

**OUR LADY** *of the* **LAKE**  
**CATHOLIC SCHOOL**



# **Parent/Student Handbook**

**OUR LADY OF THE LAKE CATHOLIC SCHOOL**

**Principal: Mrs. Corrine Buich**

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## I. GENERAL INFORMATION

### A. Principal's Letter of Welcome

Greetings and welcome to the 2016-17 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 seventy-eighth 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!

Peace,

Corrine Buich  
Principal

### B. History of the School

The history of Our Lady of the Lake Catholic School is inextricable 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.

As an outgrowth of the 1996 Our Lady of the Lake case statement process, the parish and school have been involved in a Master Plan process resulting in a Capital Campaign to build a new school and parish center.

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 Vlzany presided at the ceremony which was attended by several hundred friends and benefactors.

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.

### **C. Mission Statement**

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.  
MICAHA 6***

### **D. Philosophy Statement**

- 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.



## **E. School Goals and Objectives**

### **1. Spiritual Goals**

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

#### **Spiritual Objectives**

##### **We implement these goals through the following:**

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

### **2. Academic Goals**

- To challenge students to achieve high academic standards consistent with their individual abilities
- To provide an academic program that develops basic skills and promotes higher-level thinking
- To motivate students to enjoy the life-long pleasure of "learning for the sake of learning"

#### **Academic Objectives**

##### **We implement these goals through the following**

- Using numerous teaching methods to provide a variety of classroom learning experiences
- Providing a core curriculum that is achievement-orientated for varied abilities
- Teaching basic study/learning skills that reach to higher-level thinking
- Encouraging participation in related activities that extend fundamentals and give opportunities to apply knowledge
- Providing a group of specialists with varied expertise to enhance daily learning
- Accommodating and teaching to multiple learning styles and making appropriate modifications for the success of the learner

### **3. Social -Emotional Goals**

##### **We implement these goals through the following**

- To promote positive self-esteem and to encourage the recognition that each person is a unique gift of God

- To nurture student interpersonal relationships emphasizing communication, cooperation, problem solving, and self-discipline
- To acknowledge and honor the diversity and needs of others

### **Social-Emotional Objectives**

#### **We implement these goals through the following**

- Reinforcing a school-wide behavior code that encourages personal responsibility for one's actions
- Striving to model Christian behavior and values in relationships with others
- Teaching conflict resolution skills to solve daily problems or disagreements
- Providing opportunities for leadership in the areas of student government and service projects
- Reinforcing self-worth by encouraging and recognizing acts of kindness, classroom buddies, cross-grade projects, and acknowledgment of individual successes and personal integrity
- 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
- Providing a safe environment where students are empowered and actively involved

#### **4. Physical Goals**

- To build competence through a program that teaches a variety of motor skills and movement
- To offer experiences that help children develop a positive self-concept and that teach cooperation with others
- To develop a life-long appreciation for the relationship between physical activity, wellness, and a healthy lifestyle

### **Physical Objectives**

#### **We implement these goals through the following**

- Having students participate in regularly scheduled physical education classes
- Promoting cooperation, good sportsmanship, and healthy competition at recess, in classes where physical activity is part of the experience, and at Extended Care
- Developing healthy behaviors through a health curriculum, drug/alcohol awareness programs, local firefighters and law enforcement officers, and assemblies
- 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
- Instituting emergency procedures for fire, earthquake, lockdown and the general safety of students and staff members
- Scheduling routine health screenings for students
- Providing staff training in CPR, First Aid, Blood Borne Pathogens, Severe Allergic Reaction, and Administration of Medication

#### **5. Creative Goals**

- To provide a program that teaches fundamental elements of the arts.
- To expose students to the arts in order to cultivate a lifetime appreciation.

- To offer the opportunity for creative-imaginative expressions of students across the curriculum.

