



OUR LADY *of* MERCY

2020-2021 Student Handbook

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Accredited by

National Catholic Education Association (NCEA)



State of Louisiana



Southern Association of Colleges and Schools (SACS)
(As part of the Diocese of Baton Rouge District Accreditation)



Our Lady of Mercy Catholic School is an Equal Opportunity Employer



Our Lady of Mercy Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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Handbook Objectives

This handbook is designed to serve several important objectives:

- It serves as an official source of school policies and procedures.
- It provides parents of current students with information to assist and support the efforts and activities of their children.
- It provides parents of prospective students with information to guide them in the process of selecting a school for their children.

Disclaimers

- Although we have attempted to cover every phase of school life, we know there are some areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
- The Principal is the final recourse in all school matters and reserves the right to revise this handbook with the approval of the Pastor.
- As a parochial school in the diocese of Baton Rouge, Our Lady of Mercy Catholic School adheres to all policies contained in the Administrative Manual of the Diocese of Baton Rouge.
- After reading the digital handbook and reviewing it with your student, the parent/guardian must sign the **“Parent/Student Handbook Acknowledgement Form 2020-2021.”** The student will not be allowed to attend Our Lady of Mercy School without this signed form.
- Revisions made to the handbook will be posted on the school website.

Mission

Philosophy

At Our Lady of Mercy Catholic School, we affirm that parents are the first educators of their children. Faculty, staff, and administration partner with parents to provide an authentic Catholic environment where each student is given the opportunity to reach his or her fullest potential by discovering and developing their God-given gifts. Our Lady of Mercy is an extension of the home and seeks to form the whole child, providing strong foundations of prayer, knowledge, and service to equip each child for Christian life in the 21st century.

In *Gravissimum Educationis*, the Church teaches that “the specific purpose of a Catholic education is the formation of boys and girls who will be good citizens of this world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be citizens of the world to come, thus fulfilling their destiny to become saints.” We believe that the ultimate goal of a Catholic school is to help each of its students get to heaven. In a nurturing community of faith, students at Our Lady of Mercy cultivate Christian virtues and are inspired to become the men and women God calls them to be. The Catholic faith is the fabric of our school and is

integrated into all aspects of student life. Through prayer, liturgy and the Sacraments, and Church teachings, students encounter Christ and develop a personal relationship with Him.

We believe that a solid intellectual foundation enables children to reach their potential and prepare for a lifetime of learning. Our Lady of Mercy challenges each child to strive for academic excellence beyond basic skills. Using differentiated instruction and educational technology, teachers engage each unique learner in the acquisition of knowledge and the cultivation of natural curiosity. As students become active participants in their learning, they develop skills of research and discovery and are equipped to successfully meet the challenges of further education.

We believe that faith is manifested in a life of service. At Our Lady of Mercy, students become aware of their place as citizens of the world, learning that their unique gifts are meant to be shared to build the Kingdom of God. Through service projects, extracurricular activities, athletics, and leadership opportunities, students learn to imitate Christ by serving others and contributing to the good of the community. Our faculty, staff and students strive to follow the example of Christ who washed the feet of His disciples, demonstrating that He came “not to be served, but to serve.”

Mission Statement

Our Lady of Mercy School provides Catholic foundations for a life of prayer, knowledge, and service.

Motto

Prayer-Knowledge-Service

History

Our Lady of Mercy Catholic School has a long and rich history of partnership between the parish and school. The founding pastor of Our Lady of Mercy Church Fr. Louis E. Marionneux envisioned a school where the children of the parish could learn the values of the Church and family while getting an exceptional academic foundation for their further education. Decades later, the school’s mission statement sets out the simple yet profound vision that still inspires the Our Lady of Mercy community: “Our Lady of Mercy Catholic School provides foundations for a life of prayer, knowledge, and service.”

Under the guidance of Fr. Marionneux, the parishioners of Our Lady of Mercy Church proposed the building of a parochial elementary school. By early 1953, Our Lady of Mercy was ready to break ground for the construction of the school, which would be the first permanent building of the parish.

While the first school building was under construction, temporary space was found for classrooms. Mrs. Hazel Blanchard was named principal, and school opened in September 1953 with 174 students in first through fourth grades. Our Lady of Mercy School attracted national

attention as the only Catholic school to have an all-lay faculty. The next spring the permanent school was available, and the formal dedication of the school was held on May 2, 1954. Groundbreaking for a new church/classroom building took place on November 21, 1955. The 15,500 square foot structure included a church/classroom with capacity for 1,100 worshippers and three classrooms on each side of the central church building. Long-range plans for the building called for it to be converted to a gym-auditorium when a permanent church was constructed. Archbishop Joseph F. Rummel dedicated the church/school on September 24, 1956.

As the Mercy parish family grew, the church/classroom could no longer accommodate Sunday Mass and the school's classes. Classrooms along each side of the church were joined to the church by windows which opened during Mass, allowing parishioners to sit in the classrooms rather than stand in the back of the church. The school held classes in temporary buildings and any space available on the church/school campus. However, these challenges did not dampen the enthusiasm of parents or enrollment in the school. Our Lady of Mercy parish and school continued to grow and thrive.

In late 1961, Our Lady of Mercy welcomed four Salesian Sisters from Cuba, known as the Daughters of Mercy, Help of Christians. Sister Theresa, Sister Elba, Sister Gloria and Sister Raphael resided in a house across the street from the main school building and assisted with religion classes and various duties in the school. These four sisters would be the forerunners of other Salesians who would serve Our Lady of Mercy School for the next 30 years.

After a decade of significant and lasting contributions to Catholic education, the principal Mrs. Blanchard resigned her position, and Sr. Philomena led the school as principal. On March 1, 1964, Fr. Andrew Frey was assigned to Our Lady of Mercy Church as its second pastor. Fr. Frey directed a series of improvements to the church and school to expand and upgrade all facilities, meeting the growth of the parish community. Updates to the school began with the transformation of Marquette Avenue, formerly a dirt road, to a blacktopped road with sidewalks and gutters.

Again in 1982 a major school improvement plan was begun to increase the capacity of the school. The newest building, the Early Childhood Center, held the lower grades beginning in fall of 1983.

Msgr. Frey retired after 25 years of dedicated service. He was followed by Fr. Michael Moroney, who began his time as pastor in June of 1987. Fr. Mike was a gifted administrator and an ambitious builder who helped initiate another master plan to address the growing needs of the school in 1992. Also at this time, the Salesian Sisters decided to concentrate their efforts in other areas of education after thirty years of faithful service to Our Lady of Mercy School. Ms. Donna Melancon was hired as the school's new principal and helped lead the school family through the transition. Mrs. Carolyn Guidry became the next principal in 1995 and built on the strong foundation laid by her predecessors.

A parish-wide fundraising campaign began in 1994 to accomplish the plans proposed by Fr. Mike and the Building Committee. Improvements to the school included renovations to classrooms and administrative offices, new eighth grade classrooms, a library, computer lab, a

science lab, and cafeteria. Groundbreaking ceremonies for the new construction were held on October 23, 1995. The doors of the school were opened with the new construction by the fall of 1996. The new buildings were officially dedicated on October 19, 1996. With the completion of this project, Our Lady of Mercy School was now prepared to face the challenges of the New Millennium.

In 2001, Fr. Miles Walsh became Mercy's fourth pastor and continued to faithfully support the early vision for the school. Mrs. Guidry retired as principal in May 2009, and Ms. Tina Villa served as principal for the following three years. Mr. Brian Moscona began his role as principal of Our Lady of Mercy in July of 2012. He has worked closely with the church and school community to plan several stages of renovations to school facilities, enhancing many aspects of the campus and uniting its aesthetic even more closely with that of the church.

With Fr. Walsh's new assignment in July 2013, Fr. Cleo Milano became the fifth pastor at Our Lady of Mercy. Fr. Milano and Mr. Moscona remained committed to the strong partnership built between the parish church and school. The One Mercy project, the development of a new parish logo uniting the church and school, was launched in December of 2013. In the spring of 2016, the parish launched the Traditions for Tomorrow capital campaign to build a new gym and additional classrooms for the ECC. Fr. Milano appointed Mr. Chris Porche principal in January 2017. Under the loving protection of our patroness Our Lady of Mercy, we share the school's history with pride and anticipate many years of spiritual and academic excellence.

Covenant

All parents enter into the following covenant when enrolling their children at Our Lady of Mercy Catholic School. We encourage parents to renew these pledges yearly.

“Our Lady of Mercy Catholic School calls us to acknowledge that spiritual formation of our children is the primary responsibility of the parent. We understand that it is the stated mission of Our Lady of Mercy Catholic School to provide the foundation for a life of prayer, knowledge and service. In order to achieve the ultimate harmony of these beliefs and embrace our role as the primary educators of our children, we make a conscious commitment to the following practices:

We pledge to instill in our children Christian values in imitation of Jesus. We will live out our faith through regular attendance in religious rites and practices and development of a substantive family prayer life.

We pledge support for our place of worship and its ministries through contributions of time, talent, and treasure.

We pledge, through prayers and lifestyle, to uphold the philosophy and principles which govern Our Lady of Mercy Catholic School.”

Admission

Requirements

The following documents are required for admission to Our Lady of Mercy:

- Official State Birth Certificate
- Copy of student's social security card
- Certificate of Baptism
- Immunization Records
 - As of August 2020 a student's immunizations must be up to date according to state guidelines in order to be granted admissions. Those with medical exemptions will be considered on an individual basis.
 - The record must be signed by a physician.
 - All dates must be entered.
 - It is the parent's responsibility to send updated records to the school as new immunizations are administered.
- A copy of any formal evaluation (educational and/or psychological) explaining identified exceptionality.
- Developmental screening (completed by Our Lady of Mercy).

Age requirements

- Little Saints: must be three years old on or before September 30 of the year entering school.
- Pre-kindergarten: must be four years old on or before September 30 of the year entering school.
- Kindergarten: must be five years old on or before September 30 of the year entering school.
- First Grade: must be six years old on or before September 30 of the year entering school.

Note: a child must be fully potty trained prior to admission.

Registration

Re-registration for currently enrolled students is held during the third quarter of the current school year. Registration for new applicants will begin after the designated re-registration period. All registration information will be available on the school website.

Students may not be registered for the following school year if they have past due balances for tuition, extended day or cafeteria.

