



Our Lady of Good Success Academy
Educating Youth for the Glory of God
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OUR LADY OF GOOD SUCCESS

2022-2023 ACADEMY HANDBOOK

INTRODUCTION

This is the handbook that has been developed for Our Lady of Good Success Academy, a not-for-profit corporation incorporated in the state of Missouri. It is provided as a reference to teachers, parents, and students regarding school policy. Our Lady of Good Success Academy is a private school for grades K through 8 and operates under 501(c) (3) non-profit organization status. Our Lady of Good Success Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded to the students at the school. The Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

THE MISSION AND PHILOSOPHY

The mission of Our Lady of Good Success Academy is to provide children of Catholic families with a thorough education founded upon traditional principles of education and discipline. Our ultimate goal consists in forming good citizens and good Catholics, in such manner that the whole person may be submitted to the reign of Our Lord Jesus Christ in the spiritual, moral, intellectual and physical spheres.

The basic task of the school is to cultivate the soil in which the Faith and the love of God can grow. The curriculum at Our Lady of Good Success Academy serves this end by exposing the pupil in the various subjects to what is good, true, and beautiful; encouraging the child in body, mind and heart first to appreciate, then to embrace, created good, and thus leading him to embrace ever more firmly the Author of creation-the ultimate Good-God Himself. Although textbooks are a necessary tool in this process, they remain only at the service of the teacher, who takes the child by the hand, so to speak, and leads him along a wondrous path pointing things out, making distinctions, and warning of pitfalls along the way. Learning is a profoundly human thing. It will be the love the teacher has for the subject matter that will spark a fire in the child and foster a love of learning which, it is hoped, will remain for the rest of life.

ADMISSIONS

Admission packets are available through the school office. Kindergarten applicants must be 5 years old by September 1, of the fall preceding enrollment, unless special consideration is sought out and subsequently granted by the School Board on a case-by-case basis.

Each student must be academically prepared for the grade for which he or she is applying. Academic testing and behavioral records from previous schools will be reviewed, if applicable, and the prospective student may be asked to take an entrance examination before final grade placement is given. Kindergarten Admission tests may be administered to ensure that the child is able to fully participate in the learning process.

Parents are asked to bring any learning, emotional or behavioral handicaps to the attention of the staff. The academy may allow for minor accommodations that do not impose an additional burden on the teaching staff, but would be unable to properly handle severe handicaps and those children would be better served by an institution equipped to manage those handicaps. Should it be determined that the accommodations are severe, the academy reserves the right to deny admission because of limited special education facilities and resources. Please further reference the school Policy regarding special needs children for more information.

Religion is integral to the education offered at Our Lady of Good Success Academy. Students should be prepared to attend Mass whenever offered and are expected to participate in scheduled activities.

All new students are automatically considered on academic and disciplinary probation for a minimum of their first quarter at the school.



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NEW STUDENTS

Children should have the following completed for enrollment in the school:

- Completed registration forms
- Registration and book fees paid, along with the first month of tuition
- Updated / completed immunization record or signed conscientious objection card (state law prohibits attendance in school if immunizations are not current by the opening day of the term)

RETURNING STUDENTS

In order for registration to be considered complete for an upcoming academic year, the following must be done:

- All registration forms must be completed and turned in by deadline
- Fees and tuition payments must be current, registration and book fees paid, along with the first month of tuition.
- Updated / completed immunization record or signed conscientious objection card (state law prohibits attendance in school if immunizations are not current by the opening day of the term) must be on file for the children enrolled
- Custodial/legal documents provided and up-to-date if the student is not living with their natural parents.

COLLABORATION BETWEEN THE FAMILY AND SCHOOL

In the effort to provide a true Catholic formation at Our Lady of Good Success Academy, the *cooperation of the parents is needed and is absolutely critical to the proper formation of the children*. The academy is striving to implement the laws of God and discipline of the Church, which are necessary for the sanctification of the soul, as well as for the proper intellectual development of the student. Parents must help the School in this effort; otherwise all efforts will be in vain. Parents are required, therefore, to observe the following:

1. **Communication of Necessary Information:** Parents are requested to provide any information concerning health, physical deficiencies, spiritual or intellectual weaknesses or strengths of the child that would be helpful or necessary in the proper formation of the child.
2. **Spiritual Formation:** The child's religious attitude and practice will be learned *primarily at home* rather than at school. It is imperative, therefore, that parents provide a well-rounded and Catholic religious setting in the home.
3. **Regulating of Electronic Media:** Television, electronic games, and recreational internet use are not only distractions to the intellectual and spiritual progress of the student, but are unquestionably destructive to the student. Parents are urged to exclude these from their homes. Television and movies should be prohibited during the school week, and always carefully monitored as to the content and spirit. Students should not be allowed access to smart phones and all mobile phones will not be allowed in the school in the possession of the students.
4. **Resolution of Problems at School:** If a child expresses any dissatisfaction or problem, he may be having at school or with the teacher, parents are asked to withhold judgment until the "other side of the story" is obtained. The student should not immediately be believed to be in the right. The parents should, therefore, go directly to the teacher involved before making any judgments or before approaching the principal or the school Board. It is imperative when the parents are discussing issues with the teacher that those discussions remain on a professional basis. Parents who demean, threaten or who are otherwise hostile to teachers or other staff of the school may, at the discretion of the staff, have their children expelled from the school.
5. **Order of Recourse:** Recourse is to be had firstly to the teacher involved, and secondly to the Principal, and lastly to the school Board. Direct recourse to the Board is justified when a complaint concerns a general school policy or some matter that cannot be delicately presented to the teacher or Principal.
6. **Discretion of Discussion:** Parents are asked not to discuss with, or in the presence of, the student any faults, difficulties, or problems, real or imagined, with the academy or any of its staff. This only serves to make the child lose respect for school or staff.
7. **Proper Supervision of Homework:** Parents must see that their children get their homework finished, and finished properly.



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8. **Financial Obligation of Parents to School:** Parents will fulfill all points of the tuition contract, including the support of official fundraisers to the best of their ability.
9. **Texting:** With the exception of general school texts sent out to the entire community from the school office with announcements, texting messages from parents to staff will not be considered allowable communications. Teachers are not required to reply to text messages from parents. Communications should be made in person, email or by phone call to avoid the misunderstandings that inherently occur with brief text messages. Staff reserve the right to require an in-person meeting.

SPIRITUAL FORMATION

The Holy Sacrifice of the Mass, from which all grace flows, will be attended by the students when offered by a visiting priest during the school day. All students must attend Mass when it is celebrated at these times. When a visiting priest is available for Mass, there may be an opportunity for the students to attend confession at the priest's discretion. These opportunities are strongly encouraged and should be taken by the students. All students fourth grade and above are required to have their own missals and rosaries.