### **Creative Objectives**

#### **We implement these goals through the following**

- Providing regularly scheduled art, music, and drama classes
- Providing access on and off campus to quality activities and programs that promote appreciation of the arts
- Encouraging students to use their creative and imaginative talents in all subject areas of the curriculum
- Scheduling an annual Fine Arts Week highlighting students' artistic talents in the school and greater community

### **Schoolwide Learning Expectations**

#### **Our Lady of the Lake School graduates embody Catholic values by**

- demonstrating reverence for God as our Creator by respecting the dignity of self and others.
- celebrating Catholic liturgical and sacramental traditions
- developing the qualities of leadership, courage, and personal integrity that will inspire decisions reflecting Catholic morality
- demonstrating an understanding of Catholic values and social teaching by recognizing and responding to the call to serve others
- respecting the sanctity of life
- having an active personal prayer life

#### **Our Lady of the Lake School graduates embrace lifelong learning by:**

- having a positive, open attitude and a willingness to grow
- maintaining moral and intellectual integrity
- applying academic skills to think critically, to raise questions, and to solve problems
- communicating effectively by reading, writing, listening, and speaking well

#### **Our Lady of the Lake School graduates exhibit self-awareness by:**

- maintaining a physically healthy lifestyle
- fostering wholesome relationships
- appreciating and valuing creativity in self and others
- developing and cultivating emotional growth and stability

#### **Our Lady of the Lake School graduates demonstrate responsible citizenship by:**

- working to resolve conflicts peacefully
- recognizing one's role as a contributing member of the greater community
- acknowledging and celebrating the uniqueness of each individual
- promoting peace and social justice locally and globally
- accepting accountability as stewards of the earth

## **F. Personnel**

## **1. Archbishop**

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 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.

## **2. Department of Catholic Schools**

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.

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.

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.

## **3. Pastor**

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.

## **4. Principal**

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 as needed.

## **5. Faculty**

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.

## **6. Administrative Assistant**

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

## **7. Other Support Staff**

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.

## 8. List of School Personnel

Corrine Buich	Principal
Denise Gonzalez	Vice Principal
Donna Griffith	Kindergarten
Wendy Mackin	Grade One
Barbara Eisner	Grade Two
Emily Fisher	Grade Three
Jill Carter	Grade Four
Ann Vanderheiden	Grade Five
Carolina Torres-Arranaga	Grade Six
Marco Puccio	Science (Grades 6, 7, & 8)
	Math (Grades 7 & 8)
Janet Chappell	English/Social Studies (Grades 7 & 8)
	Theatre Arts (Grade 6-8)
Angela Warhank	Librarian/Media Specialist
Katie Diehm	Religion (Grade 8)
Anthony Buell	Mathematics Specialist (Grades 6 - 8 Accelerated)
Alex Ferguson	Art (Grades K – 8)
Carolina Torres-Arranaga	Spanish (Grades K – 8)
Tim McCarthy	Music (Grades K – 8)
Aubrey Nichols	Computer Science (Grades K – 8)
John Cimino	P.E. (Grades K – 8;) Health (Grades 7 & 8)
Avril Allori	Bookkeeper/Administrative Assistant
Kim Heinrich	Secretary/Administrative Assistant
Elise Clark	Teacher Instructional Aide
Carole Erickson	Teacher Instructional Aide
Carol Childs	Teacher Instructional Aide
Angela Warhank	Teacher Instructional Aide
Beth Carr	Director, Extended Care
Bob Mullany	Director of Parish Maintenance

## II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

### A. Academic Honesty/Integrity Policy

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.

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. 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

- Copying another student's homework
- Receiving credit for a group assignment in which the student did not participate
- Copying homework from a book or article without referencing the source (plagiarism)
- Failing to cite sources in written work and oral presentations
- Cheating on a test or a quiz
- Lying to a teacher or staff member
- Forging signatures
- Obtaining or giving educational materials and information dishonestly, e.g. allowing others to copy your work
- Using technology irresponsibly
- Receiving excessive outside assistance on an assignment, e.g. from parent or tutor
- 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.

1<sup>st</sup> Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A detention may be given.

2<sup>nd</sup> 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<sup>rd</sup> 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.

4<sup>th</sup> Offense: All of the above consequences will occur, plus the student will be reviewed for expulsion from the school. The pastor and the Department of Catholic Schools will be part of the review process.

## **B. Conferences**

### **1. School Scheduled**

Parent/Teacher Conferences are held for Fifteen-minute periods during fall. Parents are encouraged to bring questions regarding their child's academic and social progress to the conference.

### **2. Requested by Parent**

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.

### **3. Guidelines**

In order to assure a productive conference, the following is recommended:

- a) 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.
- b) Please try to be open to both sides of the story if a problem arises. Individual perception or information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- c) Discuss difficulties in the classroom with the teacher **first** before bringing them to the principal.
- d) Please review the grievance process in Chapter X, Sections A, B, & C.

## **C. Curriculum**

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

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.

