Our Lady of the Lake Catholic School

Parent Student Handbook

PRESCHOOL – 8TH GRADE

PRAISE GOD

WORK HARD

LOVE ONE ANOTHER

2411 COMMERCE BLVD., MOUND, MN 55364

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Welcome to our School

Welcome to Our Lady of the Lake Catholic School!

We are a Preschool through 8th grade Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

Mission Statement

Praise God, Work Hard, Love One Another

Philosophy Statement

Our Lady of the Lake Catholic School (OLL), together with school families and the parish community, seeks to nourish the whole child through a Catholic education that provides academic excellence while following Christ's example of love and service.

Purpose of Handbook

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise administration will provide direction on a case-by-case basis.

Our Lady of the Lake retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to, constitute a contract between any applicant, student, or parent, and Our Lady of the Lake.

Statement of Catholicity

At Our Lady of the Lake, our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose.

Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding our students to grow in faith, knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, "First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth" (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At Our Lady of the Lake, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

Accreditation

Our Lady of the Lake Catholic School has been accredited by Minnesota Nonpublic School Accrediting Association (MNSAA) since 1989. Every seven years, Our Lady of the Lake renews its accreditation by meeting or exceeding accreditation requirements.

Our Lady of the Lake has also received Lumen Accreditation in 2024, offered through The Catholic University of America. Every five years, Our Lady of the Lake renews its accreditation by meeting or exceeding accreditation requirements.

Non-Discrimination

At Our Lady of the Lake, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, Our Lady of the Lake prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

Application of Policies

School policies are enforced year-round, for the duration of a student's enrollment. Our Lady of the Lake may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation.

The school reserves the right to impose discipline for misconduct or policy violations that occur at any time or place. This applies if the behavior disrupts the school's mission, operations, safety, or welfare. It also applies if the conduct materially interferes with any student's educational opportunities, performance, or ability to participate in school functions, activities, and privileges.

Leadership and Governance

Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

School Structure

Our Lady of the Lake is a parish school. This means that we are an integrated mission of the Our Lady of the Lake Parish, and the school does not have a separate corporate identity.

School Board of Directors

OLL is a parish Catholic school that follows a shared governance model known as a Board of Limited Jurisdiction. In this governance model, the pastor of the parish delegates a specified portion of their governance responsibility to a board. The powers of the board are defined in the governing documents of the 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 (when applicable), a Parish Council representative, a teacher representative; and ten other members. The Board meetings are open; however, the Board President may call an executive session. Board meetings are held monthly; the schedule and board minutes are posted on the School Website

Board members are elected by the OLL community for two-year terms.

Admission/Enrollment Policies

Enrollment for New Students

Our Lady of the Lake accepts applications for new students year-round. Should more applications for admission be received than spaces are available, applications will be considered in the following priority:

- Siblings of students already enrolled at Our Lady of the Lake.
- Children of family members of that are currently enrolled as parish families at our parish.
- Children of non-parish enrolled families.

Our Lady of the Lake welcomes students who are not Catholic, provided they understand that participation in Catholic religious instruction and school religious activities is required, and that our faith is a part of everything we do at the school.

Continuous Enrollment for Current Students

Our Lady of the Lake utilizes Continuous Enrollment providing a streamlined and family-friendly enrollment process while improving enrollment stability, staffing projections, and long-term financial planning for the school. Families will not be required to complete annual re-enrollment paperwork unless updates to family information are required.

After a student is enrolled at Our Lady of the Lake, enrollment for each successive academic year will automatically occur. This cycle will continue unless the family formally notifies the school of their intent to withdraw, in writing, by the designated opt-out deadline which will be communicated each year. If a family chooses to formally withdraw; it does not preclude the family from changing their mind and re-enrolling for the future academic year.

The annual, non-refundable re-enrollment fee, will automatically be added to the family's January TADS billing cycle.

Registration Requirements

To complete initial enrollment and registration, each family must submit all required paperwork, including a completed application and tuition contract and pay all registration fees.

Kindergarten Enrollment

Students entering Kindergarten must be five (5) years of age prior to the first day of September of the Kindergarten year.

Children may be considered for early admission to Kindergarten, however, must 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.

Probationary Period

All new and transfer students will be accepted on a probationary period of 90 days. This period is intended to allow both the family and the school the opportunity to determine whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and no attendance issues. Should significant academic or behavioral concerns arise, the school may determine that our specific educational setting is not the right fit for a student's success. In such cases, the principal will request a formal conference with the parents and teacher(s) to discuss the student's withdrawal. While we consider attendance at Our Lady of the Lake a privilege, we recognize that our commitment to specific Catholic values and standards may not be compatible with the needs of every student.

Withdrawls

When transferring to another school, please complete the following steps to ensure a smooth transition:

- Provide Notice: Notify the school office in writing or in person of the student's final attendance date.
- Return Materials: Ensure all school-owned property, including textbooks, library books, and equipment, is returned to the office or respective classrooms.
- Settle Accounts: Pay any outstanding balances, including tuition, library fines, or fees for lost/damaged materials.

Financial Policies

Tuition and Fees

The school relies on the tuition from families to fulfill our budget obligations. The school sets tuition rates and fees each year and communicates this to families in conjunction with annual enrollment.

Tuition payments are handled through a third-party vendor, TADS. Information about how to set up an account and make payments is provided during enrollment. Once set up, you can locate your TADS account at https://secure.tads.com.

Tuition and fees are expected to be paid in accordance with the school's payment schedule. We understand that financial circumstances can change, and we are committed to working closely with any family experiencing difficulty to reach a resolution. However, if an account remains delinquent for 30 days without a formal payment plan in place, the school reserves the right to suspend student attendance and withhold re-enrollment for the following academic year.

Fundraising Requirement

A $325 fundraising requirement is required for all students. Students can raise this through donations to the school during fall school fundraiser(s) or pay the fee directly in TADS.

Multi-Student Fundraising Cap
We understand the financial impact and dedication involved in enrolling several children at Our Lady of the Lake. To support families with three or more students, we are pleased to offer a fundraising cap, which caps the requirement at two students. This approach is designed to help ease the financial transition and burden for larger families.

Note on Variable Tuition: Variable tuition is made possible thanks to the generosity of our community and ongoing fundraising initiatives. We kindly ask that families receiving tuition assistance continue to make their best effort to meet the standard fundraising goal for each child. Your involvement is essential to sustaining the funds that enable variable tuition for everyone in our community.

K-8th Grade Student Activity Fee

To simplify school expenses, we include several costs within a single annual activity fee, which will be automatically charged to your TADS account.

What the Fee Covers:

- All on-campus and off-campus school-day field trips.
- Various school-day events, such as the Christmas Shop and seasonal programming.
- Required technology fees.

What the Fee Does Not Cover:

- After-school activities.
- Parent-led holiday parties.
- Gala classroom basket contributions.
- Middle School extended overnight trips.

Note Regarding Additional Expenses: Please look for separate communications throughout the school year regarding specific details and costs for Middle School extended trips, classroom parties and/or projects, and other non-covered activities pertaining to your student(s).

Variable Tuition Financial Assistance

While we strive to keep tuition at an affordable rate, we understand that private school tuition can be a major expense for families. With this in mind, Our Lady of the Lake has financial assistance that provides funds for our Variable Tuition program. Distribution of funds is based on financial need and availability of funds.

Families wishing to apply for Variable Tuition should complete the Tuition Assistance Application in TADS. Documentation of income, assets, expenses, and special circumstances is required for the application. Families who experience a change in financial circumstances during the school year which makes fulfilling their tuition obligation difficult should contact the school office for assistance.

