to the office immediately. If a teacher takes a discipline card from a student the card must be returned to that student before that student leaves for their next

class. A detention is assigned by the Principal, Elementary Coordinator, or Middle School Coordinator when or if the student reaches a grade of 84.

**Infractions resulting in an Automatic Detention may include, but are not limited to:**

(Detention will be held each week of the school year on Thursday from 3:15 to 4:20. It will not be an opportunity to complete homework assignments.

- Cheating/plagiarism
- Repeated defiance
- Cheating
- Repeated misbehavior
- Failure to follow a teacher's directive.
- Disrespect to staff member or other adults
- Using profanity
- Harassment of any kind or intimidation
- Failure to attend class
- Destruction or vandalism of school property
- Possession of a cell phone during school hours (in or between classes)
- Taking or participating in any pictures taken with an Cell phone, IPod, iPad, etc.
- Any other inappropriate behavior as determined by the Principal, Elementary Coordinator, or Middle School Coordinator

**Behavioral Infractions resulting in an Automatic Suspension may include, but are not limited to:**

- Any serious un-Christian inappropriate behavior on school grounds, at any school function, while in ANY OLQH School uniform or while representing OLQH in any way, deemed so by the administration.
- Any grave act of disrespect and/or assault to a staff member at any time
- Any grave act of disrespect to a fellow student
- Absence from school or class without a satisfactory excuse
- Forging the signature of any member of the school staff, parent or guardian on a detention notice, progress report, report card or other major document
- Stealing, receiving or inappropriate possession of stolen goods
- Vandalism
- Failure to report to Detention when assigned
- Behavior which endangers any member of the school community
- Intentionally pulling fire alarms
- Bringing fireworks on to the school campus
- Any written or verbal threats made (seriously or in jest)
- Bullying another student by picking on/teasing/harassing/etc.
- Witnessing or knowing of someone being a bully and failing to report it
- Pornographic material
- Misuse of the Internet
- Breaking and entering on school property, including computers

Up to 5 BARON BUCKS a 9 weeks may be awarded to each student. A BARON BUCK will be given to a student who is 'caught' doing an extraordinary act of kindness or good deed. These points can be added to the student's conduct grade for the nine weeks. If the conduct grade exceeds 100 pts, any points over the 100 will be added a low test grade of the student's choosing. BARON BUCKS are not guaranteed to any student. BARON BUCK will not be given for a student simply doing what they are supposed to do; these points can be given by any faculty or staff on campus.

## **DISCIPLINARY PROCEDURES FOR GRADES 4-8**

(Computerized discipline records will be kept on all students grades 4 through 8.)

A student may be placed on any LEVEL I - IV without being on the level before based on the severity of the offense. The severity of the offense is determined at the discretion of the principal and/or the administrative team.

### **LEVEL I**

A student who receives infractions leading to an **84** during the 9-week quarter (grades 5<sup>th</sup> - 8<sup>th</sup>) or one week period for 4<sup>th</sup> grade students will be placed on LEVEL 1.

#### **DETENTION**

- The work to be done in detention is at the sole discretion of the Principal and/or the Coordinator.
- Detention will be served the week the infraction level reaches 84.
- Student will not be allowed at next school dance or Skate Night
- A missed detention will result in an automatic suspension; after school or extra-curricular are not an excuse to miss detention.

### **LEVEL II**

A student who receives infractions leading to a **76** during the 9-week quarter (grades 5<sup>th</sup> - 8<sup>th</sup>) or one week period for 4<sup>th</sup> grade students will be placed will be placed on LEVEL II. 4<sup>th</sup> grade students who have two (2) consecutive weeks of 84 or below during a 9-week grading period will be moved to Level II.

#### **SUSPENSION**

- Suspended out of school or in-school for 1-3 days; picked up by parent
- Other consequences as deemed appropriate (See second bullet point under Level I)
- Ineligible for Student Council and/or Beta membership; student is subject from removal from athletics and all other clubs as well.
- Cannot attend the next CCAL practice or play in the next CCAL and/or school tournament game or cheer at the next game or student activity.
- Not allowed at any school dances or Skate Nights for the remainder of the year.
- Field trip participation is conditional on administrative approval. A parent will be required to attend the field trip and be responsible for the child's behavior.
- Student may not have a major role in the school musical.

### LEVEL III

**CONTRACT/DISCIPLINARY PROBATION:** A student in 5<sup>th</sup> – 8<sup>th</sup> grade who receives infractions leading to a 69 during the 9-week period will be placed on LEVEL III. A student in 4<sup>th</sup> grade who has three (3) consecutive weeks of 84 or below in a 9-week grading period will be placed on Level III.

#### **Behavior Contract is signed by student and parent**

- Suspended out of school or in-school for 1-3 days; picked up by parent
- Academic work that is missed due to a suspension in-house or outside of school may receive a late grade
- Ineligible for student council and/or Beta membership and any other school club.
- Cannot attend CCAL practices or play in CCAL and/or school tournaments/games or cheer in any of these events for the remainder of the school year.
- Not allowed at any school dances or Skate Nights for the remainder of the year
- Not allowed to attend a field trip of any kind.
- Student may not have any role in the school musical.
- ANY Suspension (Automatic, Level 2, or Level 3) results in the student receiving 3/4 credit (75%) for class work, quiz, and/or homework grades. Major projects and tests can be completed for full credit.

#### **Probation (Level III)**

A student may be placed on probation by the administration when deemed necessary. A probationary contract will be written, outlining expectations and consequences of future behavior.

### LEVEL IV

**Dismissal** (Failure to follow conditions of contract) Student is dismissed from school and cannot return.

**Grounds for Dismissal (Level IV)** Behaviors resulting in a dismissal from OLQH School may include, but are not limited to:

- Breaking any condition for continued enrollment at OLQHS as stated in the Behavior Contract.
- Receiving a detention after being placed on disciplinary probation
- Immoral conduct
- Inciting breakdown of school authority
- Carrying, using or threatening to use weapons or instruments to do bodily harm
- Smoking or the possession of tobacco in any form on school grounds, at school-related functions or while in uniform.
- The sale, purchase, possession or consumption of drugs, including alcohol, either before or during the academic day, at any school-related function or while in school uniform.
- Failure to receive specialized professional care requested by administration
- Any deliberate action or serious un-Christian behavior during school hours and/or at school-related functions deemed so by the school administration
- Perpetrating a bomb scare
- Striking a teacher or other school personnel

- Inappropriate behavior by a parent, which threatens a staff member, teacher, administrator, or a student; or creates a hostile learning environment within the school.

### **DRUGS, ALCOHOL, WEAPONS**

Our Lady Queen of Heaven School and the State Department of Education have directed that each student and his/her parents/guardians be told that without exception a student shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at school functions away from school, any narcotic drugs or controlled dangerous substance as defined by state law, unless dispensed by a licensed physician as allowed by law. Any student of the Diocese of Lake Charles School System found to be in violation of this policy will be subject to expulsion as provided in the drug-free schools and communities act amendments of 1989, public law, 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Students who appear to be under the influence will be required to submit to drug testing. Students who possess drugs (including tobacco products including E-Cigarettes, vaper pens, etc.), alcohol and or weapons (including explosives, ammunition, chemicals/ chemical weapons, WMD) at school or at any official school function may face suspension, probation or expulsion.

### **SEARCH AND SEIZURE**

At OLQH School, the students' right to privacy is respected; however, when there is "probable cause" to believe that stolen items, illegal drugs, alcoholic beverages, or other items specifically prohibited by law or school regulations are in lockers, desks, on the person, book bags, etc. these may be searched. This search is conducted by the school's principal, assistant principal or another school official with permission of the principal.

Similarly, when there is reason to believe that a student or students have possession of illegal or stolen property, the individual or entire group may be detained and an on-the-spot search may be conducted. Items which are found that are stolen and those whose use is specifically prohibited may be used as evidence in school disciplinary proceedings against the student. OLQH School is the co-tenant of all lockers and desks and reserves the right to search them at any time.

## DRESS AND UNIFORM CODE

The purpose of the Our Lady Queen of Heaven Dress and Uniform Code is to insure basic uniformity and neatness of appearance.

### DRESS IN GENERAL

- a. Students shall be in modest and becoming attire at all school functions. Final decisions as to the proper attire will be left to the discretion of the principal.
- b. Dress code policies will be enforced by all teachers and administrators.
- c. Special dress days will be sanctioned by the principal and general guidelines on neat, eye-appealing, modest attire must be followed. When a day is designated as a t-shirt day, students are allowed to wear jeans or uniform pants/shorts with a school t-shirt. Students in Grades 6-8 may wear classic khakis, cargo khakis, or jeans. No baggy jeans, no jeans with holes, baggy khakis, or short shorts will be allowed.
- d. Any article in violation of these policies is subject to confiscation by the teachers or administration.
- e. Jackets, sweaters, sweatshirts tied around the waist will be allowed only during recess and P.E.
- f. *Field trip attire will be the school uniform or jeans with the current year t-shirt as determined by administration.*
- g. It would be impossible to anticipate all problems which may arise in the future, yet each year a few distracting "fads" and circumstances show up on school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of OLQH School will be deemed unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with current school policies.