Criteria for Admission

The following criteria will be considered when reviewing applications for admission into Our Lady of Mercy Catholic School:

- Children currently attending Our Lady of Mercy promoted to a higher grade
- Children who are Catholic and are currently registered parishioners at Our Lady of Mercy Church Parish
- Children who have brothers or sisters currently attending Our Lady of Mercy
- Children of alumni
- Out-of-Parish Catholic children
- Children of other faith traditions

In determining admission, the administration will review the academic, discipline and attendance records of students transferring from another school. The administration must have a reasonable expectation of student success prior to an offer of admission. The pastor and school administration reserve the right to make final decisions on admissions.

Prior to admission, new students entering Grades 1 - 8 must provide an official report card from the previous school system in which they were enrolled. Report cards must provide evidence of promotion to the next grade level within that system. All new students will be screened in math, reading, and English.

Statement of Diocesan Policy:

The schools in the Diocese of Baton Rouge, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and other activities generally made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in the administration of its admissions policies, educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Faith Formation

The Our Lady of Mercy School mission statement asserts: Our Lady of Mercy School provides Catholic foundations for a life of prayer, knowledge, and service.

As a parochial school in the Catholic Diocese of Baton Rouge, Our Lady of Mercy School works closely with the pastor and the parish community to provide the spiritual, academic and social formation essential for an authentically Catholic education. The Holy See's documents insist that, in order to be worthy of its name, a Catholic school must be founded on Jesus Christ, the Redeemer. Christ is the Teacher in Catholic schools.

We seek to partner with parents, the primary educators of children, in fostering a school community whose mission is centered on the students "fulfilling their destiny to become saints." At Our Lady of Mercy, our primary objective is getting the students to heaven. We aim to provide an environment that helps each student become the woman or man God is calling them to be.

Prayer is the foundation of a life in Christ. Our teachers aim to model a life of prayer for fellow educators, our students, parents, and the larger community. We are committed to integrating prayer into the rhythm and life of the school on a daily basis.

The Eucharist is the source and summit of Christian life, and we regularly celebrate this great Sacrament together as a school community.

Our school calendar and programs follow the liturgical year of the Church, with ample opportunities to deepen one's spiritual life through annual grade-level retreats, First Friday Adoration/Divine Mercy Chaplet, Way of the Cross, Living Rosary, Service Opportunities, school-wide mass, Stations of the Cross, etc.

Through the school's life of prayer and commitment to the search for truth, we are keenly aware of our call to imitate Christ who came "not to be served, but to serve." Students participate in service opportunities to develop a disposition of being others-centered.

Academic Formation

Assignments

Homework assignments are given as reinforcement and practice of material covered in the classroom. A moderate amount of meaningful homework and/or research projects will be given depending on students' grade level. Time spent on study or project activity will vary by individual student.

Assignments During Absence

Students are responsible for all class assignments, homework, and tests covered during an absence. Students will have a reasonable amount of time to make-up missed work. Timelines for all make-up work must be coordinated with the student's teacher(s) within two days of the student's return. Absences due to planned family trips or other reasons known in advance must be indicated to the office and the teacher(s) with at least three school days advance notice. Students will be provided with missed assignments upon return, no assignments will be given prior to absence.

Conferences

Formal Parent-Teacher conference days are scheduled each semester for grades 3Y - 4th grade. An individual conference may be requested by a parent or a teacher to discuss a student's progress at any point during the school year for all grades.

Grades

Teachers are responsible for averaging grades every nine weeks or quarter. These grades are based on class work (oral and written), homework, tests, quizzes, reports and other projects.

Grading Scale

Grade	Percent
A	92.5 – 100
B	84.5 – 92.49
C	74.5 – 84.49
D	66.5 – 74.49
F	Below 66.5

Conduct Grade

Students in grades 3-8 will begin each quarter with a 100 point conduct grade. Points will be deducted as follows:

Infractions - 3 pts	Detentions - 6 pts	Suspensions - 9 pts
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Dress code violations will not be included in the calculation of conduct grades.

Students that earn a grade of 80 points or below will be placed on probation from participating in school events. Terms of the probation will be determined by the school administration.

Probation activities will include, but are not limited to:

- Participation in Mass (readers, alter server, etc.)
- Athletics
- Clubs
- Representing Mercy as ambassadors or public entities
- School trips

In the event of extracurricular sign-ups during probation due to conduct, students will be allowed to register and try-out for the program, but will not be able to participate until the prescribed period is over.

Awards of Academic Excellence and Achievement

Awards for academic excellence and academic achievement will be given in grades 3-8 for each nine weeks period using the following criteria:

Academic Excellence: All “A’s” on report card for that grading period.

Academic Achievement: All grades of either “A” or “B” on report card for that grading period.

**Conduct grades do not affect a student's ability to earn these awards.

Mid-Term and Final Exams

Grade 5: ELA and Math

Grades 6-8: Literature, Math, Religion, Science and Social Studies

Final Grade Calculations

1. Classes administering midterm and final exams:
 - Each nine weeks grade comprises 20% of the final average, and each exam grade earns 10% of the final average.
2. Classes without midterm and final exams:
 - Every nine weeks comprises 25% of the final average.

Exemptions

No 8th Grade student is exempt from mid-term exams. For final exams, any 8th-grade student who has received an “A” on his/her report card throughout the year (including midterm exam) is exempt from the final exam in that subject.

Progress Reports

At the midpoint of each nine-week period, official progress reports are available on Parent Portal for Grades 2-8 and in paper report form for Grade 1. Grades are updated weekly on Parent Portal for Grades 2-8 throughout the school year.

Report Cards

Report cards are issued four times a year, once each nine weeks. Grades are based on class assignments (oral and written), homework, tests, quizzes, reports, and other projects. Report cards are emailed at the end of the first three nine-week grading periods, and the final report card is mailed home following the final day of school.

Retention

At the end of each academic year, teachers may recommend a student to the administration for retention. Students in Grades Pre-K–1 may be retained at the recommendation of the administration because of some deficiency in overall academic achievement or lack of maturity or social/emotional development. The following criteria will be taken into consideration when determining what is best for the student.

Kindergarten: Readiness for First Grade is based on checklists and narratives. Students receiving six or more “N’s” (Needs Improvement) in the Reading Readiness portion of their report card may be retained.

First - Third Grades: Students who earn a failing grade in any two subjects (English, Reading, Math, Religion) may be retained. To pass a subject for the year, students must earn an average of at least “D” for the year. Students may be retained if he or she earns an “F” for the fourth nine weeks.

Fourth - Eighth Grades: Students who earn a failing grade in any two subjects (English, Reading, Math, Religion, Social Studies, Science) may be retained. To pass a subject for the year, students must earn an average of at least “D” for the year. Students may be retained if he or she earns an “F” for the fourth nine weeks and an “F” on the final exam for those subjects that require final exams.

In the event that one subject is failed for the first time, the student must attend summer remediation for a minimum of 40 hours. Arrangements for summer remediation may be made through the mail office. Any outside program must be approved by the administration prior to a student's enrollment. Any student who has failed one or more subjects will be placed on academic probation for the following year, and student performance will be assessed throughout the fall semester to determine continued enrollment. Students who fail Reading, English, or Math for two consecutive years may be retained.

Student Success Meetings

Student Success meetings may be held to address issues related to health, academics, behavior, or any other element of a student's experience at Our Lady of Mercy. Student Success meetings may be requested by teachers or parents. Student Success meetings are scheduled by an administrator or the school counselor. The objective of these meetings is to develop plans for student success at school.

Student Accommodations

A student with a current (less than three years old) comprehensive educational or psychological educational evaluation, conducted by a Psychiatrist, Clinical Psychologist, or Medical Doctor indicating a learning struggle may be eligible for classroom or testing accommodations. An evaluation must contain: Intelligence Tests, Educational/Achievement Tests, Measures of Adaptive Behavior, and Educational Recommendations. The full evaluation report must be submitted to the School Counselor. The Student Success Team, consisting of the Assistant Principal, the School Counselor, the parent, and any other relevant parties invited by the parent, will meet to determine what accommodations can be provided by the school. The school may determine at any point to implement modifications or accommodations to facilitate student success.

“Little Saints” Three-Year-Old Program

Dress Code Policy

Little Saints are expected to follow the dress code specifications found in this Handbook. In addition to the Mercy uniform, three-year-old students will also have the option of wearing a Mercy T-Shirt (purchased from uniform vendors) and predominantly solid navy athletic shorts.

Please make sure you send an extra school uniform for your child. Be sure to include an extra pair of underwear, socks, and shoes. All items are to be labeled with first and last name as well as homeroom number.

Lunch and Snack Policy

Each child must bring a lunch and snack from home. Please make sure your child’s lunchbox and snack are clearly labeled with their name. We are a peanut-free campus, so please be mindful when packing lunches to not include any peanut products. You may send in your snack weekly or monthly if that helps. We will store them in the classroom. Please be sure they are labeled with your student’s name. Please do not send in items that may need to be heated or refrigerated.

Bathroom Guidelines

Children in the 3-year-old program must be fully potty-trained and out of diapers and pull-ups. For the purpose of clarity and setting expectations accidents will be handled as follows:

- Parents will be notified by the teacher when an accident has occurred. If this continues on a regular basis, the child will be required to stay home for at least one week or until potty training is complete.
- If multiple accidents occur in one day, the parent will be notified by an administrator to pick up the child.

Tuition will not be prorated. A child who continues to have these problems may be asked to leave Our Lady of Mercy until the child is developmentally ready for the program.

Character Development and Formation

Church documents consistently support the dual goals of academic and faith formation for Catholic schools. Central to the Catholic school is its mission of holiness, of saint-making. In order to establish the foundation necessary for success in academic and faith formation, Our Lady of Mercy School aims to form in its students those particular virtues that will enable them to live a new life in Christ and help them to play their part in serving society and the Church.

Although many Catholic values are involved in character development, the Our Lady of Mercy School community emphasizes five guiding principles known to us as *The Way We Act at Mercy*. These guiding principles are intended to provide clear expectations of behavior while at the same time helping our students in the development of good decision-making skills. You will find these guiding principles located throughout our campus as a reminder to our students.

The Way We Act at Mercy:

1. Listen attentively
2. Follow directions
3. Be courteous and polite
4. Respect each other and ourselves
5. Dress responsibly

** When someone reminds us to follow these we only respond with, "Yes, Ma'am," or "Yes, Sir."*

Individual grade level teacher teams will develop specific and developmentally-appropriate classroom management plans to support growth in each of these and any other areas they consider important to enhance students' character development.

Parents, as the primary educators of their children, and students themselves work in an active and positive partnership with faculty and staff members in this vital part of students' overall growth and development.

When efforts at the individual classroom level require additional support, a school counselor, assistant principal(s) and/or principal may become involved to support a student's character development.

