



PARENT/STUDENT HANDBOOK  
2024-2025

OUR LADY OF THE LAKE CATHOLIC SCHOOL

NATIONALLY RECOGNIZED SCHOOL OF EXCELLENCE

650 A AVE  
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<https://oll.school>

## Principal's Letter of Welcome

Greetings and welcome to the 2024-25 school year! It is with a real sense of pride that the faculty, staff and I greet you and begin this new year of learning. We hope that the wonderful experience and rich heritage of Our Lady of the Lake Catholic School will touch your family and bring joy to your daily life.

We will pursue our mission with determination and commitment and we will mark our eighty-second year by weaving the best of our educational traditions while developing new avenues of learning whenever possible. At the center of this of course, is our *raison d'être*: Jesus and His Gospel messages.

I wish each of you God's abundant blessings!

God Bless,

Corrine Buich Principal

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## I. GENERAL INFORMATION

### A. History of the School

The history of Our Lady of the Lake Catholic School is inextricably linked to that of the parish church. The first Mass was celebrated by Father Charles J. O'Reilly in 1888, and two years later a small wooden church accommodating fifty people of the Sacred Heart Parish was built at the corner of First and "E" Streets in Lake Oswego. As the population of the city grew (in 1910 the population was 1800) a house was built which served as a residence and parish hall. In 1936, Father Margraf, a Holy Cross priest from the University of Portland, became pastor and established a parish school by starting a summer school program. He was followed by Father Joseph Vanderbeck who continued these efforts with the support of the Sisters of the Holy Names of Jesus and Mary (SNJM) from Marylhurst, to provide catechetical instruction. The school, which contained four classrooms, opened September 6, 1938, at the present location. It was dedicated in 1942. In 1949 the school was enlarged; a gymnasium, which served as a location for parish liturgies, and a cafeteria were added.

In 1950, the wooden church and parish house on First Street were sold and additional property was purchased adjoining the school. A rectory was built in 1951 and the parish name was changed to Our Lady of the Lake. In 1955, the present church building was erected, along with another school addition totaling 8 classrooms that housed the 535 students that had been enrolled by the Sisters of the Holy Names. More classrooms to the school and an adjacent convent for the teaching sisters were added in 1961. A science room was added above the school garage in 1980. In 1983, the Sisters of the Holy Names completed their service to the parish school and also moved from the convent, which eventually was transformed into the Parish Center, housing offices and meeting rooms for parish staff. In the fall of 1983, a sister from the order of the Blessed Virgin Mary (BVM) was named principal. Having served until 1985, she was the last religious to serve in this capacity. The last SNJM to serve on the school faculty was the music teacher who retired in 1994. In the fall of 2004, a religious from the Adorers of the Holy Cross order was employed to be the junior high religion teacher.

During the late '80's significant school program changes evolved which included the development of a middle school program with sixth grade becoming a transition year from the intermediate grades to the junior high program. In 1987, the kindergarten program was added. In 2011, a middle school concept emerged which included the sixth grade.

On September 4, 2012, the school year commenced in the new Parish Center facility located at 650 A Ave. The new facility holds a Silver LEED Certification. The determination of the Master Plan Committee and the Capital Campaign Chairs forged the way for this major construction project to be realized. The

dedication of the new building was held on Sunday, October 21, 2012. Archbishop Vizany presided at the ceremony which was attended by several hundred friends and benefactors.

In the fall of 2022, the school opened its doors to its first pre kindergarten class. To make way for the new class, renovations and remodels were completed for not only the pre kindergarten classroom, but the middle school science lab, library, and upstairs wings of the school.

Our Lady of the Lake School has been and continues to be fortunate in the dedication, support, and hard work of both the pastors and teachers who have served the school over the years.

## II. MISSION STATEMENT

- A. Our Lady of the Lake School exists to develop our students' God-given potential and to guide them to.....

*ACT JUSTLY,*

*LOVE TENDERLY,*

*WALK HUMBLY WITH YOUR GOD. MICAH 6*

## III. PHILOSOPHY STATEMENT

- A. We, as a parish school, believe that true community is achieved by living out the Good News of the Gospel.

We believe in the spiritual, intellectual, social-emotional, physical, and creative development of the whole person.

We foster the development of the students in partnership with parents, the primary educators of their children.

We respond to the teaching ministry by inspiring students to reach their full potential in a secure and loving environment.

We, as a Catholic community, emphasize service to God, one another, the Church, and the world, thereby developing a commitment to social justice.

## IV. SCHOOL GOALS AND OBJECTIVES

- A. Spiritual Goals

1. To foster a faith in God, an active prayer life, and application of Catholic doctrine in daily life
2. To celebrate the Catholic liturgical and sacramental traditions
3. To develop the qualities of leadership, courage, and personal integrity, that will inspire decisions reflecting Catholic morality
4. To build community based on the Gospel messages of peace, love, patience, respect, and service to others

- a) Spiritual Objectives

- (1) Praying daily

- (2) Having students plan, lead, and participate in weekly all-school Masses and use Children's Daily Prayer Book K-8 (Liturgy Training Publications)
- (3) Providing regular, formal religious instruction
- (4) Preparing students for and participating in the Sacraments
- (5) Celebrating seasonal liturgies (all-school as well as individual classrooms) Using an Integrity Policy that reflects Catholic morality
- (6) Implementing multi-age religious activities and related service projects Infusing values throughout the curriculum whenever possible

#### B. Academic Goals

- 1. To challenge students to achieve high academic standards consistent with their individual abilities
- 2. To provide an academic program that develops basic skills and promotes higher-level thinking
- 3. To motivate students to enjoy the life-long pleasure of "learning for the sake of learning" Academic Objectives
  - a) Academic Objective
    - (1) We implement these goals through the following
    - (2) Using numerous teaching methods to provide a variety of classroom learning experiences
    - (3) Providing a core curriculum that is achievement-orientated for varied abilities
    - (4) Teaching basic study/learning skills that reach to higher-level thinking
    - (5) Encouraging participation in related activities that extend fundamentals and give opportunities to apply knowledge
    - (6) Providing a group of specialists with varied expertise to enhance daily learning
    - (7) Accommodating and teaching to multiple learning styles and making appropriate modifications for the success of the learner

#### C. Social-Emotional Goals

- 1. Develop a program that teaches social-emotional learning skills to teachers and students.
- 2. To promote positive self-esteem and to encourage the recognition that each person is a unique gift of God
- 3. To nurture student interpersonal relationships emphasizing self-awareness, self-management, responsible decision making, social awareness, and relationship skills.
- 4. To acknowledge and honor the diversity and needs of others
  - a) Social-Emotional Objectives
    - (1) Reinforcing school-wide learning expectations that

- encourage personal responsibility for one's actions
- (2) Striving to model Christian behavior and values in relationships with others
- (3) Teaching conflict resolution skills to solve daily problems or disagreements
- (4) Providing opportunities for leadership in the areas of student government and service projects
- (5) Reinforcing self-worth by encouraging and recognizing acts of kindness, classroom buddies, cross-grade projects, and acknowledgment of individual successes and personal integrity
- (6) Promoting acceptance of others, and exposure to diverse cultures and current social issues through fine arts programs, history, literature, assemblies, guest speakers, CYO sports, OMSI Outdoor School, field trips and service projects
- (7) Providing a safe environment where students are empowered and actively involved

#### D. Physical Goals

1. To build competence through a program that teaches a variety of motor skills and movement
2. To offer experiences that help children develop a positive self-concept and that teach cooperation with others
3. To develop a life-long appreciation for the relationship between physical activity, wellness, and a healthy lifestyle
  - a) Physical Objectives
    - (1) Having students participate in regularly scheduled physical education classes
    - (2) Promoting cooperation, good sportsmanship, and healthy competition at recess, in classes where physical activity is part of the experience, and at Extended Care
    - (3) Developing healthy behaviors through a health curriculum, drug/alcohol awareness programs, local firefighters and law enforcement officers, and assemblies
    - (4) Providing opportunities for students to experience a broad range of physical activities, such as field day, music movement, fine and gross motor skills, CYO sports and fitness testing programs
    - (5) Instituting emergency procedures for fire, earthquake, lockdown and the general safety of students and staff members
    - (6) Scheduling routine health screenings for students
    - (7) Providing staff training in CPR, First Aid, Blood Borne Pathogens, Severe Allergic Reaction, and Administration

## of Medication

### E. Creative Goals

1. To provide a program that teaches fundamental elements of the arts.
2. To expose students to the arts in order to cultivate a lifetime appreciation.
3. To offer the opportunity for creative-imaginative expressions of students across the curriculum.
  - a) Creative Objectives
    - (1) Providing regularly scheduled art, music, and technology classes
    - (2) Supporting access on and off campus to quality activities and programs that promote appreciation of the arts
    - (3) Encouraging students to use their creative and imaginative talents in all subject areas of the curriculum
    - (4) Scheduling a collaborative project amongst the middle school students and staff during 8th grade

## V. SCHOOLWIDE LEARNING EXPECTATIONS

- A. Our Lady of the Lake School graduates embody Catholic values by
  1. demonstrating reverence for God as our Creator by respecting the dignity of self and others.
  2. celebrating Catholic liturgical and sacramental traditions
  3. developing the qualities of leadership, courage, and personal integrity that will inspire decisions reflecting Catholic morality
  4. demonstrating an understanding of Catholic values and social teaching by recognizing and responding to the call to serve others
  5. respecting the sanctity of life
  6. having an active personal prayer life
- B. Our Lady of the Lake School graduates embrace lifelong learning by:
  1. having a positive, open attitude and a willingness to grow
  2. maintaining moral and intellectual integrity
  3. applying academic skills to think critically, to raise questions, and to solve problems
  4. communicating effectively by reading, writing, listening, and speaking well
- C. Our Lady of the Lake School graduates exhibit self-awareness by:
  1. maintaining a physically healthy lifestyle
  2. fostering wholesome relationships
  3. appreciating and valuing creativity in self and others
  4. developing and cultivating emotional growth and stability
- D. Our Lady of the Lake School graduates demonstrate responsible citizenship by:
  1. working to resolve conflicts peacefully
  2. recognizing one's role as a contributing member of the greater community
  3. acknowledging and celebrating the uniqueness of each individual
  4. promoting peace and social justice locally and globally
  5. accepting accountability as stewards of the earth



## VI. PERSONNEL

### A. Archbishop

1. The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As an authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to see the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

### B. Department of Catholic Schools

1. The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.
2. The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are expected to follow curricula guidelines.
3. In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

### C. Pastor

1. The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

### D. Principal

1. The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. She/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The principal is responsible for implementing school policies. She/he may

amend the handbook at any time as needed.

E. Faculty

1. The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

F. Administrative Assistant

1. The administrative assistant(s) reports to the principal and is responsible for the efficient operation of the school office.

G. Other Support Staff

1. Other staff are responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

**VII. List of School Personnel**

Corrine Buich	Principal
Matt Gregor	Vice Principal
Molly Hubbs	PreK
Trish Brown	Kindergarten
Jill Carter	Grade One
Barbara Eisner	Grade Two
Carol Albers	Grade Three
Sydney Patterson	Grade Four
Emily Fisher	Grade Five
Angela Warhank	Structured Literacy Coach
Joe Thompson	Soc. Studies (6-8), 6th Level Math
Wendy Mackin	Grade Seven & Religion
Mason Vanderford	Grade Six, Science (6-8) & Level 8th grade Level Math
Lisa Whelan	Grade Eight & ELA/Writing Lab
Joanna Thompson	Admissions Director & IT Administration
Natalie Risser	Advanced Mathematics (Grades 5 - 8 Accelerated)
Alex Ferguson	Art (Grades K – 8)
Sarah Lennox	Spanish (Grades PreK – 8)
Yohannes Murphy	Music (Grades K – 8)
John Cimino	P.E. (Grades K – 8) Health (Grades 7 & 8)
Michele Brown	School Office Manager/AdministrativeAssistant
Kim Heinrich	Secretary/Administrative Assistant
Kim McClean	Teacher Instructional Aide (1) PreK
Deborah Dwight	Teacher Instructional Aide Grade Three
Yuko Aizawa	Teacher Instructional Aide K
Lisa Lockwood	Teacher Instructional Aide Grade One
Elise Clark	Teacher Instructional Aide Grade Two
Jessica Borders	Teacher Instructional Aide (2) PreK
Jen Albertini	Teacher Instructional Aide Grade Four/Five
Kaylie Tenneson	Director, Extended Care
Juan Reyes	Director of Parish Maintenance

## VIII. ACADEMIC INFORMATION AND STANDARDIZED TESTING

### A. Academic Honesty/Integrity Policy

1. One of the major values of Catholic education is the expectation of integrity from students, parents, faculty, staff, and the School Advisory Council. Integrity means the continuous development of character in terms of trust, honesty, and the commitment to Catholic moral teaching. Since these values are introduced early in life, it is important that the students at Our Lady of the Lake Catholic School be held accountable for them not only in academic endeavors, but also in every dimension of their lives.
2. The integrity policy of Our Lady of the Lake Catholic School for students requires each student to be held accountable to conduct herself/himself honestly and fairly in every activity of the school.
3. Students need to maintain a high standard of moral conduct. Students are expected to be responsible for doing their own academic work. This responsibility includes avoiding dishonest actions represented by, but not limited to the following:
  - a) Copying another student's homework
  - b) Receiving credit for a group assignment in which the student did not participate
  - c) Copying homework from a book or article without referencing the source(plagiarism)
  - d) Failing to cite sources in written work and oral presentations
  - e) Cheating on a test or a quiz
  - f) Lying to a teacher or staff member
  - g) Forging signatures
  - h) Obtaining or giving educational materials and information dishonestly, e.g. allowing others to copy your work
  - i) Using technology irresponsibly
  - j) Receiving excessive outside assistance on an assignment, e.g. from parent or tutor
  - k) Using frequent absences as a means of delaying taking a test, or submitting a major project past the due date, because it creates an unfair advantage.
  - l) Parents can also be held responsible if proven there is misconduct or dishonesty
  - m) Use of Artificial Intelligence (AI), Google AI search, ChatGPT, and other related algorithms

### B. Discipline Process for Academic Integrity

1. 1st Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A detention may be given.
2. 2nd Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A meeting will be held with the student,

teacher, vice principal, and parents.

3. 3rd Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A meeting will be held with the student, teacher, parents, and principal, plus the student will be suspended from school \*plus the student may be reviewed for expulsion from the school. The pastor and the Department of Catholic Schools will be part of the review process.

#### C. Conferences

##### 1. School Schedule

- a) Parent/Teacher Conferences are held during Fall and are held on site and in-person. Parents are encouraged to bring questions regarding their child's academic and social progress to the conference.
- b) In addition to the regularly scheduled Fall conference, conferences are available at the request of parents, teachers, the principal, or students, at any time, by appointment only. Please allow two or three days' notice to assist scheduling. Frequent communication between parents and teachers is strongly recommended. Please do not hesitate to call; the faculty and administration want to work closely with parents.