In addition to Mass, there will be daily prayers before and after school, and at meal times. Students will be able to take advantage of devotions proper to the various seasons of the Liturgical Year.

SCHOOL DAY SCHEDULE

General Schedule: The school day for all grades consists of classroom instruction, recess and lunch. School is in session for grades 1 to 8, five days a week, for kindergarten three days a week, and for K-4 two days a week. Please refer to the school calendar for the in session and out of session days.

Example Day:

7:45	Teacher arrival time	
7:45-8:00	Drop off/Prep Students	
8:00-8:10	Line up/Opening Prayers	
8:15-12:00	Instruction	
12:00-1:00	Lunch/Recess	
1:00-3:10	Instruction	
3:20	Line-up	(12:10 on Wednesday)
3:25	Dismissal	(12:15 on Wednesday)
3:25-3:40	Pick up Students	(12:15-12:30 on Wednesday)
3:40	Teacher Departure	

Please refer to the current school schedule for exact school day and hours of operation.

ARRIVAL TIME AND POLICY

School Hours of Operation

School is considered "in session" from 8:00 a.m. until 3:25 p.m. (8:00 am until 12:15 pm on Wednesday). The school doors are open from 7:45 a.m. until 3:40 p.m. It is important that students arrive on time, every day, for maximum learning and proper formation to take place. On early dismissal days, release time is 12:15 p.m., unless otherwise noted.

Rules for Arrival at School

Students must not arrive before 7:45 a.m. and will not be allowed into the classrooms until after morning line up (without previous arrangement).



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The academy will not accept responsibility for any student who arrives before this time. Students should not be left unattended on the school premises. Students are asked to respect the property and school grounds if waiting outside the classroom. Students are asked not to disturb the property or the teacher's residence that is located on the school grounds.

Rules for Departure (Dismissal)

School dismissal is at 3:25 p.m. (12:15 p.m. on Wednesday). Students **must** be picked up promptly, and in no event after 3:40 p.m. (12:30 p.m. on Wednesday) unless previous arrangements have been made with the staff. Teachers will make every effort to ensure that your children are promptly ready for pick-up at the dismissal time but they are not there to monitor children after school hours.

In the event of an emergency, requiring alternative transportation arrangements, parents must contact the school teacher and inform them of these arrangements.

Early Departure from School during the School Day

The teacher must be informed, in advance, of any student who needs to leave the classroom premises before regular dismissal. This should preferably be done in writing several days in advance, but in an emergency can be done by calling the office phone, but texting the teacher is not acceptable. Parents are expected to schedule these kinds of appointments outside of school hours whenever possible. Children will not be allowed to leave the school with persons who are not family members without prior notice to the teacher. Parents who need to pick up their children early will be expected to enter through the primary entrance of the school and check into the office. Parents are not to go directly to the classroom. A member of the office staff will retrieve the child that is being picked up. This will result in as little disruption to the class as possible.

ATTENDANCE AND ATTENDANCE POLICY

Students are expected to attend school every day that school is in session. Students who are absent from school more than 18 times, 9 per semester, in an academic year may be retained in the same grade. If a student misses this much school, the Board will make the final decision as to whether or not the child will be retained.

Absence Policy

In the case of an unforeseen absence from school, parents need to notify the school secretary by 9:00 am on the day of absence and provide an explanation for the absence. If a student will be absent for an extended period of time, arrangements must be made with the school in regards to the child's schoolwork.

Students returning to school after an illness or absence must bring a written note of explanation, which must be given to the teacher. Absence due to sickness exceeding five consecutive academic days requires a note from a physician explaining the reason of the absence, unless other arrangements are made.

Student absences for which no acceptable excuse has been given by the parents will be considered unexcused. Unexcused absences may call for disciplinary action, and all class work and other assignments missed on account of unexcused absences will receive a zero..

Students who are at school less than 2 hours will be marked "absent for a full day". Students who are at school less than 4 hours, but more than two hours, on a given day will be marked "absent for a ½ day". Students who are at school more than 4 hours will be considered "present for a full day"

If a student is taken out of school before the end of the academic year and class work and final exams are not completed prior to the departure of the student, the student may be subject to a grade of INCOMPLETE on his or her final report card, depending upon the academic progress of the student.

Foreseen Absences

If the absence is one that is foreseen, the Office must be notified by the parents beforehand, preferably in writing. As much as possible, parents are asked to avoid scheduling appointments or making other plans that would take the child away from class time.



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Whenever possible, vacations should be planned around the school schedule. If a vacation time will result in an absence, parents and teachers should arrange for homework to be completed while on vacation and the children will be expected to submit any missed assignments and class work to the teacher for grading and review. Foreseen absences that are scheduled with the school will be considered to be an excused absence.

Tardy Policy

Students are to arrive at school NO LATER than 8:00 a.m. Any student who arrives after this time will be marked "tardy" for the day. Three tardies in a semester (two quarters) will receive a detention of one hour after school on Wednesday. Tardies are reset at the start of each semester for detention purposes.

Six tardies within an academic quarter will constitute an unexcused absence, the student will attend school for the day but receive no credit for work completed. Beginning with the seventh tardy in an academic quarter the student will not be allowed to attend school on that particular day, and that day will also be an unexcused absence. Tardies in excess of seven in a quarter will be addressed directly by School staff and may result in expulsion or other consequences. Parents should take tardies very seriously and provide a good example to the children. It is the responsibility of the parent, to show sufficient respect towards the school and for the education of the children, to deliver their children to the school on time. There are no "excused" tardies.

Barring the occasional difficulties that we all experience, seeing that students arrive at school on time is a matter of justice-toward the teacher, whose activities are planned; toward the other students, whose learning is disrupted or delayed by tardiness; and especially for the late student who begins the school day out-of-sync with the rest of the class and is embarrassed by the tardiness. There may be a reason a family does not arrive to school on time, and the policy allows for these occasional mishaps up to three times without any negative repercussions.

Other Early Dismissals

On occasion, school may be dismissed early for special events that occur in the evening. This is done to compensate for travel time and other obligations. Parents will be provided as much advanced notice as possible for these dismissals.

CALENDAR

Each year, the academic calendar is prepared and distributed to the parents. It is the parents' responsibility to be aware of important dates and functions. Parents will be notified of any changes to the calendar, should they occur. Working parents should take special note of the days on which students do not have school, early dismissal days, conference dates, etc., and they should arrange their work schedules, in advance.

Participation in functions noted on the school calendar is highly encouraged and is expected to be for the betterment of the school and the children.