Federal Funding & Grant Support

Our Lady of the Lake School participates in various Federal Funding Grant programs. These allocations are based on our annual enrollment and are designated for specific academic and developmental purposes. By utilizing these resources, we are able to enhance the quality of instruction and provide additional support systems that directly benefit our students.

We currently receive funding to support the following programs:

- **Per-Pupil Aid:** This funding is dedicated to the purchase of updated textbooks and essential instructional materials, ensuring our students have access to high-quality learning tools.
- **Title I (Remedial Instruction):** This program provides targeted support for students in Reading and Math, allowing us to offer remedial instruction to those who need extra guidance to reach their academic potential.

- **Title II** (Eisenhower Professional Development): These funds are invested directly into our faculty. By supporting ongoing teacher training and professional development, we ensure our educators stay current with the latest best practices.
- **Drug Abuse Resistance Education (DARE):** This funding supports campus initiatives and programs that give students the skills they need and empower them to respect others and choose to lead lives free from violence, substance use and other dangerous behaviors.

Why This Matters to Our Families Sharing this information is important for three key reasons:

1. **Accountability & Transparency:** We believe in being transparent about how our school operates. Understanding these funding streams provides families with insight into the external resources that supplement our school's internal budget.
2. **Enhanced Student Outcomes:** These grants represent a significant investment in your child's environment—from the books in their hands to the professional expertise of their teachers and the safety of our school culture.
3. **Community Partnership:** These federal programs are a partnership between the school and the state/federal government. Your enrollment directly influences the level of funding we receive, which in turn allows us to provide a more robust educational experience for all students.

Parent Involvement, Roles, and Responsibilities

Parents are the primary educators of their children. Parents possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's flourishing. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

Parent/Guardian Definition

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

Parent Conduct

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. We expect all parents of our students to commit to support the faith, support the school, be respectful and positive, and follow school policies. Parents sign a partnership agreement which further details these expectations.

If the partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or to not accept registration for the next school year.

Non-Custodial Parents

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a student or to student or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.

If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

Parent-Teacher Conferences

Parent-teacher conferences will be held three times a year (Before school starts, late Fall, and late Winter). To assist with your planning, conference windows will be communicated well in advance, allowing you to secure a time that fits your schedule.

While we understand conflicts can arise, missed conferences due to vacation travel will not be rescheduled. In these instances, parents are responsible for initiating a teleconference with teacher(s) to ensure they remain fully informed and engaged in their child's academic development.

Volunteer Policies

Volunteers are what keep our school going on a daily basis, and we are so grateful for parents who volunteer their time and talent to help make our school a special place! There are many opportunities throughout the year to volunteer. Please see FACTS for a current list of Service opportunities or call the main office.

Involvement of parents is essential for our school to operate and for our community to thrive! To this end, every family is asked to earn at least 3 service points each school year.

Volunteer Confidentiality

Volunteers at Our Lady of the Lake are expected to treat student matters that they happen to observe or be involved in confidentiality, to refer all discipline matters to school employees, to follow all applicable employee policies while serving as a volunteer.

Volunteer Safety Requirements

All volunteers at our school must follow the Archdiocesan requirements for school volunteers; Essential 3. This includes undergoing a background check, completing safe environment training, and signing a Code of Conduct, every three years. All volunteers are also required to complete the Reporting Suspected Child Abuse training module.

Essential 3 requirements can be completed online at www.virtus.org

Please contact the main office, office@schoololl.com, for more information on volunteer safety requirements.

Family Grievance Policy

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal. *Note: if at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.*

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

General School Information

Communication Standards

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. These are just some of the many ways we communicate with parents: school website, student/parent handbook, school newsletter, phone calls, email, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership. As a community, we assume the good will of others and work together to address issues with the appropriate parties, and refrain from gossip.

Messages for Students

Messages for students regarding a change in plans for the end of the school day (e.g. busing, pick-up, etc.) should be left at the main office. Please limit messages to your child to urgent

matters only, as messages are disruptive to class. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

FACTS - School Information System

FACTS is our secure, all-in-one school management portal used for official school communications, academic tracking, and administrative resources.
Each family and each middle school student (grades 5-8) will receive a password to access student and classroom news found on the FACTS website. Students under Grade 5 should rely on parents to share important information included on FACTS.

All main communication from the school and classroom will be sent via FACTS. Additionally, on FACTS you will find classroom announcements, calendars, forms, sign-ups, and parent information.

Middle school teachers will update FACTS in a timely manner with grades and missing assignments; accordingly parents and students are responsible for checking both on FACTS in a timely manner as a proactive way to ensure academic success.

Lower school teachers will communicate directly with parents on academic progress.

For more information or questions regarding passwords, etc., please contact the school office.

School Directory

A school directory is made available in the FACTS system. This directory will include family information (family names and contact information) unless a parent specifically requests to not have that information included.

School Calendar

The school calendar can be found on the main school webpage and in FACTS. The school calendar will include key dates including school events, observed holidays and breaks, non-attendance days, early dismissal days, parent transportation days and other key dates.

Daily Schedule

7:00 OLL+ opens
7:45 School office opens
8:00 Gr 5th - 8th School Begins
(Blue doors open at 7:45)
8:50 Preschool -4th grade School Begins
(Blue doors open at 8:35, preschool classroom doors open at 8:45)
2:50 Gr 5th- 8th Dismissal
3:15 Preschool Dismissal
3:30 Gr K - 4th Dismissal
3:15 OLL+ Open
3:45 School office closes
5:30 OLL+ Closes

Attendance Policies

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.

Attendance Line: 952-472-8228
E-mail: Office@schoololl.com

Absence Tracking

Parents/guardians may check their children's attendance on FACTS.
Arrival 2 hours after school starts or leaving 2 hours before the end of the day constitutes a half-day absence. Absences are tracked in three ways:

- Excused Absence
- Unexcused Absence
- Tardy

Excused Absence

This means a student is absent for a few days, or excused for a few hours, for illness, doctor or dental appointments, school sponsored events, or a death in the family. It is the responsibility of the student to make up all missing assignments the teacher may deem necessary.

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.

Unexcused Absence

Unexcused absences include vacations, travel, non-school sports, entertainment, etc., during regular school time.

Our Lady of the Lake 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 any reason (e.g. trip, sports, etc.), 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 a reasonable amount of time agreed upon between teacher and parent. This will be the student's responsibility; 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.

Tardiness

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. An exception to this would be in the event of transportation delays by the district buses. *If a student is consistently tardy, the reasons for this tardiness should be considered and measures will be taken to remedy the situation.*

# of Times Tardy/Semester	Action
5	Warning letter sent to parents
10	2nd warning letter sent to parents
15	Conference with Principal

Truancy - State of MN

Excessive absences or tardiness may be considered truancy.

State law requires children of compulsory school age to attend school regularly. Patterns of unexcused absences may meet the criteria for educational neglect or truancy. As mandated reporters, school personnel are required to report concerns to appropriate authorities when legally required.

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.

Transportation to/from School

Leaving School Premises

No student may leave the school premises at any time during the school day without notification and authorization of the parent/guardian. The school does not accept responsibility for any student who leaves the premises without permission. When picking up a student early for dismissal or appointments, an adult must enter the office to sign out a student. If someone other than the guardian is picking up, the office must be notified of this.

Drop-off/Pick-up by Car

Families dropping off children in K-8th grade by car should pull into the parking lot by the church entrance and form a line on the north side of the parking lot. You will drive by the lake and circle around in front of the doors. Please have your children exit the car once you are close enough to the entrance for them to be on the sidewalk. Students will enter through door 8.