##### 2. Guidelines

- a) In order to assure a productive conference, the following is required:
  - (1) Please be as courteous to the teacher as is expected of him/her in return. Questioning the teacher's authority is not helpful in front of the child. If disagreements arise, please request a conference without the child in attendance.
  - (2) Please try to be open to both sides of the story if a problem arises. Individual perception of information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
  - (3) Discuss difficulties in the classroom with the teacher first before bringing them to the administration.

#### D. Curriculum

1. Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.
2. Holistic education is the goal of Our Lady of the Lake Catholic School curriculum. In a comprehensive, Christ centered program, every attempt is made to foster spiritual, academic, social emotional, physical and creative development. Student progress is measured through a variety of means, including daily and long-range assignments, discussions and tests.
3. Graduation Requirements
  - a) It is expected that all eighth grade students will successfully

complete all subjects in order to receive their diploma. Eighth grade students are required to complete The Capstone Service Project to graduate. The Capstone requires a minimum of ten hours of service. Failure, however, of any core subject i.e., Religion, Language Arts, Science, Mathematics or Social Studies may result in the student receiving a certificate of completion versus a diploma. The principal in concert with the pastor and the Department of Catholic Schools will make this decision.

4. Religion

- a) Religious education based on the Catholic faith is a key element in the school's program. A student's relationship with God and with each other, an understanding of the Church and its teachings, and application of Christian values to our daily lives are topics of serious concern. Religion classes are taught daily and Christian values permeate the curriculum. Students also assist in planning liturgies and paraliturgies, which occur regularly throughout the year. Family Life is taught as part of our Religion curriculum when appropriate. Sacramental preparation is handled through the RE Program of the Parish. Contact the Parish Office (503-636-7687) for information regarding Sacramental preparation.

5. Art

- a) The art education program includes art criticism, art history, aesthetics and art production. Students sequentially develop their understanding and use of the art elements, art principles and a variety of art mediums. Some art lessons are related to other curricular subjects (social studies, religion, etc.)
- b) All classes are taught by an art specialist. All students benefit from art literacy, an enrichment program taught by parent volunteers. All the arts are celebrated during a Fine Arts Celebration with assemblies and performances, a student art show and a speech arts competition.

6. Computer Education

- a) All students are equipped with a Google Account as part of G Suite for Education. Students in grades 3-8 are issued a Chromebook.
- b) In grades 3-5, students will focus on basic skills of familiarizing themselves with Google Classroom, typing, and online programs that teachers integrate into their curriculum.
- c) In grades 6-8, students will gain proficiency in managing homework, daily work, and long term projects through various programs that teachers integrate into their curriculum. These programs include, but are not limited to Google Suite Applications, ALEKS, Membean, and NoRedInk.

7. English

- a) The English Program strives to achieve four major goals. Learning is focused toward a student who
  - (1) communicates thought and feeling both in written and spoken word with clarity, confidence, and correctness
  - (2) comprehends well, infers and analyzes critically, what is said and read in a spirit which appreciates the quality and originality of the written and spoken word
  - (3) creatively expresses oneself in dialogue and composition;
  - (4) effectively uses the technological resources available to research and communicate ideas.
- 8. Mathematics
  - a) The dictionary defines mathematics as “the science of numbers and their operations, interrelations, combinations, generalizations and abstractions; the science of space configurations and their structure, measurement, transformations, and generalizations.” Catholic educators define mathematics as, but not limited to: a tool necessary for modern day-to-day living; a language with its own structure and vocabulary that communicates precision and logic internationally and across subject areas; an art containing form, pattern, rhythm, and beautiful design; a process of thinking deductively and inductively; and a means to visualize the values of balance, order, harmony, and equivalency in God’s universe, and the integration of those insights into life situations, relationships, and events.
  - b) The PreK-8 mathematics program strives to develop students who are
    - (1) Confident and competent in understanding math, concepts, inferring mathematical relationships, and solving multidimensional problems
    - (2) Mathematically literate with prompt recall of basic knowledge, advanced knowledge, and skills
    - (3) Astute in creative problem solving; genuinely fascinated by the logic, order, and beauty of math, stimulated to discover and investigate new possibilities
    - (4) Aware that mathematics skills are an indispensable means for survival and growth in the everyday world
    - (5) Exposed to the various uses of technology as a mathematical tool to support and enhance Learning
- 9. Criteria for Admission to Accelerated Math (grades 5, 6, 7, 8)
  - Accelerated Fifth Grade Math
    - a) Concurrence of the 5th grade teachers and Advanced math teacher, consideration of the Renaissance STAR Reading and Math scores, and consultation with school administration.
    - b) Accelerated Sixth Grade Math

- (1) Concurrence of the 5th & 6th grade teachers, consideration of the Renaissance STAR Reading and Math scores, and consultation with the accelerated math teacher/school administration.
- c) Accelerated Seventh Grade Math
  - (1) Concurrence of the 6th & 7th grade teachers, consideration of the Renaissance STAR Reading and Math scores, and consultation with the accelerated math teacher/school administration.
- d) Accelerated Eighth Grade Math
  - (1) Successful completion of Accelerated 7th Grade Math, or concurrence of the Science/Math Teacher, the Accelerated Math teacher, school administration, and Renaissance STAR Reading and Math scores.
- e) Geometry
  - (1) Offered to Advanced Math students with successful completion of Accelerated 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8th Grade Math, or concurrence of the Science/Math Teacher, the Accelerated Math teacher, and Renaissance STAR Reading and Math scores.

#### 10. Music

- a) A general music class is offered to all students, grades PK-8. Students experience the elements of music, such as: melody, harmony, rhythm, tone color, expression of feelings through music, movement to music, etc. All Our Lady of the Lake Catholic School students have opportunities to sing and play various instruments throughout the school year, in class, in liturgies, and in musical programs. The students experience several styles of music through listening to recorded and live music, viewing appropriate documentaries and films and actual performance. Class lessons feature composers and performers from a wide variety of genres. Many Our Lady of the Lake Catholic School students are invited to share their talents in other school performances/assemblies.

#### 11. Physical Education

- a) The physical education program emphasizes skills development, preparation for organized sports, lifetime sports, and physical fitness, primarily through non-competitive activities. A trimester Health course is also taught in 7th grade.

#### 12. Science

- a) The science program from K-8 provides a balanced coverage of multiple disciplines including earth, physical, and life sciences. The integration of these sciences with other subjects is emphasized.
- b) Outside classroom experiences, current events in science and

science careers are included to enhance the program.

13. Social Studies

- a) The goal of the social studies program at OLL is to create culturally competent, worldly thinkers that are prepared for college preparatory courses by mastering Archdiocesan social studies standards.
- b) The total school curriculum introduces students to larger and larger awareness of the communities of which they are a part. Geography, intercultural awareness, government and current events are all important components of the program.
- c) Students are encouraged to think critically, make informed decisions, and base their opinions on facts or evidence when forming arguments.

E. Daily Schedule: M-F

1. 7:50 a.m. Middle school entry and PK-5 drop off supervision begins  
8:10 a.m. Tardy bell rings; classes begin  
3:05 p.m. Dismissal process/Carline  
Office Hours: Monday-Friday, 7:00am-4:00pm
2. Supervision is provided for students from 7:50 a.m. to 3:10 p.m., M/W/Th/F, and from 7:50 am – 2:10 pm on Tuesdays. For safety, it is recommended that children neither arrive earlier nor leave later than these times on school days. Exceptions to this time include students coming to Extended Care, students who are meeting with teachers, or who are involved in before or after school programs. It is assumed that parents will make arrangements to pick-up their children at the appropriate time. Students should gather at the doors at the front of the building as they arrive in the morning. Before and after school Extended Care is available daily.
3. Children who have not been picked up by their parents from the car line will be taken to Extended Care for supervision.
4. Please note: Students who are involved in extra-academic activities, e.g. CYO sports, need to arrange their transportation to arrive 5 minutes before the practice or other activity, and be picked up no more than 5 minutes after the end of the practice or activity. Students may not stay at school (unless they are in Extended Care) between the time school is dismissed and the activity/practice begins.
5. While on campus, OLL students must be supervised by OLL employees, unless they are participants in an approved before or after-school activity.

F. Electronic Information/Communications (Also see Electronic Policy under Discipline)

1. The mission of Our Lady of the Lake Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible, citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that



technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making. This includes parents.

2. Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The United States Conference of Catholic Bishops have supported the use of technology as a means of evangelization.
3. Electronic information, research skills are now fundamental to the preparation of citizens and future employees.
4. Access to advanced technology will enable students to explore thousands of media, databases, platforms, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

G. Grading and Related Topics

1. Progress Reports/Report Cards

- a) In grades 3-8 progress reports are sent out mid-term each trimester and report cards are sent home (K-8) once per trimester. In this way parents will be alerted to the successes or areas of improvement for their child.
- b) In PreK, teachers and parents will communicate on a regular basis regarding the development of each child.
- c) Middle school grades are rounded to the nearest tenth of a percent.

2. Grade Equivalents

Grades K-3	Grades 4-8
O = Outstanding	A Outstanding, consistent excellent achievement (Avg 93 & above)
S = Satisfactory	A- (Avg. 90)
N = Needs Improvement	B+ Commendable, above average performance (Avg 87)
	B (Avg 83)
	B- (Avg 80)
	C+ (Satisfactory, average performance (Avg 77)
	C (Avg 73)
	C- (Avg 70)

	D+ Unsatisfactory, below average performance D (Avg 63)
	D- (Avg 60)9
	F Failing, not meeting minimum requirements (Avg below 60)

### 3. Academic Probation

- a) It is expected that all students will work hard and complete their assignments as prescribed. All students have the opportunity to utilize the faculty and school support services provided to assist them in their academic growth and therefore be able to maintain good standing academically. In the event that a student does not successfully complete or master a particular subject at a particular grade level, the school may require the student to attend a summer session to complete the skills necessary to move on to the next grade. If an eighth grade student fails a subject(s) a "Certificate of Completion" from Our Lady of the Lake School may be issued instead of the normal diploma (Please see "Graduation Requirement" in the Curriculum section).
- b) Teachers or administration may require any student to attend Study Hall in grades 6-8.

### 4. Homework

- a) The purpose of homework is to reinforce material already taught and to foster habits of independent study. With these objectives in mind, teachers assign homework on a regular basis beginning in Grade PK. Parents are encouraged to establish family schedules that include study time every evening.
- b) In middle school, 2-3 hours on a school night is not considered excessive. Similar to high school, there will be certain weeks at the end of grading periods when students may see a spike in academic responsibility.
- c) Students should be encouraged to read for pleasure as much as possible, and review of class material should be a regular part of a child's study schedule.
- d) Long-range projects are assigned to foster organization, research, and writing skills, and should be systematically completed over an extended period of time.

### 5. Middle School Homework guidelines are as follows:

- a) Homework may be assigned for any day that school is in session. Homework nights will be defined as Monday through Friday.
- b) Homework may be given on Friday to be due on Monday. In middle school, homework will be accepted late with an automatic 20% reduction per day.
- c) Homework Assignments:
  - (1) Weekends: Yes, since school is in session on Friday,

assignments can be assigned. Holidays: No, for Thanksgiving, Christmas, Spring Break, or Easter, including the school day preceding these breaks.

(a) The advanced math teacher has the right to assign review work over holidays to keep pace with the accelerated timeline.

(2) Three-Day Weekends: Yes, as needed or determined by the teacher.

(3) Teacher Planning Days: Yes, as needed or determined by the teacher.

(4) Projects will be geared to complement the curriculum in such a way that they reflect what is transpiring in the classroom and can be the homework on some nights. Homework assigned will be in proportion to the curriculum instructional minutes per subject. Homework may not be provided in advance for students who take trips during the school year. Students must complete missed assignments in as many days as absent. Students must realize that some assignments cannot be made up; therefore, an excused score or zero will be issued for this work.

#### 6. Google Classroom

- a) Teachers use Google Classroom to communicate assignments and grades, especially to those with extended absence due to Covid-19 or other health issues that prevent them from coming to school in person. There is a natural lag between the time students turn an assignment in and when it gets graded and logged online. Grades in Google Classroom ought to be current within seven school days. They are not intended to reflect grades in real time, but rather, to keep students and parents generally informed of progress and responsibilities.
- b) Google Classroom in middle school may replace physical planners.
- c) Teachers post “actionable items” such as graded work, assignments, and homework on Google Classroom within 24 hours of notifying students.
- d) Teachers use “zeros” to indicate that an assignment is missing. Assignments more than five school days late will remain zero. Late and missing work due to absence will be given a day of grace for each day absent.

#### 7. Supplies

- a) Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, or pens. Refer to the supply list at the end of this document. Some supplies may need to be replenished

throughout the year.

#### 8. Textbooks

- a) The Oregon State Department of Education provides lists of approved textbooks to schools. Selections are made by individual schools and curriculum needs.
- b) Students are assigned a set of textbooks at the beginning of the school year with the condition of the books noted. Students are responsible for the care and proper use of their texts. Because of Oregon weather, a waterproof bag for protecting books and school supplies is essential. All textbooks, including workbooks, should be covered by the second week of school. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges determined.

#### H. Graduation

##### 1. Graduation Ceremony

- a) Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the attained Christian education. While this ceremony exercises will be scheduled so as not to conflict with high school graduation dates, the eighth grade graduation will be scheduled during the last week of school.
- b) Graduation Attire Common Expectations
  - (1) Since this is a very special celebration, we ask that the attire match both the age and the occasion. The following guidelines will help in selection. Please feel free to call the office if there is a question.
    - (a) Graduates will wear a graduation gown with Church-appropriate attire underneath. Administration is the final judge of "appropriateness"
- c) Reminder: The same outfit can be worn for the graduation pictures (scheduled in May) as well as the Mass, graduation ceremony, and reception of graduation day.
  - (1) Young Ladies
    - (a) Something that would be selected for church, e.g. Easter Mass, would be appropriate for the age and occasion criteria. A sleeved dress or a dress with a cardigan may be worn. A modest neckline, with - no cleavage is required. Spandex, or similarly tight-fitting material, or backless dresses are not appropriate. Nothing that has an evening/cocktail dress appearance is appropriate for eighth grade graduation. Please, make sure dresses are no

more than four (4) inches above the knee.

(2) Young Gentlemen

(a) Appropriate dress would be nice slacks, a solid color shirt, tie and jacket (if no jacket is available, a sweater or sweater vest is suggested), and nice, but simple, dress shoes (no sport shoes).

2. Letters of Recommendation

a) It is the policy of Our Lady of the Lake School that high school recommendations will only be written for those students whose parents have signed the confidentiality waiver.