MEALS AND MEAL POLICY

Parents are asked to supervise their child's meal preparation, to assure that meals packed are sufficient and healthy, and conducive to learning. Insufficient quantity means hunger that will be an obstacle to concentration. Excess sugar or caffeine means hyperactivity, also not conducive to learning. In addition, the Academy asks that children observe traditional days of fast and abstinence (for example: **no meat on Fridays**).

Breakfast: Breakfast is a meal that should be shared at the home and will provide a solid base for the educational day. Sugary cereals, soda, or caffeinated items should be avoided. The children will be expected to be awake for class but do not need the over-stimulation that is the result of sugar and caffeine. Likewise, a bottle of soda and candy bar does not set a good example for a healthful and nutritional life or start to the day. On certain Mass days when children are expected to maintain a fast, the teacher may request that a breakfast snack be provided for the student.

Lunch: All students should bring lunches to school each day. Please mark all containers with the family name. Good manners are expected at the table or in the classroom if the lunch is eaten in their classrooms. Please go over manners with your children. The first few minutes of lunch, students are to eat silently while classical music is playing, designated reading is taking place, or some other



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activity at the direction of their teacher. These minutes of silence help to ensure that the students eat the lunch provided them, before beginning a recess. **NO** soda or caffeinated beverages will be allowed at lunch unless provided by the school. Main courses should be easy to eat and clean up. There will not be cooking facilities available for the lunch, so please do not send food that needs to be heated. Parents are encouraged to select healthful items for their children's meals.

Forgotten Lunch: Children who forget their lunch will be given a peanut butter and jelly sandwich, or other simple meal. If this service is abused the parents will be charged.

HEALTH POLICIES

Communicable Diseases / Exclusion from School

A student suffering from a contagious illness or a bad cold will not be admitted to school. All communicable diseases are to be reported to the school office. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, scarlet fever, etc. Please call the teacher before sending a child if you are unsure if the illness is communicable or not. Given the close proximity of the children in a classroom, it is highly encouraged that parents do not send children to school if they are sick.

Food Allergies

Food allergies are potentially dangerous. **It** is the family's responsibility to notify the school or teacher of any allergies.

Food Sensitivities

If students are sensitive to missing meals or subject to low or high blood sugar events, please notify their teacher and provide the student with an appropriate snack.

Illness and Injury

Parents will be notified immediately in the case of serious illness or injury that occurs at school. Children will be sent home only in the care of the parent or the person designated by the parent. In grave instances of injury, emergency medical contact and transport may be made prior to parental arrival, i.e., ambulance or life flight helicopter.

Immunizations

State law requires children enrolled in a Missouri school to be immunized against certain diseases, allowing for certain exceptions.. A pupil immunization record must therefore be submitted upon enrollment of a child in the academy, and updated as required. Conscientious objectors are noted that they are still required to complete the child's immunization record, even if reporting "no immunizations" and must fill out the objection form. If a child is partially immunized, please make a note of that on the forms. Please read the admissions document for more information on immunizations.

Medications

The school may not dispense medication on its own authority, and students may not self-medicate, with the exception of insulin pumps, EpiPen (epinephrine), and asthmatic inhalers, except in cases of emergency.

The following form, included in the enrollment papers and available from the school office, must be completed and signed/dated, as it applies to your child:

- *Request for Prescription Medication and Non- Prescription Medication to be Administered during School Attendance*

When possible, medications should be administered at home by the parent. Parents should ask doctors to help them meet this dosing schedule so that medications do not need to be administered at school.

Prescription medication and other medication must be brought to the school in its original container, appropriately labeled by the pharmacy or physician, and given to the Office. Dosing directions should be clearly marked on the container.

First time medications will not be given to the students by school personnel.



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GRADE SCHOOL CURRICULUM

The curriculum for kindergarten through eighth grade includes the following subjects: Religion, English Grammar, Mathematics, Reading and Literature, Writing, Spelling, Phonics, History, Geography, Science and Nature Study, Latin, and Penmanship. Children will be taught at the appropriate developmental level for each grade. They will also be taught using methods that have been proven successful for centuries, including phonics for reading, drilling for math- w/o calculators, and through the use of a classical curriculum each subject shall reinforce the other to result in a well-rounded education and pupil that will think, and not merely regurgitate facts. Additionally, the seventh and eighth grade curriculum will also meet State requirements for the required instruction of students in regards to the United States' Constitution, Missouri Constitution and History.

An important place in the curriculum is given to music (sacred and secular), poetry, art and drama, and physical education. Doing skits, copying and drawing pictures, dramatizing poetry and singing, and doing projects and presentations are encouraged in all subjects.

Religious Instruction

Formal religion classes take place each day. Classes include an ordered presentation of the Catholic Faith through the study of Christian Doctrine, Bible History, The Mass, the Church's Liturgical Year, the Life of Our Lord, and the Lives of the Saints. The students are encouraged to develop a spiritual life in union with the liturgical and sacramental life of the Church.

Reading and Literature

A great emphasis is placed on the literature-based reading program. Everyone loves a story and studies indicate that we learn well through their use. Our Lord, Himself, taught us in parables because He knew their value in educating others to natural and eternal truths. A good book affects the heart and soul in such a way that life can actually be experienced through it.

Reading is the foundation of classical education. By learning to read, a student can teach themselves nearly any other subject, grasp new ideas, or follow instructions to complete the intended task. Our Lady of Good Success Academy will utilize phonics to teach reading skills so that children will learn root words, and build from those roots to read larger more complicated words and phrases. The use of phonics will lend itself to the comprehension of Latin, which will contribute to the understanding of The Mass, Classical Catholic writings, and the western language in general.

Good literature is essential even to the proper and healthy development of the spiritual life. Through it we learn about ourselves, essential to spiritual growth. We also learn about human nature in depth, including its natural strengths and weaknesses. We see human nature at both of its extremes - the best and the worst - and students are thus subtly taught to desire the noble life and to despise the life that destroys the soul.

Other Subjects

The other subjects studied in the classroom are kept simple and are geared towards the nature of the student learner. Memory work is often required, especially in catechism and poetry. Mathematics teaches accuracy, order, and logic. Science teaches the children about God's beautiful plan in nature and in the order of the world. History complements the studies about human nature and the world in which we live, bringing to life true heroes and real-life consequences. Geography and Map Skills teach students about the world and invite them to learn about the cultures of the world and how other children of God live their daily lives.