Preschool students need to be walked into the building and signed-in and out each day.

Bikers/Walkers

At Our Lady of the Lake, we support students who choose to walk or bike to school; however, **parents assume full responsibility for the safety of their children during their commute to and from campus.** Bikes can be stored in the bike rack by the west side of the parking lot.

To ensure the safety of our students, the following is recommended:

- **Direct Transit:** Walkers and bikers report directly to school upon arrival in the morning and head straight home following school dismissal.
- **Safe Habits:** Students should exercise caution, follow all traffic rules, and be mindful of their surroundings at all times while traveling to and from campus.Students are encouraged to wear safety gear. Helmets and pads can be stored in their locker

Parents are reminded that, per MN state statute, students under the age of 15 may not ride e-bikes (bikes with electric assist). (Minnesota Statute 169.222)

Busing

Westonka Public School - District 277 operates buses for our students who live within the district. Information and sign-up forms are sent out annually. Families who intend to use the bus must complete the necessary forms.

Parents will find bus route details online at Westonka Public School's transportation page. The public school has sole discretion, control, and management of scheduling, routes, bus stop locations, and works with OLL with disciplinary issues.

Riding the bus is considered a privilege; and we expect every student to conduct themselves in a manner that reflects well upon themselves, their families, our school community, and God.

The bus is not a place to be rambunctious, and each student must do his/her part to keep the bus quiet, orderly, and clean. Students should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct.

When the student boards the bus, the driver is responsible for the student's behavior and safety. When the students arrive at the school, the principal assumes responsibility. When the student arrives at the bus stop, the parents assume the responsibility.

Following the validation of any incident, the OLL Dean of Student Life is responsible for executing and logging disciplinary consequences in accordance with the following schedule:

Occurrence	Action/Consequence
1st	The Dean of Student Life meets with the student and notifies the parents.
2nd	The student loses bus riding privileges for two (2) days. Parents are responsible for transportation.
3rd	The student loses bus riding privileges for a period up to the remainder of the school year. Parents are responsible for transportation.

Arrival and Dismissal

Students may arrive at school up to 15 minutes prior to the start of the school day. The school provides supervision for students beginning 15 minutes before the start of school.

Students who arrive in the morning before it is time to go to their classroom, or who are not picked up at the end of the day, must wait in OLL+. The family will be charged with the $15 morning or $20 afternoon drop-in fee.

OLL+ Before and After School Care

The purpose of OLL+ is to provide safe, affordable, quality before and after-school care for Preschool - 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 some vacation days.

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

All students who are dropped off earlier than 7:45 am (5th - 8th grade) or 8:35 am (preschool - 4th grade); or not picked up within 5 minutes of the end of the day will be required to register with and attend OLL+; as well as pay the drop-in fee accordingly. We understand that occasional circumstances may result in an early drop-off or late pick-up. If a student requires OLL+ services, which is defined by 5 minutes early/late, more than twice in a semester without prior registration, applicable fees will be charged.

For more information on OLL+, please contact ollplus@schoololl.com

Authorized Pick-up

Students will only be released to parents or an authorized pick-up person. If you have designated another person to pick up your child on a specific day, please inform the school no later than that morning, or as soon as feasibly possible in emergency situations.

Breakfast & Lunch Program

Our Lady of the Lake offers a breakfast and hot lunch program through a partnership with Westonka Foodies. Please note that program offerings and menus are subject to change at the discretion of Westonka Foodies.

Westonka Foodies

Westonka Foodies uses a system, LINQCONNECT.COM, for online payments, tracking student purchases, setting limits, etc. We encourage families to register on LINQ Connect regardless if they plan on utilizing to ensure access if ever needed.

Once an account is set up, a PIN is assigned. Students will use this PIN and go through a cashier line to receive food. Please help them memorize and practice this before the first day of school.

Students may choose to order hot lunch or to bring lunch from home. Note: there are some school days where this service is not available; parents will be notified in advance of these days.

- K-8th Grade: Students are eligible to receive free of charge one breakfast and one lunch each school day.
- Preschool: Students can purchase a hot lunch if they choose.

A la Carte items are offered for sale; students must have money in their account to cover the full cost of each item in order to purchase.

Special Notes:

- Breakfast *must* include a fruit or juice or entree alone will cost $2.00.
- Lunch *must* include a fruit or vegetable or entree alone will cost $4.00.

- Kids that bring a bagged lunch from home or students wishing to purchase a 2nd milk will be charged $0.60. Milk is not free without the selection of a meal.
- Preschool – 4th Grade: Students will not be sold a la carte items with the exception of a milk with a bag lunch.
- Preschool, Student Second Meal & Adult Meal Prices: Breakfast $2.40, Lunch $5.00.

Funding Accounts

Meal account deposits can be made in the school office via cash or check payable to: ISD #277. Payments can also be made on the LINQCONNECT.com portal for a small convenience fee. Westonka Foodies cashier stations are ***cashless***, this means that all funds collected will be deposited directly into your child's school meal accounts and no change can be made. OLL will not accept payments via VENMO.

Menus

School menus are posted on FACTS and online at www.westonkafoodies.com along with nutrition information.

Questions: Westonka Foodies

All questions related to the Westonka Foodie program should be directed to the following:
Laura Metzger, Director of Food & Nutrition, (952) 292-0775, metzgerl@westonka.k12.mn.us
Deb Bailey, Administrative Assistant, (952) 491-8088, baileyd@westonka.k12.mn.us

Parents Joining for Lunch

K-8th Grade Parents are welcome to join their child for lunch. If you wish to do this, please call the school office by 9 a.m. on the day you would like to come.

School Events

After-School Events

When a student participates in a school activity that does not begin immediately after school, it is necessary that parents make arrangements for their children in the interim. Unless specifically arranged for, Our Lady of the Lake does not supervise children after school. Generally, students should leave school grounds and return at the appropriate time for the event. Students may not wait in the gathering space of the PACE center or outside for parents to pick them up.

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 do not attend school because of an unexcused absence/illness may not participate in after-school events that day.

OLL Sponsored Student Events

Our Lady of the Lake hosts a variety of events such as Family Fun Nights, All-School Events, Service Nights and at times, combined OLL Parish Faith Formation/School events. These events are designed to foster friendship and grow our school community. Because our focus is on OLL students currently enrolled, most events are designed for the current OLL student body.

Given this, students must be enrolled in the current school year to participate in OLL sponsored student events. Prior students, future students, as well as guests of current students, may not attend unless the event invitation is extended to OLL family members, friends or open to the public.

We welcome prospective families to arrange a Shadow Day or an introduction to an Ambassador Family. These personalized visits offer the best opportunity to experience life at OLL and help your student feel comfortable and welcome in our community.

If you have any questions about the intended audience for OLL events, please contact the school office.

Field Trips

Field Trips are part of the educational curriculum and are designed to support the curriculum and introduce students to learning opportunities beyond our campus. Since field trips are learning situations, they are counted as a school day and attendance is generally required. A student may be denied the privilege of partaking in a field trip by reason of his/her misconduct.

Prior to scheduled trips, an authorization form signed by a parent is required. Students without a signed form are not allowed to go on the field trip. Handwritten notes and phone calls are not accepted in place of a signed authorization form. All K-8 school day field trips are covered by the activity fee. Certain overnight or extended day field trips require an additional fee, which must be paid for the student to participate.

Whenever possible, transportation for field trips is by bus. If it is necessary to use transportation provided by vehicles, parents will be notified.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements.

Building Use for Events

Any person or group can request to use the school facility during non-school hours. Requesters will be required to complete an application for use, must certify that their use will not violate our policies or contravene Catholic doctrine, and may require a fee and proof of insurance. Please contact the parish office to inquire about the use of the building.

