

OUR LADY OF THE LAKE SCHOOL
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Our Lady of the Lake School is a Catholic School which operates in conformance with the laws, teachings and doctrines of the Roman Catholic Church. It is committed to teaching the fullness of the Catholic faith, values and practices and to integrate these core values into all academic subject areas. This integration of the Catholic faith and values distinguishes Our Lady of the Lake School from other schools.

Please complete the digital signature page using your SchoolSpeak account online

We/I have received and read the 2021-2022 OLL Parent Handbook with our child(ren) and agree to abide by it.

Parent Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature

The school reserves the right to amend the contents of this handbook.

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DAILY SCHEDULE

7:00	OLL+ opens
8:00.....	Gr 5- 8 School Begins (Blue doors open at 7:45)
8:50	Preschool -4 grade School Begins (Blue doors open at 8:35)
2:50	Gr 5- 8 Dismissal
2:50	Middle School Clubs
3:15	Preschool Dismissal
3:35	Gr K- 4 Dismissal
3:15	OLL+ Open
5:30	OLL+ Closes

All preschool – 4th grade students who are dropped off earlier than 8:35 will be required to register with and attend OLL+.

OUR LADY OF THE LAKE SCHOOL MISSION AND PHILOSOPHY

Mission Statement

Our Lady of the Lake Catholic School, together with the parish community, provides academic excellence through a Catholic education that guides the growth of all learners while following Christ's example of love and service.

Philosophy Statement

The educational philosophy of Our Lady of the Lake Catholic School is grounded in the principle of developing the total child. The curriculum and teaching staff support all aspects of personal development: spiritual, academic, social, emotional and physical. We believe the uniqueness of each student should be considered in the classroom. Our faculty works hard to ensure that the needs of each student are met. The purpose we all share as members of the Our Lady of the Lake School community is to "Praise God, work hard, love one another!"

Our School Culture

The purpose we all share as members of the Our Lady of the Lake School community is to "*Praise God, work hard, love one another!*"

Affective and Cognitive Goals:

1. Place greatest emphasis on faith formation.
 - A. Message
God's Word comes to us through scriptures. Relate the Bible stories to events in our own lives.
 - B. Community
The Spirit of God joins us together in faith, hope and love toward one another. Share ourselves with each other in our daily activities.
 - C. Service
All of us have different talents to share with others. Develop our talents to their fullest as we help those in need around us.
 - D. Worship
The joyful expression of the loving relationship that should exist between the loving God who created us and we who are made in His image. Celebrate together in prayerful experiences.
2. Provide a consistently supportive environment.
 - A. Encourage self-respect and respect for one another.
 - B. Establish a positive environment with fair and constructive discipline policies.
 - C. Stress accountability and responsibility for one's actions and decisions as a Christian.
3. Provide a curriculum that is challenging, comprehensive and varied, which will serve the needs of each individual student.
 - A. Challenge students in their fullest academic capacity.
 - B. Provide modifications and guidance for those who need extra help.
 - C. Meet and help students expand their different styles of learning with varied and multiple methods.

OUR LADY OF THE LAKE SCHOOL COMMUNICATION PROCESS

A. Effective Communication

1. **Vision:** Our Lady of the Lake School Communication Policy
 - Provides a framework for effective communication.
 - Promotes understanding and co-operative teamwork between the school, parents/guardians and students.
 - Promotes active participation of the whole school community in effective communication

- Contributes to the best learning outcomes for students
- Ensures principles of effective communication are displayed by staff and parents.
- Is based on the collective understanding that parents/guardians, students and staff have a common goal.
- Is evidence that the school community values the enhancement of effective home/school partnerships through good communication.
- Our Lady of the Lake School believes in *The Principle of Subsidiarity*, which is rooted in Catholic Social Teaching. The spirit of this principle states that individuals have the right to participate in decisions and discussions that directly affect them in accord with their dignity and with their responsibility to the common good. Communication should be at the level of those who are affected.

2. Key Understandings about Effective Communication:

- Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, and where information is clear and accurate.
- All communication needs to be timely, relevant, accurate, well targeted, well delivered, clear and concise, open, honest and frank, reciprocal and interactive.
- As stated in *The Principle of Subsidiarity*, communication must begin with those who are involved first.

3. Communication Procedure:

- OLL will make every effort to provide information regarding school policies, procedures, rules, regulations, schedules, events, curriculum, special programs, health issues, safety procedures, calendar changes, meetings, etc., parents need to be aware of. Means of communication include newsletters, letters, phone calls, e-mails, handbook and meeting minutes.
- School staff will inform parents of any out of the ordinary occurrences during the school day in the classroom, on the playground, in the lunchroom, etc. in a timely manner.
- Parents are expected to communicate any information about their children that is vital for the school to be aware of (absences, family emergency, doctor appointments or other information that would give insight into the child's day).
- Parents are encouraged to contact teachers or administration with questions or concerns. Please be mindful of teacher's schedules. We will make every effort to return calls or emails in a timely manner.

B. Conflict Resolution (Informal):

- We know that parents love their children and will be concerned at times.
- Contacting your child's school when you have a concern can be an intimidating experience. Parents need to know that teachers at Our Lady of the Lake School welcome contact with parents.
- In the vast majority of instances where parents call with a concern, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.
- We also know that despite our best efforts, there are times when we need to talk together to communicate, report and solve problems. Therefore, we ask you to use the following protocol:

1. Talk directly to your child's teacher.

- We can't emphasize strongly enough that we know parents care about their children as do we.
- Most concerns can be resolved or explained at this level to the satisfaction of parent and teacher.

2. If, after meeting with the teacher, some concerns still exist, then parents are invited to contact the school administration.

- Parents are also invited to discuss any administrative concerns directly with the Principal whenever needed.

C. Conflict Resolution (Formal):

In the event the informal conflict resolution process did not resolve the issue to the parent's satisfaction, we ask you to address your concerns formally to the following individuals in the sequence below:

FIRST: TEACHER/ STAFF MEMBER
SECOND: PRINCIPAL

THIRD: SCHOOL BOARD
FOURTH: PASTOR

The following is the process we ask you to observe when raising Parent-Student issues or concerns:

Step 1. TEACHER

- A. Parent contacts the teacher to communicate concern/issue*.
- B. If necessary, parent and teacher schedule and hold a meeting.
- C. Teacher and parent agree on an action plan to address the issue.
- D. Action plan is carried out. Progress is monitored.
- E. Teacher and Parent determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, teacher and parent may modify action plan as needed.

*To set up the proper time and place, we recommend that you contact the teacher by phone, in writing, or in person to alert the teacher of your concern and schedule a meeting as needed. Please avoid unscheduled contact during instruction time to respect the learning environment in the classroom. The teacher is expected to notify the principal and appropriately document any significant Parent-Student issues (i.e. requiring meetings with parents, action plans related to students, etc.).

Step 2. PRINCIPAL

The principal will verify resolution of significant Parent-Student issues.

- A. Principal contacts the parent to determine if parent is satisfied with the action plan and outcome of Step 1. If issue is resolved and parent is satisfied, no further action is necessary.
- B. If issue is not resolved / parent is not satisfied, principal will gather additional information individually from parent and teacher.
- C. The principal will then schedule a joint meeting with the parent and the teacher to review actions to date and agree on future action plan.
- D. Action plan is carried out. Progress is monitored.
- E. Principal, parent and teacher determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, principal, parent and teacher may modify action plan as needed.

Note: Principal and/or teacher are responsible for notes/summaries adequately documenting issues, action plans and results.