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Grading scale:

EVALUATION KEY				
INTERPRETATION OF MARKS	LETTER GRADE	PERCENTAGE GRADE		
EXCELLENT	A+	97-100		
	A	94-96		
	A-	90-93		
GOOD	B+	87-89		
	B	83-86		
	B-	80-82		
AVERAGE	C+	77-79		
	C	73-76		
	C-	70-72		
POOR	D	65-69		
FAILURE	F	0-64		
INCOMPLETE	I	"F" after 2 weeks		
E – Excellent	G – Good	S – Satisfactory	P – Poor	U – Unsatisfactory

Academic Discipline

- Report cards are issued at the end of each quarter. They will be sent home and must be signed and returned to the academy as soon as possible.
- Grades are awarded to students according to the percentage scale. A score of 65% or above constitutes a passing grade.
- In order to be advanced to the next grade, students must maintain at least a composite average of 65% in the major subjects. Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade. Students must maintain at least a composite weighted average of 65% in all subjects, and cannot receive a D or less in three or more classes in order to be advanced to the next grade.
- Students in 5th grade or higher who fail one or more major courses in one academic year will be required to remediate the coursework missed, according to the parameters set by the Academy. Failure to successfully remediate according to school guidelines will necessitate a review and possible testing before the student can be promoted. The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will necessitate a review and possible testing before any possible advancement.
- Any student receiving a "D" or an "F" in three or more classes will be placed on academic probation for the following quarter. Should no progress be made during that time, the parents will meet with the Principal to determine a proper course of action. If probationary students show no substantial progress after their parents met with the Principal, then the Principal will meet with the Board to determine a proper course of action, which may include expulsion.
- Failure of a major class in the quarter immediately following probation will result in another probationary semester or expulsion at the discretion of the Board.
- All academic discipline and consequences are at the discretion of the Board.



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Progress / Deficiency Reports

Progress reports are sent home at the midpoint of the 1st quarter.

Deficiency reports will be sent out after the 4th week of each subsequent quarter for all students doing "D" or "F" work in any subject. Deficiency reports may also be issued when there is a pattern of poor conduct. The report includes comments and recommendations from the teacher.

Parents are encouraged to communicate with teachers about their child's performance, should there be a concern.

Parent-Teacher Conferences

Parents of all students are asked to attend the parent-teacher conferences at which they can discuss with the teacher the student's grades and his general academic, character, and moral development of the student.

HONOR ROLL

The purpose of the Honor Roll is to award outstanding scholastic achievement. We honor these students who are highly motivated, responsible, hardworking, and demonstrate good character. For those subjects in which students receive an "Excellent", "Good", "Satisfactory", "Poor" or "Unsatisfactory" mark, a student must receive no lower than "Satisfactory" marks to be eligible for Honor Roll. Likewise, a student who has been suspended for any reason will not be eligible for Honor Roll.

From the 5th grade on, students are eligible for the Honor Roll. Honor Roll criteria are as follows:

Summa cum Laude

Final overall average in major subjects of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

Magna cum Laude

Final overall average in major subjects of 94% (A) or above, with no final grade in any subject below a 87% (B+)

Cum Laude

Final overall average in major subjects of 90% (A-) or above, with no final grade in any subject below a 83% (B)

Students who receive any conduct grade of "U" will be ineligible for Honor Roll.

HOMEWORK AND HOMEWORK POLICIES

Homework, general

Homework assignments are designed to reinforce knowledge, to instill a sense of responsibility, and to encourage time management and independent study habits on the part of the students. In the event that the teacher assigns homework, it is the responsibility of the student to turn in assignments on time, and to obtain homework assignments from his teacher when he has been, or will be absent.

Parents are not to do their children's work. They are asked, however, to see that their children have enough time and a suitable environment in which to complete assignments.



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Homework Time Guidelines

K-3: Occasional assigned homework Reasonable expectations of up to 30 minutes. It is highly recommended that parents read to their children as often as possible. Once the child begins to read it is beneficial to have him/her read orally to someone every night. Below is a list of other possible activities to do with children after school:

- **Kindergarten:** read to children
- **1st Grade:** review of catechism questions, oral reading, review of poetry, practice math flash cards
- **2nd Grade:** review of catechism questions, oral reading, review of auto-dictation and poetry, review of grammar definitions, practice math flash cards
- **3rd Grade:** review of catechism questions, oral reading, review of auto-dictation and poetry, review of grammar definitions, practice math flash cards

Homework is routinely assigned to students in grades 4-12. Reasonable expectations of daily homework requirements are based on the average amount of firmly dedicated time on homework:

- **4th Grade:** 30 minutes
- **5th Grade:** 45 minutes
- **6th Grade:** 1 hour
- **7th – 8th Grades:** 1 ½ hours

Teachers will strive to give assignments that are reasonable for the time allotted. Weekend assignments may require more time than those given on weeknights, and some students may also have supplemental homework, e.g., tutoring and or make-up work. Special projects for the History fair, Literature Fair or Science Fair or other events may occupy more time.

These are general guidelines, and actual requirements will depend somewhat on the child's ability to work diligently and efficiently. Parents should not allow their children to dally indefinitely over homework, but should set an appropriate end time, and oblige their children to be accountable for work not finished.

Homework and Class work Expectations

Teachers are instructed to expect a child's best work. Assignments that are incomplete or completed poorly may need to be redone. Students should take time to use correct spelling and to avoid numerous cross-outs. Likewise, homework papers should be kept in a protective folder. Soiled or ragged papers will not be accepted.

Homework must be done on loose-leaf notebook paper or the handwriting paper required by the teacher. Students in grade 6 and above are required to use a blue or black ink pen for assignments that will be turned in for a grade. A pencil should be used for math assignments.

Late Work

Assignments must be done by the morning of the day they are due. Late assignments will be penalized 5 percentage points for each day they are late. Work will not be accepted after the fifth day that it is late. Homework that is submitted late as a result of an excused absence will not have its scores reduced.

Homework Requests When Students Are Absent

It is the responsibility of the student to obtain missed assignments from his teacher. If your child is absent and you wish to obtain assignments for him, please call the school office no later than the morning of the day the work is desired. Assignments may be picked up at the end of the school day or they may be sent home with siblings. The pupil has two days to submit homework that was assigned when a child was absent with an excused absence. It is the child and parent's responsibility to work closely with their teacher to obtain their homework assignments and to make sure that the child has the appropriate books or handouts needed to complete the assignments that were missed. Certain circumstances such as long-term hospitalization or incapacitation, will be dealt with on a case-by-case basis.



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Note: Long-term projects and assignments that were given prior to a student absence are due on the original date announced and are to be delivered to the school on that date. Students do not have extra time to complete such assignments without a reduction in grade. Likewise, if a test was announced prior to an absence, the student will be expected to take the test the day he returns to school, as this material was already covered in class and student mastery of the material is already expected.