All clothing articles should be clearly marked with the child's name.

All uniform items should be purchased through Southern Drifter, a store at the Mall of Lake Charles.

All uniform issues will be at the discretion of the administration.

If a student is out of uniform, which includes haircut and/or hair color, the following procedure will be followed:

- Grades Pre-K through 3 will inform the parents and work with them to see that this is corrected. If not, situation is reported to the office. Grade 4-8 the teacher will indicate the first uniform infraction on the discipline card in the upper right hand corner. This signature will not "count" toward a detention.
- The second uniform infraction will result in the card being signed and this signature will count toward a detention in the same week; the teacher will inform the Middle School Coordinator in writing using the designated form. The Middle School Coordinator will call the parent(s) and come up with a plan to remedy the situation. This will include taking the child to get a haircut or to correct the hair color if needed. After the time limit has expired, the child may not return to school until the corrective action is taken.

### GIRLS UNIFORM CODE

#### GIRLS PRE-K – 4<sup>th</sup> GRADE

## **BOTTOMS**

- Southern Drifter Plaid Jumper (**Required for Church**)
  - Jumper length will be measured in a kneeling position and must be no shorter than 4 inches off the floor.
  - Solid navy blue shorts or navy blue athletic PE shorts (sold by OLQHS) must be worn under jumpers.
- Southern Drifter Plaid Walking Shorts
  - The length of the shorts should be no more than 4 inches off of the floor.
  - The principal or his/her designee may require the student body to refrain from wearing shorts to certain school functions that call for a greater sense of formality and decorum.
- Regulation long navy uniform pants

## **TOPS**

- Southern Drifter White Peter Pan Collar Shirt with OLQHS Logo (**Required for Church**)
- Southern Drifter White Knit Pique Polo Shirt with OLQHS Logo (short and long sleeve)
- White long sleeve t-shirts with no logos on them may be worn under regulation shirt during cold weather.
- Shirts must be tucked in at all times.

## **GIRLS 5 – 8 GRADE**

### **BOTTOMS**

- Southern Drifter Regulation Plaid Multi-Boxed Pleated Skirt (**Required for Church**)
  - Skirts will be the proper size, must be worn at the natural waist and will not be rolled. Skirts length will be measured in the kneeling position and must be no shorter than 4 inches off of the floor.
  - Solid navy blue shorts or navy blue athletic PE shorts (sold by OLQHS) must be worn under the skirts.
- Southern Drifter Plaid Walking Shorts
  - Length of the shorts will be measured in the kneeling position and should be no longer than 4 inches off of the floor.
- Regulation Long Navy Uniform Pants

### **TOPS**

- Southern Drifter White Oxford Shirt (short or long sleeve) with OLQHS logo (**Required for Church**)
- Solid white long sleeve t-shirts with no logos on them may be worn under regulation shorts during cold weather. Undershirts must be solid white with no writing on them.
- Shirts must be tucked in at all times.

## **BOYS UNIFORM CODE**

### **BOYS PK – 8 GRADE**

#### **BOTTOMS**

- Regulation Solid Navy Blue Uniform Pants (**Required for Church**)
- Regulation Solid Navy Blue Uniform Shorts
  - Pants must have a hem.
  - Regulation shorts may be worn with a hem no shorter than 2 inches above the knee.

- Pleats and cuffs are allowed.
- Pre-K and K may wear elastic waist regulation uniform pants or shorts without a belt.
- A belt is required for grades 1-8.
- The principal or his/her designee may require the student body to refrain from wearing shorts to certain school functions that call for a greater sense of formality or decorum.

## **TOPS**

- Southern Drifter Light Blue Button Down Oxford (short and long sleeve) **(Required for Church)**
- Southern Drifter Light Blue Knit Pique Polo Shirt with OLQHS Logo
- Southern Drifter Light Blue Performance Polo with OLQHS Logo
- White long sleeve shirts with no logos may be worn under regulation shirts during cold weather.
- Under shirts must be solid white with no writing.
- Shirts must be tucked in at all times.

## **HAIR, ACCESSORIES & OUTERWEAR**

### **HAIR**

#### **GIRLS**

- Hair must be neat, well-groomed and of natural color. No bleached, chemically colored, or highlighted hair.

#### **BOYS**

- Hair must be neat, well-groomed and of natural color.
- No bleached, chemically colored, or highlighted hair.
- Length of hair should be no longer than the middle of the ear lobes and should not be touching the shirt collar. Length of hair should be above the eyebrows. Eyebrows should be clearly visible.
- No facial hair is allowed.

When a boy is told to get their hair cut. They will have the following actions taken:

- 5 Days to get hair cut.
- If hair is not cut within 5 days, the student will serve detention.
  - If hair is still not cut, student will be suspended until hair is cut to the appropriate length.

### **SOCKS**

#### **GIRLS**

- Socks must be plain white, black, or navy blue crew sock.
- Navy blue, or white knee highs.
- No ankle socks.
- Navy or black tights may be worn in cold weather. Leggings/tights maybe worn if they are tucked into appropriate colored socks.

#### **BOYS**

- Socks must be plain white, black, or navy blue crew sock – no logos.
- No ankle socks.

## **SHOES**

### **GIRLS**

#### **PRE-K & K**

Must wear a black, white grey or combination of these colors tennis shoe with Velcro closure, or a solid navy blue Mary Jane with a Velcro closure.

#### **K – 4 GRADE**

May wear blue & white Saddle shoes, or solid navy blue Mary Jane.

#### **1<sup>ST</sup> – 8<sup>TH</sup> GRADE**

Athletic shoes must be solid black, white, or grey; or any combination of these colors. No other colors or patterns are allowed any wear on the shoe.

No Converse shoes with the red stripe, high tops, 3/4 tops may be worn. No shocks. No camouflage.

#### **5<sup>TH</sup> – 8<sup>TH</sup> GRADE**

Sperry style topsider. Must be tan or light brown.

### **BOYS**

#### **Pre-K – K**

Must wear a black, white grey or combination of these colors tennis shoe with Velcro closure.

#### **1<sup>ST</sup> – 8<sup>TH</sup> Grades**

Athletic shoes must be solid black, white, or grey; or any combination of these colors. No other colors or patterns are allowed anywhere on the shoe. No shocks. No camouflage.

No High tops or 3/4 tops may be worn.

#### **5<sup>th</sup> – 8<sup>th</sup> Grades**

Sperry style topsider. Must be tan or light brown.

### **BELTS**

#### **1<sup>st</sup> – 8<sup>th</sup> GRADE**

Solid black/brown belts must be worn at all times. No emblems allowed on belts.

### **OUTERWEAR / COATS**

#### **Approved Outerwear Provided by Southern Drifter:**

Navy blue sweatshirt with OLQH logo

Navy blue jacket with OLQH logo

Navy blue cardigan with OLQH logo

#### **No OLQH hooded sweatshirts.**

7<sup>th</sup> and 8<sup>th</sup> graders may wear school approved jackets representing school teams or extracurricular activities.

## **ACCESSORIES**

### **GIRLS**

No makeup, no nail polish, no artificial nails, no hoops or dangling earrings, or large pieces of jewelry are allowed.

A simple chain with a religious medal/theme or cross, a simple watch and a simple ring that conforms to the OLQHS uniform code may be worn.

Small studs or button style earrings may be worn. Only single earrings are to be worn. All necklaces and rings are limited to one of each. 1 bracelet maybe worn.

No smart watches, no watches with communication capabilities. Cards will be signed if watches sound in class.

No tattoos or body piercing of any kind is allowed.

#### **Hair Accessories:**

- Solid colored Hair ribbons, headbands, barrettes, ribbons, scrunchies, and bows must be traditional in style and be of the following solid colors: navy, red, dark green, white or the traditional plaid.
- Monograms are permitted on bows and ribbons.
- No bells, hair wrap, feathers, or beads of any kind, or style.
- No hats, caps or other head items are to be worn.

#### **5<sup>th</sup>-8<sup>th</sup> Grades**

A small dark brown, navy, or black solid color purse may be used but must be stowed in the locker during school hours.

### **BOYS**

Jewelry – a simple chain with a religious medal/theme or cross, a simple watch and a simple ring that conforms to the OLQHS uniform code may be worn. No large pieces of jewelry are allowed

No earrings. 1 bracelet maybe worn.

No smart watches, no watches with communication capabilities. Cards will be signed if watches sound in class.

No caps, hats, or other head items are to be worn.

No tattoos or body piercing of any kind is allowed.

## **CONDUCT CARDS**

Conduct cards for grades 4-8 are considered part of the uniform. All students in grades 4-8 will be required to have their conduct card in a plastic clip-on-badge, worn on an 'OLQHS' lanyard around their neck. Students may not place any markings or pictures in or on the card or plastic holder. School will provide one per student. If lost, it will be the student's/parent's responsibility to replace it

## 8<sup>th</sup> GRADE GRADUATION

Girls are to wear a nice white or ecru dress that is church appropriate. There should be no halter, strapless, spaghetti strap, off the shoulder styles or one shoulder dresses worn for the ceremony and dance. Girls may wear a spaghetti strap, etc. if they are covered by a white sweater or shrug. Please make sure the dresses are length appropriate for church. Dresses must follow the same guidelines for school skirts, must be no shorter than 4 inches above the knee in a kneeling position. No hats. Make sure the girls are comfortable walking down a slope in their shoes.