(MOST ISSUES SHOULD BE RESOLVED WITHIN THE FIRST TWO STEPS. MOST ISSUES SHOULD HAVE A WORKING AGREEMENT IN PLACE WITHIN TWO SCHOOL WEEKS.)

Step 3. CATHOLIC SCHOOL BOARD OF OUR LADY OF THE LAKE SCHOOL

If a parent is not satisfied after meeting with the teacher and principal as described in steps 1 and 2, then they may express their concerns to the Catholic School Board.

- A. Send a request to the Chairperson that you wish to express your issue/concern at the next available meeting. It is helpful to the committee if you can include a summary of the issue and any alternate solutions you are proposing.
- B. The Chairperson will respond with information regarding your attendance at an upcoming school board meeting. You will be notified of the time and location.
- C. Attend meeting and voice your opinion. Length of time allotted for discussion with parent will depend on the issue and other school board business to be covered during the meeting. Issues brought to the committee usually cannot be answered immediately. Further discussion and investigation are often required.

- D. You will be informed of the committee's recommended course of action promptly and in writing. If further actions are pending, you will be advised who will be responsible for carrying out related actions along with a timeline for completion.

Step 4. PASTOR

If a parent is not satisfied after meeting with the teacher, principal and school board as described in steps 1-3, then they may express their concerns to Pastor.

- A. Parent contacts the Pastor regarding the situation.
- B. The Pastor will consult with the school principal and other appropriate persons (committee members, etc.) to reach a decision.

Approved: August 1, 2013

EMAIL ETIQUETTE

In order to avoid misunderstandings when communicating by email, please remember these guidelines for email etiquette:

- Be informal but not sloppy.
- Keep messages brief and to the point.
- Use sentence case (using all capitals looks like you are SHOUTING).
- Use the CC appropriately.
- Don't use email as an excuse to avoid personal contact.
- Remember that email isn't private.
- Be sparing with group email.
- Use the subject field to indicate content and purpose.
- Don't send chain letters, virus warnings or junk mail.
- Remember that your intended tone can't be heard in email.
- Use a signature that includes contact information.
- Summarize long discussions.

NEWSLETTERS/COMMUNICATION

The *OLL School News* will be sent home from the school office on a monthly basis via email and/or placed on the website. If you do not have access to a computer, you are asked to contact the school office to have a hard copy sent home. The newsletter serves as a good tool of communication between parents and school activities. We ask that you read the newsletter to keep informed.

SCHOOL INFORMATION SYSTEM

OLL communicates via the school information system, SchoolSpeak. Parents may find calendars, announcements and report cards. Parents and students assume the responsibility of checking grades on School Speak in a timely manner for 5th - 8th grade. For more information or questions regarding passwords, etc., please contact the school office.

OUR LADY OF THE LAKE SACRAMENTAL PREPARATION

All families registering for the Sacraments of First Reconciliation, First Eucharist and First and Second year Confirmation must be registered in the parish. Preparation for these sacraments is done through the Faith Formation Office in the Church.

For more information, contact Laurie Herder, Faith Formation Coordinator lherder@ourladyofthelake.com

OUR LADY OF THE LAKE DRESS CODE

Uniform Dress Code: General Information

The Uniform Dress Code was created to encourage a community spirit at Our Lady of the Lake School and to enhance school pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors such as clothing.

Our Lady of the Lake students are expected to maintain a neat, clean and modest appearance at all times. All clothing and appearance choices should uphold the spirit in which the Uniform Dress Code is written. Uniforms are required on all school days except when specified by the administration. The appropriateness of clothing, makeup, hair or accessories is ultimately at the discretion of the school. We want to make sure that what we wear to school is not a distraction from school.

In general:

- Uniforms are expected to be in good condition: items that wear or fade over time should be replaced.
- Clothing is expected to be properly sized to fit.
- Uniform articles are to be worn appropriately (i.e., shirts or blouses tucked in, belts through loops, shoelaces tied).
- All tops are to be of solid color without non-school labels, logos, pictures or wording.
- All bottoms are to be without labels, brand logos, pictures or wording.
- Hats are not a part of the dress code.

A student who is out of uniform will be sent to the office until a parent can bring a change of clothing. Any class work will be made up and be counted as late. A parent must come within the hour or a used uniform will be provided. If a student is dressed inappropriately on a non-uniform day, a staff member will request they wear a sweater or jacket.

Educational Outfitters and Donald's are our recommended uniform stores. **If you choose to purchase at a store other than those above, be sure their uniforms match the stated components.**

Girls Uniform Dress Code

Note: #57 = type of plaid

Tops

Blouse	PreK-8	Woven Solid White long or short sleeve with collar
Polo	PreK-8	Solid White, Royal Blue or Light Blue long or short sleeve with collar (Performance polo must have logo)
Polo	5-8	Solid navy long or short sleeve with collar (performance polo must have logo), worn tucked-in
Turtleneck	PreK-8	Solid White long sleeve
Sweater	PreK-8	Solid Navy: crew neck, cardigan, vest, or official letter sweater
Sweatshirt	PreK-8	Solid Navy with OLL logo

½ Zip Fleece	PreK-8	Solid Navy: must have OLL logo (available in school office and Donalds)
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All blouses, Polos, and Turtlenecks must be tucked in when worn with skirts, pants, and shorts.

Bottoms:

Pants	PreK-8	Solid Navy (twill or corduroy) classic/traditional fit
Pants	5-8	Uniform khaki (twill or corduroy) classic/traditional fit
Shorts (May be worn Sept to Oct. 15 and April 15 to June only)	PreK-8	Solid Navy or plaid: Knee length
Shorts (May be worn Sept to Oct. 15 and April 15 to June only)	5-8	Uniform khaki (twill or corduroy) knee length,
Jumpers	PreK-8	#57 plaid, knee length
Skirt/Skort	PreK-8	Pleated: #57 plaid or solid navy, knee length
Skirt/Skort	5-8	A-line or pleated: solid navy or uniform khaki, knee length
Polo Dress	PreK-8	Navy polo dress (must have logo) Can be found at Educational Outfitters

Accessories:

Tights	PreK-8	Navy
Tights	5-8	Flesh tone panty-hose
Leggings	PreK-8	Solid Navy work only under skirts and jumpers (cannot be worn alone)
Belts	PreK-8	Solid navy, black, or brown (if worn)
Shoes	PreK-8	Tennis or dress shoes having closed toe and closed back, heel 1" or less
Necktie	5-8	#57 Plaid

***Dress Uniform:** (To be worn on Mass days for K-8)

Jumper, skirt, or Navy Polo dress (no pants or shorts)
 White top only
 Navy OLL Sweatshirt, fleece or dress navy sweater (no hoods)

Boys Uniform Dress Code

Tops:

Oxford Shirt	PreK-8	Solid white long or short sleeve woven with collar, worn tucked-in
Polo	PreK-8	Solid white long or short sleeve with collar (performance polo must have logo), worn tucked-in. Solid royal blue or light blue long or short sleeve with collar (performance polo must have logo), worn tucked-in
Polo	5-8	Solid navy long or short sleeve with collar (performance polo must have logo), worn tucked-in
Turtleneck	PreK-8	Solid white long sleeve, worn tucked-in
Sweater	PreK-8	Solid navy crew neck, cardigan, vest or official letter sweater
Sweatshirt	PreK-8	Navy OLL, or plain solid navy
½ zip Fleece	PreK-8	Solid navy must have logo (available in school office and Donald's)

Bottoms:

Pants	PreK-8	Solid navy (twill or corduroy) classic/traditional fit
Pants	5-8	Uniform khaki (twill or corduroy) classic/traditional fit
Shorts	PreK-8	Solid navy, knee length
Shorts	5-8	Uniform khaki (twill or corduroy)

Accessories:

Belts	PreK-8	Solid black, navy, or brown (if worn)
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Shoes	PreK-8	Tennis or dress shoes having closed toe and heel, ht. 1" or less
Necktie	PreK-8	#57 Plaid

***Dress Uniform:**

(To be worn on Mass days for K-8)

White Polo

Pants (no shorts)

Navy OLL Sweatshirt or navy sweater, no hoods

Non-Uniform Dress Code: General Information

On Non-uniform days, all students are to be neat, clean and compliant with the dress code as stated below.