Academic Policies

Integrated Curriculum

Our Lady of the Lake is dedicated to providing an integrated curriculum that is academically excellent and also instills strong Catholic moral values. The curriculum is presented with a coherent vision of reality through the lens of the Catholic intellectual tradition. This comprehensive approach encompasses intellectual, physical, social, and spiritual development honoring the truth of what it means to flourish as a human person. The impact of this holistic formation is mature young men and women who are able to engage the civic, spiritual, moral and professional challenges of their society and, assisted by God's grace, use their success to transform our world for the good.

Standards

As part of the Roadmap for Excellence in Catholic Education, the Archdiocese of St. Paul and Minneapolis' Office for the Mission of Catholic Education (OMCE) is in the process of developing an Integrated Catholic Curriculum for all Catholic Schools in MN, which will provide high-quality curriculum resources to weave faith into all subjects. As a result, over the next few years, OLL will evolve from using the Minnesota state standards as a baseline for content of each grade level subject to that of the Archdiocese.

A list of the curriculum used in the class will be distributed at the Back-to-School Conferences before the start of school. We ensure all material and content is rooted in our Catholic moral values.

Homework

Homework is a part of the learning process, and generally expands on or reinforces classroom objectives and teaching. Homework can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the student must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. It is the student's responsibility to turn in completed work as assigned.

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.
- 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.

Students are responsible for all assignments given in class during any absences.

Middle school teachers will update FACTS in a timely manner with grades and missing assignments; accordingly parents and students are responsible for checking both on FACTS in a timely manner as a proactive way to ensure academic success.

Lower school teachers will communicate directly with parents on academic progress.

National Assessments

An essential part of educating students in the academic dimension of the curriculum is assessing their progress in meeting rigorous academic standards. To this end, Our Lady of the Lake will administer **NWEA MAP Growth Assessment** to measure student achievement and growth. Students are tested annually in the fall, winter and spring of each year.

Our Lady of the Lake will ensure that all parents:

- Receive their child's standardized test scores
- Understand the purpose of the standardized test
- Know how the school uses the information about student performance
- Understand how they can use that information to help their child

Standardized testing is one of multiple measures that the school uses to ensure a comprehensive evaluation of academic performance.

Report Cards and Student Progress

At the end of each semester, all students receive report cards. These are intended to inform parents and students regarding the student's progress. This is an opportunity to assess how a student is progressing and to set goals for the year. Report card grades are final. If a student or parent has questions or concerns about report cards, they should contact their teacher(s).

Grading Scales

At Our Lady of the Lake Catholic School, our assessment philosophy is designed to provide a comprehensive, transparent view of student progress and academic growth. We utilize a balanced grading approach that evolves with our students, ensuring that feedback is developmentally appropriate and clearly reflective of their mastery of learning standards.

Grading Philosophy by Grade Level

- **Grades K–4: Standards-Based Assessment** In our elementary grades, we focus on a standards-based reporting system. This approach shifts the focus from simply earning points to demonstrating proficiency in specific learning goals. By using a performance-based scale, parents and students receive meaningful feedback on exactly where a student stands in their mastery of the curriculum.
- **Grades 5–8: Integrated Reporting** As students transition into middle school, our assessment model continues to prioritize mastery while incorporating a traditional grading scale. This hybrid approach prepares students for future academic environments while maintaining our commitment to clearly defined learning standards.

Elementary Grades K-4	Middle School Grades 5-8

Standard Grading Scale	Subject Grading Scale
4 – Exceeds Standards* 3 - Meets Standards 2 – Partially Meets Standards 1 - Below Standards N/A – Not Assessed at this time	A = 90 – 100% B = 80-89% C = 70-79% D = 60-69% Standard Grading Scale 4 - Exceeds Standard* 3 - Meets Standard 2 - Partially Meets Standard 1 - Below Standard N/A - Not Assessed at this time

**4 - exceeds expectations; mastering content above grade level*

Successful Learning Behaviors

In addition to academic achievement, OLL is committed to helping students develop the habits, attitudes, and behaviors necessary for success in the classroom and beyond.

The following Successful Learning Behaviors reflect the skills students are expected to practice consistently as they grow academically, socially, and personally.

- 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

We look for these behaviors to be practiced and maintained consistently as students progress through the school year and as they move grade to grade. In addition to academic progress, students will also be assessed against these behaviors using the following scale.

Level	Rating	Definition
4	**Consistently**	Demonstrates the behavior independently and reliably.
3	**Frequently**	Demonstrates the behavior with minimal reminders.
2	**Sometimes**	Demonstrates the behavior but requires regular prompts.
1	**Rarely**	Demonstrates the behavior only with significant support.

Promotion/Retention

Promotion and graduation take place when a student demonstrates satisfactory completion of grade level work. The decision to retain a student at current grade level will be made only after an evaluation has been made which indicates the student would benefit from retention.

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

Student Records

Our Lady of the Lake maintains and manages student records following its policies and practices and in accordance with federal and state law. Student records may include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized tests, health data (maintained as separate records), teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Parents can make a request with the school office to review their child's record. Such requests will be responded to in a reasonable amount of time.

No one except appropriate school personnel, parents of minors, and students who have reached legal age shall have access to student records without either a subpoena or appropriate written authorization from the parent.

Academic Services for Students with Special Needs

Our Lady of the Lake is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, Our Lady of the Lake follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the student's unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, Our Lady of the Lake may also collaborate with Westonka Public School District to access additional supports that enhance the student's academic progress.

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

School Culture Policies

Prayer and Worship

Formation in the spiritual life leads children to deepen their relationship with Jesus Christ and his Church. A robust and intentional program of spiritual formation encourages the life of grace through daily personal and communal prayer, regular opportunity for reception of the sacraments, and participation in the liturgical life of the Church. With a strong faith that continues to grow, Catholic school students find in God the ultimate meaning and purpose of their lives.

At Our Lady of the Lake, students participate in daily prayer, seasonal prayer services, vocational information, and liturgical celebrations. Students also attend mass weekly; we invite parents to join us for School mass and liturgical celebrations throughout the year.

Sacramental Preparation

All families registering for the Sacraments of First Reconciliation, First Eucharist and 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 the parish office, communications@ourladyofthelake.com.

Dress Code

The intent of this policy is 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 always. What is worn to school must not be a distraction from school. The appropriateness of clothing, makeup, hair or accessories is ultimately at the discretion of the school.

Please Note:

- Clothing must be in good condition: free of heavy fading, stains, rips, or holes.
- Clothing is expected to be sized to fit properly.
- Uniform articles are to be worn appropriately (i.e., shirts tucked in, shoelaces tied, etc.).
- All uniform tops and bottoms must be solid color without labels, logos, pictures or wording (except school logo)
- Hats are not allowed
- Hair styles, highlights and extensions must be modest and of a natural color. Hair must be neat, well-groomed and not obstruct a student's vision or create distraction.
- Undergarments and tank tops should not be visible through the white tops, nor seen under shorts, skirts, dresses or skorts.

Where to Purchase

Educational Outfitters, Donalds and Land's End are our recommended uniform stores. You may choose to purchase uniform components at a different store but be sure the uniform matches OLL requirements.

OLL holds a used uniform sale at the school during the summer where you can purchase pre-loved uniform items for a fraction of the cost of new. The school continually welcomes donations of clean and good condition, outgrown uniforms to support this program and to support other needs of families.