Boys are to wear a long sleeve, white button down shirt and tie with dress slacks. The boys are to wear dress shoes no tennis shoes. Socks must be worn. No hats.

## JEAN DAY ATTIRE

On specified days throughout the school year, students will have the privilege of dressing down to help raise money for a certain school sponsored club or organization.

Item	Boys	Girls
<b>Pants</b>	Jeans or uniform pants/shorts. No worn, faded or jeans with holes in them may be worn. No jean shorts. 5 <sup>th</sup> – 8 <sup>th</sup> grade: classic khakis, cargo khakis, or jeans may be worn.	Jeans or uniform pants/shorts. No worn, faded, low-rider or jeans with holes in them may be worn. No jean shorts.
<b>Shirts</b>	OLQH approved t-shirts only or uniform shirts.	OLQH approved t-shirts only or uniform shirts.
<b>All other dress code items</b>	Required uniform	Required uniform

## LOST ARTICLES

All items found on the school grounds are taken to the lost and found in the administrative office. There is a lost and found located at both the Middle School and the Main office. Many items are unclaimed each year. **Please mark your child's possessions so they can be returned when found.** Lost articles will be stored for a period of one month only. Unclaimed articles will be given to St. Vincent de Paul's Society or thrown away.

## **ADMISSION POLICIES AND PRIORITIES**

Our Lady Queen of Heaven Parish established a Catholic school to provide an excellent Catholic education to the children of those Catholic families who actively serve and support Our Lady Queen of Heaven Church, including previous families who have returned to the parish from out of town. Admission criteria support those families desiring Catholic education for their children. Additional consideration is granted to the children of school employees, children who have attended OLQH Early Childhood Center and children whose parents are alumni of OLQHS. Out-of-parish Catholics and non-Catholics may be admitted as further openings become available.

Our Lady Queen of Heaven Catholic School does not discriminate on the basis of race, sex, creed or national origin in the applications and/or acceptance of students for admission, nor in the administration of educational policies, the awarding of scholarships and loans other than those developed in consideration of special needs, and participation in extracurricular and athletic programs.

Interviews and background checks will be done on prospective students. *Background checks will include the discipline history of the child and the financial history with the former school(s).* Students who enter OLQHS with questionable behavior concerns will be on probation for the 1<sup>st</sup> quarter of the school year. No student will be accepted from any school system in which that child has been expelled or is undergoing a hearing for expulsion. No child that has been suspended will be considered for admittance to OLQHS.

Students will not be admitted to OLQHS after the end of 2<sup>nd</sup> quarter unless it is a student entering from outside of the Lake Charles area, or a returning student.

### **STUDENT TRANSFERS**

No 8<sup>th</sup> grade student may transfer into OLQH after September 1 of their 8<sup>th</sup> grade year. Student transfers from other schools in Calcasieu Parish shall be limited to those whose documentation required for the transfer, including OLQH registration and fees, has been completed before September 1<sup>st</sup> of the intended school year. Student transfers from schools outside of Calcasieu Parish will be accepted at any time upon completion of the requisite documentation and approval by the Our Lady Queen of Heaven School principal and pastor.

### **HEALTH RECORDS**

State law requires that all children attending day care or elementary school be immunized and that proof of this immunization be on record in the school office or fill parents must fill out the appropriate form stating otherwise.

Every student enrolled in OLQH School must have a health record provided by Calcasieu Parish Health Department on file in the school office.

All health records must be up-to-date and on file in the school's office by the first day of school. Children will not be permitted to remain in school if these records are not provided.

A student shall provide satisfactory evidence of current immunization against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into sixth grade. Further, any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

## **WITHDRAWAL**

Students who transfer to another school during the academic term are to use the following procedure:

1. Notify the principal of transfer in writing.
2. The principal will notify the Director of Advancement and the Accounting Office
3. The Accounting Office will make sure all fees have been paid and supplies returned.
4. When all fees are complete, the secretary will process the student records and send records to the transfer school.
5. The Advancement Office will send an exit survey to the parents of the student who is withdrawing.

Cumulative records of students will be released only after this procedure is completed and all bills have been paid.

## TUITION & FINANCIAL POLICIES

We believe our tuition payments are an investment in your child's education and religious formation. Therefore, Our Lady Queen of Heaven School Board accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the School Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition rates and fee schedules for each school year are published during registration periods and are available through the school office.

All families will be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

### REGISTRATION FEES

Registration fees are established by the school board and must be paid at the time of enrollment. Returning students receive a special rate if registration fees are paid within the in-house registration period. Registration fees are non-refundable.

### **TUITION PAYMENT OPTIONS: All families must be registered with FACTS.**

1. Full tuition payment option paid directly to the school office by August 20.
2. Semi-Annual payment option. Under this option you would make two payments a year through the FACTS Tuition Payment Plan not later than August 20 and January 20.  
Automatic tuition payment agreement must be completed and returned with registration forms.
3. Quarterly payment option. Under this option you would make four payments per year through the FACTS Tuition Payment Plan: no later than July 20, October 20, January 20 and April 20.
4. Monthly payment option (Choose one below).
  1. 12 payments (June-May) through the FACTS Tuition Payment Plan
  2. 11 payments (July-May) through the FACTS Tuition Payment Plan
  3. 10 payments (Aug-May) through the FACTS Tuition Payment Plan

Registration begins in January for the next school year. A registration fee is to be paid in March. Specific registration dates will be published yearly.

Accounts that remain unpaid after using the steps spelled out above will be turned over to small claims court.

No child will be accepted for the upcoming school year if tuition is not current, or if satisfactory

arrangements have not been made with the principal. Please be reminded that Our Lady Queen of Heaven is committed to providing the finest Catholic education for everyone.

New student registration will begin in February/March of the preceding school year. New student registration will require full payment of the registration fee at the time of registration.

### **LATE PAYMENTS**

Semi-Annual, Quarterly and Monthly payments:

If a payment is missed due to insufficient funds, a \$30.00 missed payment fee will be assessed by FACTS and a family may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, families who have missed two (2) consecutive attempts will have 14 days to make suitable arrangements with the school, or their children will be withdrawn.

### **TUITION DELINQUENCY**

Families failing to pay tuition for a period of two (2) months according to the agreement, which they have made with the school, will be presented to the Our Lady Queen of Heaven Financial Board for further action. The Our Lady Queen of Heaven Financial Board will advise the principal on what further action/actions should be taken in regards to their child(ren) remaining at Our Lady Queen of Heaven School. All families must be current in their payment of tuition.

If tuition is delinquent if not paid by the beginning of May.

Students in Pre-K, Kindergarten, or 8<sup>th</sup> grade will not be allowed to participate in any Closing Ceremonies. Students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will not be able to take their final exams. Students will not receive report cards, or any other awards, and permanent records will not be released.

### **STUDENT FEES**

All students' fees such as Band fees, Athletic Fees, Jazzline fees, etc., will be paid through FACTS unless a parent wishes to pay in cash, or check. A parent wishing to pay in cash or by check must see Mrs. Goodwin in the Accounting Office. No monies are to go through a classroom teacher or activity sponsor unless it is for jean days, or other miscellaneous fund raisers.

### **STUDENT LUNCHES**

School lunches will be drafted through your FACTS account. The first lunch bill will be drafted on September 15 for meals actually consumed through August 31. On the 15<sup>th</sup> of each month your FACTS account will be drafted for actual meals consumed for previous month.

## **FINANCIAL ASSISTANCE**

Our Lady Queen of Heaven School has a financial assistance plan in the event of hardship. Application for financial assistance is made directly to the school and reviewed by a committee made up of the pastor, the principal, and the accounts receivable clerk. All applications are completely confidential. All financial assistance applications are due in the school office by April, for the next school year. Priority is given to families whose income falls below diocesan free lunch guidelines.

### **GUIDELINES**

1. Parents requesting assistance must fill out a Financial Assistance application. This includes a copy of their Federal Income Tax Form with copies of W2's.
2. The financial committee will consider every application.
3. Parents must notify the principal if the family's financial situation should change.
4. Payment of tuition is to be made each month through the FACTS Payment Plan. Previous year's tuition must be paid in full before an application can be considered for the next school year.

## **GUARDIAN ANGEL FUND**

Temporary assistance is available to help families who experience financial situations during the school year due to loss of job, illness, or other unexpected events. This fund gives short-term immediate help so children possibly do not have to be moved from their school setting. Parents are invited to seek this assistance or donate to this fund by contacting the principal or the accounting office.

## **WITHDRAWAL**

Parents enter into a contractual agreement with the school to pay the required tuition for the year.