Trousers: Anything, including blue jeans and sweatpants, as long as they are neat and clean, without holes and fraying. No oversized pants.

Shorts/Skorts: Knee length shorts can be worn in September through October 15, and April 15 through June. Biker shorts are to be worn only under skirts or jumpers and should not show under skirt line.

Shirts: Anything except the following: halters, spaghetti straps, bare midriffs, mesh or see-through shirts, and inappropriate words or pictures. Tank tops must follow the 3-adult finger-width rule.

Skirts & Dresses: Appropriate knee length skirts or dresses. No spaghetti straps or strapless dresses.

Footwear: Sport shoes or dress shoes with closed toe and closed heel, for safety the heel height must not exceed one inch.

Locations

Educational Outfitters, Donald's and Lands End carried Plaid 57 and our polo choices.

Educational Outfitters

5710 West 36th Street

St. Louis Park, MN 55416

www.educationaloutfitters.com

Donald's

972 Payne Ave

St. Paul, MN 55130

www.donaldsuniform.com

Lands End

www.landsend.com/school

Hair Cuts and Styles: Hair is required to be neat, washed, combed and natural color.

PHY. ED. UNIFORMS

Tennis shoes (white soled) must be worn. (Some indoor non-scuff basketball shoes are acceptable and must be labeled "indoor non-scuff shoe".) Shoes that don't specifically say "indoor non-scuff" do scuff the floors. Tennis shoes with Velcro are acceptable and preferred for kindergarten. Appropriate footwear should be worn on PE days in the event the class is held outside. No dangling earrings allowed in phy ed class. Grades 5 – 8 gym shorts and T-shirts purchased from school.

SERVICE HOURS SWEATSHIRTS

Middle School students receive a black hooded sweatshirt after completing the required number of service hours. Stars for the sweatshirt will be awarded for certain hours exceeding the original requirement. Service Hours Sweatshirts may be worn at any time outside of mass.

Spirit Wear: Unless it is a mass day, every Friday is a Spirit Wear Day. All tops including jackets, shirts, sweatshirts, etc...that has the school name or logo on it are considered Spirit Wear. Students also may opt to wear

regular uniforms on Spirit Wear days. Students are expected to wear uniform bottoms on spirit wear school days. Phy. Ed. uniforms and jeans are not considered to be Spirit Wear and should not be worn.

EMERGENCY SCHOOL CLOSING

Our Lady of the Lake School will notify all households and parents by email and text due to school closings. This notification service is provided by School Speak, our student information system. The service has the flexibility to provide text and email messages based upon the contact information we have on file for your student.

Our Lady of the Lake School will also continue to report school closings due to snow or weather on WCCO television (TV Channel 4). These may only identify “Westonka” schools, but OLL will be closed as well.

If a condition arises during the school day whereby school has to be dismissed early for the safety of the students, we will follow the emergency school closing instructions signed by the parent. In those families where both parents are away from home, it will be the responsibility of the parents to arrange for their children to stay with a nearby family or pick up their children at the announced closing time. Please communicate these plans with the school office and classroom teacher.

On days when school starts two hours late or closes early, OLL+ will open at its regular time.

VISITORS PROCEDURE AND SECURITY

We welcome parents and visitors to our school and to assure the safety of our students, the following procedure will take place:

- All visitors who go beyond the office, **including parents**, baby-sitters, substitute teachers, delivery persons, contracted maintenance persons, etc., **MUST** sign in at the office upon entering the school. Parents, who are delivering necessary items to a student, please do not go to the classroom. We prefer that you leave them in the office and we will see to it that the child receives them.
- During school hours, access to the school may be made through the front door of the school and the Parish Activity Center door near the elevator by ringing the bell located by each of the doors. The doors are unlocked for a brief time while students are arriving in the morning. Students who arrive late will need to use the front door.
- Use of the elevator is limited and accessible only to people who are handicapped or personnel unable to navigate the stairs with heavy items. When the button is pushed, a bell sounds in the office and someone will send the elevator down from there.

STUDENT ABSENCE AND ATTENDANCE POLICY AND PROCEDURES

Attendance

It is Our Lady of the Lake policy to adhere to all State of Minnesota regulations concerning school attendance. (See MN Statutes Section 626.556 and 120A.22 and 260C.163.) Students are expected to arrive at school on time each day. Students are tardy if they are not in their classrooms when the 8:00(5-8) or 8:50(k-4) bell rings for the start of the day, and with each class session during the day for middle school students. If you know in advance that your child will be tardy or absent, please call the attendance line before school starts to report the reason and to request lunch, if applicable. Parents/guardians may check their children’s attendance on SchoolSpeak. Attendance line - 952-472-8228

Arrival 3 hours after school starts or leaving 3 hours before the end of the day constitutes a half-day absence. These absences may be of two kinds: the **EXCUSED ABSENCE** and the **UNEXCUSED ABSENCE**.

1. **EXCUSED ABSENCE**: This means a student is absent for a few days, or excuse for a few hours, for illness, doctor or dental appointments, or a death in the family. The teacher is responsible for helping the student make up

work, take missed tests and record grades for an excused absence, but it is also the responsibility of the student to make up all missing assignments the teacher may think advisable. If a child is absent because of illness for 2 days or more, a day to make up work will be allowed for each school day absent. Excused absences **do** affect perfect attendance.

2. UNEXCUSED ABSENCE: Unexcused absences include vacations, travel, ball games, entertainment, etc., during regular school time. Parents should be aware that the school cannot accept responsibility for educating students who are not present for class instruction. The classroom contact with teachers is vital in developing critical thinking and evaluative processes. Parents will be responsible for tutoring their children who miss classes due to vacations outside the school calendar. If you deem it necessary to take your child out of school for a trip, or for any reason, **specific assignments will not be given ahead of time.** Upon return, students will receive all work to be made up. All work must be made up within one week after returning. This will be the student's responsibility. The teachers will not remind the students about the completion of work. If not completed by the due date, the students will receive zeros. Students who are absent for major tests, projects, or assignments will be expected to make them up at the teacher's discretion.

3. TARDY POLICY: Punctuality is a measure of responsibility and Our Lady of the Lake School deems it important that all students learn the value of being punctual. Three (3) tardies are equal to one half (½) day absent. According to state statute, seven unexcused absences are consistent with educational neglect. After five tardies, you will receive a letter from the school office explaining the effect of excessive tardiness on your child. If no attendance improvement is seen, you will receive a second letter detailing your child's attendance record, the law regarding school attendance, and a request to discuss the problem with the principal.

Tardy Procedure *For tardies not related to medical issues:* Students who come to school late must report to the office with a note explaining the tardiness. The note is necessary but will not excuse the student from disciplinary action. An exception to this would be in the event of transportation delays by the district busses. *If a student is consistently tardy the reasons for this tardiness should be considered and measures will be taken to remedy the situation.*

Five times tardy/Semester - Student is given a warning, letter to parents.