### Graduation Requirement

It is expected that all eighth grade students will successfully complete all subjects in order to receive their diploma. 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.

### **1. Religion**

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.

### **2. Art**

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 medium. Some art lessons are related to other curricular subjects (social studies, religion, etc.)

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.

### **3. Computer Education**

All students in Grades K through 6 learn computer literacy and use software to enhance their classroom learning on a weekly basis. Keyboarding and word processing begin in Grade 3.

Classroom teachers are encouraged to integrate curriculum areas with computer use. The Middle School curriculum emphasizes computer application with an advanced trimester course in 7<sup>th</sup> grade.

#### **4. English**

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; and 4) effectively uses the technological resources available to research and communicate ideas.

#### **5. Mathematics**

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.

The K-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 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

#### **Criteria for Admission to Accelerated Math (grades 6, 7, 8)**

##### Accelerated Sixth Grade Math

Concurrence of the 5<sup>th</sup> & 6<sup>th</sup> grade teachers, consideration of the Iowa Test of Basic Skills (ITBS) scores, successful passing of a screening test, and consultation with the accelerated math teacher

##### Accelerated Seventh Grade Math

Successful completion of Accelerated 6<sup>th</sup> Grade Math, or concurrence of the 6<sup>th</sup> grade teacher, the Science/Math teacher, and the Accelerated Math teacher.

##### Accelerated Eighth Grade Math

Successful completion of Accelerated 7<sup>th</sup> Grade Math, or concurrence of the Science/Math teacher and the Accelerated Math teacher

#### **6. Music**

A general music class is offered to all students, grades K-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, in choir 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.

Band classes are offered to all 4<sup>th</sup> – 8<sup>th</sup> grade students; parents contract with individual teacher. Private piano instruction may also be available.

## **7. Physical Education**

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 7<sup>th</sup> and 8<sup>th</sup> grade.

## **8. Science**

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. Outside classroom experiences, current events in science and science careers are included to enhance the program.

## **9. Social Studies**

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.

## **10. Study Hall (Middle School)**

Study Hall is held Monday through Thursday from 3:00 – 4:00 pm for Middle School students. You may sign your student up to attend study hall on a regular basis (i.e. every day, Monday and Wednesday only, etc.) by sending a note/email to their teacher or the front office staff. They will then be put on a “permanent” Study Hall roster. We will expect that student to be in study hall on those days, unless we receive a phone call or note indicating they will not be attending. If your student will only be attending Study Hall on occasion, and they are not on the regular Study Hall roster, we will need a note, email or phone call from a parent before 10:00 a.m.

## **D. Daily Schedule**

- 8:00 a.m. School doors open
- 8:10 a.m. Tardy bell rings; classes begin
- 3:00 p.m. Dismissal

Supervision is provided for students from 8:00 a.m. to 3:15 p.m., Monday through Friday. 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. Children who have not been picked up by their parents from the car line will be taken to Extended Care for supervision.

**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.

While on campus, OLL students must be supervised by OLL employees, unless they are participants in an approved before or after-school activity.

**E. Electronic Information/Communications**

(Also see Electronic Policy under Discipline)

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.

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.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to the preparation of citizens and future employees.


Access to telecommunications will enable students to explore thousands of libraries, databases, 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.

**F. Grading and Related Topics**

**1. Progress Reports/Report Cards**

In grades 3-8 progress reports are sent out mid-term each trimester and report cards are sent home once per trimester. In this way parents will be alerted to the successes or areas of improvement for their child.

**2. Grade Equivalents**

Grades K-3	Grades 4 - 8
	<b>A Outstanding, consistent excellent achievement (Avg 93 &amp; above)</b>
<b>O = Outstanding</b>	<b>A- (Avg. 90)</b>
<b>S = Satisfactory</b>	<b>B+ Commendable, above average performance (Avg 87)</b>
<b>N = Needs Improvement</b>	<b>B (Avg 83)</b>
	<b>B- (Avg 80)</b>
	<b>C+ (Satisfactory, average performance (Avg 77)</b>
	<b>C (Avg 73)</b>
	<b>C- (Avg 70)</b>
	<b>D+ Unsatisfactory, below average performance</b>
	<b>D (Avg 63)</b>
	<b>D- (Avg 60)</b>
	<b>F Failing, not meeting minimum requirements (Avg below 60)</b>

### **Academic Probation**

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. In the case of the middle school program, a seventh grade student who fails a subject(s) will be required to attend a summer session in another school and earn a passing grade in that subject before entering Our Lady of the Lake Catholic School's eighth 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).