3. Graduation Activities

a) School sponsored graduation activities will be planned by the principal, eighth grade homeroom teacher, and the eighth grade room parents. School personnel will be in attendance at all these events. Our Lady of the Lake Catholic School is not responsible for any other celebrations or activities that are planned by the parents. In addition, the school does not endorse or allow fund-raising for non-school sponsored celebrations.

4. Promotion and Retention

a) A student satisfactorily completing each grade's work will be promoted to the next grade.

b) Guidelines for Retention of Students

(1) parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal.

I. Standardized Testing

1. The STAR Renaissance Assessment is administered three times a year to students in Grades K through 8. The results of these tests help students assess how well they have mastered skills in grammar, reading, vocabulary, spelling, mathematics research, study skills, science and social studies. Tests also provide data from which the faculty and administration can assess how well Our Lady of the Lake Catholic School teaches these skills. Individual test results will be mailed home.
2. Parents, in cooperation with the administration, may request other types of tests, such as academic or Psychological testing, from the local public school district. Copies of results must be provided to the school before appropriate accommodations can be made.

## IX. ADMISSIONS AND WITHDRAWAL

- A. It is the goal of Our Lady of the Lake Catholic School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities, which support the school in its programs and philosophy. Catholic schools are a

primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values and traditions.

- B. Both the application and admission policies are reviewed and updated annually each Winter.
- C. Application Process
  - 1. Providing an environment for children to grow spiritually in the Catholic faith as well as intellectually, physically, and emotionally is a major parish goal. Every Winter, Our Lady of the Lake Catholic School will hold an Open House for the admission process. Parents can go onto the school website to apply at any time.
  - 2. A \$395 application fee per student must accompany the application. This fee is not refundable under any circumstances. The application fee for students is not carried over for those who wish to remain in the wait pool.
  - 3. Admission to Our Lady of the Lake Catholic School is based on the following criteria:
    - a) Current students enrolled in grades PreK-7 at Our Lady of the Lake Catholic School.
    - b) Current students will have the first opportunity to re-enroll for the next academic year. Active involvement in Our Lady of the Lake Parish must be maintained and will be verified. Our Lady of the Lake parishioners who change parishes after they have been admitted will be asked to complete an "Out-of-Parish" subsidy form to verify their active status at their new parish.
    - c) Siblings of current students enrolled at Our Lady of the Lake Catholic School.
      - (1) While siblings are not automatically granted admittance, it is a priority to keep families together in the school provided all other criteria for active involvement are substantially equal. Siblings of any newly enrolled student will not receive current family status until the next application period. If there is more than one sibling waiting, for a particular grade, they will be ranked according to the date of initial application.
    - d) Parish families with active Our Lady of the Lake Community Member status. (See next page for Criteria for Active parishioner Status)
      - (1) These families will be accepted according to:
        - (a) Longevity of parish membership
        - (b) If you have been registered at Our Lady of the Lake Parish for less than one year, please indicate on your application your previous parish data. The information may be considered in any admission decision. Consideration will be given to those

families who have previously applied and were not admitted.

(c) Lottery if needed. (Announcements will be made for those families wishing to attend.)

(d) Catholics from other parishes - Applications from these categories will be considered after all Our Lady of the Lake parishioners

(2) Non-Catholics - Applications from these categories will be considered after all Our Lady of the Lake parishioners.

#### 4. Admission Process

a) In determining admission decisions, Our Lady of the Lake School follows these procedures:

(1) A completed and paid online application must be received by the application deadline. The following items must accompany the application before the admission decision is made:

(a) Birth certificate or Baptismal certificate for those applying for PK.

(b) A signed and completed release that allows the principal and the teachers of Our Lady of the Lake Catholic School and the sending school personnel to exchange information.

(c) A copy of all records from the previous school including academic, behavioral, testing (academic, emotional, and psychological).

(i) acceptance/application status can be revoked if academic, behavioral, diagnostic information is knowingly withheld from the school.

(ii) Acceptance/application status can be revoked if a history of morals that do not align with the Catholic Church is discovered.

(2) The entire application will be reviewed and an academic assessment will be conducted by OLL staff.

(3) Parish status is verified.

b) When space becomes available in the requested grade, these additional steps will complete the process:

(1) Assessment by the Assistant Principal or Admissions Director is completed

(2) Possible further assessment by Our Lady of the Lake Catholic School

(3) A final admissions decision will be made by the principal in consultation with the pastor.

#### 5. Entrance Requirements

- a) Children entering PreK must be four (4) years of age by September 1st of the entering year per the State of Oregon. PreK students also have to pass the OLL entrance assessment, and be able to independently toilet themselves. Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup> of the entering year. Children entering First Grade must be six (6) years of age by September 1st of the entering year. A copy of the child's birth certificate must accompany all applications.
  - b) Records at Entrance
    - (1) Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations. New students must be assessed before acceptance into Our Lady of the Lake Catholic School.
6. Special Needs Policy
- a) Inclusive education is based on the belief that each student is an important, accepted member of the school community. The term "inclusive education" refers to a process and a value whereby each student is assured equal access to the education options and support provided by this school. It is based on the practice that assumes all students have unique talents and needs, and can work together in an educational setting, which accommodates and celebrates their diversity. Inclusive education focuses on what students can do, thus creating a sense of oneness and belonging within the classroom.
  - b) Our Lady of the Lake Catholic School strives to support and complement the parents in their responsibility of being the primary educators of their children. Recognizing that a Catholic school should be available to all who desire this educational environment, we strive to accept everyone for whom an appropriate program can be designed and implemented.
  - c) If a child is identified as a possible special needs student, an academic and psychological assessment will be required. Based on the results of assessment, the administration will determine if Our Lady of the Lake Catholic School can accommodate this child's special needs. On-going communication between the teacher, principal and parents is imperative. Should it be determined that Our Lady of the Lake Catholic School is not the appropriate setting, the administration will make every effort to assist the parents in selecting a new educational site. The administration of OLL has the final word in determining if OLL is the proper school for the student.
  - d) Individualized Learning Plans (ILP) are created (and updated yearly) for students with academic, behavioral, and emotional



diagnoses. Parents are to cooperate with the school by providing all relevant data and diagnostic information. Doctor's recommendations and diagnostic data are considered "out of date" after three years per the state of Oregon. ILPs cannot be updated without current diagnostic information.

- e) Parent's unwillingness to adhere to diagnostic recommendations/refusal to cooperate with administration on ILPs and the laws for the state of Oregon, may result in the immediate dismissal from OLL.
- f) All first year student applications to Our Lady of the Lake Catholic School will be processed in the manner outlined above prior to an admission decision. In addition, middle school students, a writing sample at the time of the interview may be taken. It is important to note that if crucial information about your child is withheld at the time of application, you may risk the chance of losing your place or, if you have been admitted and such information is discovered, you may be asked to leave the school.
- g) All transfer students, regardless of time of year admitted, will be on academic and behavioral probation for a six-week period of time. Periodic conferences will be held between the teacher, parent, student (if age appropriate) and the administration to monitor the progress. A decision for continued enrollment at Our Lady of the Lake Catholic School will be determined by the principal and the Pastor.

7. Nondiscrimination Policy

- a) The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

8. Withdrawal Process for current academic school year:

- a) If a family chooses to withdraw a student during the current school year, the parents are to submit this decision in writing and include the date of the child's final day to administration. Prior to that date, it is expected that all financial matters have been cleared, including, but not limited to, tuition, Endowment Fund pledges, textbooks fines, extended care bills, hot lunch bills, and any other outstanding fees. In addition, all books need to be returned to the homeroom teacher. If any books are missing an appropriate amount will be charged. The Administrative/Business department of the school will determine this amount.

- b) Once the academic school year begins families who withdraw their students will be responsible for 25% of your current year tuition contract plus one month's tuition for each child per month of the academic year.
- 9. Withdrawal Process for upcoming academic school year:
  - a) Once the tuition contracts have been signed for the next school year, families have until May 31st to withdraw without financial penalty.
  - b) Withdrawals occurring between June 1st and the start of the upcoming academic year, will incur a 25% tuition penalty.
  - c) Families who have paid toward their tuition will be refunded after the penalty has been assessed.

## X. ATTENDANCE

- A. Regular attendance is required of all students in order to support the academic climate of the school.
- B. Attendance Records
  - 1. Each school must keep and maintain accurate records of daily attendance for each student per the state of Oregon. Parents are to be alerted by 8:45 if a child is absent and the parents have not already notified the school of the absence. The school attendance register must be kept permanently per the state of Oregon. A record of each student's attendance must be entered on his/her permanent record each year. Each day between 8:10-8:20, the homeroom teacher will mark students either present or absent. Students arriving after 8:10 will be checked in through the school office and marked tardy by the administrative assistant. After checking in, the student will receive a hall pass, which is to be given to the teacher as proof they have been checked in and marked tardy. Students who miss portions of the day for an appointment will receive a "present/appointment" mark.
- C. If a child stays home in the morning due to illness, they may not be admitted for the entire school day.
- D. Doctor or Dental Appointments
  - 1. Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.
- E. Homework during Absence (Please refer to Grading and Related Topics)
  - 1. For all absences, regardless of the nature of the absence, it is the student's responsibility to get assignments from the teacher, and to make up assignments. A student will have one day for every day of absence to complete their assignments. If a student is absent from class due to illness she/he may miss work, which cannot be made up, therefore an excused score or zero will be issued for this work. Students will not have the opportunity to receive excused scores on assignments, tests, oral reports, or quizzes. All missing scores will be entered as zeroes. Vacation trips outside of regularly scheduled holidays are strongly discouraged.

2. Teachers will inform students of their individual policies regarding how to obtain missing assignments.

F. Truancy

1. A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. The state of Oregon defines truancy as missing 8 half days or 4 whole days within a four-week window. Teachers should contact the administration regarding students with attendance issues.

2. Attendance Probation

- a) Students missing or tardy an excessive number of school days may be placed on a plan of improvement known as Attendance Probation. Administration will interpret the definition of “excessive” on an individual basis, but 8 instances in a trimester may be used as a general guideline. Failure to comply with the plan of improvement may result in dismissal from the school.

- (1) Level 1 Probation: Once a student has been identified as excessively absent, a letter will go home notifying parents of the Attendance Probation. Probation lasts 30 school days. During the probationary period, a student will receive detention on the first tardy/absence, suspension on the second, and a recommendation for expulsion will be presented to the principal and pastor on the third offense.

- (2) Level 2 Probation: Assuming a student successfully completes Level 1 probation and is again identified as excessively tardy/absent, a letter will go home notifying parents of Level 2 Attendance Probation. Level 2 probation lasts 60 school days. During the probationary period, a student will receive detention on the first tardy/absence, suspension on the second, and a recommendation for expulsion will be presented to the principal and pastor on the third offense.

- (3) Tardies and/or absences that occur while on probation may be excused given the family is able to provide credible doctor’s notes or obtain permission from school administration.

- (4) In the event a student is unable to arrive promptly or attend consistently after completing Level 2, a conference will be held between the pastor, principal, and family to determine whether Our Lady of the Lake is the right fit for the child.

- (5) In the event a student is placed on probation within 30 days of summer break, the remainder of his/her probation will be served the following school year.

## XI. CODE OF CONDUCT

- A. Our Lady of the Lake Catholic School endeavors to provide a climate that is appropriate for a Christian learning community and which fosters in its students self-discipline, responsibility for one's actions, problem-solving skills and respect for the rights and property of others. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to help students learn without interference or disruptions. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of Catholic and Christian values. This behavior should apply to all functions sponsored by Our Lady of the Lake (i.e. CYO, dances, field trips). Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.
- B. Student Behavioral Support
  - 1. The purpose of positive behavior support is to eliminate factors that cause problem behavior, thus preventing negative decision making by students. The end goal is to create an environment that is more conducive to learning.
- C. Guidelines for Behavior Management
  - 1. Schools with prevalent behavior problems are more likely to achieve lower academically. Strong classroom management is the responsibility of each classroom teacher and should be supported by his or her instructional assistant. The OLL behavior expectations require students to be Appropriate, Safe, and Kind (ASK). In establishing effective behavior management expectations, the following guidelines should be used:
  - 2. ASK expectations should be explicitly taught, discussed, and reinforced by every staff member as needed throughout the different areas of the school. The definitions below ought to be used as a reference:
    - a) Appropriate: Suitable or proper according to the situational circumstances.
    - b) Safe: Not likely to cause harm or injury to one's self or others; protected from danger or risk.
    - c) Kind: Having or showing a friendly, generous, or considerate nature.
- D. The following forms of conduct will be considered inappropriate and will necessitate disciplinary action. This list includes but is not limited to:
  - 1. Persistent, disruptive conduct which deprives other students of the right to learn
  - 2. Willful disobedience or lack of respect for authority including students and family members.
  - 3. General reckless or careless behavior choices
  - 4. Physical, verbal, or emotional abuse
  - 5. Use of inappropriate, abusive, profane, or obscene gestures or language

(either verbal or written)

6. Lack of respect for school or parish property
7. Theft of property on the school or parish grounds
8. The possession of weapons, including pocket knives, either play or look alike, will result in immediate suspension and may include expulsion. School props brought with the permission of the teacher are an exception
9. Personal property brought to school without prior permission of the teacher
10. Families are expected to honor and support the Our Lady of the Lake Schools' expectations. They apply to all students and their families.