Ten times tardy/Semester – Letter to parents, detention for middle school students.

Fifteen times tardy/Semester – Second letter to parents, conference with Principal, and detention for middle school students

Excessive absences or tardiness may be considered truancy.

State law requires children to attend school. For children ages 5 to 11, seven unexcused absences in a school year meet the state guidelines for educational neglect and form the legal criteria for child protection involvement. As a mandated reporter, the school is required by law to report educational neglect and student truancy to social services.

Excessive absence (40 days or the equivalent of 40 days including tardies) can be a cause for a student to be retained in the current grade for another year.

REQUIRED HEALTH RECORDS, HEALTH CARE AND EMERGENCY INFORMATION

By State statute, any child entering school in Minnesota for the first time shall present evidence of all required immunizations. Immunization records are kept on file in the Health Office. Parents are asked to notify the school when immunizations are updated or the student has any surgeries or special health care needs.

To ensure prompt care in case of sickness or injury, each child must have an emergency card on file in the office. Parents are asked to notify the office and update SchoolSpeak profile if there is a change of emergency phone numbers or home address, home and work phone numbers.

A Health Aide provided by the government through the school district is on duty part of every school day. If a child becomes ill or is injured and requires medical attention, parents will be notified immediately. If parents cannot be reached, the person or persons designated as emergency numbers will be contacted. Children may not be sent home without the principal's permission.

REMEMBER, SCHOOL IS NOT THE PLACE FOR AN ILL CHILD. A child who has had a fever should not return to school until his temperature has been normal for 24 hours. **If a child has been ill during the night (i.e., vomiting, diarrhea, fever, excessive cough), you must keep him/her home the following day to rest.** The school does not have adequate facilities to give proper care to a child that is ill.

Parents are notified in writing of any communicable disease in the classroom.

Vision and hearing screening will be given to each child in K-8 during the school year. Scoliosis screening will be given to all students in Grades 5 and 6.

MEDICATIONS: Our Lady of the Lake School must have written permission from the child's parent when it's necessary to administer any medicine during the school day, including acetaminophen, antihistamines, cough drops, cough syrup, etc. Prescription and nonprescription drugs must be kept in the school office and dispensed by a designated school personnel at the written direction of the parent/guardian or doctor. A medication request form must be signed by the parent or guardian and will be kept with the medicine in a safe place in the nurse's office. If the medication is prescribed by a doctor, the doctor's signature must be on the form as well. Prescription medication must be properly labeled and in the bottle from the pharmacy. Forms are sent home at the beginning of the school year and are available in the health office. A detailed record of a child's visit to the health office, and any medicines dispensed, is maintained in the health office.

We ask that the principal's office be informed of special health needs for individual children at the beginning of the school term or upon enrollment.

If your child cannot participate in Phy Ed, please send a note to that effect to the school office, nurse and classroom teacher, preferably from the doctor.

REPORTING OF CHILD ABUSE/NEGLECT

The staff members of the school are legally required to follow the requirements of Minnesota Law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

1. Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substances;
2. Abuse can be physical, sexual, or emotional mistreatment.

BACKGROUND CHECKS FOR VOLUNTEERS

Volunteers are important to the operation of our school as well as the safety of our children. The Archdiocese of St. Paul and Minneapolis, along with dioceses across the country, has enacted policies to deal with the problem of sexual abuse. To help protect children, the United States Conference of Catholic Bishops has mandated background checks for all volunteers who come in contact with minors in Catholic parishes and schools. All parish and school employees, regardless of their role, are also required to undergo background checks.

In addition to completing a background check, every adult volunteer must have the Enhanced Essential 3 completed. This includes background check, "VIRTUS: Protecting God's Children" training and follow up videos, signing the volunteer code of conduct. This is an Archdiocesan-wide mandate to assure all adults who have contact with children are trained to spot and report any sign of sexual abuse of our children.

Parents who have not had a background check or VIRTUS training should contact the school or church office to accomplish this. Registration for Virtus training can be found at www.virtus.org

SCHOOL ORGANIZATIONS

Parent Teacher Organization

The Our Lady of the Lake School Parent Teacher Organization (PTO) is comprised of all parents, faculty and staff. Please refer to the school calendar for exact times. Officers, volunteer chairs, a faculty representative and the school principal are members of the executive board. The purpose of the OLL PTO is to enhance the educational facilities and opportunities for the students at Our Lady of the Lake School that may not otherwise be provided. PTO meetings are held monthly.

Catholic School Board of Our Lady of the Lake School

The Catholic School Board of Our Lady of the Lake School supports and advises the school administrator in carrying out and fulfilling the Mission and Philosophy of Our Lady of the Lake School. The Board consists of the following members: the pastor, the principal, the president of the Parent Teacher Organization, a Parish Council representative, a teacher representative; and eight other members. The Board meetings are open. Board meetings are held monthly.

SCHOOL ACCREDITATION

Our Lady of the Lake School is accredited by the Minnesota Nonpublic School Accrediting Association. Annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of staff.

GENERAL INFORMATION

SCHOOLSPEAK

Each family and each middle school student will receive a password to access student and classroom news found on the SchoolSpeak website. All main communication from the school and classroom will be sent via SchoolSpeak. On SchoolSpeak you will find classroom announcements, calendars, copies of forms, sign-ups, and parent information.

CONFERENCES

Conferences will be held twice a year. Times will be scheduled for all students and parents will be notified of their appointment. Conference days missed because of vacations will not be rescheduled and parents will be responsible for scheduling a teleconference with the teacher..

GRADE SCALE:

The following grade scale will be used:

Grades K-4	Middle School Gr. 5-8
Standards Grading 4 – Exceeds Standards 3 - Meets Standards 2 – Partially Meets Standards N/A – Not Assessed at this time	Subject Grade A = 90 – 100% B = 80-89% C = 70-79% D = 60-69% Strand Rating Grading Scale 4 - Exceeds Standard 3 - Meets Standard 2 - Partially Meets Standard 1 - Below Standard N/A - Not Assessed at this time

STUDENT RECORDS

Our Lady recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and protection of the privacy rights of students as provided in state and federal law. Legal guardians have the right to view student records when requested.

PROMOTION

Promotion from one grade to another is determined by academic progress in meeting stated learner outcomes, maturity level, and attendance.

Any inquiries from a parent or student challenging a grade or non-promotion will be referred to the teacher involved. The teacher will then keep the principal informed of this matter.

RETENTION

In spite of all efforts made by the school, any student who fails two or more major academic subjects for the year will be retained in the same grade for the following year. The major subjects are as follows:

Grades 1-3:	Reading, Mathematics and Language Arts
Grades 4-8:	Reading, Mathematics, Language Arts, Social Studies and Science

Religion is also a core subject at each grade level. Faith formation, however, has both subjective (personal) and objective (knowledge) dimensions. It has not been included in the list of major subjects relating to retention because faith formation should not be examined solely from this objective perspective. This in no way, however, lessens the importance placed by the school on the teaching of specific Faith/Church related content.

If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year.

GRADUATION

Before any student may participate in graduation activities, all required work and testing must be completed. Tuition must be paid in full. Promotion will not be granted until the above requirements are met.

TESTS

Most tests are not sent home for the students and parents to keep. All middle school test results are reported to the parents online. Parents may contact the teacher to review the tests if they have questions.