- Families must notify the school in writing if a student is being withdrawn from the school.
- Registered students who withdraw between the first day of school and the end of the 1<sup>st</sup> Quarter are responsible for 1/4 of the full tuition amount.
- Registered students who withdraw between October 16 and the end of the 2<sup>nd</sup> Quarter are responsible for 1/2 the full tuition amount.
- Registered students who withdraw between January 1<sup>st</sup> and the end of the 3<sup>rd</sup> Quarter are responsible for 3/4 the full tuition amount.
- Registered students who withdraw after the end of the 3<sup>rd</sup> Quarter are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

## **STUDENT INSURANCE**

OLQH School pays the premium for student accident insurance, which covers students on campus during school hours and students attending school sponsored activities. This accident insurance provides limited coverage and only will serve as secondary coverage to parents' health insurance. In the event of an accident, parents are expected to file both, with their health insurance company (as primary claim) and with the school health insurance (as secondary claim). Details for the accident insurance coverage are available upon request.

## TECHNOLOGY REGULATIONS

### CELL PHONES AND Other Electronic Devices on Campus

During school hours and on day field trips, students are not permitted to use cell phones or other electronic devices (with the exception of the e-reader, see the e-reader acceptable use policy.)

Cell phone will only be allowed on campus for students who attend the cell phone meeting and who have signed a release form. **Cell phones may only be used after 4:00 pm and the student must be involved in an OLQHS extra-curricular activity.**

If a student must bring a cell phone to school for after school hours use, they must be turned off and must be stowed in a book sack or school locker for the duration of the school day. Student cell phones that ring or vibrate during school hours disrupt the learning process and will be subject to the guidelines of the discipline policy. Texting or use of a cell phone at school at any time will result in referral to the Principal and an automatic **suspension**. This policy also applies to early care and after care.

If a student has a cell phone in their possession:

1. First offense – The student is referred immediately to the Principal’s office. The student will serve a 1 day out of school suspension on the next school session day. Parents must meet with the Principal to claim the cell phone and take the child home. The student will be placed on Level I of the OLQHS Disciplinary Policy.
2. Second offense – The student is referred immediately to the Principal’s office. The student will serve a 2 day out of school suspension beginning the next school session day. Parents must meet with the Principal to claim the cell phone and take the child home. The student will be placed on Level II of the OLQHS Disciplinary Policy.
3. Third offense – The student is referred immediately to the Principal’s office. The student will serve a 2 day out of school suspension on the next school session day. Parents must meet with the Principal to claim the cell phone, and to begin proceedings to withdraw their child from the school or to begin the expulsion process.

### IMPROPER USE OF COMPUTER

No student attending OLQH Catholic School will be allowed access to a computer until the Diocesan Student Internet Account Agreement is signed and received back at the school.

Our Lady Queen of Heaven Consequences for violating the Diocesan Student Internet Account Agreement will be as follows:

1. If a student should not follow the directions of the teacher and go to another web site when they should be at the web site directed by the teacher.

- a. First offense- card signed.
- b. Second offense- the student will be given a zero “0” for the class and the student may no longer participate in the activity the class is working on.
- c. Third offense- the student will be placed on Level I of the OLQH Disciplinary Policy.

2. If a student should bypass the filtering system and enter an inappropriate website such as Facebook, etc.

- a. First offense- the student will be given a zero “0” for the class and the student may no longer participate in the activity the class is working on.
- b. Second offense- the student will be given a zero “0” for the class and the student may no longer participate in the activity the class is working on. The student will be placed on Level II of the OLQH Disciplinary Policy.

## **CYBERBULLYING**

The school has no authority to regulate or review off-campus Internet messages, statement postings, or acts. *But when those acts threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the school, the school can and will take action by conferencing with parents and students, reporting the incident to the proper authorities, or following the discipline plan and its various levels of punishment.* **Administrators and teachers are now mandatory reporters, therefore, they are required by law to report any form of cyber bullying to the legal authority. If a student is placed under criminal investigation, the Diocese requires the student be suspended on the criminal investigation is over.**

## **VIDEO AND MOVIE POLICY**

Films are used for educational purposes. Films can bring to life certain situations/conditions that a teacher wishes to enhance in his/her student’s eyes. Films are an instructional tool and an important part of a curriculum. OLQH respects a parent’s right to regulate what films their child/children are exposed to. OLQH will use a combination of the U.S. Conference of Catholic Bishop’s Office rating system and the Motion Picture Association of America’s rating system to evaluate the films used by OLQH. Therefore, all grades will be allowed to view A-1 or G classified films. Any other rated films, such as PG or PG-13, may also be viewed, with certain guidelines. The film must first be screened by the teacher and pre-approved by the principal. A letter will be sent home to the parent explaining the reason for showing the film. A written consent form from the parent must be signed and returned to school.

## **Diocese of Lake Charles Acceptable Use Policy for Technology**

The schools of the Diocese of Lake Charles provide access to technology to students and personnel. Research, collaborative learning and exchange of ideas and information are regularly pursued through technology. The Diocese believes that appropriate regulations maximize effective educational use of

technology and minimize abuse. The successful use of technology rests on ethical, efficient and legal parameters. Accordingly, regulations for participation by anyone in the use of technology in connection with our schools shall include, but not be limited to, the following regulations.

**Examples of Unacceptable Uses-Users are not to:**

- Attempt to circumvent system security.
- Breach confidentiality obligations of school or system within the community.
- Create any site, post a photo, image or video of another except with express permission of the individual and the administrator.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Harm the goodwill and reputation of the school or system within the community.
- Post, publish, or display any libelous, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, rude or threatening language.
- Users must not knowingly or irresponsibly post false information about any persons, student, staff or any other organization.
- Transmit any material in violation of any local, state and federal laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Use a photograph, image, video or likeness of any member of the school community without express permission of that individual and the administrator.
- Use of technology for any illegal activity. Use of the internet for commercial gains or profits is not allowed from an educational site.
- Use of technology to harass, threaten, deceive, intimidate, offend, embarrass or annoy an individual.
- Violate license agreements, copy disks, or other protected material.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**Electronic and Mobile Devices, Cell phones:** Users must adhere to the local school site policy that may further define uses of mobile devices. The administrator of the local school will determine possible use.

**Administrative Rights:** The school has the right to monitor both students and employee use of school computers and computer accessed content. The Diocese of Lake Charles, reserves the right to amend or add to this policy at any time due to the evolving nature of technology.

## **SPECIAL SERVICES**

### **GUIDANCE**

OLQH School provides a full-time guidance counselor. The counselor is available to students, parents, and teachers. The counselor works with students individually or in groups to help overcome social, emotional or academic problems. The counselor can be reached by calling the school office. Parental permission is not required for a student to see the counselor.

### **TEXTBOOK CHECKOUT**

Under certain circumstances, parents may check-out a textbook. They must place a book deposit with the Director of Facilities and Student Services. This deposit will be refunded upon return of the textbook in the same condition as when given. All material given to students must go through the office of the Director of Facilities and Student Services.

### **SPECIAL EDUCATION PROGRAMS**

Programs for special-needs students include 504 students, gifted and talented students, learning disabled students, speech/language disabled students, and students who fall on the autism spectrum are offered to the extent that OLQHS is able to meet the needs of the individual student. Federal laws require that these students receive an education with regular students to the fullest extent they are able. Classroom teachers can expect to serve these students in regular classrooms and teachers are to make modification for these students.

OLQHS established a Student Advocacy Team to make sure that all exceptional students have the services available to them to reach their optimum learning potential within the most enabling environment. The focus of the team is to identify and develop a plan that provide for the individual student's needs. The goal is to establish a collaborative team that will support the success of the students while following the Mission of Our Lady Queen of Heaven School.

A student is eligible for an Individualized Accommodation Plan (IAP) once a physician or other appropriately licensed individual with an impairment that substantially limits one or more major life activities diagnoses him or her. Such impairments include: dyslexia, dysgraphia, ADD/ADHD, or any other diagnosed learning disability. A student may also qualify for an IAP if he or she is diagnosed with any of the following social/emotional impairments: Behavior Disorder, Oppositional Defiant Disorder, Anxiety Disorder, Bipolar Disorder, or Asperser's Syndrome. Diagnosed medical impairments that also qualify a student for an IAP include: Diabetes/Hypoglycemia/Other Related Disorder, Severe Asthma or Other Respiratory Condition, Severe Allergies or Anaphylaxis, Migraine Headaches, Broken (expected 6+ months duration) Body Part, Eye Abnormality/Vision Impairment, and Ear Abnormality/Hearing Impairment. There are a few other social, emotional, and medical issues ("Other") that also may be considered when qualifying a student for an Individualized Accommodation Plan.

A parent/guardian must provide supporting data/ paperwork from the doctor or appropriately licensed individual to the school each year an IAP is to be put into place or renewed for the following school year. The supporting data/paperwork is to indicate the diagnosis of the student, any prescriptions of medications the child is to be taking due to the diagnosis, and any other pertinent information the

faculty and staff may need to know in order to better serve this particular student. Once this information is received, a meeting will be scheduled with the IAP Committee: the parent, the special education teacher, the assistant principal and/or principal, and any other teacher or support staff member that needs to be included.