E. Consequences

1. Prior to issuing consequences, teachers should focus on teaching, recognizing and reinforcing positive behaviors as much as possible. However, should a student need to be held accountable for his or her choices, teachers may discipline students as necessary, as discipline is an important aspect in moral guidance. When a school clearly defines and implements consequences that are both predictable and fair, students are more likely to make positive behavior choices. General guidelines for holding students accountable are as follows:
  - a) First offense - verbal warning and redirection
  - b) Second offense - written warning and private conversation with student
  - c) Third offense - detention slip (can be either lunch detention or after school depending on the severity of the infraction and circumstances)
  - d) More than three - conferences with administration and/or parents to be arranged. Student may be put on a behavior contract, suspended, or expelled as necessary

F. Behavior Expectations

1. General
  - a) Each teacher will teach the school rules and disciplinary procedures with students at the beginning of the school year. Each student, under the direction of the teacher, is responsible for helping establish rules and procedures for his or her own classroom. Students sent out of class for discipline purposes are always responsible for finding out about missed work and homework assignments. Some assignments will not be allowed to be made up such as notes on oral presentations, discussion points, group work points, and oral quizzes.
2. Building Conduct
  - a) Respect school property and property of others
  - b) Walking only and talking quietly in the halls is expected at all times so those students in classrooms can learn/concentrate.
  - c) Congregating on the stairs is discouraged

- d) Activities in the multi-purpose room must be monitored
  - e) Children will be supervised at all times. This includes after school, during conferences, and meetings etc.
  - f) Gym use is restricted to class or athletic activities. The gym may be used at other times, only with specific permission from the principal. Water only in the gym during athletic events
  - g) Pranks of any kind will not be tolerated
  - h) As a matter of personal responsibility in concert with environmental justice, littering will not be tolerated. Students will be expected to pick up and appropriately discard what they have dropped.
  - i) For reasons of safety, protection of the physical plant, furnishings, and personal hygiene, gum chewing is not allowed on school property or on field trips.
  - j) Only middle school students may have a lock on their locker. The combination or key for the lock must be given to their homeroom teacher. No inappropriate pictures, open food or drink containers are allowed in lockers. Only magnetized accessories may be attached to the locker.
3. Playground Behavioral Expectations
- a) Students will play safely
  - b) Students will attempt to solve problems
  - c) Students will report problems to adults on duty at the time of the incident
  - d) Students will respect each other
  - e) Students will try to have fun for everyone
4. Playground Guidelines
- a) Students must stay on the playground at all times
  - b) Personal toys from home are not allowed unless the student has received permission from the teacher prior to bringing them.
  - c) All students must be accepted and allowed to play; no exclusive games or groups
  - d) A student must ask permission to enter the building during recess
  - e) Students must use appropriate language at all times
  - f) Students may not tackle, slide tackle, or otherwise make aggressive physical contact during games
  - g) Frisbees, footballs, basketballs, nerf, and tennis balls are allowed on the playground
  - h) When the bell rings, students line up quietly and immediately. All playing stops
  - i) Middle school students (grades 6, 7, 8) will not be allowed on the play structure at anytime
5. Reporting
- a) Conflict management and resolution are most impactful in the

immediate moments following an incident.

- (1) Students are expected to report incidents immediately to the supervising teacher or staff member.
  - (2) In a situation where students choose not to report to staff, parents must contact the homeroom teacher the night of the incident to ensure teachers are able to intervene in a timely manner.
  - (3) Teachers and staff may not be able to effectively resolve incidents when reported within 24 hours of occurrence.
6. In order to maintain a safe play environment the following are NOT ALLOWED:
- a) Wrestling, tripping, pushing, hitting, fighting, or pulling on clothing
  - b) Using hardballs such as softballs, baseballs, or golf balls
  - c) Footballs and soccer balls may not be punted by students in grades K-3 (throws only)
  - d) Using wooden, plastic or metal baseball bats
  - e) Using the walls of the building for any game
  - f) Climbing in or playing in the shrubs and trees
  - g) Jumping from, twisting, winding up the chain, or swinging doubles on the swings
  - h) Climbing up slides. Only one person may be on the slide at a time
  - i) Throwing bark chips, sticks, stones, fir cones, etc.
  - j) Playing with sticks, pinecones or rocks
  - k) Rollerblading, skating or skateboarding
7. Lunchroom Guidelines
- a) Please remember to walk, use inside voices and good manners at all times
  - b) For safety reasons, students must remain in the lunchroom. Permission must be given to leave the lunchroom
  - c) Students need to remain seated while eating their lunch
  - d) Playing with and/or throwing food is absolutely NOT allowed
  - e) Conversation in the lunchroom must be kept at a moderate tone of voice
  - f) At the signal, students need to give their full attention to the lunchroom supervisor for dismissal procedures
  - g) Students are to remain seated until a lunchroom supervisor instructs the entire table to exit in a cooperative manner
  - h) Students will assist with wiping the lunchroom tables.

G. Snacktime/break

1. OLL allows students to participate in snack time as scheduled by the teacher. The following procedures and expectations will be followed by students during break/snacktime:
  - a) Students ought to sanitize or fully wash their hands prior to participating in snacktime.

- b) Students may eat their own snacks. Sharing is not permitted.
- c) Candy is not permitted during snack.

#### H. Drinks

1. Students are allowed to bring water bottles with water only. Students may have ice in their water bottles from home. Ice will not be given out at school for students' water bottles. Hot water, to-go drinks (such as starbucks, slushies, hot tea etc.) are not permitted.
2. Water bottles with holes for straws are not allowed due to leaking. Water bottles with lids that are capable of completely sealing are allowed.
  - a) Students may not request ice or heated water for personal use.

#### I. Dress Code

1. Our Lady of the Lake Catholic School students (grades PreK-8) wear uniforms on a daily basis. Uniforms are a positive way of identifying with the school community, and they emphasize cooperation instead of competition regarding clothing. Because the faculty and staff of the school believe the way students dress for school affects their attitude and performance as much as the way students dress for athletics, dramatic and musical productions, and social events, the matter of dress code compliance is enforced as consistently as possible. School administrators are the final interpreters of all student clothing and may require a change at any time for any reason.
2. The following procedure will be followed for Our Lady of the Lake Catholic School students:
  - a) Students in all grades receive a verbal warning for their first infraction. On the second infraction, a written warning with parent signature is required. Any subsequent violations will be cause for a lunch detention.
  - b) Depending on the uniform violation, the school office may call home and ask the parents to bring a uniform change. If a parent cannot bring a change of uniform in a timely manner, then appropriate, clean, uniform pieces will be loaned from the school's uniform exchange closet.
3. Uniform Guidelines
  - a) Uniform clothing ought to be purchased through authorized dealers including: Tommy Hilfiger, Dennis Uniform Company or Lands End.
  - b) Students must wear uniform shirts under sweatshirts or sweaters (collars to be visible).
  - c) Only OLL-authorized sweatshirts, windbreakers, zip-ups, and other outerwear may be worn inside school. Non-OLL outerwear may be worn during recess, but not indoors or during class.
  - d) All clothing items must be clean, pressed if necessary, and in good repair.
  - e) No hats or sunglasses are to be worn inside the building



- (excluding special occasions/permission from teachers).
- f) Skirts and shorts should not exceed four inches from the top of the kneecap while the student stands up straight.
  - g) Appropriately sized clothing, i.e. no baggy pants, shorts below the knee, oversized shirts, etc. may be worn. Tops may not be form-fitting.
  - h) Skirts, shorts, and pants are not to be rolled at the top or bottom of the garment.
  - i) For safety, as well as uniformity, only closed type shoes may be worn. No sandals or strapped footwear.
  - j) Socks must be worn and visible at all times. If your child is wearing high top sport shoes the sock must be above the top of the shoe. (See Uniform Fact Sheet on the website)
  - k) Leggings - Black, white, gray, or navy tights and leggings may be worn under uniform skirts for warmth. Tights and leggings must be full lengthed, reaching to the ankles, and solid colored. Capri-styled tights and leggings are not permitted.
  - l) Shoes – predominately navy, white, black, gray, or brown close-toed shoes with low rubber sole and heel. Predominant color means most of the shoe. No fashion statements, sparkles or light-up features are permitted. Laces must match the predominant color of the shoe.
  - m) Boots – the style of boots is limited. Black or brown smooth leather boots may be worn providing the heel is not more than 2 inches in height. The heel height is a safety issue on the playground and stairs. No UGGS, suede or cowboy boots or knee-high tennis shoes.
  - n) Jewelry must be simple and appropriate. Hooped earrings must have a diameter of 0.5 inches or less for safety reasons.
  - o) Student face coverings (when required) must cover both the nose and chin. Colors should be solid black, blue, white, khaki, gray or school plaid.
  - p) Hair color must remain natural appearing and be non-distracting to others. For example, totally platinum-bleached, tinsel, dyed, tipped, or bold-streaked hair is not allowed. Faddish and extreme hairstyles that take away from the learning environment may not be worn.
    - (1) Highlights and colorations must be natural-colored and match the student's original hair.
  - q) Stylish, oversized, or ornamental headbands that break with school dress code colors or take away from the learning environment are not permitted.
  - r) Bangs/long hair must be cut above the eyebrows or kept out of the eyes/face.

- s) No tattoos or face piercings.
  - t) The approved 8th grade hoodie may be worn as part of the school uniform providing uniform shirts are worn underneath
  - u) Make-up
    - (1) Grade 6, 7 and 8 girls may wear modest make-up to school under the following conditions:
      - (a) Parents allow make-up to be worn.
      - (b) Make-up is not a distraction or obvious.
      - (c) Faculty determines appropriateness.
4. Non-Uniform Guidelines
- a) Students may wear free dress on specially designated days. In general, free dress is attire that is appropriate for school activities, not distracting, demeaning, or degrading to self or others. All clothing and appearance should reflect the values of Our Lady of the Lake Catholic School.
  - b) Non-uniform violations will follow the same procedure as uniform violations. As with the uniform code, the administration and the faculty will be the final judge of any questionable attire or appearance not explicitly covered in the following guidelines.
  - c) All clothing must fit appropriately and respectfully. No oversized or undersized apparel may be worn. Unacceptable clothing includes, but is not limited to, the following: spandex or stretch-material leggings and yoga pants (unless worn with mid-thigh skirt or shorts on top), sagging pants, mini-skirts, bare midriffs, sheer blouses, belt chains, and wallet chains. Tops for both boys and girls must have sleeves at least 3 inches from the top of the armpit, may not be form fitting, and must cover the chest and abdomen modestly. As a guideline, skirts and shorts should not be shorter than 4 inches above the knee.
  - d) All clothing should be clean, neat and in good repair – not torn, frayed, or having ragged edges, holes or patched.
  - e) Hats and sunglasses are not allowed in the building.
  - f) Socks must be worn above the ankle and visible at all times.
  - g) For safety reasons, shoes must be close-toed, low heeled and soled. (See Uniform Fact Sheet)
  - h) No tattoos face piercings, or hooped earrings
5. Jog-a-thon Dress Code
- a) Students in elementary grades may wear athletic clothing for the duration of the event.
  - b) 5th-8th grades will wear their PE uniforms for the duration of the event.
  - c) Shirts may contain logos, but no political, offensive, or inappropriate imagery is allowed. Shirts ought to have sleeves extending three inches from the top of the armpit.

- d) Athletic shorts with a minimum inseam of 4 inches may be worn. Please DO NOT wear very short “jogging” shorts.
  - e) Spandex or stretch-material pants may be worn under athletic shorts or skirts for the duration of the run. Stretch-material pants may not be worn without accompanying shorts or skirts.
  - f) Long hair should be secured back for safety with a headband or hair tie.
6. Physical Education Dress Code
- a) Students in grades 5 – 8 are expected to wear OLL PE uniforms during PE class and are available from approved vendors.
    - (1) PE shirts (boys and girls): Short-sleeve shirts in either black or navy. No graphics or logos other than the OLL logo. Logo is optional. Shirts may be cotton or dri-fit material.
    - (2) PE shorts with school logo (boys and girls): Must be purchased from either Lands End or Tommy Hilfiger - OLL Logo is mandatory on shorts. Shorts must have a minimum 4 inch inseam. Acceptable colors include gray, black, or navy.
  - b) PE shoes ought to be “athletic shoes.” Students must change out of “dress shoes” and all black-soled shoes likely to leave marks on the gym floor. Proper socks (no nylons) and lace up/Velcro tennis shoes that promote foot support and protection are recommended. The PE teacher/school administration has the final say on whether or not shoes are appropriate for PE.
  - c) Behavior Expectations
    - (1) 5th-8th students are to quickly and calmly change between uniform and PE clothing in restrooms. Students should respect the privacy, safety, and dignity of classmates.
    - (2) PE clothing/uniforms are to be kept in personal, labeled bags to avoid confusion. Bags ought to be kept neatly in lockers or restroom benches and NOT on the restroom floor.
- J. Leaving School Grounds during School Day
- 1. No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardians.
- K. Physical Restraint
- 1. Corporal punishment is not used as a means of student discipline. However, there are times when at an event or during a school activity, regardless of location, or to prevent a student from harming him/herself, physical restraint may be necessary to maintain order. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a

student when and to the extent the individual reasonably believes it necessary for such purposes.

L. Search and Seizure

1. Lockers, desks, and personal belongings (including phones) are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

M. Valuables

1. In order to avoid loss, we ask that students DO NOT bring valuables to school. If a child is bringing a special personal item to school for a specific purpose, e.g. Show and Tell, we ask that they deposit the item with the teacher for safekeeping. The item must be taken home at the end of the day.

N. Vandalism/Property Damage

1. Students and their parents/guardians are liable for all damage to equipment or school property.

O. Dismissal Guidelines

1. When the final bell rings, students will be dismissed to the car line or to the Extended Care Program. In the circumstance of “walkers”, they will be dismissed from the front door of the school, only with written permission, signed by the parent to be kept on file in the school office. If the family has a special circumstance and the parent needs to pick up their child(ren) by the front door, they must park their car and come into the school via the front door to retrieve their child. The child will not be allowed to leave the building without a parent or other designated adult coming into the building and getting them. The carline is for vehicular pickup ONLY, not pedestrian.

P. Disrespect Towards Others

1. A student showing deliberate written, verbal, or physical disrespect or insubordination toward any member of the faculty, staff or other students, will face disciplinary actions. The intimidation, stalking, bullying or persecution of a student by another student in any form, will not be tolerated.

Q. Personal Electronic Devices

1. Students will not be allowed to use personal electronic devices during school hours. Cell phones brought to school must remain off and in the students back pack during the school day this also includes Fitbits. With the advent of Apple watches and their multi-use capabilities, students may not wear these at school. If a student is caught with an Apple watch, or a clone, the watch will be removed from the student's possession.
2. If any personal electronic device is confiscated by a teacher during the school day, the parent may retrieve the item from the school office at the

end of the day.

3. Parents volunteering in the building during the school day, and/or at meetings where the device would cause a disruption are asked to turn them off or put them in “airplane mode”.

R. Illegal Substance

1. The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

S. Discipline Stages

1. Infraction of school rules/guidelines will result in disciplinary procedures subject to the age of the student and seriousness of the incident. Depending on the nature of the incident, the principal or staff member may take the following steps:

- a) Conferences with Students and Parents

- (1) A conference between teacher and student or between principal and student may be necessary. If a student chronically misbehaves, the principal and/or teacher will call a conference with the student and his/her parents(s). In a Christ-centered, nurturing environment, every effort is made to help the student assume responsibility for his/her own behavior. Because students at Our Lady of the Lake Catholic School are still under 15 years of age and are in the early stages of assuming adult responsibility, we feel parents play the major role in guiding their child's behavior. It is imperative that parents and school personnel work closely together to help children grow in positive ways. A record of the incident may be made and dated, and in some cases, signed by both student and teacher or principal. An appropriate sanction, such as detention may be added.

- b) Student Contract

- (1) When students have on-going difficulty controlling behavior, they may be asked to make a contractual agreement with the principal or with individual teachers. Often contracts are administered in three stages:
  - (a) Contract between student, teacher, vice principal or principal.
  - (b) Contract between student, teacher, vice principal or principal. Notification to parents with parental signature required.
  - (c) Contract between student, teacher, vice principal or principal and the parent/guardian.