MAP GROWTH TESTING

Students are tested for achievement through a standardized testing program NWEA. The main purpose for testing is to help with curriculum planning and assess student growth. Students are tested annually in the fall, winter and spring of each year. Fall test results are shared with parents/guardians at fall conferences and spring scores are mailed home

HOMEWORK POLICY - GRADES K-8

Students who attend OLL are expected to complete all homework on time.

At OLL, we will follow these guidelines:

- Homework can be assigned for completing unfinished work at the student's ability level.
- Homework can be an enrichment activity that extends the classroom activities.
- Spelling practice words are considered homework.
- Teachers regularly assign drill and practice activities.
- Homework can vary with the child and the grade level.

Parents are encouraged to check for completion of work, although the primary responsibility is the student's.

TRANSFER STUDENT PROBATION

All incoming transfer students are given a three-month probation period. If the student fails to comply with the school philosophy/core values, code of behavior, or academic expectations, the parents will be asked to withdraw their child from the school. This will occur at a formal conference with the parents after directed help from the teacher(s), parent(s) and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting compatible with some students.

WITHDRAWALS

Whenever a pupil is transferring to another school, the following steps must be followed:

- * Notify the school office in writing or in person.
- * Return all textbooks, library books, equipment, etc., belonging to the school.
- * Pay all outstanding debts (tuition payments, lost/damaged library or textbook fees, etc.).

PARENT COOPERATION

The Catholic Church and OLL recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

SPECIAL EDUCATION

The special needs of students at Our Lady of the Lake School are addressed through the Westonka School District in three ways:

1. Classroom teachers see the needs of their students and consult with the principal. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete, a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at Our Lady of the Lake School. Direct service is delivered at a Westonka site and transportation is provided by the Westonka District.

TITLE I

Title I is a federally funded remedial program available on-site at Our Lady of the Lake School. A part-time Title I teacher provides remedial instruction in math, reading and language to qualified students.

FEDERAL FUNDING

Our Lady of the Lake School participates in the government Federal Funding Grant program. According to the school's enrollment, federal funds are allocated for specific purposes. OLL receives Grant Aid in the following areas:

1. Per Pupil Aid: Textbooks and Instructional Materials
2. Title I: Reading and Math Remedial Instruction
3. Title II: Eisenhower Professional Development Funds (Teacher Training)
4. Safe and Drug-Free Schools
5. Free and Reduced Lunch Program

D.A.R.E.

D.A.R.E. (Drug Abuse Resistance Education) is a program to help the students in Grade 6 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs.

D.A.R.E. also helps the students learn how violence hurts everyone. The parents/guardians are involved through parent meetings and the student's workbook. This program's instruction is provided by the Orono Police Department.

COLD WEATHER

All students are required to go outside for recess, if the air temperature and wind-chill factor are zero degrees or higher. Parents are encouraged to dress the children properly during cold weather. Outside boots, hats, and mittens are required for outdoor use on cold/snowy days for students in grades P-8. Snow pants are also required for students in P-4. Thermostats are set lower during the winter months, so children should dress accordingly.

INDOOR RECESS

If the temperature outside is below zero or if it is raining, students will have indoor recess before lunch. Students are required to spend this time in their classroom, with a quiet activity at their desks, or will have time in the gym. Students are monitored by the playground volunteers and on duty staff.

TEXTBOOK DAMAGE

A flat fee will be charged for damaged and lost textbooks. If not paid, parents will be billed for lost and damaged books through the parish business office.

PETS AT SCHOOL

Due to risks to students with severe allergies, pets will not be allowed at school unless permission is granted by the principal.

HOT LUNCH PROGRAM

Our Lady of the Lake School serves hot lunch every day to the students as provided by Dist. #277. Lunch prices are determined by the District and will be announced at registration time. Extra cartons of milk may be purchased for those students who carry a sack lunch or wish another carton. A la carte items may also be made available. The cost of these items is deducted from lunch accounts. It is important for parents to keep a close watch on their children's accounts. Children will be refused items if they have a negative account and may be served an alternate lunch. Parents are encouraged to visit and have lunch at school. **If you wish to do this, please call the office and let us know by 9 a.m. on the day you would like to come.** Information is given to each family at the beginning of the school year regarding eligibility for free meals and milk or reduced price meals. Families wishing to apply are asked to notify the school office or the District Food Service (952-491-8088) at any time during the year to receive an application form. Applications are confidential and will be reviewed and notice of approval or denial will be sent to you. If at any time during the year your family size or income changes and you wish to apply, please let the office know.

FIRE DRILL, LOCK DOWN AND TORNADO OR EMERGENCY EVACUATION PLANS

In order to teach proper procedure for evacuating the building, the school holds five fire drills per year. No pupil is allowed to reenter the building before the proper signal is given. Tornado and Lock Down drills are also held as required.

FIELD TRIPS

Field trips can be valuable learning experiences for students. Guidelines for proposed field trips include:

1. Have an educational purpose
2. Approval of the principal
3. Signed parental permission

4. Adequate supervision must be provided for all trips.
5. Effort must be made to avoid conditions that may be hazardous to students. Distances traveled should be realistic in terms of the age of students, cost and time involved.
6. Transportation and fees must be assumed by the students.
7. A student may be denied the privilege of partaking in a field trip by reason of his/her misconduct or studies not completed.

THE SCHOOL LIBRARY

The library is the heart of the school. We have close to 9000 fiction and nonfiction books, in our library. Our library aide guides the students in using the library as a source of reference and of recreation. Use of library materials includes the following guidelines:

1. Students will conduct themselves in an orderly and quiet manner in the library.
2. Students in grades K through 8 are allowed to check out 2 books at one time. Preschool may check out only 1 book at a time.
3. Any student with a book overdue will not be allowed to check out another book until the overdue book is returned or a fee has been paid.
4. Everybody reads at a different pace. There will be no late fines for overdue books. However, please be courteous and respectful to others wanting to read the book.
5. If a book is not returned two weeks before the last day of school, the book is considered lost and a flat fee will be assessed. If a book is damaged beyond repair, a fee will also apply. A new copy of the book may be purchased by student/parents and given to the library in lieu of the fee.
6. Books are the responsibility of the students and their parents once they leave the library. Volunteer librarians and teachers are not responsible for books checked out by students.
7. Books must be properly checked out.
8. Students must be supervised by an adult when in the library.
9. Books will be returned to the shelves by a teacher or library volunteer. Students will not put books back on the shelves.

CLASSROOM PARTIES

All grade levels may plan simple parties for Halloween, Christmas, Valentine's Day. Other occasions must be approved by the principal.

BIRTHDAY PARTIES

Please mail or distribute birthday party invitations outside of school. If invitations are given out in school, and not all classmates are invited, hurt feelings result. Also, if a child is given the invitation at school, there is a risk that it may be lost in the transition home.

PHONE USE

Part of growing up is developing responsibility and organizational skills; therefore, student use of the telephone is restricted to emergencies, illness and discipline and school phone use should not be used for forgotten band instruments, homework, for after school plans, etc.

CELL PHONES, TECHNOLOGY DEVICES

Cell phones and other personal devices (watches with cellular services, ipods, PDA's, etc.) must be turned off and kept in backpacks during the day. They will be confiscated and returned to parent if seen, used or heard during the school day.

COUNSELOR

The school offers a part-time counselor, one day every other week, to provide services for students and staff. Counselor services include individual and group sessions in areas such as family change, grief support, friendship and social skills, behavior management, drug education and self-esteem.