### **SEEKING PURPOSEFUL ANALYTICAL REALISTIC KNOWLEDGE (SPARK) Program**

The SPARK program is an enrichment program for students who have been identified as gifted. The program is funded and operated by the Calcasieu Parish School Board. Eligible OLQH School students are encouraged to participate in this program which stimulates and enriches their academic experience. SPARK classes meet one day per week on public school campuses in the city. Parents who suspect that their child may be gifted shall ask the classroom teacher to refer the student for an academic evaluation. Evaluations are performed by Pupil Appraisal Personnel of Calcasieu Parish School Board at no charge to parents. Deadlines for accepting S.P.A.R.K. referrals are established by Calcasieu Parish School Board each year. Class work will be made up for the day the child attends the SPARK program.

### **SPEECH THERAPY**

Students with speech and language difficulties are offered the services of a speech therapist by Calcasieu Parish Schools. A student must be identified by Calcasieu Parish Pupil Appraisal to receive this service.

### **IDENTIFIED HEALTH ISSUES**

Parents are expected to follow-up on health related matters in a timely manner, including vision, hearing, counseling, medication, lice, ringworm, pinkeye, etc.

### **LIBRARY**

OLQH School's Library houses an excellent collection of more than 9000 volumes. Library hours are 7:30 A.M. - 3:10 P.M., weekdays, and students are encouraged to use the facility before school hours. Classes visit the library weekly and parents are asked to see that their children return books when they are due.

### **FOOD SERVICES**

In conformity with the Federal-State School Lunch Program, students are served a noon lunch consisting of a balanced meal. In order to remain healthy body and the ability to learn, all students should eat lunch daily. To train children in good health habits, we strongly recommend that each child eat something of every dish served.

Efforts are made to create an atmosphere of relaxation and enjoyment, while at the same time each student is being made aware of his/her own responsibility to practice self-discipline, respect for good manners and courtesy.

Student Lunch Policy: All schools who participate in the Federal Lunch Program must follow all federal guidelines. All students are encouraged to participate in the school's lunch program. Students who bring lunch must bring nutritional food following Federal guidelines. Lunches must consist of a meat or

meat alternate such as sandwiches, soup or meats. Drinks may include fruit drinks or water. No carbonated beverages (canned sodas) or candy are allowed. Extras for the meals may include vegetables and fruits. No fast foods are to be brought into the cafeteria of a school participating in the federal lunch program. Lunches brought to school may not carry any restaurant logo. All meals from home must be ready to eat. No microwave or warming facilities are available. Students must bring their lunch when they arrive in the morning. Lunches will not be delivered to students by the office staff during the school day.

Applications for the free or reduced lunch program are sent to each family. We urge you to read it carefully. If you are eligible for free or reduced prices, we urge you to take advantage of this program. The principal and the Diocesan School Food Service Supervisor are the only ones to see the returned application and make the decision whether the family will be listed as eligible according to the guidelines furnished him/her by the diocesan office. School lunch prices are set by the diocese. All questions should be directed to the cafeteria manager at 477-7202.

Families are pre-billed for lunches to establish an escrow account. As the child eats lunch the price of the meal is deducted from the balance. Once the entire balance is depleted, students will be allowed to charge up to 5 meals. After that point the escrow balance must be re-established or meal service will be discontinued. All questions and problems relative to school food services should be directed to the cafeteria manager at 477-7202. A home lunch must be brought until balance is paid.

## **EXTENDED CARE**

### **EARLY CHILDHOOD PROGRAM**

OLQH School operates a Class An early childhood program for children ages 6 weeks through 4 years. Pertinent state guidelines are observed as children are cared for in a nurturing and developmentally sound environment. For more information the Director of the Early Childhood Program can be reached at 477-8438.

### **EARLY MORNING CARE**

Early Morning Care assists working parents who find it necessary to drop children off before duty teachers arrive at 7:30 A.M. The program is available for students in grades Pre-K-8 for the fee of \$1.25 per day. Students participating in the program may be dropped off at the Early Childhood Center beginning at 7:00 A.M. A teacher will supervise the children and at 7:30 A.M. students will be sent to their respective classrooms. Crossing assistance on Creole Street is provided between 7:30-8:00 a.m.

### **AFTER SCHOOL CARE**

For parents who need a safe and wholesome place for their children to stay following the close of the school day, the After School Care program is available. A staff member supervises the program and students are provided both play time and opportunity to do homework. Additionally, a daily snack is provided.

Fees for the service are charged weekly. A daily "drop-in" rate is also available for those who do not need the service on a regular basis. The school office has additional information, fee structure, and registration forms. The After School Care Program is held in the school cafeteria.

### **SUMMER CARE**

OLQH School offers a summer program for all students who attend the school and for any child entering our Kindergarten program for next school year.

The goal of the program is to provide the children with a variety of activities so they will have a safe, fun and interesting summer. The program provides for various field trips to area activities such as Skate City, the library, the children's Museum, etc. The program also has many activities on campus such as Magic shows, treasure hunts, swimming at the FLC, etc. All activity fees, unless otherwise specified, are included in the cost of summer care.

The summer program runs for 10 weeks, parents are able to pick the weeks they need. Our times are from 7:30 to 5:30, Monday thru Friday. The daily schedule includes 2 snacks, lunch time, crafts, swimming, fun-time, free play, and outdoor time.

## **EXTRACURRICULAR PROGRAMS**

### **STUDENT COUNCIL**

The purpose of this leadership organization is to ensure better training in citizenship, promote better student-student and faculty-student relations, to foster loyalty to the general policies of the school, and to develop Christian citizens among the student body. Students in grades 6-8 are eligible to seek election to student council, provided that the qualifications as stated in the constitution are met.

### **JUNIOR BETA CLUB**

OLQH School's Junior Beta Club is a participating club in the National Junior Beta Club. The club's objective is to reward scholastic excellence, leadership, and service achievements among the members of the student body. Every student in grades 5 - 8 is potentially eligible, provided the merit qualifications in the constitution are met.

### **4-H CLUB**

Students in grades 4-8 are eligible to join the 4-H Club. This is a national organization that enables each student to become more aware of their civic and community responsibilities. Its main focus is to build lasting ties among family and friends.

### **SCHOOL MUSICAL**

There is a musical every other year in which middle school students perform. 7<sup>th</sup> and 8<sup>th</sup> grade students may participate as long as they are academically in good standing and have no behavior issues.

### **CHESS CLUB**

OLQH School offers chess as an after-school activity. The club is open to all students in grades 2 through 8 who have maintained passing grades. We meet once a week on Wednesday from 3:30 until 4:30 PM.

### **LIBRARY CLUB**

The librarian is assisted in various tasks by the library club. Students are assigned duties such as conducting book talks, checking books out, shelving books and keeping the library orderly.

### **CULINARY CLUB**

OLQHS Culinary Club is open to students in grades 6-8 and meets monthly.

## **ATHLETIC PROGRAMS**

A full complement of athletic offerings is available to OLQH School students. Available programs are: Football for boys in grade 7 and 8, volleyball for girls in grades 7-8, basketball and track for boys and girls in grades 5-8, and golf for girls and boys in grades 6-8.

All Middle School athletic tryouts and practices closed to parents who are not involved with coaching the team.

## **OLQH SPIRIT GROUPS**

Girls in grades 5-8 are eligible to join one of the spirit groups at Our Lady Queen of Heaven School. The divisions are Baronette tambourines and drummers for fifth, sixth, seventh, and eighth graders, jazzline for both seventh and eighth graders and Baronette squad leaders and cheerleaders for eighth graders.

In order to be eligible to try out for cheerleaders, students must be part of one of the spirit groups during the sixth and seventh grade years. Each student appears before a qualified board for the try-out and the ones selected will be announced. Spirit group members may also try out for Baronette drummer and jazz line at the end of the sixth grade and/or seventh grade year. Try-outs for Baronette drummer, jazz line and cheerleader are held in the spring. All spirit group members are expected to show outstanding loyalty to the school and represent the school in uniform at various sporting events.

Students trying out for Jazzline must be in Baronettes in 6th grade. Students trying out for cheerleader must be in either Baronettes or Jazzline in 7th grade. New students are considered for these 2 groups based upon the rules at their previous schools.

All members of extracurricular activities at OLQHS must adhere to the policies of the CCAL and the tardy/absentee policies of Our Lady Queen of Heaven School.

## **CALCASIEU CATHOLIC ATHLETIC LEAGUE (CCAL) ELIGIBILITY REGULATIONS**

Student participation in extracurricular activities in the Catholic schools of the Diocese of Lake Charles is governed by the Calcasieu Catholic Athletic League (CCAL) regulations.

CCAL policy mandates that a student shall maintain an overall 2.0 average or 84 - 77% with no grade lower than D, and a maximum of only two D's in order to be eligible to participate in the athletic events. This average shall include all areas listed on the report card.

Students participating in extracurricular activities (i.e. basketball, football, volleyball, track or Baronettes) receiving more than two D's in any subject on the progress report and/or the report card will not be eligible to participate in the said activities for the following four and a half weeks in the particular grading period that the failing grades were received. At mid-quarter, students who had not previously met grade requirements will be re-evaluated and allowed to participate again if grade requirements have been met.

Special consideration will be given to students with learning disabilities at the discretion of the principal. Participation in extracurricular activities will be forfeited for any major infraction of school policy.