- c) Conference required, with suspension or withdrawal a possible

result. This approach is intended to allow students to correct their own behavior by agreement, before both school and home become involved.

d) Silent Lunch

(1) Inappropriate behavior may result in a silent lunch detention. The student must report to the Vice Principal's office for supervision and silence during the following lunch period and recess.

e) Detention

(1) Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour.

f) Suspension

(1) Suspension is the temporary prohibition of a student's attendance at school and school-related activities. Suspension is within the jurisdiction of the principal in more serious cases, repeated violations or after a student has accumulated three detentions per trimester.

(a) The student is removed from school for five days or less.

(b) The principal notifies the parents(s) of the removal and the reasons for the action.

(c) The parent, teacher and principal arrange for a conference.

(d) If a solution seems possible, the student may resume attendance on probation.

(e) Attendance at school is a privilege and an opportunity. By earning a suspension a student cuts him/herself off from that opportunity. Students are responsible to make up any academic assignments missed while suspended. Any tests administered during the period of suspension must be made-up during or after school at the teacher's discretion. It is the student's responsibility to make arrangements with teachers for make-up tests.

(f) After the suspension period, parent(s) and student must meet with the principal before the student may resume attendance.

g) Class Exclusion

(1) Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of

other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

h) Expulsion

- (1) Depending on the seriousness of the violation or after a student has received two suspensions, the principal, with the consent of the Pastor and the Department of Catholic Schools, may consider expulsion from the school. Expulsion is the permanent exclusion of a student from a school.
- (2) Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:
- (3) Acts which, in the judgment of the school, endanger the moral, academic, emotional or physical well-being of the student body or staff.
- (4) Prolonged and open disregard for school authority
- (5) Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- (6) When a student is denied the right to attend Our Lady of the Lake Catholic School
  - (a) The principal, after consultation with the Pastor, notifies the parent(s) of the expulsion and the reason for the action.
  - (b) The principal sends written notification to the parent(s).
  - (c) The principal and parent(s) arrange for a conference.
  - (d) The student may apply for a re-admission at a later date, such as the following semester or year. Re-admission is at the discretion of the principal and dependent on room available. The parent, principal, and teacher(s) will arrange for a conference, and the student may be asked to be present, prior to re-admission to the classroom. A major condition of re-entry is that the student positively changes the actions or attitudes cited as reasons for expulsion. If a solution seems possible, the student may resume attendance on probation or on a contract.
- (7) In the event a student or family is removed from the school

for disciplinary reasons, the school is not required to refund tuition or incidental fees.

- (a) Deviation from this policy is at the discretion of the pastor and principal and may be made on a case-by-case basis.

T. Electronic Information/Communications Policy/Agreement

1. Appropriate Use Policy and Guidelines

- a) Our Lady of the Lake Catholic School offers on-line electronic information services including but not limited to the Internet and other "information services". Our Lady of the Lake Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in the school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Our Lady of the Lake Catholic School will make reasonable efforts to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action (from detentions to expulsion depending on the situation).

2. Privileges

- a) The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The administration, staff, or faculty of Our Lady of the Lake School may request that the principal deny, revoke, or suspend specific users.

3. Personal Responsibility

- a) The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting website(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language.

4. Acceptable Use

- a) The use of any information services must, in the judgment of Our



Lady of the Lake Catholic School, be related to student education and research in accordance with the educational goals and objectives of Our Lady of the Lake Catholic School. The student is personally responsible for compliance with this provision at all times when using information services.

b) The student may not:

- (1) Use, reproduce or transmit any material in violation of any federal, state or local laws.
- (2) This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret
- (3) Use the information services for any commercial or profit-making activity
- (4) Use the information services to advertise a product or for lobbying or other political purposes.
- (5) Inappropriate use of electronic information resources may also be a violation of local, state and federal laws.

c) Network Etiquette and Privacy

- (1) The student is expected to abide by the generally accepted rules of network etiquette. These rules include, (but are not limited to), the following:
  - (a) Be polite: Never send, or encourage others to send abusive messages.
  - (b) Use Appropriate Language: The student is a representative of the school on an on-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language.
  - (c) Illegal activities of any kind are strictly forbidden.
  - (d) Privacy: The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
  - (e) Electronic Mail: Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
  - (f) Disruptions: Do not use the network in any way that would disrupt use of the network by others.

d) Security

- (1) Security on any computer system is a high priority because there are so many users. If a student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password.

(2) Any user identified as a security risk will be denied access to the information services.

e) Vandalism

(1) Computer vandalism is the intentional harming or destruction of the school's computer hardware and/or the school's software and/or data of other user(s) or any other networks. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

f) Services

(1) Our Lady of the Lake Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Our Lady of the Lake Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Google Docs will be used as an interactive tool. Students under 13 years old need parent permission. Use of any information obtained via the information system is at the student's own risk. Our Lady of the Lake School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

## XII. RESPONSIBLE USE SOCIAL MEDIA POLICY

A. Social Media is defined as any electronic tool that allows for social, interactive, and connective communication, including but not limited to: video and photo sharing (YouTube, Snapchat, Tik-Tok, Instagram), social networking (Facebook, Twitter or any communitive platform), text messaging or group chats, blogs, wikis, podcasting, texting, web conferencing, or any other technological platforms that allows for direct or indirect interaction between two or more OLL parties.

As a Catholic school, Our Lady of the Lake recognizes the need to educate children to use technology ethically and effectively. We trust and expect that our students will use technology on and off campus in a manner consistent with their signed "Digital Citizenship Contract" and the school Mission Statement to "act justly, love tenderly, and walk humbly with your God" (Micah 6:8).

B. Modeling: Parents are the primary educators of their children, therefore, they are expected to teach and model appropriate cell phone use and online behavior. Below are guidelines to follow when members of the community choose to post content on the Internet or communicate on any technological platform:

1. Use good judgment. Behave in a way that will make you and others proud and reflect well on the school community.

2. Regardless of privacy settings, assume all information you have shared on your social network or text is public information.
3. Always treat others in a respectful, positive, and considerate manner.
4. Only post things you would say “in real life” to the people and organizations you post about.
5. The Internet/text chains are not an appropriate place to vent, “think out loud,” disparage, and complain about the school/parish community.
6. Parent text chains which include more than two OLL families will be used for positive logistics and positive school communication. Parents will not speak ill of OLL Parish or School staff via texts or on-line. The Principal with consultation from the Pastor has the right to withdrawl any family who disregards this policy for the positivity and Catholic moral of the school and Parish community.
7. Student phones/devices: Research shows that certain apps and phone habits increase feelings of anxiety and depression in children. OLL recommends that parents wait to provide their children with a cell phone after or before school hours.
8. It is not recommended to allow children to sleep with their phones or technology. To ensure a good night’s rest, and reduce dependency/phone-related anxiety, allow phones/or school issued chromebooks to charge overnight in a separate room.
9. Parents are responsible for monitoring the content their children consume on the internet or technoligcal device, period. Students or parents who promote, share, or discuss inappropriate internet content at school may be subject to disciplinary action if the learning environment is disrupted.
10. Our Lady of the Lake reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on Social Media via home computer, school provided Chromebook, or cell phone) may subject the student or family to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, school/Parish staff, or other students, offensive communication, and safety threats. The school will monitor the use of technology resources to help ensure that users are secure and in conformity with the school’s policy.

Administrators reserve the right to examine, use or disclose any data found on the networks, or school- provided devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of criminal activities to law enforcement. Inappropriate use by students or families of their own personal devices, such as cell phones, smart watches, laptops, or tablets will subject students/families to possible disciplinary action. We expect our parents to

be equal stakeholders in the implementation of our Digital Citizenship Agreement.

Parents are also expected to model positive Internet behavior and to exhibit online decision-making that promotes the idea of a Catholic/Christian community.

C. Agreement

1. Parental and student signatures indicate the understanding of the terms and conditions of this document.
2. Parental signatures for registration.

D. Consequences for Violation:

1. Violation of, or attempting to violate, these rules will result in disciplinary action as outlined in the school's handbook and/or can result in immediate termination.

### XIII. EMERGENCIES

A. In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

B. The school has a file containing current emergency car information for each student. Each parent is responsible to annually update the following information:

1. The name of the student, his/her home address, telephone and birthdate
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded
3. The date of the latest tetanus immunization/booster
4. The name of the family physician and dentist, office addresses and telephone numbers
5. Name of medical insurance company and identification number
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
7. The parents' approval to send the student to a medical facility for emergency treatment should this become necessary
8. The names of the persons to whom the student may be released
9. The signature of responsible parent(s) or legal guardian

C. Emergency procedures at Our Lady of the Lake Catholic School:

1. In the event of an emergency, Our Lady of the Lake Catholic School has a plan in place. Each classroom is equipped with first aid supplies, flashlights, food, and other essential equipment. Every year, we have drills (fire, earthquake, and lockdowns) as well as A.L.I.C.E drills (Alert, Lockdown, Inform, Counter, Evacuate). Students will learn how to react, where to assemble, and what to expect in emergencies. The following procedures are designed to ensure student safety and reduce parental anxiety in the event of an emergency.
2. In the event of a fire, the staff and students at OLL will:

- a) Evacuate the classroom with emergency backpacks to their designated areas
  - b) Account for all students and assess injuries
  - c) Triage and first-aid as needed
  - d) Set up a communication command center
3. In the event of an earthquake, the staff and students at OLL will:
- a) "Duck, Cover, and Hold"
  - b) Evacuate with classroom emergency backpacks to their designated areas and account for all students and assess injuries
  - c) Set up a communication command center
  - d) Activate search and rescue procedures, triage, and first aid as needed
4. In the event of a high-risk intruder on campus, the staff and students at OLL will:
- a) Activate "A.L.I.C.E., (Alert, Lockdown, Inform, Counter, Evacuate)" and follow procedures as directed by Incident Command/Principal
5. Information about Student Release:
- a) No students will be released until at least 15 minutes after the onset of the emergency or evacuation from the buildings (this allows staff time to assess damage and activate our emergency procedures)
  - b) Students will only be released to people listed on the student's emergency form only
  - c) Please keep your student's emergency form up to date
  - d) All parents or designated people, who come for students, can sign out students only at the Student Release Area at OLL and/or Community Arts Preschool
  - e) Photo ID will be required
  - f) Please Note: The Emergency responders may designate an area for OLL.

Our Lady of the Lake Catholic School is prepared to care for your student in times of emergency situations. If you are not able to reach the school, we will care for your student here. We have people with first aid training and we will follow directions from the Emergency responders (Police, FBI, SWAT, Fire Fighter, etc.). We do ask for your help in the following areas:

- g) Please do not call the school – we must have the lines open for emergency calls and we will not have anyone in the office
- h) Do not immediately drive to the school – streets and access to our school may be cluttered with debris
- i) If you can walk to school that is preferable or the designated release area
- j) The school access route and street entrance areas must remain clear for emergency vehicles

- k) In the event of an “Active Shooter” you will not be allowed access to the campus until the all clear is given by the FBI/Police
- l) Bring a photo ID when you come to pick up your students (driver’s license, Oregon ID or passport). No work badges
- m) When you arrive at the campus or student release area, follow the directions of the school staff/Emergency Responders and PLEASE BE PATIENT
- n) We are responsible for each student and must be allowed to account for each one of them to ensure safety for all

D. School Lockdown

- 1. In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:
- 2. Doors will be locked
- 3. Drapes and/or blinds will be closed
- 4. No one will be permitted to enter or leave the building
- 5. Lockdown will continue until the school receives an “all clear” signal from emergency personnel or Principal
- 6. Parents should not call the school so the phone will be available to emergency personnel

E. Extended Care/Day Care

- 1. Our Lady of the Lake Catholic School offers an extended care program available for all students. The hours of operation on a regular school day are from 7:00 a.m. to 8:00 a.m. in the morning and from
- 2. 3:10 p.m. to 6:00 p.m. in the afternoon and from 2:10 p.m. to 6 p.m. on Tuesdays. Our Lady of the Lake Extended Care will not be open on holidays, inclement weather days, or early release Fridays.
- 3. Extended Care adheres to and follows the policies and discipline policies outlined in the Our Lady of the Lake School Handbook.

F. The regular daily schedule is as follows:

- 1. 3:00 – 3:15: Arrival, check-in, wash hands, snack 3:15  
3:15 – 4:00: Activity time outside, weather permitting  
4:00 – 5:00: Homework/quiet time, art projects  
5:00 – 5:30: Activity time, games, art  
5:30 – 6:00: Clean-up time
- 2. Tuesday schedule
  - a) 2:00 - 2:15: Arrival, check-in, wash hands, snack 2:15 on Tuesdays

G. Extended Care Fee Schedule

- 1. Daily Fees: \$10.00 per hour per student.  
\*There is no grace period before charges begin for the next one-half-hour.
- 2. CLOSING: Extended Care closes promptly at 6:00 p.m. There will be a \$20.00 per child per minute charge after that time.
- 3. BILLING: Monthly billing statement will be added to FACTS

## XIV. FINANCIAL

- A. All students are covered by accident insurance, the cost of which is covered by Our Lady of the Lake Catholic School.
- B. Tuition
  - 1. Registration Fee
  - 2. \$395 per student is non-refundable. This fee must accompany the Application for Admission or the Re-registration form. If a student is currently in the waiting pool, the registration fee must be paid when re-applying to remain in the waiting pool for the upcoming school year.
  - 3. The full cost of educating each child is found on our website and will increase yearly due to COLA and other factors.
  - 4. Payments may be made monthly, quarterly, or annually through FACTS.
  - 5. For qualified active OLL community members, a credit in the amount of \$3,000 will be subtracted from tuition if the family volunteers 30 hours per year and is responsible for \$1000 fundraising dollars (20 hours in OLL Parish/School support and 10 in fundraising).
  - 6. Admission Requirements for current families Re-Enrolling
    - a) To re-enroll children at Our Lady of the Lake Catholic School, each current family needs to submit an online OLL School application and fee. After receiving the application, the admissions committee will verify that each family has met the following criteria:
      - (1) Active Involvement in OLL Parish
      - (2) Is registered in OLL parish
      - (3) Participates in the life of the parish
      - (4) Uses parish envelopes or online giving when attending Mass
      - (5) Active Involvement in OLL School
      - (6) Has contributed time and talent of at least 30 volunteer hours during school year; (minimum 10 fundraising hours and 20 support hours; hours for single parent families are reduced by half)
      - (7) Has zero account balance for tuition payments and fees by April 15th.
      - (8) The Parish Business Office will provide information about each family regarding: parish registration date, family involvement in parish ministries, use of parish envelopes, and the balance for school tuition payments. The School Volunteer Coordinator will provide the number of volunteer hours each family has contributed in fundraising and support during the school year. As per the tuition contract, a family will be charged \$100 per unfulfilled volunteer commitment hour.
- C. Collecting Monthly Tuition Payments
  - 1. Each tuition payment is due on the 1st or 15th of the month and is

considered delinquent thereafter.