PreK through 4th Grade Uniform:

Options for Tops:

- White, Royal Blue or Light Blue polo shirts (OLL logo preferred). Long or short sleeves.
- White or navy turtleneck
- White or Navy sweater (crew neck, cardigan, or vest) worn over a collared shirt
- Navy sweatshirt with OLL logo worn over a collared shirt
- Navy ½-zip fleece with OLL logo worn over a collared shirt

Options for Bottoms:

- Navy pants (jogger style athletic pants allowed, sweatpants and cargos are not permitted)
- Navy shorts ("traditional" fit only, athletic styles are not permitted). Must extend past the students' fingertips when arms are resting at their sides. Shorts are allowed to be worn from April 1 through October 31.

More options for Girls:

- Jumper: #57 plaid
- Skirt: Pleated, #57 plaid or navy
- Skort: Pleated, #57 plaid or navy.
- Dress: Navy polo (must have logo)
- Note: all dresses, skirts, skorts and jumpers must extend past the students' fingertips when arms are resting at their sides.

5th - 8th Grade Uniform:

Options for Tops:

- Navy or white polo shirt. (OLL logo preferred) Long or short sleeves.
- White or navy turtleneck
- Navy sweater (crew neck, cardigan, or vest) worn over a collared shirt
- Navy sweatshirt with OLL logo worn over a collared shirt
- Navy ½-zip fleece with OLL logo worn over a collared shirt
- Service hours sweatshirt (for those who have earned one) worn over a collared shirt

Options for Bottoms:

●More options for Girls: Khaki pants (jogger style athletic pants allowed, sweatpants and cargos are not permitted)
● Khaki shorts (“traditional” fit only; athletic styles are not permitted). Must extend past the students’ fingertips
when arms are resting at their sides. Shorts are allowed to be worn from April 1 through October 31.
● Jumper: #57 plaid
● Skirts: Pleated, khaki or navy
● Skorts: Pleated, khaki or navy
● Dress: Navy polo (must have logo)
● Note: all dresses, skirts, skorts and jumpers must extend past the students’ fingertips when arms are resting at their sides.

Mass Uniform for PreK-8th Grade:

● Must wear white collared top or turtleneck
● Uniform bottoms, Polo dress, jumper or skirt
● Optional: Navy OLL sweatshirt, navy fleece, or navy sweater (no hoods) worn over a collared shirt

Uniform Shoes:

● Shoes must fully protect the foot, requiring both a closed toe and a closed heel. Footwear with holes (such as sandals, Crocs and Keens) are not allowed.
● For safety, heel height must not exceed one inch.
● Tennis shoes are the recommended footwear for all students. Velcro straps are highly recommended for Kindergarten and 1st Grade students.

Phy Ed Shoes for K-8th Grade

● Students are required to have a dedicated pair of white-soled or "indoor non-scuff" tennis shoes. These shoes must
stay at school in the student's locker and be worn only during PE class.
● Because classes are occasionally held outside, students should also wear appropriate outdoor athletic shoes to
school on PE days.

Optional Uniform Accessories

● Belts may be worn in 1st through 8th grade; belt colors may be black, navy or brown
● Tights under skirts or jumpers may be navy, white, or flesh tone
● Navy leggings or biker shorts may be worn under skirts or jumpers (but not alone)

● Jewelry, makeup, and nails must be modest, age-appropriate, and non-distracting. Bold cosmetics, excessive accessories, and extreme nail lengths or colors are not permitted.
● Costume pieces and novelty accessories are not permitted

Dress Code for Non-Uniform Days – PreK through 8th Grade:

● Pants: Any pants that fit well and are neat and clean (without holes or fraying), including blue jeans and sweatpants. Leggings are not allowed to be worn alone
● Shorts/Skorts/Skirts: Must extend past the students' fingertips when arms are resting at their sides. Biker shorts may only be worn under skirts or jumpers and should not show under the hem of the skirt. Shorts are allowed to be worn from April 1 through October 31.
● Shirts: Anything except the following: halters, tank tops, with cut-outs, bare midriffs, mesh or see-through shirts, and shirts with inappropriate words or pictures
● Dresses: Must extend past the students' fingertips when arms are resting at their sides. No spaghetti straps, with cut-outs, strapless dresses
● Footwear: See above; same options as every day.

Phy. Ed. Uniforms:

● Indoor PE Shoes: Students must keep a dedicated pair of non-marking (white-soled) athletic shoes in their school lockers. These are to be worn exclusively during indoor PE classes. Note for K–1: Velcro closures are highly recommended for Kindergarten and 1st-grade students.
● Outdoor PE Footwear: Because classes are occasionally held outside, students should also wear appropriate outdoor athletic shoes to school on PE days.
● Safety: For student safety, dangling earrings are not permitted during class.
● Middle School Uniforms (Grades 5–8): Students in grades 5 through 8 must wear the official PE uniform (shorts and T-shirt), which must be purchased directly from the 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 Fridays:

Unless it is a mass day, every Friday is a Spirit Wear Friday. All tops including jackets, shirts, sweatshirts, etc. that have the Our Lady of the Lake school or church name or logo on it are considered Spirit Wear. Students also may opt to wear regular uniforms on Spirit Wear Friday. Students must wear uniform bottoms on Spirit Wear Fridays.

Phy. Ed. uniforms are not considered to be Spirit Wear and may not be worn.

Special orders for Spirit Wear are made throughout the year – typically at the beginning of the school year and in January.

Violations

Students will be sent to the school office for dress code violations that are repetitive, substantial, modesty-related, or disruptive to the academic environment. To correct the violation, the student may be asked to turn the clothing inside out, or they may be provided with a replacement school uniform (when available) or simply given a reminder to tuck in their shirt or tie their shoes. Alternatively, a parent may be called to bring a change of clothes within one hour, or the student may be sent home. Any classwork missed while the student is working through the violation will be counted as late.

The Dean of Student Life will contact parents regarding uniform violations. For repeat offenses, the student will remain in the office until a parent provides appropriate clothing. Ongoing non-compliance or severe individual violations will result in further disciplinary action.

Birthday Parties

Please mail or distribute birthday party invitations outside of school. Parents may discuss with homeroom teachers about how to celebrate students' birthdays in class.

Extracurricular Activities

Student programming aims to form students in the virtues. Enrichment and extracurriculars cultivate in students a strong character so that they can grow into adulthood living responsible, productive, and holy lives. Virtues acquired by education are purified and elevated by grace, and with God’s help, allow each child to become the person God has made him or her to be. Therefore, all curricula, programs, experiences, athletics, extracurricular, and other school activities must be deeply grounded in the Church’s virtue tradition, and designed and operated so as to form students in Catholic virtue. Our Lady of the Lake is proud to offer a variety of extracurricular activities for students to participate in.

Students who are absent from a school day are not eligible to participate in extracurricular activities on that day. Students who are failing classes may be restricted from participating in extracurricular activities at the discretion of the administration, to allow them to focus on academic success.

All school policies apply at extracurricular events (including practices), whether on or off campus.

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

Guiding Principles Concerning Human Sexuality and Sexual Identity

Our Lady of the Lake is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. Our Lady of the Lake will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

Technology and Acceptable Use Policy

Our Lady of the Lake offers students access to the internet and other technology resources, which are essential learning tools in 21st-century education. Our school is committed to improving students' educational experience using technology. Student use of technology is a privilege and must be consistent with the school's mission and values. Using digital tools correctly and responsibly is very important. All student policies, including this policy, apply to all students using school technology resources, including computers, tablets, and the internet.

Given the well-documented risks of internet-capable devices, the school maintains a responsibility as an educational institution to teach students how to become discerning users of the internet and Smart Devices to bring about God's glory and is taking steps to minimize these risks. We believe the best way to prepare children to flourish in a digital world is to teach them the intellectual and moral virtues, skills, and habits that our children need to have so that they can use digital tools in a way that makes them more human, not less.