ACADEMY DRESS CODE

The purpose of a dress code is to encourage modesty in our youth, and to discourage the pursuit of ignoble fashion or immoral style. Children at school should be dressed as if they will be attending Mass. The following requirements are to be noted:

Cleanliness is next to godliness. Students are expected to bathe regularly. Older students should be allowed, and are expected, to use deodorants. Likewise, clothing should be clean, pressed, and in good order. Students are expected to be properly dressed when arriving at school. Children arriving in disheveled, dirty, stinky clothing or partial uniform are a poor example of the goals that we are trying to achieve at our school. Repeated circumstances of children who appear to not be taken care of may be addressed directly by school personnel. Please make it your utmost goal as a parent to ensure that your child is presentable for school.

Girls:

- **Pleated Jumpers:** (K-4th grade) V-neck, navy blue, pleated
 - Extend at least 2” below the knee when sitting.
- **Skirts:** (Girls 5th grade and up) long, navy blue, pleated
 - Extend at least 2” below the knee when sitting in the norms of Christian modesty.
- **Shorts:** (worn underneath jumpers and skirts) navy blue, black, or grey
- **Shirts:** white, preferably “peter pan” collar, button down, long sleeve or short sleeve
 - White undershirt recommended for K – 4th, required for 5th – 8th
- **Hair Bows or Hair Ties:** (used to keep hair out of the child’s face) white, navy blue, or black
- **Cross tie:** navy blue.
- **Socks:** white, above the ankle or higher, bobby socks are acceptable (no “no-show” or below ankle socks).
- **Leggings or Tights:** navy blue or white, acceptable to wear in cold weather.
- **Dress Shoes:** black dress shoes, closed toed, covered heel (no high heels)
- **Tennis Shoes:** for recess or PE
- **Rubber/Snow Boots:** for recess during wet/inclement weather
- Optional: **sweater-vest**, v-neck, navy blue
cardigan, navy blue, optional for winter

Boys:

- **Pants:** navy blue, pleated or flat front dress pants
- **Belt:** black, leather
- **Shirt:** white dress shirt, button down, long sleeve or short sleeve
 - If an undershirt is worn, it must be white
- **Tie:** navy blue
- **Socks:** black, above the ankle



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- **Dress Shoes:** all black shoes, or all black lace up boots
- **Tennis Shoes:** for recess or PE
- **Rubber/Snow boots:** for recess during wet/inclement weather
- Optional: **sweater-vest**, v-neck, navy blue

sweater, navy blue, optional for winter

The French Toast® brand is a well-known brand of uniforms and holds up very well to the wear and tear and washings of a uniform worn so often. This brand can be purchased on frenchtoast.com, amazon.com, cookieskids.com, jcpenny.com, and kohls.com. Coupon codes can often be found for these stores.

Parents, teachers, and volunteers are also expected to observe modest dress guidelines while in the classroom.

For recess and P.E. Class children may wear any appropriate footwear regardless of color. These may be tennis shoes, or mud boots, but the Children must change into recess shoes so their dress shoes will not be damaged during play. Children may optionally change shirts for recess, but they are obliged to do so for P.E. These may be either the OLGS t-shirt, OLGS polo, the older GDA t-shirt, or a solid-colored t-shirt; **no non-school related prints or logos** are allowed. Also, sleeveless shirts are not allowed for boys or girls. During P.E. Class, students must wear clothing appropriate for the activities: girls must wear shorts under their skirts and boys are allowed to wear sports shorts that extend to the knee and cover themselves modestly. Additional elements of modesty shall be solely at the discretion of the staff.

Reporting Uniform Violations

Classroom teachers have the primary responsibility for noting and reporting uniform violations. If another faculty or staff member notices a uniform violation, they will report it to the relevant classroom teacher. Students who are out of uniform will receive a Uniform Violation slip, to be signed by their parent or guardian and returned. The student will be asked to correct the violation immediately. If this is not possible, and the offense is minor, the student will stay at school and correct it the next school day. If the offense is egregious or repeated, the student will be sent to the Principal's office or sent home. Kindergarten-2nd grade students will receive a slip but no disciplinary action. 3rd-4th grade students will receive a violation slip and after 3 slips may lose points toward the treasure box, reward system implemented in that class, after 6 infractions the child will be issued a detention, resetting each semester. After 3 uniform violations for students in 5th-8th grade, the student may be disciplined at the discretion of the teacher and after 6 infractions the child will be issued a detention, resetting each semester.

Policy Regarding Make-up

Medicated bases prescribed by a physician may be worn. This permission will be granted with a physician's note kept on file. Cosmetic enhancers, including nail polish, will not be allowed. Nail polish applied on weekends should be removed prior to the school week. Fake nails will not be allowed. These rules are enacted as to encourage the modesty of the youth and prevent students from being distracted during school activities. Teaching history has shown us that, while this may appear as a minor issue, the distraction provided by fingernail polish is disruptive to the classroom because the children fixate on the fingernail polish.

Policy Regarding Jewelry, Piercing and Tattoos

Jewelry shall be tasteful in appearance and shall not interfere with classroom or recess activities, and shall not be a distraction to others. This means that multiple earrings in one ear and dangling earrings will not be allowed in the school. Earring should be limited to small post style earrings. Boys will not be allowed to wear finger rings, or earrings. For the girls, visible piercing other than ears is not acceptable. Tattoos are not acceptable. Students shall not be allowed to wear or display "temporary" tattoos as it encourages the use of tattoos. Large necklaces, noisemaking jewelry, or any other item of jewelry that a teacher deems unsafe or grossly distracting will be confiscated by the staff and not allowed back into the school.

Policy Regarding Hair

Fad hairstyles in boys or girls are not acceptable and will not be allowed at school. Boys should be well-groomed, and their hair must be cut traditionally, off the collar and ears. No "mullets" or shoulder length hair is allowed. Girls should wear their hair in a tasteful and modest manner. Girls must be able to keep their hair out of their face, if this requires the use of hair ties, bows, clips or some other



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method, make sure your child is equipped with those items. It is not the responsibility of the school to provide this equipment for the children. Teaching experience has shown that children playing with their hair is a major distraction in the classroom to both the students and the teacher. Any hair accessories that a teacher deems to be grossly distracting will be confiscated by the staff and not allowed back into the school.

GENERAL SCHOOL RULES AND GUIDELINES

Character training is an important element of education at Our Lady of Good Success Academy. Loyalty, respect, and good manners, as well as immediate, cheerful cooperation, are expected and will be demanded from all students. As part of the character training for the academy, the students will be led in the pledge of allegiance on a daily basis, this will encourage an atmosphere of honor and respect for our nations flag as we prepare our children to be responsible citizens.

Discipline is the result, in large measure, of the pupil's natural response to the teacher's gentle but firm command of respect rather than to rigid enforcement of a list of rules. Some rules, however, are necessary, and the children must be made aware of them. The following are designed to maintain order and to help the students develop habits of etiquette, courtesy, culture, and of the intellectual and spiritual life.