2. If payment is not received by the 1st or 15th of the month FACTS will attempt a 2nd withdrawal and charge the family \$30 fee.
3. Any family whose payment has not been received by the end of the month must contact the principal.
4. If requests for tuition assistance exceed the budgeted amount for the year, the Principal will review the needs.
5. Any remaining debt the family owes to the school will be sent to a collection agency.
6. Families who wish to travel abroad for any school year and remain as an active OLL student/family must have zero debt, and pay in full for the year they are traveling abroad. Full payment must be received before the start of the school year.
  - a) Full payment includes tuition and fees associated with fundraising, PA, and school activities.
  - b) Families holding their spots are considered inactive and will be charged full tuition.

#### D. Unpaid Tuition

1. If a family is unable to meet the terms of its Tuition Payment Contract, it must immediately contact the Principal to arrange for a payment plan or for tuition assistance.
2. If a family has outstanding balances at the end of the current school year, the family has not met the criteria for re-enrollment for the upcoming school year and the admissions department will communicate with the principal who will communicate with the family.

#### E. Re-Enrolling at Our Lady of the Lake Catholic School.

1. To be considered for re-enrollment, a family must have a zero account balance for tuition by April 1st or 15th, or it may lose reserved space at Our Lady of the Lake Catholic School for the upcoming school year.
2. After April 1st or 15th, the family may be allowed to re-enroll at Our Lady of the Lake Catholic School if:
  - a) It has met all admission requirements for current families re-enrolling at OLL.
  - b) It has paid all of its outstanding tuition, thus having a zero account balance for tuition payment, or it has arranged for a payment plan with the principal.
  - c) The upcoming year's tuition is current.
  - d) Space is still available in the school.

#### F. Collecting Monthly Incidental Expenses

1. All expenses charged to the incidental expense account from the 1st to the 15th will be due the last business day of the month. Charges from the 16th through the end of the month will be due by the 15th of the following month. All families are required to have a FACTS incidental account with autopay set up for these fees.



#### G. Financial Assistance Procedure

1. Using FACTS, Our Lady of the Lake Catholic School assists families to determine need levels and allocation of available funds for financial assistance.
2. FACTS Grant and Aid Assessment is a professional service that assists private and parochial schools to manage their tuition. It provides Our Lady of the Lake Catholic School with an analysis of a family's key personal and financial information to evaluate need for financial aid.
3. The principal, school office manager, and Pastor are the only OLL staff members who have access to view the FACTS Grant and Aid Assessments including the names of families who apply.
4. If financial assistance is needed, a family must apply each year.
5. If a family's financial situation has changed during the year, such that it is unable to meet its Tuition Payment Contract, the family must contact the principal immediately to arrange for a payment plan. The family must apply for financial assistance.
6. A family will receive a Tuition Payment Contract after a determination is made.
7. A family may be admitted conditionally, if it fulfills the criteria with the procedure: "Admission requirements for Current Families Re-Enrolling at OLL School".
8. Once funds for financial assistance are determined and admission requirements are met, a family's application will be processed and space will be reserved at Our Lady of the Lake Catholic School for the upcoming year.
9. Qualifying for financial aid does not automatically excuse a family from their yearly fundraising or volunteer hours.
10. In the event a student or family is removed from the school for disciplinary reasons, the school is not required to refund tuition or incidental fees.
  - a) Deviation from this policy is at the discretion of the pastor and principal and may be made on a case-by-case basis.

## XV. MEDICAL

### A. Communicable Diseases

1. In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, fifth disease, and measles.
2. Waiver of Liability & Hold Harmless for [Communicable Diseases COVID-19 Waiver](#).
3. Students who have restrictable diseases or conditions MUST be excluded from school.

### B. Immunizations

1. Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of

immunization or a religious and/or medical exemption prior to initial attendance.

2. Oregon law requires that every child between the ages of 5 and 14 entering into any Oregon public, private or parochial school for the first time must have all of the required immunizations or meet one of the requirements listed on the form supplied by the school or family physician. Out-of-state transfer students are given a 60-day grace period by the state of Oregon to obtain their immunization records or to initiate immunizations.

#### C. Food Allergy Guidelines

1. OLL School is committed to safety, and is thus a food allergy aware school. Although many students suffer from food and/or environmental allergies, OLL School recognizes that some food allergies, particularly to peanuts and tree nuts, can be life-threatening. OLL School has created policies and procedures to reduce the likelihood of and prepare a response to a severe allergic reaction. OLL School cannot guarantee that nuts and peanuts will not be present within the school, and thus presents these practices as shared responsibilities between the school, the parents, and the food allergic child.
2. Avoidance of the Food Allergen
  - a) Peanut and tree nut products can be consumed in the cafeteria (also known as the Multi-Purpose Room [MPR]), and outside. OLL School cannot monitor food allergens in the school after hours, on weekends, at athletic events, or served by OLL Church.

#### D. Parent Responsibilities

1. Meet individually with your child's teacher to discuss specific instructions for food allergy management
2. Communicate instructions to the main office and homeroom teachers
3. Provide a selection of "safe" treats for use when class treats are not known to be safe
4. Provide a safe lunch and snack daily; hot lunch is currently at own risk
5. Educate your child on safe food practices (no trading food, not eating foods with unknown ingredients) recognizing allergic reaction symptoms, and preparing for exclusions (from parties, class treats)
6. Accompany your child on field trips, if desired
7. Volunteer to help when food will be served at school (lunchroom volunteer, room parent, Field Day), if desired

#### E. Student Responsibilities

1. Do not share or trade food
2. Do not eat food that has unknown ingredients
3. Report food-allergy related bullying
4. Wash hands regularly, especially after eating

#### F. School Responsibilities

1. OLL will include notes about food allergic children in all substitute teacher

folders

2. PE/Health teacher will present information on prevention and treatment of anaphylaxis
  3. OLL School manages food allergens in the school according to the following practices:
  4. Field Trips: Food is not to be consumed on the bus.
  5. Birthday Treats: Treats with tree nuts or peanuts are not to be served in the classrooms; all birthday treats should be tree nut and peanut free. ALL snacks should be store bought or from a commercial bakery and remain peanut and tree nut free. OLL school can not guarantee that tree nuts or peanuts are not present in any birthday treat.
  6. Class parties/Celebrations: Products with tree nuts or peanuts are not to be served in the classrooms; class parties should be tree nut and peanut free. Snacks will be store bought. OLL school can not guarantee that tree nuts or peanuts are not present in any parties or celebrations at OLL.
  7. Snack Time: Peanut and tree nut products may be consumed in the classroom and outside.
  8. Lunch Time: Peanut and tree nut products may be consumed in the classroom and outside.
  9. Extended Care: Peanut and tree nut products may be consumed in the MPR and outside. Extended care staff will not serve products with peanuts or tree nuts to the best of their ability.
  10. Special Events (school-supervised): Peanut and tree nut products will not be served at the Lenten Dinner, Field Day, Special fundraising Lunches or any all-school events to the best of their ability.
  11. Special Events (parent-supervised): Parents are encouraged to supervise their food allergic children at all school events.
- G. TREATMENT IN THE CASE OF INGESTION - The following procedures are designed to prepare for and treat an accidental ingestion:
1. Parent Responsibilities
    - a) Parents will submit (annually) a physician directed Medical Action Plan including emergency contact information.
  2. Parents will provide medication – with instructions.
  3. Parents will replace medications upon expiration.
  4. Parents will educate their child (safe foods, unsafe foods, avoiding exposure, symptoms, how to tell an adult).
  5. Parents may accompany their child on field trips, if desired.
  6. Parents may volunteer to help when food will be present at school (room parent, Field Day), if desired.
  7. Inform school of changes, new medications, etc.
- H. Student Responsibilities
1. Students are responsible to report any possible ingestions and/or symptoms immediately.
- I. School Responsibilities

1. The diocese provides anaphylaxis certification/Epi-pen administration training for school personnel, including annual updates for those already trained and training for any staff member who has a food allergic student in their classroom.
  2. OLL will review this plan annually, with each new staff member, with substitute teachers, after an emergency, and if a new student arrives or a student's condition changes.
  3. OLL School will store parent-provided Epi-pens in the main office.
  4. Staff will bring Epi-pens, Benadryl, cell phones and emergency contact information on all field trips.
  5. If a food-allergic student ingests a life threatening allergen or complains of symptoms, OLL School staff will do the following:
  6. Accompany the child at all times (never leave him/her alone).
  7. Faculty/staff members will administer Benadryl and/or Epi-pen.
  8. Another faculty/staff member will call 911 and request advanced life support.
  9. The parents will be contacted.
  10. The principal/vice principal will be notified.
  11. If transported and no parent is present, a staff member will accompany the child.
- J. Animals in the School Building
1. Due to the possible allergic reactions of children, as well as adults, animals will not be permitted in the school building including the gymnasium. The exception to this policy may include service animals, or wildlife assemblies or a classroom "show and tell".
- K. Medication
1. The school recognizes that administering medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours.
  2. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision. The parent, in writing, shall make all requests for the school to administer medication to a student.
  3. Requests shall include the written instructions of the physician for administration of a prescription medication to a student or the written instructions of the parent for the administration of a non-prescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.
  4. The school reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible. This policy shall not prohibit, in any way, the administration of recognized first aid to students

by school personnel in accordance with established state law.

5. Medication Dispensation Guidelines
  - a) Prescription Medication
  - b) The following is required for : "...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."
  - c) Written instructions from the doctor which include
    - (1) Name of student
    - (2) Name of medication
    - (3) Dosage
    - (4) Time and/or frequency of administration
    - (5) Method of administration (e.g., mouth, nose, ear, etc.)
    - (6) It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken in a specific direction.
    - (7) The authorization form attached must be signed and filled out completely by the parent or guardian.
    - (8) All prescription medication must be in the original prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be filled by the pharmacist in two separate bottles.)
    - (9) Unused medications must be picked up by a parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.
6. Prescription Medication(Injectables)
  - a) The following is required for: "...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated."
  - b) Written instructions from the doctor which include
    - (1) Name of student
    - (2) Name of medication
    - (3) Dosage
    - (4) Time and/or frequency of administration
    - (5) Method of administration (e.g., mouth, nose, ear, etc.)
    - (6) The parent shall make the request in writing for the school to administer, as necessary, injectable medication (medication administered by the intramuscular route) to the student.

- (7) The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction.)
- (8) Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician, or nurse practitioner, (parents/guardians cannot train the designated school personnel in the use of injectables).
- (9) Unused medications must be picked up by a parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

L. Non-Prescription Medication

- 1. The following is required for "...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids.
  - a) Written instructions from the parent which include
  - b) Name of student
  - c) Name of medication
  - d) Dosage
- 2. Time and/or frequency of administration
- 3. Method of administration (e.g. mouth, nose, ear, etc.)
- 4. All non-prescription medication must be in the original container or packaging.
- 5. Unused medications must be picked up by parents when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

M. Parent to School Notification

- 1. Parents should notify the school immediately if their child has come in contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.
- 2. Should I Send My Child to School Today?
  - a) If you are having doubts regarding whether to send your child to school, the following guidelines will aid in your decision (please do not send). OLL has the right to send any student home at any time if they sense a child is ill or shows symptoms of illness.
  - b)

Symptom Guidelines
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COVID-19 fever, coughing, sore throat, tiredness, aches and pains, diarrhea, conjunctivitis, headache, loss taste/smell, rash, discoloration fingers/toes, difficulty breathing, shortness of breath	May return to school when the following criteria are met: at least 3 days (72 hours) have passed since recovery Local county Department of Health reassess
Vomiting and/or diarrhea	No vomiting or diarrhea for 24 hours.
Conjunctivitis or “pink eye”	May return after 24 hours of antibiotics.
Strep throat or sore throat	May return 48 hours after no fever or antibiotic therapy
Chicken Pox	After all blisters have scabbed.
Measles	At discretion of a personal physician. Schools must be notified of the onset of disease ASAP.
Lice	OLL follows the Oregon Health Authority policies on lice.
Impetigo	May return after 24 hours of antibiotics.
Pin Worms	Usually 7-10 days after initiation of medication.
Fever greater than 100°	No fever for full 24 hours
Congested Cough	On note from the physician.
Rash	On note from the physician stating the rash is not contagious.

## XVI. PARENTS

### A. Community

1. Our Lady of the Lake Catholic School is a Christian community that is bound together by a common goal—the value-centered education of our children. Three separate groups— faculty, parents, students—form this community and are united by this common goal. That we all believe in Christianity does not guarantee community. If we are to act in the best support of our students, the following four precepts of community must be understood:
  - a) The good of the whole, which flows from the Biblical commandment to love, calls us to put communal needs above those of the individual. Whereas individual needs are not ignored, decisions about any individual or isolated circumstance must necessarily consider the consequences to the whole community.
  - b) Community is lawful. Any community has its own set of rules that provides for the good of the whole and demands our love, discipline and sacrifice. The rules of community are by nature interdependent. They enhance the development of the group by asking each individual to be other-centered. The power of community rests with individuals' ability to take responsibility for themselves or if necessary discipline from the Principal and/or Pastor.
  - c) Community must be inclusive. Human differences are celebrated as gifts. Members reach out to each other and by doing so extend themselves in a willingness to coexist.
  - d) Members of a community enter into dialogue. Dialogue requires a clear commitment to listen and an attempt to see things as another sees them. Finally, at the heart of both communication and Christianity is reconciliation. To say, "I am sorry" and to grant forgiveness requires everyone to look boldly at themselves for the growth of a relationship and ultimately the community.

### B. Parental Responsibility

1. Community building is an essential part of Catholic education. It is important that parents support the common Christian value of "community" by their behavior. The following are guidelines of behavior which will help to strengthen and nurture the OLL school community:
  - a) In an attempt to be Christian role models for their children, parents are encouraged to focus on the positives of other members of the community, and discouraged from modeling negative behaviors, i.e. teasing, bullying, excluding, put-downs, etc.
  - b) In as much as teachers are responsible for supporting good parent-student relationships, parents are asked to be supportive of the student-teacher relationship by expressing critical comments in a professional way directly to the teacher or principal. Parents



should be aware that comments made in the presence of children, on social media, or texts which disparage the action or intention of a teacher undermines the child-teacher relationship. Discipline may occur.

- c) Understanding that honest dialogue is integral to a healthy community, parents are encouraged to always engage in direct, positive communication when trying to solve a problem or resolve an issue. Gossip is destructive to the community because it perpetuates problems and convolutes issues. This is not allowed, and if found to cause greater problems for the school, may result in disciplinary action.
- d) Community members are expected to view administrative decisions with the best interpretation possible. This is fair and just to those in the community who make public decisions, i.e. our teachers, principal, pastor, and parent community leaders. To try to understand the complexity, and often the agony of difficult decisions is to honor the responsibility of decision-makers.