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. Parents are encouraged to discuss this policy with their children and to monitor their technology use at home. Ensuring that students understand and adhere to these guidelines is a shared responsibility between the school and families.

Violations of this policy will result in disciplinary action, including but not limited to loss of technology privileges, detention, suspension, or expulsion.

General Guidelines

- Educational Use: Technology must be used to support learning and adhere to Catholic values. Students must follow all school policies when using technology, including appropriate language and respectful communication.
- Behavior: Users are expected to act respectfully, responsibly, ethically, morally, and legally. Respect for others is paramount.
- Internet Safety: Filtering programs are used to block inappropriate content. Users must report access to inappropriate sites immediately.
- Equipment Care: Treat all technology equipment with respect. No food or drink near devices.

- Supervision: Staff will supervise student use of technology to ensure it is appropriate for their age and aligned with educational goals.
- Personal Information: Do not share personal addresses, passwords, or phone numbers.
- Privacy: Users have no expectation of privacy in their use of school technology. The school reserves the right to monitor and review all technology used to ensure compliance with this policy or in conjunction with any disciplinary matter or investigation.

Unacceptable Uses

- Illegal or Unethical Behavior: Engaging in activities that are illegal or violate school policies.
- Inappropriate Content: Accessing, downloading, or distributing material that is inappropriate, offensive, or immoral.
- Off-Task Use: Using technology for non-educational purposes during instructional time.
- Inappropriate Communication: Sending or receiving messages that are harassing, threatening, obscene, or that use offensive language.
- Plagiarism and Cheating: Using others' work without proper attribution or engaging in academic dishonesty.
- Unauthorized Access: Attempting to access restricted areas or other users' accounts.
- Tampering, Security: Disabling filtering software, altering device settings, or installing unauthorized software. Attempting to bypass or undermine network security measures, including unauthorized access to restricted areas of the network, the introduction of malware, and other activities that could compromise network integrity.
- Privacy and Misuse Violations: Sharing personal information or accessing others' information without permission or using another person's password or device.
- Misuse of Resources: Misusing or damaging technology resources. This includes physical damage to devices and tampering with software or hardware configurations.
- Personalization: Altering school devices without explicit permission from staff.
- Harassment: Using technology to harass, bully, or mistreat others.
- Commercial Use: Using school technology for commercial or political purposes.
- Malware: Introducing or spreading viruses or other malicious software.
- Copyright Infringement: Copying or distributing copyrighted material without permission.
- Violations: Engaging in activities that violate laws or school policies.
- Encouraging Misconduct: Helping others violate these guidelines.

Smart Device Policy

For the purposes of this policy, "Smart Device" refers to any internet-enabled digital tool with a visual display or screen. Common examples include smart phones, smart watches, smart TVs, computers, iPads, and Chromebooks.

Our Lady of the Lake discourages students from bringing Smart Devices to school.

For children in grades 5th-8th we recognize some parents may make the decision to allow their child to bring Smart Devices to school. In this case, the following policies are in place under normal circumstances and excludes emergency situations.

- Students must turn off their Smart Devices and leave them in their backpack.

- Students are not allowed to use personal Smart Devices during off-campus, school-sponsored field trips that occur during regular school hours.
- Students in 7th and 8th grade may hand in a phone to their lead chaperone at the start of the trip to use to call home when time allows.
- Parents who send their children to school with a Smart Device accept the possibility of loss or damage and will hold the school harmless for any loss or damage.

Lost and Found

Lost and Found items/articles are placed in the school cafeteria by the Maintenance Office door. Please check the lost and found area if you are missing anything. Our Lady of the Lake is not responsible for lost items. Unclaimed items will be given to Pennywise Thrift Store on a seasonal basis.

As a best practice, parents are encouraged to make sure students belongings are labeled with his/her name.

Photo Release Policy

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families each year to opt in or out of the photo and academic work release. Families who opt out of the release in FACTS will be noted, and their children's photos/academic work will not be published.

Parent Media
We kindly remind all families to be mindful when posting school-related photos on social media and other public platforms. Please remember that some of our families have chosen not to share personal photos or information of their children publicly.

Behavior Policies

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

Student Conduct Guiding Principles

Each student shares the responsibility of maintaining a respectful, welcoming, and joyful learning environment. At Our Lady of the Lake, we expect every individual to demonstrate deep respect for themselves, others, authority, and school property. Students are expected to act with moral responsibility, reflecting positively on themselves, their families, and the school while maintaining a safe and healthy learning environment for everyone.

Our Lady of the Lake provides every student an opportunity to pursue excellence consistent with the school's mission and the teachings of the Roman Catholic Church.

Through personal examples, dedicated instruction, and the guidelines set forth in this handbook, our faculty and administration aim to model the behavior, respect, and values they wish to see in students, teaching through actions rather than just words.

Discipline at our school is built on the concept of 'true freedom'—the inner strength to intentionally choose what is right. When students practice this freedom through positive moral choices, they actively build a safe, joyful campus and help maintain the 'right order' essential for everyone's success.

When rooted in the growth of virtue, this freedom fosters the confidence, resilience, and inner strength our students need to achieve success in academics, athletics, relationships, and—most importantly—their faith, equipping them to overcome life's greatest challenges.

Our Lady of the Lake is dedicated to the holistic formation of our students, intentionally weaving the virtues into our daily expectations:

- **Theological Virtues:** We foster a deep commitment to *faith, hope, and charity [or love]*
- **Cardinal Virtues:** We emphasize *prudence, temperance, justice, and fortitude* to build sound judgment, responsibility, and self-control.
- **Human Virtues:** We actively encourage practical habits that lead to life-long success, including *punctuality, diligence, and organization*.

Ultimately, our goal is to inspire students to cultivate the interior strength to choose what is right, moving beyond a simple compliance with rules toward a genuine love for truth and virtue.

As a Christ-centered school, we value learning, respect, and responsibility. Our general school rules are:

Be Respectful	● Show respect to everyone and all property ● Follow directions in a timely manner and without argument ● Speak respectfully at all times, even when in disagreement ● Be attentive and respond appropriately when greeted or spoken to
Be Responsible	● Be prepared and ready to learn ● Complete work carefully and punctually ● Arrive to school and classes on time ● Be in control of your own words and body
Be Safe	● Follow school rules ● Use materials appropriately ● Avoid any type of conduct that could hurt someone else ● Seek an adult if you see anyone being unsafe
Be like Jesus	● Be kind to others ● Include others and make everyone feel welcome ● Be a peacemaker ● Be willing to forgive ● Treat others as you would like to be treated

Recess & Playground Expectations

At Our Lady of the Lake, recess is a joyful time to build friendships, enjoy God's creation, and practice the human virtues of kindness, inclusion, and self-control. True freedom on the playground means choosing behavior that keeps everyone safe, welcome, and active. To ensure our outdoor space remains a positive environment for all students, the following expectations are to be maintained:

General Playground Guidelines

- **Our Top Priority:** HAVE FUN! Run, jump, scream, shout, and enjoy being outdoors.
- **Safety First:** Rocks, sticks, wood chips, dirt, and snow must stay on the ground and out of clothing or shoes.
- **Boundaries:** All students must stay within designated recess boundaries. If a ball or piece of equipment goes outside these boundaries, students must ask an adult to retrieve it.
- **Community Spirit:** Share and take turns, include everyone in play, and use kind, encouraging words.
- **Responsibility:** Use all playground equipment appropriately. When recess ends, students are responsible for cleaning up and putting away any equipment they used.
- **Transitioning:** When the whistle blows, students must immediately stop playing and line up quietly.