Faculty, staff, and administration will determine appropriate consequences for student actions deemed inconsistent with positive character development. Open communication with parents is an essential component of helping students to modify any inappropriate behavior.

The Teacher’s Role in Maintaining Discipline

Under Our Lady of Mercy Catholic School's philosophy of maintaining discipline, every faculty member and staff member is responsible for contributing to an orderly atmosphere conducive to learning throughout the school. Every employee is given the right and is expected to handle behavior problems not consistent with our guiding principles when and where they occur through a system of rewards and consequences.

Students will be referred to an administrator for the following behaviors. This will result in consequences (detention, suspension, or expulsion).

<ul style="list-style-type: none">● Plagiarism● Fighting● Bullying● Harassment● Hazing● Weapons● Threats	<ul style="list-style-type: none">● Drugs● Alcohol● Tobacco (Vape)● Theft● Vandalism/Destruction of Property● Violation of Digital Citizenship● Academic Dishonesty
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Items Prohibited on Campus*

Students are prohibited from bringing the following items to school or any school-related events:

- Weapons, ammunition or illegal objects
- Items resembling weapons or illegal objects
- Drawings depicting weapons or violence
- Tobacco, alcohol, or illegal drugs
- Vape Devices
- Medication of any kind (Parents may bring necessary medications to the front office to be administered by the school nurse as needed; please see Medications section on p. 31)
- Cigarette lighters, matches or pepper spray
- Immoral literature
- Audio or video playing/recording devices
- Electronic games
- Gum
- Laser devices
- Toys and games (unless directed by teacher or administrator for educational purpose)
- Smart Watches

*This list is not intended to be exhaustive, good judgment should be exercised.

Rewards

Students who demonstrate consistent observance of our five guiding principles may earn Blue Jay Bucks. Blue Jay Bucks are awarded by teachers, staff, and administration and may be redeemed on Blue Jay Buck Dress Down Days. It is the responsibility of the student to keep track of his/her Blue Jay Bucks. Lost or stolen Blue Jay Bucks will not be replaced.

Consequences

When students choose to not act according to our guiding principles, teachers have various tools at their disposal to correct the behavior. The following are examples of possible consequences which are administered as the teacher deems appropriate, according to the circumstances: verbal and nonverbal redirection, character conversations, removal from activity, change of seating assignments, logical consequences, student success meetings, infractions, detentions, administrative referral, etc.

****Disrespect toward a classmate or teacher will warrant an automatic detention.**

Lower School

Parents of students in grades 3Y-2nd are made aware of discipline concerns through the child's daily folder. The teacher and parent should work together to correct the reported behavior.

Infractions

Students in grades 3 - 8 may receive an infraction for behavior not meeting our five guiding principles. Infractions result in a deduction of 3-points from a student's conduct grade and are viewable in the [Parent Portal](#).

Detentions

Parents will receive notification of the detention by the teacher who assigned the consequence. The assistant principal of student life will then contact a parent or guardian to notify them of the specific date. Students who miss detention will be required to add an additional day of detention. Excessive detentions may result in suspension and/or probation. Detentions will result in a deduction of 6-points from a student's conduct grade and are viewable in the [Parent Portal](#).

Detentions are held on Tuesdays or Thursdays after school from 3:00 pm - 4:30 pm. Students are to report to the upper school office immediately following announcements. Students not picked up at 4:30 pm will be checked into extended care.

Suspensions

Matters of severe misconduct or excessive instances of less serious misconduct as determined by the school administration may warrant a suspension. Suspensions place a student in jeopardy of dismissal from Our Lady of Mercy. Suspensions will result in a deduction of 9-points from a student's conduct grade and are viewable in the [Parent Portal](#).

If a student receives a suspension it will result in the student not being allowed to participate in upcoming extra-curricular or special events (i.e. athletic competition, field trips, etc.) as determined by the school administration. It is the responsibility of the student to obtain and make

up any missed assignments. Students who do not submit assignments upon their return will receive a grade of zero.

Probation

A student may be placed on probation if deemed necessary by the school administration due to an individual incident of serious behavioral concerns, as a result of an accumulation of behavioral concerns, or conduct score of 80 or below. At the end of the probationary period, the student may either be removed from probation, have the probationary period extended, or be asked to leave Our Lady of Mercy.

24/7/365

All students at Our Lady of Mercy School are students 24 hours a day, 7 days a week, and 365 days a year. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school or inconsistent with the values of the school, may receive consequences by the school administration.

Uniform Guidelines

Our Lady of Mercy School is a community of believers that form one body in Christ. The school uniform is a means of communicating our unity and oneness.

The faculty, staff, and administration at Our Lady of Mercy seek to cultivate an environment in which students distinguish themselves based on personality, virtuous behavior, character, academic success, and extracurricular activities rather than by their physical appearance.

The Our Lady of Mercy dress code presents an opportunity for faculty, staff and administration to educate students regarding the importance of presenting themselves well. Through the school dress code, students are taught lessons about being well groomed as well as dressing modestly and appropriately. When at school, students are going about the important business of learning and should dress accordingly.

Any part of a student's physical appearance that draws attention to the student (making the student stand out from the others) indicates that he or she is out of uniform. In order to communicate unity and oneness, students should be in uniform at all times when on campus, except on those occasions when alternate dress is permitted and authorized by the school administration.

Dress Code Violations

Teachers conduct daily uniform checks at morning assembly for students in grades 3-8. Any student not dressed according to the school's dress code will receive a uniform violation. A uniform violation is a warning. Every fourth uniform violation will result in a detention. Uniform violations and subsequent detentions are not calculated in the conduct grade.

Parents of students in our Lower School are notified of uniform violations via the daily folder. Violations should be corrected as soon as can be reasonably expected.

2020-2021 Uniform Guidelines

All school uniforms should utilize the “One Mercy” logo. Any uniform items with a logo prior to the “One Mercy” logo are not permitted. All school uniforms purchased from our partner vendors will utilize a monogrammed/embroidered logo with the image of the Blessed Mother above the words “Our Lady of Mercy.” The logo that simply reads “Mercy” will be used primarily for athletics and the navy blue school sweatshirts.

MERCY



OUR LADY
of MERCY

Our Lady of Mercy school uniforms are available at the following school approved vendors:

- Inka's
- Lands' End
- School Time
- Young Fashions

Please review the guidelines specific to your child. In addition, please review the section titled *Guidelines Applicable to All Students* on page 23.

Lower School Uniform Guidelines

Lower School Girls

- Navy and white checked jumper with the One Mercy logo.
 - Shorts are required under the jumper and must not exceed the length of the jumper.
- An oxford blouse or a Peter Pan collar blouse may be worn underneath if desired.
 - A shirt is not required with the jumper.
 - 3Y & Pre-K girls may also wear the smock dress in the Mercy plaid.
- Personalized monogram and embroidery are not authorized.
- 3Y & PreK students must wear shoes with velcro

Lower School Boys

- Light Blue Polo Shirts with the One Mercy logo.
 - Short or long sleeve.
- Solid navy pants or shorts
 - No cargo styles
 - No logos
 - 3Y - K may wear pull up twill pants
 - No shorts on Fridays or specially designated dress uniform days beginning Friday after Labor Day.
- 1st & 2nd-grade boys must wear a solid navy, black or brown belt if there are belt loops on the pants.
 - Shirts must be tucked into the pants so that the waistline is visible all around the waist.
 - Emblems or logos are not allowed on belts.
- Personalized monogram and embroidery is not authorized.
- 3Y & PreK students must wear shoes with velcro.

Upper School Uniform Guidelines

3rd - 5th grade Girls

- White-banded polo with One Mercy logo
- Navy and white checked skort
 - Skort must be no shorter than 5 inches above the knee.
 - Skort must not be rolled at the waist.

3rd - 5th grade Boys

- Light blue polo shirts with the One Mercy logo
 - Short or long sleeve
- Solid navy blue pants or navy blue shorts
 - No cargo styles
 - No logos
 - No shorts on Fridays or specially designated dress uniform days beginning Friday after Labor Day.

- Boys must wear a solid navy, black or brown belt.
 - Emblems and/or logos are not permitted.
- Shirts must be tucked into the pants so that the belt is visible all around the waist.

Middle School Uniform Guidelines

Middle School Girls Daily Uniform

- White-banded polo with One Mercy logo
- Navy and white checked skort
 - Skort must be no shorter than 5 inches above the knee.
 - Skort must not be rolled at the waist.
- Tan or brown Sperry-Style “boat shoes” or athletic shoes

6/7th-Grade Dress Uniform Girls

- White button-down oxford with One Mercy logo
 - Long or short sleeved
- Navy and white checked skort
- Tan or brown Sperry-Style “boat shoes” or athletic shoes

8th-Grade Dress Uniform Girls

- White button-down oxford with One Mercy logo
 - Long or short sleeved
- Navy and white checked skort
 - Skort must be no shorter than 5 inches above the knee.
 - Skort must not be rolled at the waist.
- Navy blazer with One Mercy logo
 - Supplied by OLOM
- Tan or brown Sperry-style “boat shoes”

Middle School Boys Daily Uniform

- Light blue polo shirt with the One Mercy logo
- Solid navy blue pants or shorts.
 - No cargo style
- Boys must wear a solid navy, black or brown belt.
 - No emblems or logos
- Tan or brown Sperry-Style “boat shoes” or athletic shoes

6/7th-Grade Dress Uniform Boys

- Light Blue Button Down Oxford with One Mercy logo
 - long or short sleeve
- Striped navy and light blue necktie or bow tie purchased from an approved vendor
- Navy blue dress pants
 - No cargo styles
- Boys must wear a solid navy, black or brown belt.
 - No emblems or logos

- Tan or brown Sperry-Style “boat shoes” or athletic shoes

8th-Grade Dress Uniform Boys

- Light blue button down oxford with One Mercy logo
 - Long or short sleeve
- Striped navy and light blue necktie or bow tie purchased from an approved vendor.
- Tan Khaki pants.
 - No cargo styles
- Navy blue blazer with One Mercy Logo
 - Supplied by OLOM
- Tan or brown Sperry-style “boat shoes”
- Boys must wear a solid navy, black or brown belt.
 - no emblems or logos

Guidelines Applicable to All Students

Girls’ Tights & Leggings:

- Solid black, white or navy tights or leggings may be worn under the skort or jumper.
- If leggings are worn they should be ankle length
 - Capri length leggings are not authorized

Girls’ Accessories:

- Headbands, ribbons, and bows may be blue, white, black, or a combination of these colors.
- Other hair accessories should be used sparingly.
- Students will be required to remove hair accessories considered by school officials to be a distraction.