## **DIOCESAN POLICIES**

### **Diocese of Lake Charles**

#### **Diocesan Policy Statement**

#### **\*\*\*CODE OF PROFESSIONAL CONDUCT FOR ALL WHO HAVE CONTACT WITH MINORS\*\*\***

##### **PREAMBLE**

In response to the call by the United States Conference of Catholic Bishops to break the “cycle of abuse,” and create a safe environment of care and protection for our children and young people, the Diocese of Lake Charles establishes the following code of conduct.

This Code of professional Conduct applies to all diocesan personnel including clergy, religious, and lay employees, and to all volunteers throughout the Diocese of Lake Charles. It applies whether these personnel or volunteers serve in church parishes, schools, religious communities, programs, charities, and organizations, and with regard to all diocesan-related or parish-related events and activities. The Code of Professional Conduct provides the general guideline and spirit, that being of the highest moral and Christians values, to be exercised at all times.

##### **General Standards** (Expectations for people who work with OLQH students.)

All persons of the diocese are expected to:

1. Exhibit high ethical standards and personal integrity.
2. Conduct themselves in a manner consistent with discipline and teaching of the Catholic Church.
3. Hold one another accountable for maintaining the highest ethical, moral, and professional standards.
4. Exhibit professional behavior in any situation which creates an environment free from physical, psychological, written or verbal intimidation or harassment.
5. Avoid taking advantage of any spiritual counseling relationship.
6. Never participate in the physical, sexual abuse, or emotional abuse or neglect of any other human being, minor, or adult.
7. Share concerns about suspicious or inappropriate behavior with their supervisor or other proper authority.
8. Take seriously every allegation or report of unethical behavior and/or professional misconduct.
9. Report any suspected abuse or neglect of a minor to the Louisiana Department of Child Protection Services and to local law enforcement authorities immediately and thereafter report same to their immediate supervisor.
10. Accept their responsibility to protect all human beings from abuse.
11. Serve all people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status or political beliefs.
12. Be willing to submit to a thorough background check including criminal history and to abide by the actions named in this Code of Conduct with the understanding that any action inconsistent with this Code may result in being removed from ministry.

##### **Proper Conduct with Minors**

1. All diocesan personnel who work with minors should maintain an open and trustworthy relationship between themselves and the minors with whom they are working.

2. All diocesan personnel who work with minors should be vigilant and ever aware of their own and others' vulnerabilities.
  3. All diocesan personnel who work with minors should never work alone with minors in a closed, private setting, other than in the case of the reception of the Sacrament of Penance.
  4. All diocesan personnel who work with minors should use a team approach when managing and implementing youth activities. There should always be two (2) adults present during activities.
  5. All diocesan personnel who work with minors should carefully limit any physical contact with youth which can be easily misconstrued.
    - a. Physical contact should only occur when it is completely nonsexual.
    - b. Physical contact should be limited to appropriate touching.
    - c. Physical contact should never be conducted in a private location.
  6. **At all times, all diocesan personnel and those working with minors, shall refrain from:**
    - a. **The illegal possession of drugs/alcohol.**
    - b. **The use of alcohol when working with or chaperoning students.**
    - c. **Providing shared, private, overnight accommodations for individual young people, with exception of family members, including, but not limited to, accommodations in any church owned facility or rectory, private residence, hotel room, or any other place where there is no adult supervisor present.**
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**\*\*\*RESOLUTION OF COMPLAINTS\*\*\***

**(Diocesan Policy 6500)**

In keeping with the Gospel values of justice, compassion and reconciliation, the following regulations and procedures are designed to facilitate an orderly and expedient resolution of complaints or grievances which may arise in Catholic schools of the Diocese of Lake Charles. The intention of this procedure is to facilitate a resolution of the grievance at the lowest possible administrative level and in a cooperative and conciliatory manner.

This procedure is not intended to be adversarial in nature and neither party to the complaint shall be represented by legal counsel during any phase of the process.

Any parent or guardian may complain on behalf of a student about any dispute relating to the application or interpretation of any school-related policies. Any school employee may complain about any dispute relating to the application or interpretation of any local or diocesan school policy. Constructive criticism of any facet of school operation and complaints brought against school personnel concerned therewith should be motivated by a desire to enhance the educational quality and effectiveness of the school as well as to secure justice.

decision.

**GRIEVANCES**

Every Catholic school of the Diocese of Lake Charles must make available to the school community the following procedures. In keeping with the Gospel values of justice, compassion and reconciliation, the following regulations and procedures are designed to facilitate a resolution of any grievance at the lowest possible administrative level and in a cooperative manner.

Grievances may be registered according to the following guidelines:

- (1) Any parent or guardian may file a grievance on behalf of a student about any dispute relating to the application or interpretation of any school related policies.
- (2) Any school employee may file a grievance about any dispute relating to the application or interpretation of any employing school or diocesan school policies.
- (3) Any parent or guardian may file a grievance on behalf of a student who has been expelled from a Catholic school.
- (4) Any parent, guardian or school employee may continue the grievance process should there be dissatisfaction with a decision made except if that decision or action is the final judgment of the bishop.

Criticism and complaints which do not involve violation of local or diocesan policies should be addressed to the principal. These are not considered grievances as far as this policy is concerned.

**Neither party to the grievance shall be represented by any legal counsel during any phase of this process.**

### **ASCENDING LEVELS OF THE GRIEVANCE PROCESS**

The following is an outline of the ascending levels of the grievance resolution procedure:

1. Initial process at the local level:
  - a. **If the grievance is with a teacher**, there must be an initial conference with the teacher. If this conference fails to resolve the grievance then there must be a conference with the principal.
  - b. **If the grievance is with the principal**, there must be an initial conference with the principal,
  - c. If the conference with the principal does not resolve the problem the process enters the formal stage.
2. Formal process at the local level:
  - a. Completion of the official Diocesan Grievance Form by the party filing the grievance.
  - b. Submission of the Diocesan Grievance Form to the local school board president.
  - c. Appeal hearing with the local school board grievance committee.
3. Formal process at the diocesan level:
  - a. Submission of the Grievance Form to the Superintendent of Schools through the Office of Catholic Schools.
  - b. Appeal hearing with the Diocesan Grievance Committee.
  - c. Decision of the Bishop of the Diocese of Lake Charles.

### **EXPLANATION OF THE GRIEVANCE PROCESS**

The following procedures shall be strictly adhered to and any alteration of the procedures shall terminate the process.

### **INITIAL RESOLUTION PROCESS AT THE LOCAL LEVEL**

A grievance may be made by a student's parents against a teacher or the principal, or by an employee against the principal. The person or persons initiating the grievance shall be referred to as the

complainant(s). All people involved in the grievance shall endeavor to reach a mutually satisfactory resolution of the matter at the initial level.

An initial conference or conferences shall take place at which the problem is discussed and attempts are made to bring the grievance to resolution. Without exception, initial attempts must be made to resolve the issue before the formal process is begun.

**If the complainant has a grievance with a teacher**, he/she must first have an initial meeting with the teacher and then, if the issue is not resolved, must have a meeting with the principal.

**If the complainant has a grievance with the principal**, he/she must first have an initial meeting with the principal and then, if the issue is not resolved to the complainant's satisfaction, the complainant may begin the formal process.

Each school will publish the official Diocesan Grievance Form for distribution whenever requested.

On the official Diocesan Grievance Form, the complainant must provide dates for the initial conference(s) held at school with the teacher and/or the principal.

#### **FORMAL RESOLUTION PROCESS AT THE LOCAL LEVEL**

If a satisfactory resolution is not reached at the initial level, the complainant may begin the formal process. A formal grievance may be withdrawn at any level without prejudice or record.

##### **Level 1: Appeal to the Local School Board**

1. The Diocesan Grievance Form must be submitted to the president of the local school board within ten (10) school days of the conference with the principal, with the signed statement of the complainant indicating their desire to appeal. The president of the local school board will notify the pastor and will call a meeting of the local school board Grievance Committee within ten (10) school days of receiving the Diocesan Grievance Form.
2. The pastor and the local school board grievance committee will meet with all parties concerned to hear the grievance. Written records of all committee meetings shall be carefully made.
3. The committee shall make a recommendation to the pastor after the meeting with the parties involved. The pastor may accept, reject, or modify the committee's recommendation, and his decision must be communicated in writing on the official Diocesan Grievance Form to the complainant within ten (10) school days. He shall also identify the person to whom an appeal may be directed should the complainant so desire.

#### **FORMAL GRIEVANCE PROCESS AT THE DIOCESAN LEVEL**

##### **Level 11: Appeal to a Diocesan Grievance Committee**

1. The Diocesan Grievance Form may be submitted to the Superintendent of Catholic Schools within ten (10) school days of the local school board grievance committee decision at Level 1.
2. The superintendent will then convene a formal committee, established by the Moderator of the Curia to hear the complaint within ten (10) school days of receiving grievance form.
3. All materials submitted at Level 1 shall be submitted to this committee. Written records of all committee meetings shall be carefully made.
4. The committee shall hear all parties involved in the grievance and shall review all materials presented at Level 1, and any testimony that it deems relevant.
5. The committee's final decision shall be communicated in writing by the superintendent to the bishop within ten (10) school days of the hearing.
6. The bishop may accept, reject, or modify the committee's recommendation. His decision shall be final for all purposes. The bishop will communicate his final decision to the all parties involved within ten (10) school days.