#### C. Resolution of concerns, issues, complaints

1. Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Vice Principal. If concern remains unresolved the parent should address the Principal. Finally, if the concern is still unresolved, the pastor should be contacted.
2. Procedure
  - a) Listed below are procedures to speak with a teacher/parent regarding an issue:
    - (1) First, contact the teacher by writing an email identifying the specific issue or to request an appointment to meet with them in-person. A response can be expected within two school days. Some issues can be handled with a simple email while others may require an appointment. Please avoid hallway conversations that may lead to unintentional miscommunication, or cause distraction to a teacher supervising students. If the teacher needs to speak with a parent regarding an issue, they will follow the same procedure and write an email or call to make an in-person appointment.
    - (2) If an appointment is desired, please write an email to the teacher asking for an in-person appointment, or call the school office at 503-636-2121 and leave a message for the teacher to call back. The teacher will call you back within one school day. If no one is home, the teacher will leave a message on the answering service with specific call back instructions. It is expected that the interchange between

both teacher and parent follow the guidelines outlined beginning on page 15.

D. Classroom Interruptions

1. All visitors including parents must report to the office, sign in, and sign out. In order to keep classroom disruptions to a minimum and learning time to a maximum, parents wishing to visit a classroom must arrange with the teacher, and have administrative approval, 2-3 days in advance. The school office will deliver forgotten lunches and/or other school materials. Parents are not allowed into the school or classroom without prior permission.

E. Family Cooperation/Removal of Students Resulting from Parental Attitude

1. Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school or Parish that the family may be forced to withdraw from the school.

F. Use of Alcohol on Campus

1. When a school event is held where students are present, there will be no alcohol served on the school premises.

G. Messages to Students

1. If during the school day it is necessary that a child receive a message from a parent, please call the office and leave the message for their child. It will be delivered to them at the appropriate time. Likewise, students may not use the telephone to call home for forgotten homework, chromebooks, PE uniforms, snacks, or lunches or to make after school social plans.
2. Parents should not text message or call their students directly during the school day on personal cell phones.
3. Parents volunteering during the school day should not use their time in the building to conduct personal business with their children, as it is a distraction from the learning environment. Parents distracting their children while volunteering may be excluded from volunteering in the future.

H. Parent-Teacher Organization

1. General Philosophy
2. The Parent Association of Our Lady of the Lake Catholic School seeks to build a sense of Christian community by fostering positive relations among parents and with school personnel, providing a forum for parents to express their positive feelings and/or positive opinions, assisting in the operation of the school as needed through volunteer activities, and by fundraising to help meet the school budget. If parents have questions, negativity, or concerns they need to contact the appropriate school personnel or principal.
3. Dues

- a) Annual membership dues are required of each family at the time of registration. These funds are used to pay for classroom parties and hospitality obligations of the Parent Association.
- 4. Fund-raising
  - a) Parent involvement in fund-raising is essential. The school's common goal has been to provide a quality, affordable Catholic education for all. To this end, the Parent Association sponsors fund-raisers which include: The Auction in the winter and a Jog-A-Thon in the fall.
- 5. Service Program (Volunteer Hours)
  - a) The school is a community of students, staff, parents and parish personnel. All members must be of service in order for the community to function well. Each family is asked to contribute a minimum of 30 hours of service per year with 10 of those hours devoted to the school's fund-raising/development efforts and 20 hours in class. For single parent families, these hours are reduced by half. The OLL community has been fortunate to have many talented members. Volunteerism allows everyone an opportunity to share their special talents for the benefit of the community.
  - b) Volunteer commitments are coordinated by the volunteer chairpersons. Families paying full cost may have the fundraising portion of the volunteer hours waived. Incomplete volunteer hours will result in the family's loss of a reserved place in the school for the upcoming school year and charged \$100 for each hour not met.
- 6. Offices
  - a) Offices include President, Vice President, Secretary, and Treasurer. Elections for these offices are held in the spring for the upcoming school year and must be approved by the principal.
- 7. Meetings
  - a) The association will hold four meetings for social benefit, exchange and acquisition of positive information.
- 8. Parties
  - a) Celebrations are arranged with individual teachers. In Clackamas County, the health department regulates that treats be purchased and not home-baked. Please refer to Food Allergy Policy, IX Medical, Section C.
  - b) No contact sports, games, or activities allowed during in-school parties.
  - c) The classroom teacher has the final say on what treats and activities are allowed in the classroom during celebrations, including birthdays and holidays.
- 9. Out of School Party Invitations
  - a) When planning parties, please be mindful of the number of boys

and girls in your child's class :

- (1) Invite all students of the same gender or the entire class
- (2) Send invitations and thank you cards through the mail or electronic communication
- (3) Have children delivered to your home or place of party, rather than departing from school as a group. (This refers to situations where all the class has not been invited.)

10. Gifts

- a) In the spirit of community, students should not bring gifts (e.g. birthday, special occasion) to school for just one child. Gifts for one or a couple of students should most appropriately go from home to home.

11. Classroom end-of-the-year parties are at the discretion of the homeroom teacher. Room parents should contact the teacher within a reasonable amount of time to make the decision and to plan the event. These parties are to be held at school. The school will not authorize, approve funds, or be responsible for social activities planned by the parents off campus.

12. Food Trucks

- a) No food trucks permitted – Diocese insurance does not cover food trucks.

13. Dunk Tanks

- a) No dunk tanks permitted – Diocese insurance does not cover dunk tanks.

I. Releasing Students during the School Day

1. Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non- parent/guardian is in writing.
2. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

J. School Advisory Council Role, Purpose, and Function

1. A Catholic School Advisory Council (SAC) is a body whose members are selected and/or elected to advise the Principal and Pastor. Our Lady of the Lake Catholic School is part of the educational mission of Our Lady of the Lake Parish for which the pastor is the canonical administrator. He delegates the administrative responsibilities to the school principal, who is accountable to him.
2. In the Archdiocese, all local School Advisory Councils are advisory in nature. An advisory council operates in the policy-making process by formulating and adopting but never enacting policy.
3. Advisory implies that the pastor/principal will listen to the advice of the council in certain designated matters prior to a decision being made.
4. The umbrella role of the Catholic School Advisory Council is to advise. This very general responsibility resolves into six distinct functions:

- a) Participate in and encourage strategic planning
  - b) Help develop and defend policy
  - c) Offer financial advice
  - d) Serve as a good public relations source
  - e) Evaluate itself periodically
  - f) Be positive in and out of school related functions
  - g) May be asked to participate in the selection process of the Principal, who is the Advisory Council's Executive Officer
  - h) SAC president organizes SAC agendas and communication
5. Meetings
- a) The OLL School Advisory Council conducts meetings starting in October. SAC does not meet in September, December, or June. During its meetings, SAC concentrates on its basic functions to:
    - (1) Be kept to date on the Archdiocese of Portland objectives and policies and to advise whether or not Our Lady of the Lake School should implement for the betterment of OLL students
    - (2) Perform specific actions required by OLL SAC by-laws
    - (3) Recommend policies affecting Our Lady of the Lake School that will guide the principal, pastor, and staff
    - (4) Review the principal's implementation of SAC policies
    - (5) Evaluate the effect of SAC's policies on the total educational program for the betterment of students.
  - b) Meetings are usually held during the 3rd Thursdays of the month. (Please check in advance, especially for holiday months). Individuals who are interested in expressing an opinion or presenting a proposal to SAC during the monthly meeting should contact the principal and SAC President two weeks in advance.
  - c) Membership
    - (1) The Our Lady of the Lake Catholic School Advisory Council has eight-nine appointed/elected members serving two-year terms, SAC president serving a four or six-year term as presented by the principal, plus the pastor, principal and vice principal as ex-officio members.
    - (2) Individuals who have special skills or expertise (e.g. finance, planning, etc.) are encouraged to present themselves as candidates for council membership. Current membership consists of:
    - (3) The Principal and SAC President receives and approves applications from the community before presenting candidates for election.
    - (4) Other members can be selected by SAC and approved by the pastor and principal from the parish-at-large. Some members are selected by SAC for specific positions,

including Finance, Endowment, Marketing, and Facilities

2023-2024 SAC	
Council Member	Position
Fr. John Kerns	Pastor, Ex-Officio
Corrine Buich	Principal, Ex-Officio
Matt Gregor	Vice Principal, Ex-Officio, Secretary
Kevin Hanna	President
Kim Van Syoc-Lapainis	Marketing
Shelly Haugh	PA Representative
Michael Weihouse	Technology
Ashely Argyoropoulos	Endowment

#### K. Tri-Council

1. The Pastoral Council, Administrative Council and School Advisory Council serve as the Tri- Council for the parish and are under the leadership of the pastor.
2. The Pastoral Council is responsible for assisting the pastor in providing the establishment of parish goals and programming. The School Advisory Council works in the context of the parish’s mission statement, programs and parish policies that are established by the pastor and Pastoral Council.
3. The Administrative Council is responsible for assisting the pastor in administering the finances of the parish.
4. The Finance Committee of the School Advisory Council and Administrative Council meet to plan the financial contribution/allocation from the parish to the school. The parish budget includes the financial contribution to the school as part of the total parish budget.
  - a) The school income budget is prepared by the School Advisory Council’s Finance Committee, and the principal. The pastor approves the budget. The school expenditure budget is prepared by the Finance Committee in conjunction with the principal and SAC. It considers the total amount of money to be spent and cost-per-pupil in relation to schools of similar size and situation.

5. The Parent's Association supports the school fundraising goals and the School Advisory Council. In fulfilling its purpose the Parent Association's objectives are
  - a) To work in conjunction with the School Advisory Council to broaden understanding and to foster appreciation of Catholic education
  - b) To assist in the operation of the school as needed through volunteer activities
  - c) To raise the appropriate funds for the support and benefit of the school
  - d) To work closely with the principal, SAC, and various fund-raising groups to insure successful income- producing events
  - e) To develop within a Christian community, positive relations among parents, students, school faculty, and the parish
  - f) To support the current OLL parish population enrollment
  - g) To enable the entire school and parish community to achieve its stated mission and goals with the school's philosophy
- L. Verification of Compliance
  1. By signing the Tuition Payment Contract parents verify that they are aware of and will comply with all regulations as written in the handbook

## XVII. SAFETY

- A. Asbestos Notification
  1. Our Lady of the Lake Parish Center & School is exempt from the AHERA surveillance because asbestos products were not used in the construction.
- B. Bicycles
  1. Bicycles should be walked on and off the school premises. Bicycles should be locked to bike racks during school hours.
- C. Earthquake Drill
  1. In accordance with state law, earthquake drills will be held at least once per year. Prior to the drills, students will receive instruction on proper procedures.
- D. Fire Drills/ALICE Drills
  1. In accordance with state law, fire drills and or ALICE drills will be held monthly throughout the school year to ensure that students understand the procedures to be followed in case of fire, active shooter, or other emergencies.
  2. These rules must be followed during a fire drill:
    - a) Walk quickly (do not run) to your designated area, using the routed outline for each class. Stay in a class with the teacher.
    - b) Return to the building at the signal of the bell.
    - c) Keep silent during the entire fire drill (from the time the bell rings to the time students re-enter their classrooms).
    - d) Special procedures are followed during Earthquake Drills, thus,

students need to follow teacher directions carefully.

- e) Special procedures are followed during ALICE Drills, thus, students need to follow teacher directions carefully.

E. Laser Pointers

- 1. As a general rule, laser pointers are not allowed at school. If a student is giving a classroom presentation and would like to use a laser pointer for the presentation, permission must be received from the teacher at least one day prior to intended use. If granted permission the pointer must remain with the teacher except during approved use.

F. Playground Rules and Usage

- 1. See Code of Conduct

G. School Closure

- 1. In the event of inclement weather or other emergencies, Our Lady of the Lake Catholic School will follow the Lake Oswego School District decision for closure or late arrival; however, there have been times where Our Lady of the Lake has closed when the Lake Oswego School District has remained open. Always refer to the school's website regarding inclement weather and school closures. Upon receiving notice from the Lake Oswego School District, the Business Manager will notify Flash-News for inclusion on their school lists. Please listen to the radio or TV beginning at 6:00 a.m. for this information. Should Our Lady of Lake Catholic School have to close mid-day, the Flash-News will be notified and the parents will be notified through Ren-Web. Closures will also be posted on the school website. Please be aware that when the school closes, Extended Care will also close. All students and staff need to be free to be able to get home safely and expeditiously.

H. Skates, Skateboards and Scooters

- 1. Skates, skateboards, and scooters may not be used on the school or parish property during school hours.

I. Teen Dating Violence and Domestic Violence Policy Pursuant to [ORS 339.366 and 339.368](#)

- 1. Teen dating violence is unacceptable and prohibited at Our Lady of the Lake. Each student has the right to a safe learning environment. Our Lady of the Lake will comply with all current requirements (including those in Oregon law) for education of its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.
- 2. Education and Training
  - a) Students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Our Lady of the Lake annually.
- 3. Our Lady of the Lake uses resources currently in place for the



Archdiocese of Portland. The Second Step program in grades 7 and 8 include: Unit 2- Recognizing Bullying and Harassment. Unit 4- Managing Relationships and Social Conflict. Virtues Online: Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults Lesson 3: Boundaries.

4. School faculty and staff, including agents, contractors, and volunteers at Our Lady of the Lake will receive training on the topic of teen dating and violence and domestic violence annually through the Archdiocese of Portland: Praesidium Academy (Called to Protect and Creating a Safe Environment Training (CASE). Please note the Archdiocese is currently evaluating the training.
5. Our Lady of the Lake will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number. Posting of posters are clearly visible in the staff lounge.
6. Response and Reporting Procedures
  - a) Any violation of this policy must be reported immediately to the school principal, vice principal, or pastor.
  - b) Procedures for reporting incidents of teen dating violence that take place on school grounds, at school-sponsored activities, on school-provided transportation should be reported immediately to the school principal, vice principal, or pastor.
  - c) School employees will report incidents of teen dating violence to the school principal, vice principal, or pastor.
  - d) The school principal, vice principal, or pastor has/have responsibility for investigations concerning incidents of teen dating violence
7. Notification of Policies
  - a) At a minimum, Our Lady of the Lake shall make the policy:
    - (1) Annually available to parents, guardians, school employees, and students in 7th or 8th grade or employee handbook; and
    - (2) Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at Our Lady of the Lake office and on the school website.
    - (3) The school principal, vice principal, or pastor at Our Lady of the Lake is responsible for ensuring the policy is implemented.
8. Definitions
  - a) "Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

- b) “Domestic violence” means abuse as defined in [ORS 107.705 \(Definitions for ORS 107.700 to 107.735\)](#) between family and household members, as those terms are defined in [ORS 107.705 \(Definitions for ORS 107.700 to 107.735\)](#).
- c) “Teen dating violence” means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

J. To and from School

- 1. Students who walk to school should use crosswalks at 8th Street and ‘A’ Avenue when coming to and leaving from school.