OLL+

The purpose of OLL+ is to provide safe, affordable, quality before and after school care for P-8th Grade students.

The program will provide recreational and supervised activities which can include: free play, planned activity, quiet or study time, and other events scheduled for conference and vacation days.

OLL+ is a place to enjoy friends, have fun, relax or choose an activity in a safe and secure environment.

USE OF STUDENT PICTURES

Our Lady of the Lake School uses candid pictures of students or classes engaged in learning activities or projects on the website, social media or in the local news media. If you do not wish for your child to be included in any, or all of these pictures, please inform the OLL principal in writing by the first day of school.

STUDENT CONDUCT

The purpose we all share as members of the Our Lady of the Lake School community is to *“Praise God, work hard, love one another!”*

Our Lady of the Lake School follows the Responsive Classroom philosophy for student conduct and discipline. Our Lady of the Lake School views the social and academic growth of students as valuable goals achieved through cooperation, responsibility, empathy, assertion, self-control, and socially appropriate behaviors that students learn and implement. Teaching and emphasizing positive social behaviors creates a school and classroom atmosphere where constructive behaviors support constructive learning opportunities.

Students are expected to develop, practice, and maintain the following Successful Learning Behaviors:

- Works well independently
- Works well with others
- Able to monitor own behavior and use self-control
- Asks appropriate questions
- Shows respect to others and to property
- Uses good problem solving and conflict resolution techniques
- Completes work in a neat and organized manner
- Shows responsibility for work completion
- Uses time well
- Actively listens to teachers and others
- Follows directions and expectations of the class

These behaviors undergird a child's success and ensure a safe, prosperous, and positive learning environment for all. Students should strive to be a follower of Christ at all times. In some communications, the Successful Learning Behaviors may be grouped and categorized as: Work Ethic, Problem Solving, Respect, and Accountability.

Students are expected to act in accordance with Catholic principles in their behavior. Our Lady of the Lake School expects parents and families to cooperate with the school in reaching these goals. Our Lady of the Lake Catholic School reserves the right to discipline.

STUDENT DISCIPLINE

Students will show respect for people and property while

- On school grounds
- Participating in school events, activities, and field trips
- On buses or other transportation vehicles
- Outside of school or school events, which disrupts the school or the school environment

Students will be disciplined for conduct that disrupts the academic success of self and others, jeopardizes the safety of self or others, or is violent/destructive towards another person or property. ***Consequences for misconduct will be equitable and developmentally appropriate. Administration and staff may use discretion in discipline for all manners of misconduct.***

Minor Infractions: Each year, your child's teacher will send home a guideline for expected classroom behaviors. Discipline for minor misconduct will be managed by classroom teachers and their policies, but may be enforced by other teachers, aides, and administrators. Repeated occurrences may result in increasing severity of discipline. Minor infractions can include but are not limited to:

- Tardies
- Lack of preparation for class
- Incomplete homework
- Dress code violations
- Chewing gum
- Small scale disrespect for teachers, others, or property
- Name calling or minor profanity
- Disrupting class
- Plagiarism
- Misuse of Technology
- Refusal to adhere to classroom rules and safety regulations

Major Infractions: Major infractions necessitate the inclusion of administration. Infractions of this severity may result in detention, parent meetings, in-school suspension, out-of-school suspension, expulsion, or police referral. Examples of Major infractions include but are not limited to:

- Theft
- Bullying
- Destruction of Property
- Fighting
- Misuse of Technology
- Profane Language
- Harassment
- Large Scale disrespect for teachers, others, or property
- Leaving school without permission
- Repeated occurrences of minor infractions
- Disorderly Conduct
- Possession or use of a controlled substance such as alcohol, tobacco, or drugs
- Possession or use of any instrument considered or being used as a weapon

Appendix and Expansion of Terms and Conduct Procedures

Detention: time spent before or after school as a disciplinary consequence in addition to the regular school day. Detentions typically run 30-60 minutes long.

In-School Suspension: the removal of a student from his or her regular school day by the principal and relocated to a solitary space for up to a day. Work will be assigned and completed as normal.

Out-of-School Suspension: the removal of a student from school by the principal. Suspension may span more than one day and requires a readmission process including a mandatory meeting with the principal. School work will be assigned and completed as normal.

Expulsion: the permanent exclusion of a student from school. Expulsion may be the consequence of one major infraction, repeated minor infractions, or if the student's presence poses a danger to him or herself, others, or property.

Controlled Substance Procedures: Students will be served an immediate suspension and parents will be immediately notified for the following infractions pertaining to controlled substances, including tobacco and alcohol products:

- Possession of any controlled substances, school nurse should house all prescribed medication
- Buying, selling, or giving away controlled substances
- Under the influence of non-prescribed controlled substances

A student found with a controlled substance on school grounds may be required to seek counseling before readmission to school. The student will be placed on a 6-month probationary period and faces immediate expulsion if a second offense occurs.

The principal will contact the parents/guardians of a student if he/she receives a substantiated report of any student in possession, buying or selling, or under the influence of a controlled substance, even if the incident did not happen on school grounds.

Weapons Policy: All persons, including adults and visitors, are forbidden to possess, store, transmit, or use an instrument that is considered a weapon on school grounds, during school-sanctioned events, on school buses and other school vehicles. This includes look-alike weapons. Items include but are not limited to:

- All firearms, whether loaded or not, including pellet and BB guns
- Switchblades and knives, including pocket knives
- Firecrackers, explosive, or live ammunition
- Any object that could be used as a weapon or cause injury to another

Bullying and Harassment Policy: Bullying, including cyber bullying, and harassment, including sexual harassment, of students and employees is against the law and will not be tolerated at Our Lady of the Lake. Our Lady of the Lake strives to maintain a safe learning environment for all students and staff; we urge and support all persons to come forward in any incident where he or she feels they have been affected or witnessed a form of bullying or harassment, including sexual harassment.

For purposes of this policy, "**Bullying**" means intimidating, threatening, abusive, or harming conduct that is objectively offensive. In such instances, there is an actual or perceived imbalance of power between the person engaging in prohibited conduct and the target of the behavior; the harassing conduct is repeated or forms a pattern. Bullying behavior is such that it materially and substantially interferes with a student's educational opportunities or

performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. **"Cyberbullying"** is included and is defined as bullying using technology or other electronic communication, including but not limited to a post on a social network, internet or website, transmitted through a computer, cell phone, or other electronic devices.

Examples of bullying and harassment include but are not limited to:

- Repeated teasing, intimidating, defaming, pressuring, threatening, or terrorizing another through spoken or written words, actions, or using technology
- Any actions or words that threaten or interfere with the safety and wellbeing of another
- Places a person in reasonable fear of harm to him/herself, or of damage to his/her property;
- Unwelcome physical contact, including that of sexual nature, either direct or indirect
- Jokes, verbal comments, and "roasting" that threatens the integrity of another
- Sexual harassment including rumors, activities, notes, drawings and inappropriate contact
- The pursuance of any conduct above after a clear and assertive request to stop
- Defames a student, or constitutes intentional infliction of emotional distress against a student

OLL will investigate all reports of bullying or harassment. No student or personnel of OLL should plan, direct, encourage, aid, engage in, condone, or tolerate bullying or harassment.

It shall be a violation of this policy to retaliate against anyone who makes a report in good faith, acts as a witness to a report or incident, and/or assists in the investigation. A report made in good faith will not affect the reporter's employment, grades, or work assignments.