#### **Search and seizure**

#### **ACT 909--1990 Louisiana Legislative Action**

1. Mandates that any student, *sixteen (16) years or older, found guilty of knowledge of and intentional distribution* of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is *under sixteen (16) years of age and in grades six through twelve* and who is found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is *kindergarten through grade five* and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
  - (a.)The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
  - (b.)The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted *to any public school in the state* except upon the approval of the school board of the system to which he seeks admittance.

**R.S. 14:95.2** as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a

school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or school official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course or activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality, to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500.00 dollars or sentenced to not more than 40 hours of community service, or both.

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### **\*\*\*STUDENT TRAVEL\*\*\***

#### **(Diocesan Policy 5414)**

Events at which students represent their school include religious, academic, athletic, and social events. With written parental permission, students may participate in such events that are approved by the school and are under the direction of school authorities.

All schools shall follow the policies and procedures detailed in the Catholic Mutual Group Insurance School Safety Resource Manual relating to liability control for school sponsored field trips. These include:

(1) Bus transportation (i.e. transportation utilizing regulation school buses) should be utilized whenever possible. Therefore:

Transportation for school related activities beyond one (1) mile of the school and when transporting more than thirty (30) children shall be arranged to include Louisiana State approved regulation school buses or vans. However, for certain special long distance transportation needs, the services of a state licensed and bonded charter bus company may be arranged.

Transportation for school related activities within one (1) mile of the school or when transporting less than thirty (30) children may be arranged using private parental transportation, provided parents sign the appropriate forms indicating the extent of the insurance coverage they maintain on their vehicle as detailed below.

(2) On rare occasions when private transportation is used, the following information must be supplied and certified by the driver:

a. The driver must be twenty-one (21) years of age or older.

- b. The driver must have a valid driver's license and no physical disability that would impair his or her ability to drive.
- c. The vehicle must have a valid current registration and license plates.
- d. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

(3) A signed **Driver Information Sheet** on each vehicle must be submitted to the principal prior to each field trip.

Driver's insurance is primary. School/Diocesan insurance can be utilized only after the driver's insurance and assets are exhausted.

The school shall issue written regulations pertaining to participation in such activities and shall issue an official **Diocesan Field Trip Permission Slip** to every student participating on the field trip. Failure of a parent to sign the official permission slip prevents the child from participating in the field trip. The school reserves the right to determine if a child's work is complete and if behavior is appropriate and warrants participation on school field trips. **Sick children/parents are not to attend field trips.** Catholic education is a privilege, not a right. Students need written permission from their parent if they are to use any transportation other than the one designated on the field trip form. This includes riding with other parents.

School Uniforms or the current school t-shirt must be worn on all field trips for OLQHS.

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**\*\*\*ACCESS TO RECORDS\*\*\***

**(Diocesan Policy 5171)**

Records are open to parents and legal sponsors at their request. Parents must give 24 hour notice to view the child's file. In the case of the divorce or legal separation of the parents, natural parents have the right of access to records of their natural children, even if they do not have custody, barring court orders to the contrary. Parents or sponsors have the right to challenge information kept in these records.

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**\*\*\*HARASSMENT\*\*\***

**(Diocesan Policy 4560)**

The schools of the diocese do not condone harassment of any kind. All students of the Diocese of Lake Charles are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. It also applies equally to all clergy, religious, and lay persons.

**Sexual harassment** shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.

(2) Submission to or reflection of such conduct by an individual is used as the basis for decisions affecting the student.

(3) Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

**Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

**Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Anyone engaging in any form of harassment on or off school premises at a school-sponsored activity will be subject to appropriate discipline, which could include suspension or expulsion.

### **Formal Procedures for Harassment Complaints**

#### **Step 1: Employee**

If any employee has concerns or a complaint about the nature of any conduct or physical contact by another employee or student of the school, the individual should file a formal written complaint with the Principal or Assistant Principal. The Principal will be charged with investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within five (5) working days of the date of receipt of the complaint. The Principal shall file a formal report of the complaint in writing and shall furnish copies to all concerned parties.

#### **Step 1: Student**

If a student has concerns or a complaint about the nature of any conduct or physical contact by a student or an employee of Our Lady Queen of Heaven, the student should contact a member of the school's administrative team, a teacher, or the school counselor. Information concerning any complaint shall be treated confidentially and consistently with the school's legal obligation, the need to investigate and the need to take disciplinary action if it is found the harassment occurred. The Principal or Assistant Principal will be charged with investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within five (5) working days of the date of the receipt of the complaint. The Principal shall address the complaint in writing and shall furnish copies to all concerned parties.

#### **Step 2: Employee and/or student**

In the event any of the concerned parties are not satisfied with the report of the complaint at Step One (1), or if no report has been made, then the concerned party may appeal to the Harassment Panel. The Harassment Panel shall include a chairperson, two males (one lay person and one clergy) and two females selected by the principal. The Harassment Panel has seven working days to schedule a hearing. The Panel shall give a written report of the complaint within five (5) working days of such hearing and shall furnish copies to the appropriate parties and to the Superintendent.

If harassment by a student is found, the panel may impose consequences than can include, but are not limited to:

- \* a verbal warning/reprimand
- \* a written warning/reprimand
- \* suspension
- \* expulsion
- \* an apology to the victim
- \* referral for psychological assessment
- \* parent/student/school administration conference
- \*not being permitted to participate in extracurricular activities for a specific period of time
- \*contract describing school punitive actions and actions to be taken if repeated offense signed by student,  
parents and administration

\*other sanctions deemed appropriate by the Principal  
Non-compliance with the remedy will result in further disciplinary action.

If harassment by a school employee is found, the panel may impose consequences than can include, but are not limited to:

- \* a verbal/warning reprimand
- \* a written/warning/reprimand, entered in the staff member's file
- \* short or long-term suspension with or without pay
- \* termination of employment
- \* an apology to the victim
- \* referral for psychological assessment
- \* continued education about sexual harassment
- \* other sanctions deemed appropriate by the Principal

Non-compliance with the remedy will result in further disciplinary action.

### **Step 3: Employee and/or student**

In the event the parties concerned are not satisfied with the report of Step Two (2), or no report has been made within five (5) working days of such hearing, the parties concerned may follow procedures for Resolution of Complaints as detailed in Policy 6500 of the Handbook of Policies and Regulations for Catholic Schools of the Diocese of Lake Charles.

Anyone who retaliates against a student or employee who reports harassment will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint of harassment will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Submission of a harassment complaint shall not affect that individual's employment, grades, work assignments, etc.

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### **\*\*\*PREGNANCY\*\*\***

#### **(Diocesan Policy 4570)**

The Catholic schools of the Diocese of Lake Charles are concerned with the Christian moral development of individual students and the students' bodies as a whole. In a society which often undermines Christian values and principles, we strive to provide an atmosphere which stimulates and fosters the growth of these same principles. Pre-marital sex is not in keeping with Christian values and principles and violates the moral teachings of the Catholic Church. Therefore, it is not acceptable for Catholic school students. Moreover, Catholic schools are concerned with respect for life as well as for the individual. Should pregnancy occur, every possible measure will be taken to encourage counseling, health care, continued education and direction to help each student make mature decisions in accordance with the directives of the Roman Catholic Church.

The following guidelines will be observed:

1. The school will work on an individual basis with any student who becomes pregnant.
2. The school will accept responsibility in such cases for the following:
  - a. All counseling provided by the school will be directed to respect life.

- b. Once the pregnancy is confirmed and, in order that the health and safety of both mother and child be insured, the decision to remain in school is left to the discretion of the school administration. The attitude of the student and her parents toward the moral teachings of the Catholic Church will be given serious consideration in this matter. Alternatives should be explored to offer what is best for the pregnant student, her family and the unborn child.
- c. All reasonable attempts should be made for the pregnant student, together with her family, to participate in counseling through the school, through her parish clergy and through professional counseling services recommended by Catholic agencies.
- d. All reasonable attempts should be made to insure that the pregnant student will continue her education after the baby is born. The continuation of her education in the Catholic School System depends upon:
  - 1. The recommendation of professional counselors;
  - 2. The psychological well-being of the student;
  - 3. The student's previous academic status in school and the level of her academic achievement during the pregnancy period. The final decision concerning the continuation of her education in the Catholic School system is left to the discretion of the school administration.
- e. The administration and faculty will assist the teenage father and his family by referring them to counseling through the school counselor, parish clergy or through professional counseling services recommended by Catholic agencies. Consideration will be given to the appropriateness of allowing the father to remain in school.

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**\*\*\*ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) \*\*\***

**(Diocesan Policy 5352)**

The policy of the Diocese of Lake Charles dictates that students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment shall be permitted to attend school in an unrestricted setting. Students with AIDS shall not be excluded from attending school for reason of the infection unless the following exceptional conditions are evident as determined by the student's physician, the student's parent(s) or sponsors and the appropriate school administrator:

- a) The student is not toilet trained or is incontinent, or is unable to control drooling, or presents a very disturbing appearance.
- b) The student is unusually physically aggressive with a documented history of biting or harming others.

