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High School students from Academy of the Sacred Heart, De La Salle, and St. Mary's Dominican came together for a day of training to serve as Extraordinary Ministers of Holy Communion.

News from Jan...

Dear Administrators,

I am excited to see you on Friday at our End of Year Luncheon at Heritage Grill. If you have not yet RSVP'd, please do so by clicking the link in the newsletter.

I'm looking forward to spending time with you and thanking you for your dedication to the ministry of Catholic education.

As I have already mentioned to our elementary principals, our elementary region meetings originally scheduled for this week have been cancelled. The meetings have been re-scheduled for June 8th from 9:00 a.m. - 12:00 p.m. This meeting will be for both elementary and high school principals and presidents.

The purpose of the meeting will be to have RaeNell discuss with you about the future direction of the Office of

ANNOUNCEMENTS

Credit Recovery for Academic Remediation

The Louisiana State Department of Education recognizes credit recovery as an acceptable way for students to make up work for which they have shown academic deficits or for subjects that they have failed to pass. In Credit Recovery, students do not attend traditional summer schools but rather are given a program of studies to complete that targets specific content and skills in which the student exhibits deficits. Therefore, each student is provided an individual program of remediation. Successful remediation and completion of credit recovery is also determined on an individual basis. Schools have great flexibility in handling this process. If you have questions or need support in establishing a process for credit recovery, please contact Mrs. Jane Baker.

Credit - Recovery Summer Program

Our Lady of Divine Providence (917 N. Atlanta Street,

Catholic Schools and how the office can best serve you. Please mark this date in your calendar so that RaeNell and the office can best serve you as we move into the future.

Please do not hesitate to contact our office if there is anything we can do for you.

God Bless,

Jan

Calendar at a Glance...

Facility Managers Meeting - **April 27th**

Presidents/Principals End-of-Year Luncheon - **April 28th**

Calling All Fifth Graders - **May 10**

Metairie, LA 70003) will sponsor a Credit - Recovery Summer Program for students in need of academic remediation and/or in need of making up credit. The program will begin June 5 and end on June 29. It will be from 9:00 a.m. to 12:00 p.m. Monday through Thursday. The sixty-hour program will consist of 40 hours of in-class instruction with 20 hours of homework. For parents needing full-day services, camp and aftercare will also be available. Cost for the Credit Recovery Summer Program is \$350.00. For information and registration, contact Mrs. Elvina DiBartolo, principal of Our Lady of Divine Providence at 504-466-0591.

Required Services

Forms for required services have not changed. Schools may turn in packets during June as many choose to complete the process before the summer vacation. The final deadline for submission to the Office of Catholic Schools is August 1, 2017. Please view Required Services Suggestions Page [here](#). Click [here](#) for the Required Services Summary Time Record Form. Click [here](#) for the Required Services Reimbursement Form. Click [here](#) for the Required Services Time Log.

Certificates of Promotion

The Archdiocese of New Orleans 2016-2017 Certificate of Promotion is being sent electronically this year. Principals are asked to complete the certificate and print on certificate or ivory parchment paper. Click [here](#) for official copy.

REMINDERS

Save The Date: End-of-Year President/Principal Luncheon

Our annual end-of-year president/principal luncheon will be held April 28th from 12:00 p.m. - 2:00 p.m. at Heritage Grill. Please do not forget to register [here](#).

Principal Contracts

Please find the Parish Principal Contract [here](#), Parish Assistant Principal Contract [here](#). Please find the Archdiocesan Principal Contract [here](#), Archdiocesan Assistant Principal Contract [here](#).

Science Lab Safety

Parish elementary and archdiocesan high school teachers (PK4 -12) who teach one or more science classes are required to earn science laboratory safety

certification through Flinn Scientific Certification. Courses can be found on the OCS website, under "Downloads" in the Administrators' Portal. A certificate of completion is to be kept on file at the school; certification is good for three years.