In the case of taking part in or witnessing an incident of bullying or harassment, the following steps should be taken:

- A. Report the incident immediately to a staff member.
- B. The staff member will document the incident and notify the principal.
- C. The principal will conduct a timely and proper investigation, documenting the investigation, and include the following:
 - a. A third party will be present at all interviews. The same third party will be present for all interviews when possible.
 - b. Interviews will be done separately and privately when possible.
 - c. Students who refuse to comply may be subject to disciplinary actions
 - d. Guardians of both the complaint and the harasser will be notified within a reasonable amount of time, claimant first.
- D. The principal will take appropriate, corrective action according to the facts and circumstances of the investigation. Discipline will be consistent with the school policies and regulations when applicable.

REGULATIONS FOR BUS RIDERS

Parents make sure the children know the regulations for conduct on a bus. The following rules apply to all Our Lady of the Lake students:

1. No loud talking or profane language. The school district will not tolerate disruption, abusive language, aggressive or dangerous behavior, vandalism and chemical usages, including smoking on school busses.
2. Behavior and safety for children to and from and at all bus stops away from the school are the responsibility of the parents, either individually or in concert

3. Behavior and safety of children boarding or departing busses at the school are the responsibility of the principal.
4. When the student boards the bus, the driver is responsible for student behavior and safety. When the students arrive at the school, the principal assumes the responsibility. When the student arrives at the bus stop, the parents assume the responsibility.
5. School employees and other citizens are encouraged to report intolerable bus rider behavior to the bus driver, who is obliged to report misbehaving students in writing to the transportation coordinator within 24 hours.
6. The transportation coordinator maintains files of all referrals of student misbehavior from the bus drivers, and notifies the principal without delay.
7. The principal investigates reports of student misbehavior and validates them through witnesses or admissions.
8. The principal is responsible for enforcing and recording bus rider discipline in the following procedures:
 - 1st validated report:** Principal meets with the student and notifies the parents.
 - 2nd validated report:** Principal bans student from the bus for two (2) days.
 - 3rd validated report:** Principal bans student from the bus for a period no longer than the remainder of the school year and student calls parents.

If a student is misbehaving but does not receive a validated report from the bus driver, that student is subject to the same consequences as one who receives a report.

BIKERS / WALKERS

Any student who wishes to walk or bike to/from school must have written permission via email or note from the parents. Bikers and walkers are expected to report directly to school in the morning and go straight home at school dismissal.

TECHNOLOGY POLICY

Computer Policy

1. Use of computers in school is for an educational purpose to improve understanding of material taught in class. Teachers and students will use the technology resources provided to enhance and diversify the curriculum mapped out for each subject matter as seen necessary.
2. The use of electronic equipment and/or internet, and email access is a privilege, not a right. Inappropriate/irresponsible use of technological system or devices by anyone while at OLL may result in one or more of the following consequences: cancellation of use or access privileges, removal of equipment, payment for damages/repairs, and/or disciplinary actions (including suspension, and expulsion).
3. Students will be given access to computers during class when following the rules provided by the classroom teacher. If a student has lost technology privileges and cannot access needed materials at home, they are asked to come in early, stay late, or use computers during an available time during the day under the supervision of a teacher.

Internet

Our Lady of the Lake has a **Student Acceptable Use Policy for the Internet**, which is required to be read and signed by the student and parent before access to the Internet will be permitted. This signed agreement form is kept in the student's file. The specific guidelines are as follows:

1. Use of the Internet is for educational purposes only.
2. Student use is only permitted if the student receives written permission from a parent or legal guardian. Students will only use the Internet under direct supervision and will be trained on the proper uses of the Internet.

3. No personal information will be disclosed over the Internet.
This includes, but is not limited to, full names, photographs, and/or any other identifying information. Revealing personal information about yourself or others will be grounds for suspension from the Internet.
4. Users may not download information without permission from the teacher. Information will be saved into a word processing document and then printed. Printing directly from the Internet is prohibited.
5. Use of the Internet to defame or demean any person is prohibited.
6. Observe network etiquette. Use appropriate language. Be polite. Inappropriate symbols are prohibited. Any form of harassment, discriminatory remarks and other antisocial behavior is also prohibited.
7. Students will use no e-mail functions outside of communication with teachers using your OLL school email. Students will not use chat rooms.
8. Purchases or sales of any kind are prohibited.
9. The illegal installation of copyrighted software for use on laptops or school owned computers is prohibited.
10. Uses of the network to access or process files or databases that threaten the security of the network are all prohibited.
11. Users shall not violate the privacy of others on the network by accessing or modifying other user's Password, identities, data, or files.
12. Our Lady of the Lake shall be the final authority, with guidance from the Technology Committee, on the use of the network.
13. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Student Internet Acceptable Use Policy.

OUR LADY OF THE LAKE SCHOOL MEDIA POLICY

Technology is changing rapidly, allowing new possibilities to continually present themselves, especially regarding how quickly and easily information and images can be communicated across the world to virtually anyone with access to the internet. It is because of this, and out of respect for our families and staff, that we have adopted the following media policy effective immediately.

Written consent must be provided before photos, videos, or information regarding Our Lady of the Lake students or staff, as part of a school event, including but not limited to plays, sporting events, talent shows, fundraisers, and events during the school day, may be published on the internet in any form. This policy applies to all members of the OLL community, including those connected to students and/or their family.

EXAMPLES VIOLATING THIS MEDIA POLICY:

- Uploading OLL's events that reveal the identities of Our Lady of the Lake students or staff to **any** video streaming site including YouTube, God Tube, and Facebook;
- Posting Our Lady of the Lake student photos or student information (other than those of immediate family) to Facebook or any photo sharing site such as but not limited to as Picasa, or Instagram;
- Including Our Lady of the Lake student last names, or other identifying information, in blogs, online comments, or twitter accounts (other than those of immediate family).

AFTER SCHOOL ACTIVITIES

For safety reasons, students must be with a parent or VIRTUS trained supervisor during, before and after the after-school activities. When waiting for a sibling or parent, they must be in an area where they are being supervised. Students may not wait in the gathering space of the PACE center or outside for parents to pick them up unless they are supervised. If transportation is late in picking students up, the student will be sent to OLL+.

SPORTS POLICY

All students participating in Our Lady of the Lake Co-curricular activities must maintain a cumulative 2.0 grade point average ("C") with no "F's"; and will be required to sign a Code of Ethics Agreement to be eligible to

participate in the activity. Participation in extracurricular activities below these requirements will be at the sole discretion of the principal or pastor.

Students may be suspended from participation in a program as a result of unacceptable behavior directly or indirectly related to their participation in the program.

Students who are in detention or suspended from school are automatically suspended from participation in any sports program during the period of their detention/suspension.

Coaches may set stipulations for practice and play as long as these are clear to the students before they are applied and reasonable for participation in the program.

Students who do not attend school because of an unexcused absence/illness may not come to school to practice or participate in a game that day.

Parents are responsible for transportation to and from games and practices.

If a 7th or 8th grade student plans to play at the high school Varsity or Junior Varsity level sports agreement must be made between the high school and Our Lady of the Lake. There must be an agreement for each sport team. To ensure there is an agreement the parent must contact the principal with their intentions before any student starts the sport season.

INSTRUMENTAL MUSIC LESSON POLICY

Students will be allowed to leave their regularly scheduled academic and/or specialist classes for one-half hour period per week for private music lessons. Lesson times are permissible on a set schedule and cannot be changed without permission of the classroom teacher.

Students are required to take full responsibility for work and assignments missed during their music lesson. Make-up lessons, if required, must take place during recess or during non-school hours. The school discipline and behavior policies will be enforced during music periods by the music instructor.

