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7th grade students at St. Angela Merici wrote biographies on family members and friends. They got to share their books and afternoon tea with those special people in their lives.

News from Jan...

Dear Fellow Administrators,

Words cannot begin to describe how much last Friday meant to me when the administrators recognized me at the luncheon. Having been partners in ministry with you for so many years, I have respect, love and admiration for each of you. Thank you for taking the time to make me feel so appreciated! Please enjoy pictures from the luncheon by clicking [here](#).

In continuing to plan for next year, please see the update of the Sunday criteria for school events [here](#). It was recently brought to my attention that the second exception was causing some confusion among schools. I apologize for any misunderstandings and hope this helps clarify the guidelines. Please let me know if there are any questions regarding this update.

ANNOUNCEMENTS

Archdiocesan June Principals' Meeting

Please note that because of the June 8th principals' meeting, the Archdiocesan High School Principals' Meeting on June 1st has been cancelled. Please plan to attend the June 8th meeting instead.

Parent Survey

Please encourage parents to complete the following survey: <https://www.surveymonkey.com/r/9RPK6CL>. The survey is to benefit marketing campaigns in Catholic schools.

Summer Camp Directors' Meeting

There will be a Summer Camp Directors' Meeting on Tuesday, May 16th at 6:30 p.m. at St. Louis King of France School (cafeteria). All parishes and schools

As we begin the hectic month of May, please know our office continues to be here to serve you. Please let us know what we can do to make this time of year a little easier.

God bless you and the students you serve,

Jan

Calendar at a Glance...

Farewell Reception for Dr. Lancaster - **May 4th**

Calling All Fifth Graders - **May 10th**

Principals' Meeting - **June 8th**

hosting camps this summer can send a administrative representative. At the meeting, insurance issues, legal issues, Safe Environment requirements, and other issues will be discussed. Please see additional meeting information [here](#).

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, 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

2017 - 2018 Calendar

Please view the tentative calendar for the 2017 - 2018 school year [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

Loyola Catholic Educational Leadership Institute

The institute begins Monday, June 5, 2017 and ends Wednesday, June 7, 2017. The theme of this year is "Catholic Education: From and For Faith".

For details about each day's schedule and to register, click [here](#).

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

Archdiocesan Teachers' Institute

Please see attached flyer [here](#) for information about the Archdiocesan Teachers' Institute and the courses being offered at the University of Holy Cross this summer.

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 developed a high school accounting class. Attached [here](#) is a flyer giving brief information 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@pn CPA.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](#) .

Partners in Mission National Advancement Summer Institute

Partners In Mission will be hosting their 2017 National Advancement Summer Institute for Catholic Schools from June 25th - June 29th in Boston. Please see brochure [here](#) for more details.