Items Not Permitted on School Premises The following are not to be brought to school by students:

- Cell phones- phones are an unnecessary distraction and children will not be allowed to take or receive calls during the school day. If there is need to speak with your child, the teacher shall be contacted.
- Entertainment devices such as radios, tape/CD players, I-pods, cassettes, CDs, DVDs, MP3s.
- Electronic games of any kind, even those religious in nature.
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or otherwise inappropriate content
- Any drugs or alcoholic beverages
- Any tobacco or tobacco products
- Illegal weapons of any kind

These and any other inappropriate items will be confiscated by the teacher. Inappropriate use of **any** item can result in confiscation by the teacher and/or other disciplinary action, depending upon the nature and severity of the infraction.

General Classroom Behavior

- Students are to raise their hands and wait to be called upon before asking or answering questions, unless engaging in discussion periods in which the teacher allows for open discussion in the classroom.
- The teacher shall not be addressed solely by the familiar name without a proper title. This shall encourage a respect for authority.
- Students are to stand and respectfully greet all adult visitors to the classroom. They will address the adult according to his/her proper title: Father, Sister, Mr., Mrs., Miss, etc.

Lunch Behavior

- Students are to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- Students will clean up after themselves and assist in overall cleanliness of the lunch zone.



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Play Expectations

- All students are expected to go out for play during recess. If a student must stay in for health reasons, or is not permitted to participate in recess activities, a written note is required. Students may be withheld from play activities by their teachers for disciplinary infractions.
- All students must dress appropriately for the weather.
- For safety reason, rough horseplay and tackle football are not permitted.
- Children must remain within the boundaries laid out to them.
- During inclement weather, recess will be indoors. Running and other horseplay **are not** permitted inside the school.
- Children are not allowed to play in or around the teacher's residence or garage.

Parties and Gift Deliveries

- Deliveries of flowers, balloons, gifts, etc. **are not** to be made to students during the school day.

Birthday Parties: While birthdays are a special day in a child's life, a uniform treatment of birthdays is important for purposes of harmony in the school and with school families. For this reason, classes may not have birthday parties for individual students which will detract from the classroom time. Subject to teacher discretion, students may bring a snack to share with fellow classmates.

- Feast Day and Holiday Parties: Teachers, parents and students will not arrange classroom parties other than those approved by the Principal. Classroom parties that are approved will take place no sooner and no longer than the last class period of the school day, unless otherwise approved by the Principal

Respect for School Property

- Vandalism (including defacing of desks or books) and any abuse of school property will not be tolerated. ***Parents will be billed for damages and the student will be expected to do any necessary clean-up work.***
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and by cleaning up after themselves.
- Students shall keep their hardbound textbooks covered at all times. The cover should include Title, Subject, Grade, and Student. ***Books damaged beyond use or lost must be replaced at the parent's expense.***
- There should be no expectation of privacy. Students are advised that lockers, desks, and any property of the premises are considered school property. As such, these areas may be inspected at any time.

Rest Room Use

- When Mass is celebrated, students will learn to use the restroom beforehand. Parents should teach their children proper restroom etiquette, including hand washing and toilet paper use. If students deliberately block or plug a toilet or damage the restroom facilities the parent(s) of the children will be held responsible for the entirety of the cost of repairing the damage.

General Items

- Quiet is to be maintained in all areas of the school at all times, except during recess and break time, when moderate noise is permitted.
- Running, jumping, and roughhousing are not permitted in any part of the school building. Gum chewing is not permitted on school premises.



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- Use of the school phone will be permitted only in emergencies, and permission must be obtained from a teacher or the administration assistant.
- Under no circumstances will students be permitted to leave school premises during the school day without written permission.
- Children should respect the school grounds. This includes not disturbing areas that are off limits to students. It also includes other areas of the school grounds where personal belongings may exist. These materials should not be disturbed.
- Respect for school property includes not disturbing or hurting any indoor or outdoor animals that may be present. God gave man dominion over animals and He expects man to respect this gift. The students will observe proper behavior in this manner.
- Academic Honesty- Cheating will not be tolerated and as discussed later is a GRAVE infraction. Cheating is against the moral ethos that the school is trying to ingrain in the children. Cheating can result in failure of that assignment and repeated offenses will result in expulsion of the child from the academy. Parents who are encouraging cheating to ensure that the child receive good marks is antithetical to the learning process and the moral code that the Academy is attempting to instill within the children. Examples of cheating include, but are not limited to:
 - Children directly copying work from one another, or doing work for another
 - Parents or siblings directly doing the children's work for them- children do not learn if the parent does their work
 - Utilizing answer keys or old papers from previous family members- this includes Parent's utilization of teachers answer key manuals.
 - Plagiarism of content from the internet, world book encyclopedia, or other source. If sources are used, they should be referenced. However, even referenced sources should be a source, and that source should not make up more than 40% of the work.
 - Children sneaking answer keys in on a test. Children utilizing the answers in the back of certain books if they are provided but the teacher tells them not to look at those answers.

DISCIPLINARY MEASURES

Our Lady of Good Success Academy applies the principles of Catholic education in disciplining its students. The key to education is to win the heart of the student. The educator who shows that he has always the students' best interests at heart will be loved by them, and they will willingly allow themselves to be formed by him. Personal contact with the students that demonstrates kindness, patience, and charity is thus essential. The model of all teachers being Our Lord Jesus Christ, it is from Him that this approach is learned, and experience shows it to be most effective in helping a child to overcome vice and acquire virtue.

True charity at times obliges correction or even punishment. The goal of punishment is never simply to make the offender suffer, but rather to lead him to correction and to purpose of amendment.

Disciplinary measures will consist chiefly in the restriction of activities and privileges. Recreational activities may be limited or denied, depending on the circumstances. Manual labor, study hall, detentions, etc. may also be used in student discipline.

Minor Infractions

Incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions are:

- Disorderly desks or lockers
- Incomplete uniforms
- Excessive tardiness
- Neglect of school property



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- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

This is not intended to be an all-inclusive list, staff may add other items at their discretion.

Teachers will correct minor infractions in the classroom and may choose to require in-school detention study hall or other means, at their discretion. Unless a pattern develops, the school will not inform parents of these offenses.

Major Infractions

Incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Fighting
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above
- Use of personal electronics during school hours

These examples are not intended to be all inclusive, the Staff may add other items of this nature. The Principal will handle infractions of this nature. Students will be punished with detention or other means, at the Principal's discretion. A detention may entail extensive janitorial work. Students guilty of major infractions may be excluded from extra-curricular activities.

Grave Infractions

Incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of illegal weapons or fireworks or explosive devices
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material, including, but not limited to, photos, videos and literature
- Excessive repetition of major infractions such as those listed above
- Bullying including derogatory, offensive nicknames, name calling, and physical altercations.