Equipment Specifics

- **Regular Swings:** Limited to one person per swing. Jumping off moving swings is strictly prohibited.
- **Tire Swing:** Open to grades Pre-K through 8, with a maximum of three children on the swing at one time.
- **Slides:** Students must walk up the steps normally and slide down feet first.

Winter & Snow Regulations

When snow is on the ground, the following additional safety standards apply:

- **Appropriate Gear:** Students must wear both snow boots and snow pants to play in the snow. Students without proper winter gear must remain on the cleared blacktop area.
- **Snow Construction:** Students are welcome and encouraged to build snow forts together.
- **Safety Restrictions:** Creating tunnels in the snow hills and throwing snowballs or loose snow are strictly prohibited to ensure everyone's physical safety.

Discipline Policy

Discipline Guidelines

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the discretion of the teacher or administration. The school has the right to discipline or ask a student to withdraw for

any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or 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.

Minor Misconduct

Consequences for minor misconduct will typically be managed by the classroom teacher. Generally, minor misconduct or policy violations will result in lighter discipline. This may include, but is not limited to, a verbal warning, written warning, call to parents, reparation of damage, loss of privilege, detention, or being placed on a behavior plan. Continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation is unique, in determining the appropriate response to a disciplinary situation the school may consider contextual factors such as the age of the student, the type of misconduct, the frequency of the student's misconduct, and the severity of the problem.

Examples of minor misconduct include (but are not limited to):

- Inappropriate language
- Not following directions promptly
- Arriving late to class
- Dress code violations
- Teasing, insulting, or otherwise being unkind to others
- Turning in homework late
- Other minor policy violations

Major Misconduct

There are certain behaviors where, due to the severity of the action, more substantial and immediate consequences are necessary. Discipline may include any of the minor misconduct disciplinary actions (above), as well as immediate removal of the student from the classroom, meeting with parents, in school or out of school suspension, and expulsion. Disciplinary actions for major misconduct are determined by the Dean of Students or principal. If necessary for the safety of other students or to avoid significant disruption to the school's social or academic environment, the student may be placed on a temporary out of school suspension pending appropriate resolution.

Examples of major misconduct include (but are not limited to):

- Continued misconduct
- Violence
- Bullying/Harassment
- Disrespect for authority, refusing to follow directions

- Lying, cheating, plagiarism, or academic dishonesty
- Use or possession of alcohol, drugs, or weapons on school property or at school events
- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Sexual misconduct
- Theft, property destruction, or vandalism
- Other major policy violations

Students, employees, or volunteers who are aware of major misconduct should report it to the Dean of Students or principal as soon as possible.

Terms and Conduct Procedures

Discipline at OLL is rooted in our mission to guide students toward personal responsibility while modeling grace, forgiveness, and the importance of a fresh start. When behavioral expectations are not met, these conduct procedures provide a clear, fair process for addressing the situation and helping students learn from their mistakes. The following definitions clarify the levels of intervention utilized by our leadership team to maintain a respectful, orderly, and productive environment for all students.

Consequence	Definition
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	Removal of a student from his or her regular school day by the Dean of Student Life and principal and relocated to a solitary space for up to a day. Work will be assigned and completed as normal.
Out-of-School Suspension	Removal of a student from school by the Dean of Student Life and 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	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.

Harassment

Our Lady of the Lake, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become respectful and responsible young people. This philosophy is the foundation of our harassment policy.

Harassment Definition

Harassment is any unwelcome behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities. Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused.

Harassment includes, but is not limited to:

Type	Description
Bullying	Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) 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.
Cyber-Bullying	Bullying is performed using technology or other electronic communication.
Hazing	Any activity undertaken by a student or group of students towards another student or group of students with the purpose of "initiation" into the school, a student organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a "rite of passage."
Physical	Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another's property.
Psychological	Humiliating or abusive behavior that lowers a person's self-esteem or causes torment or emotional harm.
Sexual	Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature.
Verbal	Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.
Written	Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

Procedure

Any person who is a victim or witness of harassment is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to address the problem directly, the harassment is severe, or if a request to stop is not respected, the student or parent should report the incident to the principal, or any teacher or staff member.

Teachers and staff members who witness harassment or receive a report of harassment should make reasonable efforts to promptly address the harassment and must inform the principal as soon as possible.

The school will promptly initiate an investigation into any reports of harassment. The investigation may include interviews with the complainant, the alleged harasser, and others who may have knowledge of the alleged incident. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

The school may take immediate steps, at its discretion, to protect the victim, complainant, or others pending completion of an investigation of alleged harassment. Steps could include actions such as immediate removal of student or staff member during investigation and involvement of local law enforcement.

The school will determine, based on the preponderance of the evidence (“more likely than not”), whether the alleged conduct occurred and was a violation of this policy, and if so will take appropriate disciplinary action. If appropriate, an investigative report documenting interviews, conclusions, and outcomes will be completed. The complainant, victim, alleged harasser, and their parents, will be informed of the outcome of the investigation, to the extent permitted by law. However, the school may not disclose private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school.

Non-Retaliation

Retaliation of any form against any person making a good faith report of harassment or participating in an investigation regarding harassment will not be tolerated.

Weapons/Dangerous Items

The school strictly prohibits the unauthorized carrying or possession of weapons on its premises. For the purpose of this policy, the term “weapon” shall include, but not be limited to, firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

Any student violating this policy will be subject to discipline, up to and including detention, suspension, and/or expulsion. Local law enforcement may be contacted.

Drug Policy

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, mood altering chemicals, or any other illegal or controlled substance by students on school grounds, or at any school event is strictly prohibited.

When it is determined that a student has violated this policy, the following actions may be taken:

- Parents notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-student conference with the principal required before the student can resume attendance at school

DARE

DARE (Drug Abuse Resistance Education) is a federal funded 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. DARE also helps the students learn how violence hurts everyone. This program's instruction is provided by the Orono Police Department.

Theft, Vandalism, Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline following the schools discipline policy.

Students are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Students may be required to pay for damage to desks, lockers, textbooks, other equipment, or property.

Property Searches

Our Lady of the Lake is committed to maintaining a safe learning environment. Students should not expect privacy for personal belongings brought onto school premises.

To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with school policies.

The school also reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws.

Safety and Well-Being Policies

School Resource Officer – Our Lady of the Lake Catholic School is proud to have a School Resource Officer on site periodically and available as needed. This is a collaborative effort between the Orono Police Department and the Westonka School District to maintain a safe environment in our schools. School Resource Officers (SRO's) interact with students both individually and with groups of students, serving in a variety of roles including that of a law enforcement officer, law-related educator, and problem solver/community liaison. Our current SRO is Susie Schultz. She can be reached at: schultzs@westonka.k12.mn.us

School Entry - Visitors

All entrances to the school are locked during the day, except during designated arrival and dismissal times.

All visitors (including parents) may enter the building through door 5. You must ring the bell and be buzzed into the building. All visitors must report to the main office and sign in.

Any person in the building or on school grounds without permission will be considered a trespasser. If any student believes a person is in the school building or on school grounds without permission or without having followed visitor procedures, they should immediately inform a teacher or staff member.

Students must not open an exterior school door to anyone, even if they know the visitor. Visitors must ring the bell and be buzzed in by the main office.

Fire, Tornado, Lockdown and Safety Drills

Our Lady of the Lake participates in fire, tornado, lockdown, and safety drills. When an alarm sounds or other emergency alerts are raised, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of teachers and staff.