Girls’ Hair:

- Hair must be worn away from the eyes and must be neat and tidy at all times.
- Cosmetic colorings are not allowed.
- No exaggerated hairstyles as determined by the school administration.

Boys’ Hair:

- Hair must not touch the collar of the uniform shirt, cover any part of the ear, and must not be longer than the top of the eyebrows.
- Cosmetic colorings are not allowed.
- No exaggerated hairstyles as determined by the school administration.

Shoe Options:

- Athletic shoes
 - White, black, blue, grey or a combination of these colors.
 - No other colors may be visible.
- Shoes must remain securely fastened at all times.

- o Shoes must have laces or velcro
- o Slip-on shoes are not allowed
- Light-up shoes, hee-lies (wheels) or toe shoes are not permitted.

Undershirts:

- A solid white tee shirt may be worn under the uniform shirt.
 - o Undergarments for girls should not be visible through uniform blouses.
 - o The tee shirt may not be longer than the uniform shirt.
 - o The sleeve must be no longer than the shirt sleeve.
 - o Printing on the undershirt is not allowed.

Make-Up:

- Make-up is not allowed.
- Artificial fingernails, tips or colored nail polish are not allowed.
 - o Only clear nail polish is permitted.

Watches:

- Hi-tech phone type watches and fitness bands may not be worn.
 - o Includes smartwatches of any brand.
 - o Watches may not have the capability of connecting to data or WIFI.

Jewelry:

- Girls may wear one pair of small post earrings.
 - o Students will be required to remove any earrings considered by school officials to be a distraction.
- Boys are not allowed to wear earrings.
- Only one necklace, religious in nature, may be worn.
- Bracelets are not permitted.
- Expensive jewelry is to be kept at home.
- Rings are not allowed

Socks:

- Socks are to be solid white, black or navy blue
 - o Socks must be visible at all times.
 - o No logos, emblems or writing except the Mercy logo are permitted.

Outerwear:

- Students may wear navy Mercy sweatshirts with the approved Logo.
- Sweatshirts, jackets, winter coats, scarves, gloves, and hats are to be solid navy blue or black only.
 - o One Mercy logo purchased via school uniform vendors is the only logo allowed.
 - o Athletic and extracurricular outerwear is not allowed.

Cold Weather Guidelines

- Sweatpants purchased at approved Our Lady of Mercy vendors only may be worn from November 1st to February 28th, with the exception of Dress Uniform Days and special days as deemed by the school administration.

P.E. Uniforms:

- Students in grades 3Y-5 do not wear P.E. uniforms.
- Students taking P.E. as an elective in grades 6-8 wear the gray “Mercy” P.E. T-shirt and the navy blue mesh “Mercy” P.E. shorts.
 - Both items can be purchased through our uniform vendors.
- School approved socks and shoes should be worn during P.E.

Upper School Free Dress Guidelines

- Any athletic shoe and any sock.
 - No open toe shoes.
 - Toe shoes are not allowed.
- Long pants or jeans that are neat in appearance and are not torn or ripped
 - Pajama pants and leggings are not allowed.
- Uniform bottoms (skort for girls and shorts/pants for boys)
- Shirts must have sleeves and appropriate writing.

Lower School Free Dress Guidelines

- Any athletic shoes and any sock
- Appropriate length shorts
- Leggings with a shirt to cover her bottom
- Long pants or jeans
- Dresses with shorts or leggings underneath

School Procedures

Attendance

Regular attendance at school is extremely important in ensuring a child's academic success. The school day begins at 7:50 a.m. and concludes at 2:57 p.m. Experience has proven that students find it difficult to make up work which they have missed due to being absent from school.

Parents should contact the school via telephone or email if a child will be absent. When a child is absent and the school has not been contacted, the school will call the parents to check on the student's status.

Of the 178 school days, students must be present a minimum of 160 days to be eligible to receive credit for courses taken. Exceptions can be made only with the approval of the principal. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the East Baton Rouge Parish Supervisor of Child Welfare and Attendance. (State Department Bulletin #741) Absences that are not medical still count toward minimum days. Absences or excessive tardiness or early check-outs resulting in attendance of fewer than the required days will result in student retention.

For attendance purposes 11:00 a.m. is the time for ½ days. If a student checks out prior to 11:00 a.m. and does not return to school the student will be marked absent for the entire day. If the student checks out after 11:00 a.m. they will receive a ½ day absence.

Written excuses verifying illness must be received within three school days following the student's return to school.

Bathroom Guidelines

Children in lower school must be fully potty-trained and out of diapers and pull-ups. For the purpose of clarity and setting expectations accidents will be handled as follows:

- Parents will be notified by the teacher when an accident has occurred. If this continues on a regular basis, the child will be required to stay home for at least one week or until potty training is complete.
- If multiple accidents occur in one day, the parent will be notified by an administrator to pick up the child.

Tuition will not be prorated. A child who continues to have these problems may be asked to leave Our Lady of Mercy until the child is developmentally ready for the program.

Cafeteria

Students in grades Pre-K–8 are given the opportunity to participate in the cafeteria breakfast and lunch program provided by the Catholic Diocese of Baton Rouge Office of Child Nutrition. Menus are posted on the website.

Parents of students with past due cafeteria balances will be contacted with sufficient time to provide payment. **If payment is not provided in the allotted timeline, students may not be served lunch in the cafeteria.**

The Diocese of Baton Rouge Child Nutrition Program is a part of the National School Lunch Program (NSLP). Items listed below are not allowed in any participating school's cafeteria, whether brought in by student or parent:

- Fast Food
- Peanut butter or products containing peanuts (Our Lady of Mercy Catholic School is a peanut-free zone.)
- Carbonated drinks
- Chips in a bag larger than one serving
- Candy

Dismissal

Students not participating in the Extended Day Program or another supervised activity must be off campus grounds by 3:25 p.m.

Carpool

There are four morning and three afternoon carpools. A temperature below 100.4 will be required for students to exit the vehicle and enter campus. Temperatures will be taken by a school employee with a school infrared thermometer. Parents may not park and walk their child(ren) to campus. State law forbids use of electronic devices in a school zone.

Arrival

Morning carpool begins at 7:25. Students arriving on or after 7:50 a.m. will be required to be signed in by a parent or guardian according to the procedures outlined in the COVID-19 addendum. In the morning, students will be dropped off according to the grade of the youngest child.

Carpool Arrival Map - [Click Here](#).

- Lower School *Carpool* - Little Saints - Kdg.
- Lower School *Cafeteria* - 1st - 2nd; REACH
- Gym Carpool - 3rd - 5th
- Church Carpool - 6th - 8th

Dismissal

Parents with students in both Lower School and Upper School will need to pick up from the Lower School carpool first, and then proceed to the appropriate Upper School carpool. Students in Upper School will be dismissed with the oldest student. *For example, a 3rd grader with a 6th grade sibling will go home in church carpool.*

Carpool Dismissal Map - [Click Here](#)

Dismissal Times

- Lower School: Little Saints – 2nd grade: 2:40 - 3:00 p.m.
- REACH students: 3:00 - 3:15 p.m.
- Upper School
 - Gym: 3rd – 5th grades: 3:00 - 3:25 p.m
 - Church: 6th - 8th grades: 3:00 - 3:25 pm

Students who are not picked up on time will be required to check in to the extended day program. All applicable fees will then apply.

Walkers

Parents who allow students to walk to and/or from school do so at their own risk. Students must use designated crosswalks and follow the direction of crossing guards and duty teachers. Parents of walkers may not park and meet their child on campus. It is the responsibility of parents to monitor weather. The office must be notified of changes by 2:15 p.m. Walkers must wear a mask.

Bus Riders

Bus loading and unloading will happen at the gym. Students who disobey the directions of the adult supervisors will receive an infraction. Students who receive multiple bus related infractions may have their bus riding privileges suspended or expelled by the school administration.

Changes in your child's transportation must be communicated to the appropriate school office by 2:15 p.m. each day.

Checking Out

If a child must leave campus during the school day, written notification must be sent to the teacher, and the parent must come to the school office to check out the child from class.

Once at school, students can only be checked out through the appropriate school office.

All changes in student dismissal instructions should be submitted by 2:15 p.m. There are no checkouts after 2:30 p.m., except for emergencies.

Communication

In keeping with church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, parents/guardians with concerns should first attempt to address the concern with the teacher. If the problem has not been resolved in this manner, then the person should feel free to contact the administration for support. E-mail serves as a great medium for initiating contact. However, face-to-face or telephone conversations are the best way to address issues that need resolution. When scheduling a meeting with an administrator it is requested that a subject of conversation or meeting objective be provided.

The blue Tuesday Tracker folders contain information on student performance and school activities. Each Tuesday, teachers will post assignments and current grades on their [Plus Portals](#) pages. Teachers in grades Pre-K-2 may send information home in folders daily. The custodial parent receives this information unless other arrangements have been made. Most information, including, but not limited to, Mercy Memos, cafeteria menu, and calendar, is available on the school website. Families without Internet access should contact the school for paper copies.

The Administrator's Plus database software will be a primary medium of communication (via telephone and email) for general and emergency information. Each family must keep contact information updated with the school office to ensure that school files are accurate.

Confidentiality

Teachers, administration and school staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of concerns.

Counseling Services

The School Counseling Program at Our Lady of Mercy Catholic School supports the total development of the student. The counseling program promotes a positive atmosphere throughout the school and is based on trust and respect for self and others. The school counselor collaborates with parents, teachers, and administrators to support student academic, social-emotional, and career-readiness for all students.

School counselors at Our Lady of Mercy provide classroom counseling lessons, small group counseling, short-term individual counseling, and parent/teacher support. Counselors are available to address daily issues and to support families through a transitional or situational crisis. The school counselor may recommend and provide referrals for outside counseling if long-term counseling is necessary or if the presenting concern is rooted outside of the school context.

Parents/guardians can submit a counseling referral by emailing or calling their child's designated school counselor. Teachers may also submit counseling referrals for their students. With permission from their teacher, upper school students are allowed to visit Counseling Services to seek support and to schedule a session with the counselor. Sessions with lower school students are coordinated with the child's teacher.

The counseling relationship is built on confidentiality with students, parents, and teachers. All students entering a counseling relationship are informed of the limits of confidentiality, including disclosing information to parents/guardians. Counselors may see a student for up to three times without parental/guardian notification or consent unless serious concern exists at which time the parent will be promptly notified. If a child is working with a mental health professional outside of the school, the school counselor will request permission of parents/guardians to communicate with outside agencies as needed to benefit the well-being of the student. The counselor will consult with parents/guardians to determine what confidential information will be disclosed to teachers in order to promote the academic and social-emotional growth of their child.