REPORT OF INFECTIOUS DISEASE

Our Lady of the Lake follows the infectious disease information and exclusion policies provided by Mn. State Health Department. Parents are required to inform the school within 24 hours (exclusive of weekend/holidays) when their child has been diagnosed as having any infectious disease. Written information is sent home with the students in the classroom when there is an incident of infectious disease

REGISTRATION / TUITION POLICY

Registration requires a \$160.00 nonrefundable deposit fee per child, with a maximum of \$320 per family. This fee must be paid at the time of registration to guarantee placement and is not refundable. The registration fee is not applied to tuition. This policy is intended to let the principal know how the registration stands and how to economically plan for the next school year. Registration takes place in February.

Families may select one of three payment options:

- One Installment due August 1.
- Two installments, Payment due August 1 and January 1
- Monthly installments – payments made through the Automated Clearing House for TADS. There will be a one-time fee of \$45 payable to TADS for installment options. An automatic Tuition Payment Agreement must be submitted at the time of registration.

TUITION AND FEES 2021-2022

Tuition for all Kindergarten - 8th grade students is **\$5299**.

Preschool tuition (priced per month for 9 months, September - May):

- Class A: T/Th Morning (8:50 - 11:30) \$2025 (**\$225.00/month**) - Recommended for 3 year olds.
- Class B: T/Th Full Day (8:50 - 3:15) \$2925 (**\$325.00/month**) - Recommended for 3 year olds.
- Class C: M/W/F Morning (8:50 - 11:30) \$2925 (**\$325.00/month**) - Recommended for any age.
- Class D: M/W/F Full Day (8:50 - 3:15) \$3825 (**\$425/month**) - Recommended for 4 year olds.
- Class F: M-F Morning (8:50-11:30) \$3645 (**\$405/month**) - Recommended for any age
- Class F: M-F Full Day (8:50-3:15) \$5625 (**\$625/month**) - Recommended for any age

The Following Multi-Child grants are available (includes full-time Pre-K):

\$250.00 grant for 2 children

3+ Children maximum grant of \$12,999 per family.

Grants cannot be combined and are subject to conditions in the tuition agreement.

A \$275 fundraising fee is required for students enrolled in Kindergarten through 8th grade, as well as students enrolled in full time Preschool.

A \$125 fundraising fee is required for students enrolled in part time Preschool.

OLL+ Tuition Information 2021-2022 School Year

Kindergarten-8th grade: \$2300 per year (\$256/month) for full-time care, inclusive of before school care, after school care, and care on most "school's out" days, September-May.

PreK: \$2600 per year (\$289/month) for full-time care, inclusive of before school care, after school care, and care on most "school's out" days, September-May.

\$45 per day for dropping in on "school's out" days.

\$15 per use for dropping in for before school care or after school care.

Kindergarten:

1. Retention from previous OLL Kindergarten.
2. Siblings of OLL K-8: Parishioner, according to parish registration date.
3. Siblings of OLL K-8: Non-Parishioner, according to registration date in school.
4. Current parishioner Our Lady of the Lake Preschool students, age eligible, according to Parish registration date.
5. Parishioners registering first child and current non-parishioner Our Lady of the Lake Preschool students, age eligible, according to registration date in school or parish.
6. Children of benefit eligible school and parish staff by employment date.
7. Open, based on application date and time stamp.

Kindergarten registration begins at Kindergarten Roundup and closes two weeks thereafter.

Grade 1-8

1. Retention of current OLL students.
2. Current students enrolled at OLL Grades K-7.
3. Siblings of current students and graduates at OLL: Parishioner, according to registration date.
4. Siblings of current students and graduates at OLL: Non parishioner, according to registration date in school.
5. Active parishioners, according to the date of parish registration.
6. Children of benefit eligible school and parish staff by employment date.
7. Catholic non-parishioners, based on application date.

8. Open, based on application date and time stamp.

Children starting Kindergarten must be 5 years old by September 1 of the new school year.

Early Entrance to Kindergarten Acceleration:

Admission to kindergarten in Our Lady of the Lake (OLL) is permitted for children whose fifth birthday occurs on or before September 1 of the academic year for which admission is sought. Children considered for early admission to kindergarten need to be five (5) years of age between September 1st and October 1st of the year they would enroll in Kindergarten.

Any acceleration decision should be approached on a case-by-case basis with careful consideration of the child's needs. The step-by-step process of determining if early entrance to kindergarten is an appropriate option is described in the OLL Early Entrance Admissions packet. To view the packet and start the process please contact the school principal.

NONDISCRIMINATION POLICY

It is the policy of Our Lady of the Lake School to comply with all state and federal laws prohibiting discrimination. No person shall be denied or excluded from enrollment or participation in any educational program or activity operated by Our Lady of the Lake School on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance or disability.

Every effort will be made to provide each student from the participating parishes the opportunity to attend Our Lady of the Lake School regardless of the financial situation of the family. Families should seek the advice of the Pastor or Principal if a financial problem arises.

GUIDELINES FOR Variable Tuition

1. Variable Tuition is financial help based on need; the money is received from donations to the Help-A-Student fund.
2. All families requesting Variable Tuition or any such reduction in tuition must complete the financial need assessment form. Completed forms are due by May 1 and will be sent for evaluation to TADS, an outside firm who will give objective recommendations to the school.
3. The Variable Tuition Committee will review the request forms and TAD's recommendations and administer the program.
4. Eligibility:
 - a. Parents must be supporting members of OLL parish and/or school.
 - b. Judgment will not be made primarily on salary, but the individual and personal circumstances will be considered in awarding assistance on a one- year basis.
 - c. Normal requests for assistance must be made before registration. Should an unforeseen circumstance occur during the year, requests may be made through the proper channels.
 - d. This is an assistance program. Complete funding will not be given for total tuition amount.
 - e. You are requested to present your federal income tax return to TADS. All self employed families must include business tax schedules, regardless of the amount of net money earned in the business. The documents will be used to verify your reported annual income.
 - f. Previous year's tuition must be paid in full.
5. Notification:

Parents will receive notification of assistance granted in written form from the Financial Aid Committee via TADS.
6. Payment Schedule:

Full tuition, minus your financial aid, will be paid according to the school payment policy.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our school personnel may apply pest control materials inside or on school grounds as needed. The school district also utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school kitchen and storage area. Their program consists of:

- Inspection and monitoring to determine whether pests are present and whether any treatment is needed;
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking and screening; and
- Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Our Lady of the Lake, Mound, has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the school shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by Our Lady of the Lake, Mound, were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Our Lady of the Lake, Mound, has completed the 3-Year Re-inspections required by AHERA. Our buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Our Lady of the Lake, Mound, has a list of the location(s); type(s) of asbestos containing materials found in the school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the

plan should be directed to MacNeil Environmental, Inc. at 952-890-3452 or by contacting Our Lady of the Lake, Mound, at 952-472-1284.

Indoor Air Quality Notice (IAQ)

Our Lady of the Lake Catholic School, Mound is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission- educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions, performs activities that can have an effect on the quality of the air we breathe.

Our Lady of the Lake Catholic School, Mound works with MacNeil Environment to keep in compliance with the federal and state government rules. There is a copy of the written plan at the school office.

Our Lady of the Lake Catholic School, Mound Indoor Air Quality (IAQ) contact person is Andy Danielson, Maintenance Director.

If you have any questions or concerns about the School's IAQ program please contact us at (952) 472-9148.