Emergency Response Plans

Our Lady of the Lake has an emergency management plan in place should a crisis situation occur. These plans are reviewed annually with all employees. Safety drills are practiced in accordance with state laws. The school will use the PA system and walkie talkies to alert staff of situations. The crisis plan includes procedures for severe weather, fire emergencies, hazardous spills, safety threats and lockdown procedures, and bomb threats. The school follows the "I Love you guys" training.

School Closing/Late Starts

In the event of an emergency or severe weather, the school will notify families via email and text message. Because we share busing services with the public school district, OLL will mirror the district's schedule regarding closures, late starts, and early dismissals.

Cold Weather and Indoor Recess

All students are required to go outside for recess when the air temperature and wind chill are -10 degrees or higher. Parents are encouraged to ensure their children are dressed appropriately for cold weather. Boots, hats, and mittens are required for outdoor use on cold or snowy days for students in grades PreK–8, and snow pants are also required for students in PreK–4.

Please note that thermostats are set lower during the winter months, so students should dress in warm layers while at school.

If the windchill drops below -10 or if it is raining, students will have indoor recess. During indoor recess, students remain in their classroom for activities or may spend time in the gym or youth room. Recess is supervised by playground volunteers and staff on duty.

Emergency Contact Information

To ensure that the school can contact families should the need arise, and especially in case of emergency, families are responsible to keep their contact information current in FACTS. Each school year, emergency information must be completely filled out for each child, including parent phone numbers and emergency contact phone numbers. Parents must update FACTS with any changes in address or phone number.

Wellness Policy

Our Lady of the Lake is committed to promoting the health and well-being of all students by supporting healthy eating, physical activity, and a positive school environment.

- Nutrition Standards: All meals provided through the National School Lunch Program will meet or exceed federal nutrition standards. Foods sold outside the meal program will comply with USDA Smart Snacks standards.
- Nutrition Education: Students will receive nutrition education as part of the curriculum to encourage lifelong healthy eating habits.
- Physical Activity: Our Lady of the Lake will provide regular opportunities for physical activity, including physical education classes and daily recess, to support students' physical and mental health.
- School Environment: Celebrations, rewards, and events will align with wellness goals. Staff will model healthy behaviors to reinforce these values.
- Policy Monitoring: The principal, or a staff person designated by the principal, will oversee the implementation of this policy, conduct periodic reviews, and communicate with the community about this policy.
- Community Involvement: Parents, students, and staff are invited to participate in the development, implementation, and review of the wellness policy.
- Assessment: Every three years, the school will measure the extent to which the school complies with this policy, the extent to which our policy compares to model policies, and the progress made in attaining the goals of the wellness policy.

School Counseling Services

At Our Lady of the Lake (OLL) Catholic School, we offer on-site support two days a week through a licensed school counselor dedicated to our students, families, teachers, and staff. We provide this essential service in partnership with Phoenix School Counseling, an organization that has served Catholic schools across Minnesota close to 50 years.

Rather than working on the sidelines, our counselor is an embedded, trusted member of our community. They collaborate directly with administrators, partner with families, and equip our teachers with practical tools to help students succeed socially, emotionally, and academically. Our school counselor supports students in various ways, including assistance with:

- Friendship and social skills
- Behavior strategies and self-esteem
- Family transitions and grief support
- Drug education and awareness

Family Partnership & Consent
At OLL, we recognize parents and guardians as the primary educators of their children. To support this vital partnership, our counselors prioritize open communication, carefully balancing the family's right to be involved with the student's need for a safe, trusted space.

While students may receive immediate crisis support or have an initial introductory visit without prior consent, written parental consent is required for any ongoing services. After an initial meeting, the school counselor will proactively contact the student's parent or guardian to discuss the visit and obtain consent before moving forward.

Scope of Care
School counseling focuses on academic guidance, social-emotional support, and short-term intervention during the school day. OLL is not equipped or licensed to provide long-term clinical therapy. If a student requires intensive psychological support, our counselor will help refer the family to trusted outside professionals.

Accessing Counseling Services
Students can connect with our school counselor through several avenues:

- **Self-Referral**: Students can request an appointment by speaking with a teacher or visiting the main office. The School Counselor will notify parents when a student initiates a meeting.
- **Parent or Teacher Referral**: Parents and teachers can reach out to request that the counselor meet with a student.
- **Emergencies**: In urgent or unsafe situations, the counselor will meet with a student immediately to provide crisis intervention.

Health Services

The school nurse, secretary, or principal may approve the dismissal of a student who becomes ill or hurt during the school day. Parents will be contacted when a student reports to the office or school nurse with an illness and needs to go home. If a parent is unable to come for the student, arrangements for a relative or other authorized person must be made to pick up the student. No student will be sent home due to illness if no one is available to be with them at home.

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 (doctor's note preferred) to that effect to the school office, nurse and classroom teacher.

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.

Accidents/Injuries

If a student is injured at school, our first concern is to care for the student's comfort and safety, followed by contacting the parents. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or to the urgent care center identified by the parents.

Health Records

Health records are required for every student. This includes results of required health exams, screenings, immunizations, and specific health concerns or conditions. Health records are maintained and managed as confidential documents.

Medication During the School Day

Medications, both prescribed and over-the-counter, should be taken at home if at all possible. If medication must be taken during the school day, there must be a current form signed by a licensed physician and a parent regarding the medication.

Any such medication must be sent to school in a labeled prescription bottle or in the original over-the-counter container.

Administration of the medication during school hours may only be performed by qualified personnel and in a manner consistent with instructions on the label. Students may *not* self-medicate (other than an inhaler or EpiPen as provided in this policy).

Students who wish to carry and administer their own inhaler or EpiPen must have on file in their health record written consent from the parent, physician, and the school nurse to carry the medication.

Illness, Staying Home, and Infectious Disease

We believe it is important that children are in school as often as possible in order to provide the best opportunity for learning and development. However, it is everyone's responsibility to help stop the spread of contagious conditions and communicable disease.

We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness such as: fever (100 F degrees or higher), vomiting or diarrhea, rash, eye drainage, uncontrolled coughing, sore throat. If a student develops these symptoms during the school day, parents will be called to pick up their child and bring them home.

Our Lady of the Lake follows the infectious disease information and exclusion policies provided by the 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

Students must be fever, vomit, diarrhea free for 24 hours without medication before returning to school.

Pets at School

To ensure the safety and well-being of all students—particularly those with severe allergies—pets are not permitted on school grounds. Exceptions to this policy require explicit, advance permission from the Principal.

Reporting Child Maltreatment

Out of concern for the care of children and to abide by legal requirements, staff and members of the clergy are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

Background Check Requirements

School policy requires that all employees and volunteers, as well as any vendor who interacts with students, must successfully undergo a background check, complete safe environment training, and sign a Code of Conduct before beginning employment, volunteering, or providing services. This is an ongoing requirement, and must be completed at least once every three years.

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

Facilities

Asbestos Disclaimer

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), Our Lady of the Lake has an Asbestos Management Plan in place to monitor and address asbestos-containing materials (ACM) within the school. ACM have been identified in the following areas: 3rd floor art room floor, 2nd floor ceilings, school kitchen floor, and ramp room floor. These materials are in good condition, and are regularly inspected as part of our ongoing management plan to ensure they pose no risk to the health and safety of students, staff, and visitors.

The Asbestos Management Plan, which includes inspection reports and response actions, is available for review in the school office during normal business hours. For questions or further information, please contact Mike Burnett, Facility Manager, at 952-220-0745 or mburnett@ourladyofthelake.com.

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.

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 of 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 the Maintenance Director.

If you have any questions or concerns about the School's IAQ program please contact us at (952) 472-8203.