The school counselor collaborates with administration and teachers to implement effective and appropriate classroom accommodations that promote academic growth. To learn if your child is eligible to receive classroom or testing accommodations, please refer to the Academic Formation section in this handbook to review the accommodations policy.

When a comprehensive evaluation is conducted to assess special needs, the school counselor coordinates communication between the school and outside agencies. Parents should forward all teacher-intake forms to the school counselor who will distribute them to the teachers. After these forms have been completed, the school counselor will forward them directly to the outside agency. The school requests that a copy of the final evaluation be sent to Counseling Services, where confidential records are kept by the school counselor. Parents may choose to provide a copy of the evaluation to teachers as well.

Custodial/Non-Custodial Information

Parents have the right to view information included in student records. The school abides by the provisions of the Buckley Amendment (Family Educational and Privacy Act). Therefore, the non-custodial parent or legal guardians, upon written request, will be given access to information regarding the academic progress of their child(ren) unless there is a court order specifically stating that the non-custodial parent or legal guardian is denied access to such information. If there is a court order specifying that no information be provided, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Upon receipt of a written request, copies will be provided within one week.

Deliveries for Students

Only items such as textbooks or other instructional items may be brought to school by parents. These items should be labeled with the child's name and homeroom and given to the receptionist. Students will be called to the office during non-instructional times. **No athletic equipment or apparel will be accepted.**

Due Process/Appeals

Decisions made by the school administration may be appealed by contacting the Our Lady of Mercy School Board. The appeal will be heard by the "Appeals Committee" of the School Board and due process shall be maintained.

Emergency Drills and Plans

The school maintains crisis management plans for emergency situations that could arise during the school year. Faculty, staff and students are trained and practice regularly for such situations.

Emergency School Closing

Our Lady of Mercy Catholic School may follow the same directive in regard to emergency school closings as East Baton Rouge Parish Public Schools. A final decision regarding emergency school closure will be communicated via email or phone call from a school administrator.

Field Trips

Field trips are an important component of the educational experience at Our Lady of Mercy School. These off-campus trips are a privilege given to students, and students may lose the privilege if they fail to meet academic and/or behavioral requirements.

Permission slips are utilized on all field trips and are available on the school website. Students who fail to submit a completed and signed permission form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. Parents may choose for a child to remain at school rather than attend a field trip.

All parents who seek to serve as chaperones for school field trips must obtain a background check and child protection certification from the Diocese of Baton Rouge Office of Child Protection. This process can take up to three weeks for approval, therefore parents wishing to attend their children's field trips should start the certification process at the beginning of the school year. Parents may not accompany students on a field trip unless they have gone through this process. The use of tobacco products and the consumption of alcohol while serving as a chaperone on a school trip are violations of school and diocesan policy (please reference diocesan policy at the end of this handbook).

Food

Due to the number of severe food allergies among the student population, outside treats for large groups (classes or grade levels) are not permitted on campus. The school will provide "peanut free" cupcakes one day a month for all students in order to celebrate birthdays. Any other specialty food items must get prior approval from administration and/or the school nurse.

Fundraising

Our Lady of Mercy embraces a stewardship model for fundraising. The school invites parents, grandparents, parishioners, and other stakeholders to consider supporting our mission each year through three major activities: the Annual Fund, the Spring Auction, and the Mercy Fair. These three programs provide significant resources essential to the maintenance and growth of the school. Parents are encouraged to participate in and support the school through these three avenues of giving.

Health and Safety

The Health Center is staffed by a full-time Registered Nurse. Important information about student's allergies, chronic or serious medical conditions on ongoing medications should be reported to the School Nurse at the start of the school year. Changes in the student's health

status (such as: broken bones, concussion, newly diagnosed conditions, etc.) should be shared with the School Nurse.

An updated list of students, their allergies and emergency medications are sent to all faculty. At the start of each school year, all faculty and staff attend in-service on “Recognizing and Treating Allergic Emergencies, including the use of EpiPens.

Children with communicable diseases should remain at home for the period of time that those diseases are contagious. Children diagnosed with contagious illnesses or exhibiting symptoms such as, but not limited to, fever (100.4 or greater), vomiting and diarrhea must be symptom-free for 24 hours prior to returning to school.

Students diagnosed by a physician with contagious illnesses (e.g., strep, staph, pink eye or flu) must present a physician’s note releasing the student to return to the classroom upon returning to school. If required by the physician, the student must have taken appropriate prescription medications for a minimum of 24 hours before returning to school.

If a student becomes ill at school, he/she should report to the Health Center. The School Nurse will contact the parent and they will collaborate on an appropriate course of action. If deemed necessary parents are to arrange pick-up of the child within an hour of the notification.

Lice

Parents are encouraged to check for lice and nits on a regular basis, refer to LICE Education forms on the school website. The school has a nit-free policy concerning head lice. Parents are obligated to contact the school nurse and follow school protocol in the event their child contracts head lice. Children who have contracted head lice must be treated and be free of lice and nits and cleared by the school nurse before returning to the classroom. Upon returning a child to school, the parent must certify: 1) that the child has been successfully treated; 2) that the child is nit free, and 3) their agreement to repeat the treatment in 7 to 10 days, if the product warrants retreatment (due to the life cycle for nits to hatch).

Medications at School

In order for the necessary medication to be administered at school by the school nurse or designated school personnel, the following forms must be completed by the parent and physician: “School Medication Form” and “State of Louisiana Medication Order”. The forms can be downloaded from the school website or pick up from the school nurse. Medications, in their original containers, must be brought to school by an adult. Students should never have any medication in their possession (prescription or over the counter). If deemed medically necessary, students may carry emergency medication such as EpiPen or inhaler. Proper documentation on the State of Louisiana Order is required from the physician.

Messages

Except in emergencies, the office will not deliver messages to students nor are students allowed to use the telephone. If a student is ill or injured, a school official will notify the parent immediately.

Cell Phones

Cell phones should be powered off and stowed while on campus. Devices may not be connected to school WiFi. Cell phone use is prohibited as outlined in the technology section of this handbook. Violation of this rule may result in the student receiving a detention and will result in confiscation of the device. The school reserves the right to examine the content of the confiscated device. When a student's cell phone is confiscated, a parent must pick the phone up from the upper school office or from a member of school administration.

Lockers

Lockers are the property of Our Lady of Mercy Catholic School and may be entered at any time by school officials.

Lost and Found

All items brought to school should be marked with the child's first and last name along with the current year's homeroom number. Properly marked items that are found will be returned to the student. Unmarked items that are found will be placed in the school lost and found locker located in the Upper School main hall and Lower School Cafeteria. The locker will be periodically cleaned out with items being donated to either the used uniform sale or St. Vincent de Paul.

Office Information Cards

Student information cards, sent home at the beginning of the school year, must be completed and returned. Serious health issues and any restrictions regarding who is allowed to pick up or check out child(ren) must be noted.

A copy of the custodial section of a divorce decree must be provided if the child is not to be released to the non-custodial parent. Persons listed on the cards are the only ones allowed to check the student out of school. Any deviation from what is originally listed must be submitted in writing to the office. A copy of any formal consent judgment must be provided to the school.

Please notify the school office promptly regarding changes in phone numbers and/or addresses.

Parent Organizations

The Mercy Home and School Volunteer Association (HSVA) serves as the primary means of volunteerism for the parents and grandparents in our school community. All parents are members of the HSVA and will be presented with opportunities to volunteer in service to the school. Information about the HSVA can be found on the school website under the "parents" tab.

The Mercy Men's Club serves as an opportunity for building community among the dads in the school family. All current and past Mercy fathers and grandfathers are members of the Mercy Men's Club. The organization provides monthly events that serve as opportunities for fellowship. Information about the Mercy Men's Club can be found on the school website under the "Parents" tab.

The Mercy School Board serves as an advisory council to the pastor and school administration. This group meets every other month to provide guidance and parent input. Information about the Mercy School Board, such as members' contact information, meeting dates, minutes and agendas, can be found on the school website under the "Parents" tab.

Parent Partnership

Parents are entrusted by God with the responsibility to educate their children. It is a privilege for our school to partner with parents in the educational process. We are fully committed to working together to form a strong relationship to meet the needs of our students and their families.

If parent behavior seriously interferes with the teaching/learning process, negatively impacts the operations of the school, or has a detrimental effect on the community, Our Lady of Mercy may require parents to withdraw their children from the school.

Parent Service Hours

Our Lady of Mercy invites parents to partner with the school through volunteerism. We rely heavily on the support of our parents to provide students with the best experience possible. Each school family is required to work five hours, three must be involving the Mercy Fair. The Mercy Fair is an extremely important event in building community and generating resources for our school. This service is essential in making the annual parish fair a success, and it provides parents with an opportunity to model Christian service to their children.

Parking

Visitor Parking spaces are available on Marquette Avenue in front of the school. Other visitors are asked to park in either the church or lower school parking lots. Please refrain from parking in the street, in any of the red marked zones on campus, or in the drive-thru in front of the school.

Parties

Teachers and room parents plan class Christmas parties and end-of-year parties. Principal's permission must be obtained for any other parties. Deliveries to students, including flowers and/or balloons, are not permitted. Birthday parties in the classroom are not permitted. The school will provide cupcakes once a month in the cafeteria to celebrate all the birthdays that month.

Pictures

Our Lady of Mercy reserves the right to use students' pictures in school publications and on the school website. Enrollment of a student at Our Lady of Mercy constitutes the consent of the

student's parents or guardians for the use of the student's picture in school publications, on the school's website and in school advertisements in print and broadcast outlets.

Security Cameras

Please be aware that security cameras have been installed throughout the Our Lady of Mercy campus to help ensure student and staff safety.

Tardiness

Students will be considered tardy at 7:50 a.m. if they are not in assembly or homeroom. Students who arrive at or after 8:00 a.m. must be signed in by an adult. Every seventh tardy will be counted as a day absent. School administration will contact parents if the child is excessively tardy to discuss remedial action. Any student receiving 21 or more days tardy may result in the student being dismissed from Our Lady of Mercy School.

Textbooks

Students are responsible for the proper care of school books. Textbooks must be covered at all times. Textbooks should be free of pencil, ink or crayon marks. If a book is lost or damaged, it will be replaced at the parent's expense. Requests for replacement of textbooks should be made to the assistant principal for academics.

Visits to campus

No one is allowed to visit classrooms or the campus during the school day without special permission from the administration. Parents and visitors are to check in at the school office when visiting campus.

Extended Day Program

Hours

6:45 a.m. – 7:30 a.m.

3:05 p.m. – 4:30 p.m.

3:05 p.m. – 5:30 p.m.