- Parish elementary and archdiocesan high school principals must annually submit a signed copy of the Science Laboratory Safety Policy found [here](#) to celliot@arch-no.org at OCS before the start of school.
- A Student Safety Agreement form can be found [here](#) (grades Pk-4th) and [here](#) (grades 5th-12th). This form must be sent home to parents by the Science teacher at the start of each school year. Parents are to sign and return the agreement to be kept on file at the school.
- Student Safety Guidelines can be found [here](#). Science teachers are to read these guidelines to their students at the start of each school year and send them home for parents to review.

Re-certification of the Science Safety Course

Science teachers that have been lab safety certified since 2014 will need to re-new their certification. Flinn Scientific offers teachers who have completed the Safety Course an opportunity to extend their certification for another three years by completing the free Flinn Scientific Laboratory Re-Certification Course.

This one-hour course will cover recent updates to the requirements for chemical labels and Safety Data Sheets, plus a quick overview of how to prevent common laboratory accidents that have occurred in schools. A new certificate will be generated. This must be kept on file at the school. The re-certification course will be valid for three years and can be found [here](#).

CATHOLIC IDENTITY

Administrators' Retreat

The Administrators' Retreat will be held July 19th - July 20th at the Beau Rivage in Biloxi, Mississippi. The retreat will begin Wednesday, July 19th at 9:00 a.m. Please mark your calendars.

Theme: *Encountering Jesus, Ministering with Joy*
Presenter: Dr. Tom Neal, Academic Dean at Notre Dame Seminary

Cost: \$300.00 - This includes the cost of the room for Wednesday night and breakfast, lunch, and dinner on

Wednesday and breakfast on Thursday.

To register, click [here](#).

New Principals' Workshop

The New Principals' Workshop will be held Tuesday, July 18, 2017, from 9:00 a.m. to 9:00 p.m., at the Beau Rivage in Biloxi, Mississippi.

Administrators beginning their first year should attend. Administrators completing their first year are encouraged to attend.

Cost: \$250.00 for the New Administrators Workshop, which includes the room on Tuesday night and breakfast, lunch, and dinner on Tuesday.

To register click [here](#).

AROUND THE ARCHDIOCESE

NACE New Orleans Material Science Camp for Teachers

NACE New Orleans Material Science Camp for Teachers is a free camp for teachers during the last full week of June at the Mechanical Engineering Department of the University of New Orleans. Please see flyer [here](#) for more information.

AICPA High School Accounting Class

The AICPA (American Institute of Certified Public Accountants) has helped develop a high school accounting class. Attached [here](#) is a flyer giving brief info on a pilot and bridge project to get the program into schools. If this is a program or class your school may be interested in having, please contact Philip Gunn at pgunn@pnacpa.com.

Children's Mission Day

Children's Mission Day 2017 will be on October 21, 2017 from 10:00 a.m. to 3:00 p.m. at St. Mary's Dominican High School. Please see the flyer [here](#) for more information.

Administrators' Conference

Please join us for the Archdiocese of New Orleans 51st Annual Administrators' Conference in Biloxi, MS on October 11 - 13, 2017. Our theme is Embracing Bold Leadership. We are pleased to have Simon T. Bailey,

Marceta F. Reilly, Steve Ventura, and Cathy Lassiter as our keynote speakers. Register [here](#) .

Technology Leadership Summit

LACUE Technology Leadership Summit will be Tuesday, June 13th - Thursday, June, 15th at the Renaissance Baton Rouge Hotel. Please click here for the summit website or contact Rob Logan (rlogan@uview.academy) or Dianne LeBlanc (dleblanc@iberia.k12.la.us) for more information.

Professional Development Opportunity

Creative Mathematics presents *Math Fact Fluency, Every Teacher's Responsibility*. Kathy Collins, a Kim Sutton Associate, will discuss the long-standing need for math fact fluency and address content through a two-day seminar. The seminar will run from May 31st - June 1st at Christ The King School. Please see brochure [here](#) for more details.