Cases shall be referred to the superintendent of schools when disagreement on the existence of the excluding conditions prevents the student's physician, the student's parents or sponsors from reaching a decision on admission or continued enrollment.

**EXCLUSION OF A STUDENT WITH AIDS**

**(Diocesan Policy 5353)**

A student with Acquired Immune Deficiency Syndrome (AIDS) who is excluded from school shall be provided with appropriate educational programs as are available within the resources of the parish or diocese.

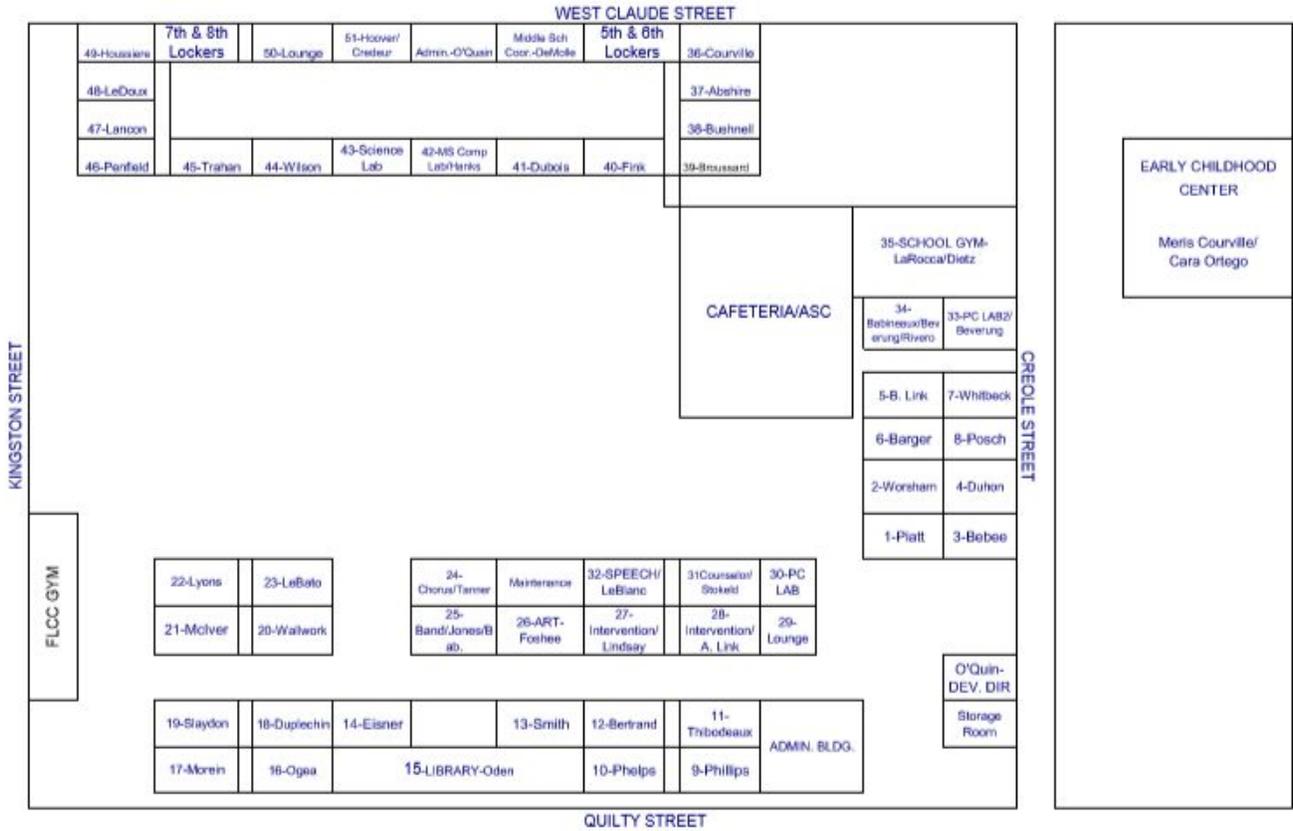
**CONFIDENTIALITY FOR A STUDENT WITH AIDS**

**(Diocesan Policy 5354)**

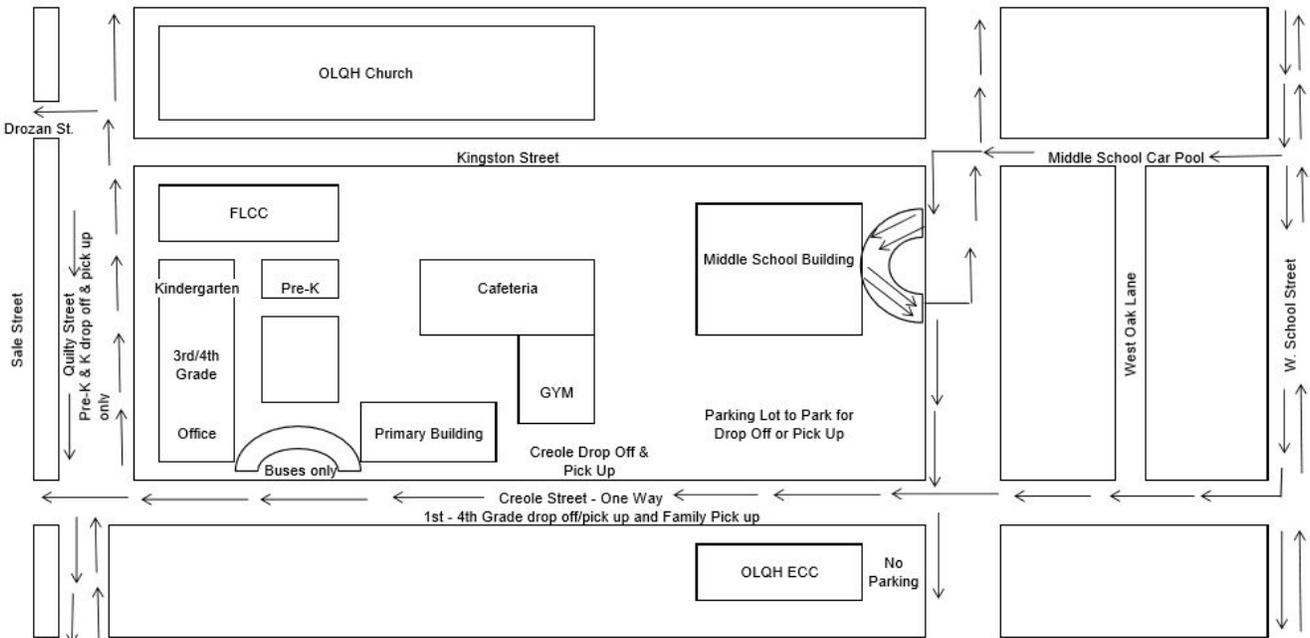
The identity of a student with Acquired Immune Deficiency Syndrome (AIDS) and all health records and other pertinent files shall be kept confidential in accordance with the law.

# APPENDIX

## CAMPUS MAP



## CARLINE PICK-UP MAP



# STUDENT CONDUCT CARDS

The first card shown is for 4th grade, the second card is for grades 5-8

Our Lady Queen of Heaven School 2018 - 2019 Conduct Card - Fourth Grade					
Name: _____					
Dates: _____ Homeroom: _____					
Violation Codes					
Behavior			Responsibility		
AS	Assembly, Mass, Sch Funct	2 points	DC	Dress Code	2 points
CF	Cafeteria/Playground	2 points	NP	Not Prepared	2 points
DIS	Disrespect	2 points	T	Talking	2 points
RUL	Classroom/School Rules	2 points	NFD	Not Following Directions	2 points
LC	Lost Card	3 points*	NPA	Not Paying Attention	2 points
*(2 points redeemed if card found at a later date)					
Code/Date		Staff	Code/Date		Staff
100			88		
98			86		
96			<b>84</b>		
94			82		
92			80		
90			78		
Positive Points					

Our Lady Queen of Heaven School			
Name: _____			
Homeroom: _____		Quarter: _____	
BARON BUCKS			
Date/Staff		Date/Staff	
1	_____	4	_____
2	_____	5	_____
3	_____		
TARDIES		FREE PASSES	
Date/Staff		Date/Staff/Reason	
1	_____		
2	_____		
3	_____		
4*	_____		
5	_____		
6	_____		
7	_____		
8*	_____		
9	_____		
10	_____		
11	_____		
12*	_____		

2018-2019 Student Conduct Card					
Codes for Violations					
Behavior (2 points each)			Responsibility (1 pt each)		
AS	Assembly, Mass, Sch Funct		DC	Dress Code	
CF	Cafeteria/Playground		HP	Hall Pass	
DIS	Disrespect		LT	Littering	
FDG	Food, Drink, Gum		NP	Not Prepared	
RUL	School/Classroom Rules		OL	Off Limit Area	
TC	Technology/Electronic Device		TA	Tardy to Class	
LC - Lost Card = 3 points					
Code/Date/Staff		Code/Date/Staff		Code/Date/Staff	
99		88		77	
98		87		<b>76</b>	
97		86		75	
96		85		74	
95		<b>84</b>		73	
94		83		72	
93		82		71	
92		81		70	
91		80		<b>69</b>	
90		79		68	
89		78		67	