Registration

All information, including registration forms, are available on the school website.

Students must be registered at least 24 hours prior to beginning this program.

Pick Up

Students may be picked up from extended care beginning at 3:25 pm. Parents who wish to pick up their child prior to 3:25 pm should utilize the procedures outlined under the school dismissal section of this handbook.

Fees

Fees for Extended Day programs must be prepaid by the semester unless noted otherwise by the director. Students will not be allowed to participate in these programs until fees are paid.

Food

Breakfast is served in the cafeteria for an additional fee. Snacks served in the afternoon are part of Extended Day fees. Please refer to the Extended Day registration form for more information.

Discipline

Students are expected to maintain appropriate behavior while at Extended Day. Expectations and consequences will be consistent with those followed during the school day. Students may be suspended or expelled from the extended day program due to behavioral concerns.

Extracurricular Activities

Extracurricular activities provide strong character building, leadership formation, and service opportunities. Information about specific clubs and sports is available on the school website.

All students participating in extracurricular activities represent Our Lady of Mercy Catholic School on and off campus, and the school's expectations for appropriate behavior apply.

A student must be present at least one-half of the school day in order to participate in an extracurricular activity on that day.

Extracurricular Eligibility Policy

Students must maintain an overall "C" average on subjects used to determine promotion (see Retention, page 12) to participate in extracurricular activities.

Students that earn a conduct grade of 80 or below will be placed on probation from participating in school events. Terms of the probation will be determined by the school administration.

In consultation with parents and teachers, the administrator may determine that continued participation in an extracurricular activity may not be in the best interest of the student.

Please note: Students must meet eligibility requirements to participate in extracurriculars on the date tryouts begin in order to be eligible for that sport.

School Board's Finance Policies

It is the desire of the Our Lady of Mercy School Board to create an environment which nurtures families' appreciation of the value of our Catholic faith, of attending Mass on a regular basis and of supporting the parish with their time, talent, prayer, and offering. Toward that end, the School Board has defined the standard for granting an in-parish tuition rate to families who prioritize faithful participation in parish life.

Those families who are registered, active and contributing parishioners will receive the in-parish tuition rate for their Catholic children. These three criteria are defined as follows:

1. **Registered:** A family must be formally registered with Our Lady of Mercy Church and meet the guidelines for parish membership set forth by the Diocese of Baton Rouge.
2. **Active:** The standard for this criterion is regular Sunday Mass attendance and active participation in the life of the parish. Families are encouraged to become involved in one or more of the many ministries offered through the school and the church. The parish holds an annual "Stewardship of Ministries" campaign where each ministry is explained and an opportunity to enroll is provided. It is also recommended that each family develop a daily prayer life which incorporates prayers for the Mercy community.
3. **Contributing:** The parish provides a substantial amount of financial support to the school on an annual basis. Without this support, the tuition rates would be considerably higher and the programs offered would be greatly limited. Families who contribute regularly to the church are therefore contributing to the operation of Our Lady of Mercy School. A family who makes a financial commitment to the church, giving in a regular and consistent manner, weekly or monthly, with a minimum of \$5.00 a week, will be considered a contributing family. The offertory envelopes provided by the church or other identifiable means should be used in order for the family to receive proper recognition for their gifts.

The family's tuition status will be based on their record of giving for the previous calendar year (January 1 - December 31). At the end of each calendar year, the pastor will receive a full offertory financial report on all registered school families. This report will detail how frequently and what amount each family has contributed to the church. After the pastor has reviewed this report and applies the criteria of this policy, the principal will be notified of those families who qualify for the in-parish tuition rate. In cases of extreme financial hardship, the pastor may provide a dispensation.

Re-enrollment/application fee

The re-enrollment fee for students currently enrolled is paid at the time of re-enrollment and is non-refundable. The application fee for new students is paid at the time of application and is non-refundable. If Our Lady of Mercy Catholic School is unable to accept the student, the application fee will be refunded.

Payments

A due date will be published with the fee scale. There is a program with Gulf Coast Bank whereby the amount of tuition and fees can be borrowed and repaid in installments. A fee of \$200 will be assessed for any tuition loan that is charged back to the school. Tuition rate, in-parish or out-of-parish, is determined based on the Tuition policy. Tuition for non-Catholic students is a separate category.

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards- based lessons and evaluate student work. Report cards will be distributed at the end of each grading period.

Annual Grade-Level Fee

A due date will be published with the fee scale. This fee may be included in the tuition financing program of Gulf Coast Bank.

Tuition Assistance

Requests for tuition assistance for Our Lady of Mercy Catholic School families will be made on an application form which may be obtained from the school's business office. These forms shall be completed and returned to the school business office no later than April 15 of each year. Applications for tuition assistance are accepted year-round as hardships can occur at any time. Since tuition assistance is provided from parish income, applications will be considered by a sub-committee appointed by the Pastor. Decisions on tuition assistance will be communicated by letter to each applicant. Out-of-parish families requiring assistance should contact their pastors for information on this matter.

Board Resolution on Finances

In recognition of the fact that Our Lady of Mercy Catholic School must operate on a sound fiscal basis in addition to fulfilling its religious and educational functions and that all responsible parties should have full information on policies regarding the collection of tuition and fees, be it resolved and published as policy:

1. Diocesan policy allows Our Lady of Mercy Catholic School to withhold the administration of exams and participation in graduation and/or graduation activities until all accounts are current.
2. That any accounts consistently late shall be reviewed on a quarterly basis and referred to the Administration for possible termination of school services.
3. Those families whose Tuition Loan Program accounts have been charged back multiple times shall be denied the use of the tuition loan program. A copy of the procedures will be furnished upon request to the school's Business Manager.
4. That if a Tuition Loan is secured after June 1, the school will require a deposit equal to 20% of all tuition and yearly fees that are assessed.

5. That the Administration shall establish administrative procedures and take all such action necessary for the implementation of these policies with proper notification presented to all persons concerned.
6. That a fee of an amount to be set annually shall be charged for any check returned for reason of nonpayment. This fee shall be \$20.00. Following the third NSF check, payment must be made by cash or cashier's check only.
7. Those families with delinquent accounts at the time of re-enrollment for the next year will not be allowed to re-enroll until the account has been paid in full.
8. That any fees, tuition, fines, late charges, NSF charges or penalties due to Our Lady of Mercy Catholic School may be pursued to the maximum extent allowed by law.
9. Students will not be withdrawn from Our Lady of Mercy until all fees are paid and school-owned property is returned.
10. That, when transferring out of Our Lady of Mercy Catholic School tuition paid in advance will be refunded according to the following schedule:

When transferring out of Our Lady of Mercy Catholic School, tuition will be refunded according to a graduated scale as follows:

- May 1 to May 31 - 100%
- June 1 to August 31 - 75%
- September 1 to December 31 - 50%
- January 1 to March 31 - 25%
- April 1 May 31 - 0%

No fees (to include, but not limited to, books, class, maintenance, and supply) are refundable as of May 1st. Families of students who are asked to leave the school for disciplinary reasons forfeit remaining tuition and fees.

The application fee of \$275 per student is non-refundable. \$150 of the application fee will be refunded in the event Our Lady of Mercy is unable to offer admissions.

Re-enrollment fees are non-refundable.

Families agree to be personally liable for and pay for/reimburse the school for any damage caused by the student to school or church property or the personal property of a staff member, student, employee, or volunteer of the school. That the parents agree to pay the reasonable

attorney's fees of the Our Lady of Mercy Catholic School, and/or its agents or assignees, if any fees, tuition, fines, late charges, NSF charges, and/or penalties due to Our Lady of Mercy Catholic School are sued upon or placed in the hands of an attorney for collection, adjustment, settlement, compromising, or other action.

Our Lady of Mercy Digital Policies

Our Lady of Mercy seeks to form the whole child, providing strong foundations of prayer, knowledge, and service to equip each child for Christian life in the 21st century. Part of this formation is to prepare our students to be good Digital Citizens. It is our goal that our students are able to confidently and safely leverage various technology tools to ensure academic success both at Our Lady of Mercy and beyond. Students' safety, success and whole child formation is at the heart of all of our policies, including our Digital Policies. Please take a moment to thoroughly review all digital policies. If you have any questions or concerns, please contact a member of our Administrative or Technology Team. Contact information can be found at the end of this section.

Our Lady of Mercy Catholic School intends that all electronic equipment, property, internet access, Internet service providers, hardware and/or software, be used for purposes consistent with the mission and educational goals of our school. In compliance with the Children's Internet Protection Act, Our Lady of Mercy has taken protective measures to block or filter Internet access to materials that are not in accordance with those missions and goals. These security measures are in place on all devices both on and off campus. Nonetheless, those measures in no way diminish each user's responsibility to act ethically and to conform to school policy. All students and parents are asked to read and agree to the Our Lady of Mercy Digital Policies. By signing the handbook acknowledgement form, the parents and students acknowledge that they understand the policy and agree completely to the terms and conditions contained therein. Any student who fails to conform to this policy will be subject to disciplinary action, which may include suspension or dismissal.

Our Lady of Mercy Digital Citizen Agreement

The technological landscape is ever evolving, and it is Our Lady of Mercy's goal to prepare our students to thrive and utilize devices appropriately in and outside of school. It is important that our students, "recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical." The following expectations are based on the ISTE Standards for students which are outlined here: <https://www.iste.org/standards/for-students> as well as the Diocesan Acceptable use policy.

Digital Data, Privacy, and Security: *"Students manage their personal data and maintain digital privacy and security and are aware of data-collection technology used to track their navigation online."*

- I am responsible for the digital data or products created on my accounts, including but not limited to Google Suite for Education Apps, Gmail, Seesaw, and all other apps on school provided iPads.
- I am responsible for saving my digital work appropriately to the correct platform. Ex: Google Classroom and/or iCloud for Middle school Students, or Seesaw for lower grade students.
- I will not share any school provided passwords with anyone outside of my guardians and the Our Lady of Mercy Technology Department.

- I will not share my personal information over the internet unless the communication has been authorized by a teacher.
- I will not share the address, phone number, or last name of any student, staff, teacher, or volunteer at Our Lady of Mercy Catholic School, including my own address, phone number, and last name.
- I will not use school resources to share any information on any website, bulletin board, chat-room, e-mail or any other messaging system without authorized permission.
- I will not share images or information in any format related to the school, employees, or students that are defamatory, threatening or inappropriate.

Digital Integrity: *“Students demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.”*

- I understand that the work that I turn in for any and all assignments digital or otherwise should be my own original work.
- I will observe the Copyright Laws and Fair Use Guidelines and use proper citations as outlined by my teacher.
- I understand that copying, modifying, distributing, displaying, or transmitting the work of another without permission or proper citation is prohibited.
- I will not purposely change, relocate, modify, or delete the work of another person.