K. Transportation

1. Bus

- a) If students arrive or depart from school via Trimet, they are expected to use the appropriate crosswalks and follow other safety rules. Our Lady of the Lake Catholic School does not provide safety patrol personnel at any crosswalk.
- b) When OLL uses a bus company for field trips, it is expected that student behavior will be appropriate at all times. Directions of a faculty or parent volunteer chaperone will be followed.

- 2. Drop-Off/Pick-up of Students - For the drop-off/pick-up procedures refer to the map located on pages 57 & 58. Please, be a good neighbor and DO NOT use Evergreen Road coming to, or going from School.

- 3. No Atrium Pick up unless previously arranged with the Office.

4. Traffic Safety

- a) The traffic patterns are designed for the safety of the children.
- b) Please drive slowly at all times.
- c) Our goal is to keep all cars parked only in designated “Staff/Visitor” Parking during school hours.
- d) Please do not handle cell phones while the car is moving through Carline.
- e) Call the police if you are concerned about another parent’s driving i.e. not following the law/speeding. Please do not call the school office.

5. Drop-Off Procedure

- a) Please enter the parking lot from the 8th Street driveway closest to Evergreen Road.
- b) Cars should pull forward to the handi-cap parking slot nearest the church. Do not leave any gaps between cars. Cars cannot congest on 8th Street while waiting to enter the parking lot. School

personnel will direct all drivers.

- c) Cars can unload from that handi-cap parking slot, down the line to the play structure area.
- d) Children should be ready to exit the car when it stops. That is, they should have in hand their book bag, lunch, etc. Messages to them should have occurred before the car door opens.
- e) Children should exit from the passenger side for safety.
- f) Cars that have parked and want to exit need to wait for a safe opportunity. Do not stop your car to let them out.
- g) If the adult is coming into the school with the child, she/he must park in the middle section of the parking lot. Parents/Children should use the crosswalk. Cars may not leave the lot until the carline is finished (about 8:10 a.m.), but must leave by 9:15 a.m.

#### 6. Pick-up Procedure

- a) As with morning drop-off, enter the parking lot from the driveway closest to Evergreen Road
- b) A Staff member will direct cars to an area to "line-up". Please pull in close to the car alongside you and pull up close to the car in front of you (as many cars as possible will be placed in the holding pattern).
- c) When the car line begins, please follow the staff members' direction. New families to the school must display their name card as you approach the staff person with the bull-horn.
- d) PreK and Kinder parents ought to pull into the handicap spots near the church or toward the curb on 8th St. to buckle their children if needed.
- e) When exiting, please turn right onto 8th Street (only exceptions are Evergreen Neighborhood residents).
- f) If a driver, unfamiliar with the system is to pick up a child:
  - (1) Make sure their name is on the family approved list for pick-up or call the office to give that permission
  - (2) Explain to them the system used
  - (3) Children should be prepared for a different pick-up person
- g) Grades K-5 will exit from the front doors of the Parish Center. Grades 6-8 will exit from the south entrance. Only those who live within walking distance from the school, and have a current parent note on file with the school office, will be allowed to proceed toward "A" Avenue and walk home. These students should be reminded to use the signalized crosswalk.
  - (1) Out of respect for neighboring homeowners and the city of Lake Oswego, we ask that parents use Carline to pick up their children. Please do not park on A Ave. or at neighboring businesses to meet your child and skip Carline, including the alleyway between the school and

neighboring business. No Atrium pick up unless previously arranged with Office.

- h) Please note: Children waiting in the carline will only be released to the car picking them up. If your child is heading home with another family please notify the school office. Parents may not walk into the carline to retrieve children! This is a safety issue.
- i) At all times, please follow the directives of staff on duty.
- j) Please do not use cell phones at any time when in Carline.
- k) If parents are found to disrespect school rules this shall be reported to the principal where the appropriate discipline will be communicated.

#### L. Volunteers/Appointments

- 1. All valuable volunteers or those having appointments with staff members must be aware that the afternoon pick-up line begins forming by 1:30 p.m. Please, do not park in an area that would obstruct the carline formation at that time.

#### M. Visitors

- 1. All visitors must be buzzed in from the Parish Center Doors.
- 2. No student visitors unless permitted by the Principal.
- 3. All visitors will be limited.
- 4. The Principal has the right to revoke volunteer/visitor privileges at any time.

#### N. Weapons Policy

- 1. Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.
- 2. Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument, mace/tear gas/pepper spray, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

## XVIII. STUDENT ACTIVITIES

### A. Altar Servers

- 1. In cooperation with the parish altar server preparation program, 5th grade students are eligible to participate in a training program coordinated by the 5th grade teacher and a parish volunteer.
- 2. Subsequent to the training sessions, new altar servers will be assigned to serve with an experienced server for school Masses. Assignment for weekend Masses begins at the 6th grade level.

### B. Assemblies

- 1. To enrich the curricular offering, to foster spirit, or to celebrate liturgical or other special occasions, assemblies are held on a regular basis.

Assemblies may be school-wide or age/class specific.

- C. For OLL students to participate in CYO athletic activities, they must be a student in good standing both academically and behaviorally. Academically, it is recommended that a 'C' average must be maintained during the athletic season.

1. CYO Handbook/Guidelines

- a) Catholic Youth Organization (CYO) athletics is a Catholic centered program which provides opportunities primarily for parish youth – 3rd grade and older. CYO is “committed to the dignity and worth of all youth.” All sporting events that involve OLL CYO teams must strictly adhere to the CYO philosophy. Today’s CYO organization is governed by the CYO/Camp Howard Board of Directors. Depending on coach availability and student interest, CYO-OLL could offer fall volleyball, late fall/winter basketball, winter swimming, (K-8) (in conjunction with St. Clare School) and spring track and field. Registration for CYO sports is normally handled during September. Please see the separate CYO Handbook for information or contact OLL’s CYO’s Athletic Director, Mrs. Sarah Morris.

D. Field Trips/Camps

1. Please note: May look different due to COVID-19.
2. Field experience is an important part of learning. For each field trip the following information should be available:
  - a) Student Permission Slips: Each field trip requires a signed permission slip from home. Students must return the permission slip to school before the trip is to be taken. If a student is lacking the permission slip, he/she will remain at school and must arrange with the teacher to make up for the missed experiences in some other way. If multiple trips on the same topic are planned, a general permission slip will be requested at the time of the first excursion. This permission slip will be kept on file for future reference.
  - b) Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time.) Any adult driver must have a completed Driver Information form left with the office prior to leaving on the trip.
  - c) Outdoor School is a required part of the OLL program. However, any student not participating in OMSI Camp or Outdoor School must be prepared to stay at home and fulfill assignment requirements through a packet of homework relating to what the class will be learning at Outdoor School. This packet will be due back the day the class returns to session. This is to ensure students don’t fall behind on standards covered by the camp instructors.
3. Proof of insurance

4. Siblings are not allowed to accompany a class on a school field trip.
- E. Money Collection
1. Tuition monies: Payable through FACTS
  2. Endowment monies: Checks should be made payable to Our Lady of the Lake Catholic School
    - a) Endowment Fund (please make these checks separate from your tuition check.)
  3. School fees: Please pay all school fees at the time of Registration through FACTS.
  4. Misc: Any other monies coming to school need to be placed in a sealed envelope and clearly labeled.
- F. Service Projects
1. Responding to the needs of others provides an important opportunity for social and spiritual growth as Christ calls everyone to love one another. Education at Our Lady of the Lake Catholic School fosters dedication to service for our entire life, and special projects are periodically undertaken to underscore this commitment. Students participate in at least one event annually for the benefit of the less fortunate (usually for children).
  2. As an outgrowth of our Catholic social teachings, Our Lady of the Lake Catholic School actively participates in a variety of service programs that benefit others and helps the entire school community– students, parents, and faculty/staff – to live out the Gospel message of service and to increase our awareness of the human condition. As appropriate faculty committees plan these programs, announcements will be made in the weekly parent letter.

## XIX. STUDENT AWARDS

- A. Attendance
1. In keeping with our academic policies, the faculty promotes good attendance practices among the students in their classrooms. At the end of each school year, students with perfect attendance records receive an award during an all school assembly.
- B. Graduation Awards
1. In addition to department awards, Our Lady of the Lake Catholic School confers three major awards to the graduates. They are: Academic Excellence, Distinguished Scholar and Christian Leadership.

## XX. STUDENT INFORMATION DISCLOSURE

- A. Review of Student Education Records
1. Parents of students currently in attendance at Our Lady of the Lake School may review the student's education records. Parents wishing to review student records will send a written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school

concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information. Our Lady of the Lake Catholic School forwards education records requested by an educational institution in which the student seeks enrollment or services in a timely manner.

B. Directory Information

1. Our Lady of the Lake Catholic School provides a yearly parent/student directory to each registered family and employee of the school. In the Fall of the year the middle school directory is sent to the admission directors of the five Catholic high schools for purposes of application and admission. The office will give directory information to other Our Lady of the Lake Catholic School families but will not disclose this information to other companies or vendors. A parental signature is required for Our Lady of the Lake Catholic School to release specific information, (e.g. name, photograph, age. etc.)
2. A parent may elect not to have any or all of these items included in a school- related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of Our Lady of the Lake Catholic School before registration day.

C. Emergency Disclosure of Information

1. The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

D. No-photo/Social Media Permission

1. Parents who do not wish their children to be photographed or posted by the school for marketing purposes may sign the "no-photo" opt out request.
  - a) Parents who do not want their child photographed must tell their children that they are not allowed to pose for photos at school. Students should avoid posing for pictures to the best of their ability.
2. Students may accidentally be photographed and pictured in school marketing materials. Please know that OLL never purposely violates the no-photo permission agreement.
  - a) In the event a parent notices their child has been accidentally pictured in school marketing materials, they should contact the school office and request the images be removed.

## XXI. STUDENT SERVICES

A. Tutoring, therapy, counseling and other outsourced services

1. When appropriate, recommendations will be made by the teacher and principal/vice principal to the parent for a referral to an outside counselor, speech therapist, tutor or other specialist as needed.
2. Before a student is allowed to receive outsourced services, a formal diagnosis based on academic, psychological, or physical evaluations must be shared with the school.
3. Tutors and outsourced service providers must be approved by school administration and complete all required Archdiocesan training requirements.
4. Students may only receive tutoring during the class/subject in which they are being tutored. For example, reading tutoring may only occur during language classes. Math tutoring may only occur during math class, etc...
5. OLL only provides the time and space for tutoring to occur. All accounts payable are the responsibility of the family and tutor.

#### B. Lunch Services

1. Hot lunches are ordered through the company Dishes2U. If you choose not to order a hot lunch students must bring a lunch prepared and brought from home. Order information will go out before the start of the new school year.

#### C. Milk Program

1. Can be ordered with the Dishes 2U menu.

#### D. Telephone

1. Students without permission of a staff or faculty member may not use the telephone. Students may not call home for forgotten homework, lunches, or to make after school social arrangements.
2. Parents may request to use a school phone or may ask to use one of the parish phones in their offices.

## XXII. VOLUNTEERS

### A. Volunteers

1. Volunteers assist the school in providing positive interaction for the development of education for the students.
2. Volunteer Background Checks
3. The Diocese requires volunteers to undergo a background check. Volunteers will also be required to complete the "C.A.S.E or Creating A Safe Environment" training and subsequent on-line updates.
4. Ordinarily any person with an adult criminal conviction is not eligible to volunteer. The school further reserves the right to decline the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the administration, it is in the best interest of the school to do so.

### B. Volunteer Code

1. Volunteers serve to enhance the school's ability to provide for the



students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and Committees, Parent Association Board and Committees, annual auction committee, Art Literacy, classroom assistance to teachers, cafeteria/hot lunch program, room parents, field trip assistants, playground supervision, and other activities relating to the talents and gifts of the volunteer population.

2. For reasons related to safety, as well as liability, preschool children, or other siblings regardless of age, may not accompany a parent while the parent volunteers for a school activity, e.g. in the classroom or on a field trip. This policy is designed not only to protect the integrity of the school activity, but also to assure accuracy of the volunteer work performed.
3. Volunteers may not photograph other people's children without the permission of the parents. Posting photos online of other people's children may create safety/privacy concerns and should not be done without the permission of the parent.
4. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and archdiocese with proper respect for those serving in ministries.
5. Volunteers work in a collaborative role with others, ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.
6. Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.
7. Should volunteers come into conflict with school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school principal and/or the pastor of the parish.
8. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute without involving or using school/parish resources.
9. Certain categories of volunteers, for example classroom helpers and playground volunteers, will be required to attend a training meeting prior to service.
10. Notice: When parents sign the Tuition Payment Contract each year, it is an agreement to complete the required Volunteer Hours, comply with the tuition payment expectation, and "agree to abide by the Our Lady of the Lake Catholic School policies as stated in the Parent handbook, posted on the website <http://oll.school>

### XXIII. COMMUNICABLE DISEASES WAIVER

#### A. OUR LADY OF THE LAKE CATHOLIC SCHOOL WAIVER OF LIABILITY AND HOLD HARMLESS FOR COMMUNICABLE DISEASES INCLUDING COVID-19

Student Name:

Grade:

Address:

Parent(s)/Guardian(s) Names:

Parent/ Guardian phone:

The Novel Coronavirus (“COVID-19”), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. While rules, guidance, and personal discipline may reduce this risk, the risk of serious illness and death does exist. OLL school cannot completely mitigate the transfer of communicable diseases like COVID-19 especially when involved in [school or activity].

Participation in [school or activity] includes possible exposure to and illness, injury, or death from infectious diseases including COVID-19.

In consideration for providing my child the opportunity to participate in

[school or activity] and any related transportation to and from

[school or activity] events, both my child and I voluntarily agree to waive

and discharge any and all claims against Our Lady of the Lake Catholic School and release them from liability for any exposure to or illness or injury from an infectious disease including COVID-19, including claims for any negligent actions of the school or its employees or agents, to the fullest extent allowed by law, for myself, my child, our estates, our heirs, our administrators, our executors, our assignees, and our successors.

I also agree to release, exonerate, discharge and hold harmless OLL School, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, fines, fees, or other costs (e.g. medical costs) arising out of any exposure to or illness or injury from an infectious disease including COVID-19, which may result from or in connection with my child’s participation in [school or activity].

I further certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the above-named student.

I certify that I have read this document in its entirety and fully understand its contents. In exchange for the opportunity to participate in the [school or activity], the above-named student and I freely and voluntarily assume all risks of such hazards and notwithstanding such, release Our Lady of the Lake Catholic School from all liability for any loss regardless of cause, and claims arising from the student's participation in the [school or activity].

Student Signature

Parent/Legal Guardian Signature

Date