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These examples are not intended to be all inclusive, the Staff may add other items of this nature. Infractions of this nature will be handled by the Principal in consultation with the Board, and will be punished by suspension or expulsion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension will receive a zero. Expulsion, once effected, will be for the duration determined by the Board at which time re-admittance may be granted at the discretion of the Board.

Infractions of this nature will be handled by the Principal in consultation with the Board. Students will be punished by suspension or expulsion at the discretion of the Principal in consultation with the Board. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension will receive a zero, at the discretion of the Principal in consultation with the Board. Expulsion, once effected, will be for the duration of the Academic year. Re-admittance may be granted at the discretion of the Principal in consultation with the Board.

Notice of Disciplinary Action

Parents will be officially notified of major and grave infractions and of the disciplinary measure taken. This will be done by means of a disciplinary notice, a copy of which will be retained in the student's file. A meeting with the principal and/or Board may be requested.

Disciplinary Probation

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. If a student on disciplinary probation shows no substantial improvement in behavior, his or her parents will meet with the Principal to determine a proper course of action, which may include expulsion.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students must be academically current to participate in extra-curricular activities. Students must not be on suspension or detention the day of the activities, if so, the student will be excluded from these activities.

Students must be present at school on the day of the extra-curricular activities when these days fall on regularly scheduled school days. If the student is absent during the day, he or she will be excluded from participation.

FIELD TRIPS

Field trips are valuable and fun learning experiences for students. At the beginning of the year, parents are required to fill out a general field trip release included in the enrollment packet. The individual entrance application will be referenced for health and emergency information. This permission form will be kept on file for the complete academic year.

Parents will be informed of individual field trips throughout the year by means of an abbreviated permission slip that will be sent home. Students who have not turned in a signed permission slip by the day of the activity will not be allowed to participate, due to safety and liability reasons.

Field trips are considered a student privilege and not a right. Students must be performing well academically and behaviorally. Students may be denied field trip privileges in certain behavioral and/or academic circumstances.

Students should make all attempts to participate in class field trips as they can enhance the learning experience, and be used to reinforce classroom education. However, previous parental consent is required, and if a parent wishes to withhold the child from the trip the child will be considered absent for the day but shall be allowed to do equivalent work to make up for any credit that might have been given by the teacher during a field trip. The equivalent work will be determined by the teacher.



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APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL

Appointments with Teachers or Administration

Appointments may be made to meet with any member of the school faculty or Board. These should always be scheduled by phone, and in advance, through the school teachers or Principal.

Contact of Teachers Outside of School Hours

Please respect the teachers' private lives. Teachers should be contacted regarding school matters at their contact numbers. Phone calls will be returned the following day, or at the teacher's earliest convenience.

VISITOR POLICY

Visitors, including parents, must enter the buildings through the main doors and check in at the school office. Do not go directly to your child's classroom to get the child. This is very unprofessional and the interruption it brings to the classroom can be very disruptive. Wait in the office until a member of the Office staff retrieves the child.

Classroom Visitation

Occasional classroom visits by parents can benefit the educational process. Parents should make requests for classroom visits at least 24 hours prior to the desired visit. Teachers and parents will decide on a mutually agreeable visitation time, and the teacher will confirm the visit with the school office and the Principal.

A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

EMERGENCY PROCEDURES

In case of severe weather (bad thunderstorms, ice storms, tornadoes, etc.) during school hours, the best procedure is to leave the children at school. The school will maintain contact with the U.S. Weather Service for warnings of tornadoes or other severe conditions. In the event of a tornado warning, students will be assembled in the safest locations within the buildings. Parents are urged NOT to pick up their children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers are directed not to release children to any person other than parents unless notification is received from the parent, or prior arrangements have been made.

Fire Drills

Drills are mandatory and are conducted throughout the school year. Students are required to maintain silence and to conduct themselves in an appropriate manner in order to ensure safety of all students, faculty and staff personnel.

Tornado Drills

Tornado Drills will be conducted during tornado season. Students are instructed as to where they should go in the case of a tornado or severe weather conditions. Students are required to maintain silence and to conduct themselves in an appropriate manner in order to ensure the safety of all students, faculty and staff personnel.

Emergency Accidents

In the event of a major accident to an individual, the 911 emergency procedures will be used and the parents will be notified at the earliest possible time. In the case of moderate incidents, parents will be notified and a decision made whether or not a school representative shall transport the child to the appropriate medical facility, or if a parent will provide transport. In either case, first aid will be administered to the extent practicable. In the case of very minor accidents, first aid will be administered on site, but parents will not be notified.



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Inclement Weather and Other School Closings

School must at times be closed due to inclement weather (ice or snow). Since our school is located in the Louisiana Public School District and since many of our students live in the Bowling Green School District, we will follow their lead on school closings. If either of them are closed, we will also be closed. The telephone tree will be utilized to confirm this, when necessary.

If what looks to be a severe snow storm begins while school is already in session, parents may at their discretion decide to come and pick up their children and carpools, as appropriate. If a decision is made to close school early, parents will be contacted. Parents should have an emergency transportation plan in place in case they cannot come and pick up their child.

The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their children.

Due to the recent onslaught of litigation within the public-school districts, and the buses that run for the public-school districts are legally responsible for the children on board, the local public schools have canceled schools on multiple occasions out of an abundance of caution. Since our school draws its students from a wide geographic area covering at least four public school districts, some latitude may occasionally exist for cancellations. If the school decides to remain in session on a day when the public schools are closed, at least 12 hours of advanced notice will be provided to the families. This means that a decision will be made by 8:00 PM prior to the expected cancellation day. First and foremost, because the Parents are responsible for the safe delivery of their children to school, the Parent will ultimately make the prudent decision on whether or not it is safe to come to school. There are times when there may be ice in Troy, but not in Louisiana. In these cases, prudence dictates that it may not be possible to come to school for those families. If school is in session, then those children will simply be marked as an excused absence for the day. These days would not be considered mandatory days, i.e., not attending will not affect your child's attendance record if you are trying to reach perfect attendance. However, class will go on as usual and the lessons taught will NOT be repeated the following day. If your child does not attend, they will have the right to make up the work as if they had experienced an excused absence and allowed two days to submit homework without deducting points.

TUITION AND FUNDRAISING

Tuition

Parents are expected to take their tuition obligations seriously, as it is a matter of justice and indispensable to the financial stability of the school.