Digital Identity: *“Students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.”*

- I will show respect for myself and my school when browsing the internet.
- I will choose appropriate usernames and passwords.
- I will not search for, send, access, upload, download or distribute offensive, degrading, or inappropriate content that could be harmful to minors.
- I will ensure that the information, images and materials I post online will not put me at risk or cause harm to myself, others or my school.
- I will use appropriate language and netiquette when communicating online.

Social Interactions and School Devices: *“Students engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices” (school devices).*

- I understand that school devices are to be used for academic purposes only.
- I will not attempt to compromise any device or network security programs or settings on school devices.
- I will not engage in any illegal activities on the Internet including willfully introducing a virus, worm, or other harmful programs.
- I understand that the use of school technology for unethical, immoral, criminal and/or illegal activities is not permitted.
- I will not access personal email accounts or social media apps/websites on school devices.
- I will not bring any additional hardware or devices from home without authorized permission.

- I will not download any apps or software to any school devices without authorized permission.
- I will not change, rearrange, add or delete applications or settings on any Our Lady of Mercy Catholic School devices.
- I will not use any electronic mediums to threaten, antagonize, or bully other people.
- I will protect others by reporting abuse, inappropriate content and will refrain from forwarding inappropriate materials or communications.
- I will treat all electronic devices at Our Lady of Mercy with respect and care at all times.

Middle School iPad Policies

Expectations

All devices issued by Our Lady of Mercy School are intended to be used for educational purposes in alignment with our mission and philosophy. All students and parents are required to read and sign the Our Lady of Mercy Digital Policies and view the orientation video prior to a student being issued a device.

Device Distribution

All student devices will be distributed at the start of each school year. After students receive their devices, teachers will conduct a student orientation. The orientation will assist students in setting up, navigating and learning how to maintain their device. Students will be issued an Apple iPad, Logitech Case with attached Keyboard, Logitech Crayon Stylus, and Apple Charger.

General Device Responsibilities:

Students are responsible for maintaining and caring for all components of their school issued devices both on and off campus. Students are also responsible for the content on their school issued device.

General Care and Precautions:

- Devices should be kept in a safe and protected place at all times.
- Keep food and drink away from the device.
- Heavy objects should never be placed on top of the devices.
- Devices should not be thrown or tossed whether they are secured in a backpack or not.
- Clean only with a soft, dry microfiber cloth or anti-static cloth.

Updates and Settings

- The technology department will update the iPad operating system during each summer as part of maintenance. If an update is required during the school year, students will be informed and the update will be sent to the iPads. Updates should be performed at home while the device is connected to a power source and a wireless network.
- Our Lady of Mercy formats the settings of every device for tracking, monitoring, and managing devices. Any attempt to bypass or change these settings is prohibited. Students will be trained on the settings they are able to customize to optimize their personal learning experience.

iPad Cases & Asset Tags

- All student iPads are issued in a Logitech Protective Case. These cases must remain on the device at all times. The case is designed with military grade protection, however, damage can still occur and it is the student's responsibility to care for and protect the device.
- Should a case become damaged, a replacement must be facilitated through the Our Lady of Mercy Technology Department. Students may not purchase a replacement case through anyone other than the Our Lady of Mercy Technology Department.
- Physical customization with stickers, vinyl, drawing, or writing on the iPad or Case is not allowed.
- All student devices are labeled with an Our Lady of Mercy asset tag for inventory and tracking purposes. Removal or tampering with an asset tag in any way is prohibited.

Content

- Every student will be issued a Google Classroom account as well as a school issued Apple ID. Unlimited cloud storage is available on the school issued student Google Accounts and 200MB of cloud storage is available on the school issued student Apple ID. It is the student's responsibility to ensure that all of their data is backed up using one or both of these storage methods. Students will be taught how to utilize these features during student orientation.
- It is the student's responsibility to back up their data. Our Lady of Mercy is not responsible for any work or data lost.
- All apps for student iPads are distributed remotely by the Our Lady of Mercy Technology Department. Students will not have the ability to add or delete apps from the iPad. Any attempts to bypass this protocol are prohibited.
- All content housed on school issued student iPads is expected to be educational in nature and supportive of our school mission and values.
- All content housed on school issued devices is the property of Our Lady of Mercy School and subject to inspection at any time.

Charging

- Students are responsible for keeping their iPad and stylus charged. Not having your device charged and ready to use in class does not excuse any classwork or materials missed.
- For warranty purposes, only school issued chargers can be used to charge the devices.

Storage During School Hours

- Students are responsible for their devices at all times throughout the day.
- iPads are to be kept in the student's possession or stored in their locker or other designated space throughout the day.

Storage Outside of School

- Middle School students are to bring their devices home daily.
- Devices should not be left in a car where it could be stolen or damaged due to heat.
- Our Lady of Mercy recommends setting up a designated charging area for your school issued device in a common area outside of the student's room.

- Do not stack heavy objects on top of the iPad and be aware of how you pack your iPad in your backpack to avoid accidental screen damages.

Content filtering

- Internet content filters are in place on all school issued devices on and off campus to ensure students are accessing educational and age appropriate content. Any attempts to bypass the filter or access inappropriate content is prohibited.
- While the content filter is active on the device at all times, no content filter is 100% accurate. The expectations outlined in the Digital Citizenship Agreement should be followed on and off campus.
- In addition to a content filtering for web browsing, software also actively monitors all communication and tools within Google for Education apps for inappropriate language, content, cyberbullying and suicidal ideation.

Tech Support and Help Desk

Tech Support is provided by the Our Lady of Mercy Technology Department, led by our Technology Coordinator, Jacqueline Bello. If a student is in need of assistance, please contact the Our Lady of Mercy Technology Department as soon as possible via tech ticket or by email if a tech ticket is not possible.

Help Desk

- The Help Desk is located in the Upper School Office area.
- The Help Desk hours are before school from 7:25-7:45, during Middle School break and lunch times, and after school from 2:55-3:25.
- If a student needs assistance outside of the Help Desk hours, during or after school, the student should submit a Tech Ticket indicating what they need assistance with and report to the Help Desk during the next Help Desk hour. The Our Lady of Mercy Technology Department will work to assist the student as soon as possible if they are in need of assistance outside of Help Desk hours. A link to submit a tech ticket can be found at www.olomtech.org.
- If a student's device is not functional because of damage or loss, a loaner iPad will be provided to the student until the incident is resolved.

Incidents

For all incidents including loss, theft, or accidental damage, contact Our Lady of Mercy Technology Department via a tech ticket as soon as possible. All student devices are leased from Apple Education. They are the property of Apple Inc. All repairs and replacements must be facilitated through the Our Lady of Mercy Technology Department per the terms of our lease agreement. Attempting to make a repair or replacement of an iPad or accessory outside of the Our Lady of Mercy Technology Department may result in the parent(s)/guardian(s) responsible for the full replacement cost up to \$500.

Lost Devices

- If a device is lost, the student should contact the Our Lady of Mercy Technology Department as soon as possible so that a representative can assist in attempting to locate and recover the device.

- If the device is not recovered, the parent/guardians are responsible for the full replacement cost of the device up to \$500.

Stolen Devices

- If a device is stolen, contact the Our Lady of Mercy Technology Department as soon as possible.
- A police report must be filed and a copy submitted to the Our Lady of Mercy Technology Department within two weeks of the iPad being stolen. Parent(s)/Guardian(s) please send a copy of the police report via email.
- If the device is not recovered, the parent(s)/guardian(s) may be responsible for the full replacement cost of the device up to \$500. Our Lady of Mercy, however, will make every effort to work with you to provide information for homeowners or car insurance claims.

Damaged Devices

- Damaged or malfunctioning devices should be reported to the Our Lady of Mercy Technology Department and brought to the Help Desk as soon as possible.
- All repairs and replacements must be facilitated through the Our Lady of Mercy Technology Department. Any costs associated based on the charts below will be billed to the parent(s)/guardian(s).
- Failure to report damages or loss will result in the parent(s)/guardian(s) being responsible for the full cost of any repairs or replacements up to \$500.

Parent(s)/Guardian(s) Financial Responsibilities Due to Damage	
1st Incident	If the damage was not deliberate or negligent, the iPad will be repaired at no charge to the parent or student.
2nd Incident	If the damage was not deliberate or negligent, the iPad will be repaired at a cost of \$54.
3rd Incident	Student and/or parent(s)/guardian(s) are responsible for the full cost of any repairs or replacement up to \$500.
Natural Disaster/Stolen	AppleCare+ does not cover replacement of the device in the event of damage caused by a natural disaster or lost or stolen. In the event of these situations, parent(s)/guardian(s) are responsible for the replacement cost up to \$500. Our Lady of Mercy, to the best of its ability, will work with families in this situation to provide any necessary information for parent(s)/guardian(s) when filing homeowners, car, etc insurance claims.

*If damage is deemed deliberate or negligent, student and/or parent are responsible for the full cost of any repairs or replacement. **If deliberate damage to school property occurs, disciplinary action will be taken.***

Parent(s)/Guardian(s) Financial Responsibilities for iPad Accessories	
Incident	The rules from the above chart include iPad Accessories, however, students and/or Parents are responsible for the cost of lost or deliberately damaged accessories including stylus, case, and charger.
Logitech Case	\$100
Logitech Stylus	\$50
Apple Charger	\$20-\$40

Loaner Devices

In the event of an incident where a loaner device is checked out to a student, all of the same rules and expectations apply. If the student has regularly backed up their work to Google Drive or iCloud then the student is able to log in to the loaner device with those accounts and have access to all of their work.

Device Collection

All student devices will be turned in to the Our Lady of Mercy Technology Department to be stored and maintained over the summer months. Students are expected to return the iPad, case, stylus and charger originally issued to the student unless a documented replacement has been facilitated through the Our Lady of Mercy Technology Department due to breakage or loss during the school year. We will follow the chart outlined above regarding any loss or damage found when students return their devices.

6th-7th Grade Students

- Devices will be turned in on the last day of school following exams for 6th-7th grade students.
- Any damages or loss discovered once the student has returned the device may result in parent(s)/guardian(s) being billed.
- All outstanding bills must be paid in full in order for students to be reissued a device in the following school year.

8th Grade Students

- 8th grade students will turn in their devices on their last day of school following exams.
- Any damages or loss discovered once the student has returned the device may result in parent(s)/guardian(s) being billed.
- All outstanding bills must be paid in full in order for a student to participate in 8th Grade graduation activities.

Student Withdrawal

- In the event of a student withdrawing from Our Lady of Mercy for the year, the student will turn in their device and accessories on their last day of attendance. The student will not be withdrawn until all devices and accessories have been returned.
- Any damages or loss discovered once the student has returned the device may result in parent(s)/guardian(s) being billed.

Other Digital Policies

G-Suite for Education and Collaborative Tools

Our Lady of Mercy School utilizes G-Suite for Education along with other collaborative tools such as Seesaw. Maintaining student privacy is a priority and the school only uses software that complies with the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Handbook Acknowledgment form you are granting permission to Our Lady of Mercy to provide and manage G Suite for Education and/or Seesaw accounts for your child. To learn more about the privacy policies for G Suite for Education please see the [Google for Education Privacy & Security Center](#). For more information on the privacy policies for Seesaw please see the [Seesaw Privacy, Safety, and Security Promises](#).

Personal Electronic Devices

Students are not permitted to use recreational electronic equipment during school hours (including Extended Day, field trips, and on bus) unless explicit permission has been given by a member of the faculty, staff or administration. This includes, but is not limited to, cell phones, cameras, smart watches, I-Pods, and electronic games.

Cell Phones

Cell phones should be powered off and stowed while on campus. Devices may not be connected to school WiFi. Violation of this rule may result in the student receiving a detention and will result in confiscation of the device. The school reserves the right to examine the content of the confiscated device. When a student's cell phone is confiscated, a parent must pick the phone up from the upper school office or from a member of school administration.

Smart Watches/Fitness Bands

As stated in the Our Lady of Mercy Uniform Policy, smart watches and/or fitness watches may not be worn. This includes all brands of watches that have the capability of connecting to data or WiFi.

Electronic Readers:

- e-Readers that are brought to school are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
- All e-Readers that have cellular and network capabilities must be disabled (turned off) while the device is at school.
- e-Readers must be used at appropriate times in accordance with teacher instructions. It must not be a distraction for the student or other students nor should it be a source of any classroom disruption.
- The student is responsible for knowing how to properly and effectively use the e-Reader. Our Lady of Mercy Catholic School is not responsible for any damage or loss associated with a student's e-Reader.
- Violation of the e-Reader policy may result in loss of e-Reader privileges or any other form of disciplinary action as determined by the administration.
- Materials on and the use of the e-Reader must be in full compliance with the Our Lady of Mercy School Digital Citizen Policy.
- The school reserves the right to review the contents of the reader if needed.
- The school reserves the right to deny use of certain devices that have e-Reading capabilities on a case-to-case basis.
- The school reserves the right to amend or rescind the e-Reader policy at any time.

Technology Department Contact Information:

Additional resources can be found at www.olomtech.org. If you have any questions please contact a member of our administration team or our Technology Coordinator, Jacqueline Bello at jbello@olomschool.org.

School and Diocesan Policies

Diocesan Bullying/Harassment/Hazing Policy

“To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether by means currently in use or by any new electronic devices that may be developed in the future.

Each school shall establish a policy regarding the identification, reporting, investigation and disciplinary action taken for reported allegations of harassment, hazing, or bullying involving members of the school community. The school’s policy must be included in each school’s parent/student handbook.” (4.9.2.7)

Bullying

Bullying behavior is purposeful with the intent to cause harm through means of physical, verbal, relational, social, emotional, and/or electronic communication. This behavior is patterned and pervasive, averaging two or more incidents per week over the course of two or more weeks. There is a power imbalance which may be either physical or social in nature.

Harassment

Harassment is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it was directed to be fearful, anxious, or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above-stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student’s ability to take advantage of the school’s programs.

Hazing

Hazing is a form of harassment that involves intentional, knowing, or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain, or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team, or another group. Culpability includes hazing practices mandated or voluntarily entered into by any party.

Reporting

Anyone wishing to report concerns of harassment, hazing, or bullying should contact a school counselor or administrator immediately.

Stopit App

All families have free access to the Stopit app which is an anonymous reporting app that allows students or their parents to report concerns of student health and safety.

Violence – Threatened and Acted

All threats of violence will be taken seriously. The administration will address this in an age-appropriate manner working to ensure the safety of students, faculty, and staff. Students may receive consequences for threats or actions of a violent nature.

Diocesan Child Protection Program

The Diocese of Baton Rouge Child Protection Program is designed to comply with canon, criminal, and civil law. All Diocesan schools must instruct the youth in their care and train personnel in programs of awareness and safety.

All school and Church employees and volunteers must be screened prior to being hired and/or working with students. They must also provide documentation of participation in an online training program that covers awareness and appropriate behaviors with minors.

The Diocesan Child Protection Program is a three-step process which includes: fingerprinting, background check and online tutorial. Any fee associated with this process is the responsibility of the volunteer/employee.

Diocesan Substance Abuse Policy

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. If a drug/alcohol treatment program and or drug testing is mandated, for reasonable cause, it is to be financed by the parent/guardian. This Diocesan Substance Abuse Policy must be included in each school's handbook of policies and must be adhered to.

COVID-19 Addendum

Overview

Due to the current public health concerns school attendance will require adjustments to the way school is traditionally administered by all members of our school community. As the state of the public health changes so may these policies. This addendum to the 2020-2021 Student Handbook will address measures intended to provide for the safety of students, faculty, and staff.

Sending a child to school confirms that the child is in good health. Therefore, it is expected that parents perform a personal health screening to include temperature and symptom checks each morning prior to coming to school.

The principal has the discretion to permit classroom instruction to be streamed live online, recorded, or both, in order to provide remote learning for the benefit of students.

Parents are deemed by enrolling their children in the school to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by civil authorities.

COVID-19 Symptoms

Faculty, staff, and students experiencing symptoms of COVID-19 as defined by the CDC should stay home and seek medical care. To see the most current list of symptoms [click here](#).

Face Coverings

It is required that all faculty, staff, and 3rd - 8th grade students wear a face covering at all times. Face coverings should be clean. All students are strongly encouraged to have an extra face covering on campus. Families of students younger than third grade may opt to wear face covering. Students who forget their face covering will be provided with a temporary one.

Face coverings must cover the nose and mouth. Face coverings should not distract from the classroom experience and be appropriate for school use as deemed by school administration. A gaiter is strongly recommended as a face covering for students. No person will be allowed on campus without a face covering.

Hand Washing

It is expected that all students wash their hands as instructed by their teacher or other school personnel. Touchless hand sanitizer stations will be placed throughout the campus. Additional hand washing stations for soap and water have been added to the campus. Students will be required to wash or sanitize their hands at the following times:

<ul style="list-style-type: none">● Upon arrival to school.● Prior to dismissal at the end of the day.	<ul style="list-style-type: none">● Before and after eating.● At school dismissal.
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| <ul style="list-style-type: none">• Before and after recess & break times. | |
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Visitors

The only visitors allowed on campus are those deemed essential by the Louisiana Department of Education after successfully passing a health screening. Parent meetings will be held through virtual means such as Google Meets or Zoom.

Health Screenings to Enter Campus

Sending a child to school confirms that the child is in good health. Therefore, it is expected that parents perform a personal health screening to include temperature and symptom check each morning prior to coming to school. All faculty and staff are also required to pass a morning health screening and temperature check.

Student temperature checks will additionally be required to enter campus and will be performed by school personnel. This includes students arriving via carpool and walking.

Illness While on Campus

Any student identified as having symptoms related to COVID-19 will be brought to an isolation room located next to the student health center. If it is determined that the child must leave campus the parents will be notified and will have 30-minutes to pick up the student. The isolation room will then be cleaned and disinfected. In order to return to campus the child will need a medical note clearing their return.

Attendance

Any student who arrives on campus after carpool time will not be allowed to enter the building until 8:20 a.m. If you arrive on campus between 8:20 and 9:00 a.m. parents will need to call the school office. Parents are expected to wait outside the child's respective office until school personnel checks them in for the day. If a student does not arrive before 9:00 a.m. they will not be allowed on campus for the day. If a student checks out during the day they will not be allowed to return to campus for the day.

Static Classrooms

Static classrooms will be utilized until public health officials allow schools to return to traditional methods. Static classrooms are designed to help public health officials more easily identify the spread of the virus. Additionally, static classes limit student congregation thus limiting spread among our school population.

Social Distancing

Students, faculty, and staff will be required to maintain social distancing protocols whenever possible. Teachers and administrators will have the final say regarding when social distancing is or is not able to be observed. Desks in classrooms have been set at the farthest distance possible.

When moving about campus students must travel according to directional markings and must observe signs on doors that designate them as an entrance or exit.

School Lockers

Due to social distance guidelines the school administration has decided to forgo the use of middle school lockers.

Lunch

We are unable to use the cafeteria at this time due to social distancing and static classroom mandates. Lunch will take place in the student's classroom or when weather allows, outside. Students who purchase a school lunch will have their lunch delivered to the classroom. Please note, students will not have access to microwaves to heat lunches.

Teacher Supported Online Learning (TSOL)

Teacher Supported Online Learning (TSOL) will be conducted through real-time learning for grades 2 - 8. Our Lady of Mercy Catholic School instructors will only share classroom video content with the students they instruct via school approved platforms including Seesaw, Google Classroom, and Google Meet.

TSOL Expectations

Students utilizing TSOL are expected to remain on camera at all times. To maintain the spirit of the classroom students are expected to be in school uniform. The student should have an area of the home dedicated to the learning process, this includes being seated in a chair and clear of distractions visible to the camera. Students may not use virtual backgrounds. Students may not participate from a bed unless the student's health requires so. During class students may not watch TV, use a phone, play games or otherwise participate in activities that distract from class work.

Families who choose to participate in our TSOL program will be required to commit to one full semester. Students who are required to quarantine due to doctors orders will be required to learn through TSOL while in quarantine.

Attendance for TSOL Learners (Gr. 2-8)

Students must be logged into class at the start of the scheduled time and participate until the teacher dismisses if the student's health allows. Parents of students who are unable to attend TSOL due to illness should contact the school receptionist before 8 a.m. Students who are tardy for morning announcements will be counted as tardy for school recording purposes. Students who are tardy for class will be subject to disciplinary consequences.

Confidentiality of All Students

It should be expected that any class at any time can be required to support students through TSOL. During this time there is the possibility that a student's personal information may be transmitted online to include their image, name, likeness, speech, written and verbal work, presentations, etc. At no time should any student, parent, sibling, or any other person who gains access to the online classroom publicize through social media, third-party website, personal

website, or any other means the content associated with the class. Violation may result in school related consequences to include suspension or expulsion.

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