If an extreme set of circumstances be encountered and a payment arrangement is desired, any special considerations in payment arrangements such as waivers, deferments, altered payment schedules, etc. will be valid ONLY if they are requested in writing and approved by the school Board. Should it happen that payment be omitted and the Board not be contacted to set up a written payment plan, a 5% monthly late fee penalty shall be applied. This penalty shall accrue 30 days after the due date (e.g. - If the payment is due on September 1, the late fee accrues on October 1). Parents may also be required to withdraw their child(ren) from the academy until financial obligations have been brought to a current status. Additionally, all grade cards, transcripts and diplomas will be withheld until these obligations have been met.

Tuition is to be paid on a monthly basis on the first of the month. It is important that parents respect the timely submittal of school fees, the ongoing operations of the school rely upon these fees.

Fundraising Obligations

All families are required to contribute in official school fundraisers. Fundraising will help to provide a base for future expansion of the school. Ideas for fundraisers are encouraged that include raising funds from areas outside the Church community. Each fundraiser that OLGS has may require a minimum fundraising amount per child, or per family. These amounts are as important as tuition and if a minimum is established for the fundraiser, the amount must be met by the family or the difference will be added to the tuition that is due for the child.



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VOLUNTEERING AT THE SCHOOL

Volunteers are considered very valuable resources for the academy. Volunteers may be screened before beginning volunteer work in the academy. The teacher, Principal or the Board retains the right to reject volunteers without question.

Confidentiality Agreement

The importance of confidentiality regarding the privacy rights of all students must be understood by all parent volunteers at the academy. Any information obtained or overheard while volunteering at the school or in any capacity in or out of the classroom must be kept confidential.

Parent Volunteers

We depend on volunteer help for many tasks at school. We understand that because of other jobs and responsibilities, everyone cannot give the same amount of time and help. Parents are encouraged to give some service to the school. Examples of service are, but not limited to: scheduled indoor school cleaning, scheduled outdoor school cleanings, volunteering as a field trip driver, etc. Volunteers shall be subject to background checks upon request.

Volunteers will:

- Respect the confidentiality of all faculty, staff and students
- Not share information and behaviors with anyone else
- Remain in the designated work area
- Dress appropriately for activity, while in compliance with the dress code of the Academy
- Be aware of, and adhere to, classroom / playground rules and expectations
- Notify office / teacher if you cannot come when expected
- Have access to personal cell phones to use in emergencies if driving in the capacity of the school

Volunteers will not:

- Conference with teachers unexpectedly
- Advise or instruct the students in a manner that is in conflict with the mission of Our Lady of Good Success Academy.
- Visit their child's classroom unannounced
- Bring siblings to the activity unless approved ahead of time

RE-ENROLLMENT / RE-REGISTRATION

Continued enrollment of the student is subject to the student observing the school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance and attendance.

Continued enrollment in any given school year and re-enrollment in any subsequent school year is subject to the parents' / guardians' continued support of the mission of the school, as documented in the School Handbook, and the maintenance of a demonstrably effective and supportive relationship between the school and the parents / guardians. Re-enrollment in any subsequent year is subject to mutual agreement. Either the parents or the school administration may withhold that agreement with or without cause.



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WITHDRAWAL FROM THE ACADEMY

In the event that a child is withdrawn from the academy during the course of an academic year, the following should be followed:

Withdrawal Guidelines

- Parents should arrange a meeting with the Board to discuss the withdrawal.
- If, after meeting with the Board, the decision for withdrawal has been finalized, the parent should return all unused books and materials to the school.
- The faculty is allowed a minimum of 3 days to prepare all materials for the withdrawal.
- All fees must be paid and accounts brought to reconciliation. (The contract signed for enrollment is binding.)

Transfer

Before a student's health, scholastic and standardized test records can be sent to the new school, the new school must request this information from the academy in writing with a transcript release form. Our Lady of Good Success Academy reserves the right to withhold all records until all financial obligations to the academy have been met.

Readmission after Withdrawal

Students withdrawn from the academy during an academic year for any other reason besides moving from the area or health are not guaranteed readmission should it be sought, and may be asked to wait one year, at the discretion of the Board before reapplying.

The enrollment process for these students is the same as that for new students to the academy.

COPYRIGHT OBSERVANCE

Our Lady of Good Success Academy requires that anyone associated with the academy observe all applicable copyright laws.

Copyrighted works may be used or copied in certain situations such as when the work is under public domain, (work belonging to the public as a full government documents and works, works with an expired copyright or no existing protection, and works published over 75 years ago), or if given permission from the copyright owner, or under certain other legal exceptions (parody or fair use for educational purposes according to certain restrictions).

Copyright law provides four general standards for determining the applicability for the fair use exemption that applies to educational purposes. These four standards to determine the exemption are: purpose of use, nature of the work, proportion/extent material used, and the effect on marketability. The fair use exemption is important to understand and follow. Before copying the material, the person shall examine the standards to see if their intended use of the material will meet the requirements of the exemption. If there is doubt whether copying certain material is legal, then do not copy the material.

Ultimately, observing copyright law is a moral question. Being consistent with Our Lady of Good Success Academy's foundation in Catholic guidance, we all have a moral obligation to practice integrity in this, and in all areas of our lives. In short, any copying of material should first be examined under view of moral law and the applicable copyright laws.



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SCHOOL POLICY REGARDING SPECIAL NEEDS CHILDREN

Many children today are being diagnosed with childhood developmental disorders such as Asperger's, Autism, and severe Attention Deficit Hyperactivity Disorder (ADHD). There is also the potential for children to have various moderate and/or major physical handicaps. These handicaps may be a heavy cross for a family to overcome but, if used properly, these conditions may afford the child and family a special opportunity to grow spiritually. These issues present very clear and special challenges for the school in the educational development of the particular children and for the education of their classmates. These children, if given the proper attention and educational opportunities, can achieve good results and in many cases even excel in their educational development.

OLGS is not able to provide the best educational opportunities for students with moderate to severe behavioral, educational, and/or physical handicaps. Our teachers are not specifically trained to deal with children who fall into these categories and we do not foresee in the near future the ability to offer teachers with this expertise. Even though we have small classroom sizes, the school cannot allot the one-on-one time with a special educator that would be required to meet the needs of the children who may have these conditions on a moderate to severe level. When this situation presents itself, each child's case will be reviewed separately before a final decision would be made with regards to our ability to educate a child with disabilities. OLGS reserves the right to request that children who are suspected of developmental delays and handicaps be tested to determine the extent of those handicaps. If the extent of the disability is determined to be in excess of what accommodations can be reasonably made by OLGS, the school reserves the right to deny enrollment of the child and request the child to seek admittance to a special learning center such as those provided by the local public school districts.

OLGS strongly encourage any family in this situation to seek out the best available avenues of education for any child they may have who has these special needs, this includes taking advantage of the special education resources that are available in their local public school district. Furthermore, if OLGS can help with seeking advice or presenting potential alternative solutions for these individual students it shall gladly do so.