### **3. Homework**

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 1. Parents are encouraged to establish family schedules that include study time every evening. Homework in the primary grades should not exceed 20 minutes per night. Homework in Grades 3, 4, and 5 average 30-60 minutes per night. In grades 6, 7, and 8 two hours per school night is not considered excessive. 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. Long-range projects are assigned to foster organization, research, and writing skills, and should be systematically completed over an extended period of time.

**Junior High Homework** guidelines are as follows:

Homework may be assigned for any day that school is in session.

Homework nights will be defined as Monday through Friday.

Homework may be given on Friday to be due on Monday. The same two-hour limit will apply.

In middle school, homework will be accepted one day late with an automatic 20% reduction.

Homework Assignments:

**Weekends:** Yes, since school is in session on Friday, one two-hour load may be assigned.

**Holidays:** No, for Thanksgiving, Christmas, Spring Break, or Easter, including the school day preceding these breaks.

**Three-Day Weekends:** Yes, one regular two-hour load may be assigned.

**Teacher Planning Days:** Yes, one regular two-hour load may be assigned.

Long-term projects should not be assigned on top of regular homework time in that subject. 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. Generally, homework will 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 will be issued for this work.

### **Supplies**

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.

#### **4. Textbooks**

The Department of Catholic Schools and the Oregon State Department of Education provide lists of approved textbooks to schools. Selections are made by individual schools and curriculum needs.

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.

### **G. Graduation**

#### **1. Graduation Ceremony**

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.

#### **2. Graduation Attire**

##### Common Expectations

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.

##### Young Ladies

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.

All dresses must be approved by the OLL administration prior to graduation pictures. Please do not remove the purchase tags until your dress has been approved.

##### Young Gentlemen

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).

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.

#### **3. Letters of Recommendation**

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.

Any out-of-state applications must also be accompanied by such waiver. In addition, a processing fee of \$2 per application will be assessed for applications outside the Portland area.

#### **4. Graduation Activities**

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.

## **H. Promotion and Retention**

### **1. Promotion**

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

### **2. Guidelines for Retention of Students** 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**

The Iowa Test of Basic Skills is administered each fall to students in Grades 3 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.

Parents, in cooperation with the Vice Principal, 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.

## **III. ADMISSIONS AND WITHDRAWAL**

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.

Both the application and admission policies are reviewed and updated annually each spring.

### **A. Application Process**

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 spring, Our Lady of the Lake Catholic School will hold an application for admission process. At this time, the previous year's waiting list is dissolved. **Students wishing to be considered for the upcoming year must reapply.**

A \$100 application fee per student must accompany the application. This fee is not refundable under any circumstances. The application fee for students on the previous year's waiting list will be carried over for those wishing to reapply.

Admission to Our Lady of the Lake Catholic School is based on the following criteria:

1. **Current students enrolled in grades K-7 at Our Lady of the Lake Catholic School.**  
Current students will have the first opportunity to re-apply 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.
2. **Siblings of current students enrolled at Our Lady of the Lake Catholic School.**  
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.
3. **Parish families with active Our Lady of the Lake Parishioner status.** (See next page for Criteria for Active parishioner Status)  
  
These families will be accepted according to:
  - a. Longevity of parish membership  
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.
  - b. Lottery if needed. (Announcements will be made for those families wishing to attend.)
4. **Catholics from other parishes - Applications** from these categories will be considered after all Our Lady of the Lake parishioners.
5. **Non-Catholics** - Applications from these categories will be considered after all Our Lady of the Lake parishioners.

## PARISHIONER STATUS

### Criteria for Active Parishioner Status:

- The family is registered in the parish.
- The registered family worships with the parish community on a weekly basis. For lack of a better account of attendance, your gift envelopes are the record, so use them each week when you attend Mass.
- The registered family contributes time and talent to parish/archdiocesan ministries. Details of this involvement must be indicated on the application.
- The child currently in the 1<sup>st</sup> – 7<sup>th</sup> grade must regularly attend Our Lady of the Lake Religious Education classes, if not currently enrolled in a Catholic school.
- The registered family uses parish envelopes or parish pay (on-line giving) and contributes a fair share of their weekly income (Parish Sacrificial Giving Program suggests 5% of weekly salary. The suggested envelope contribution is \$520.00 per year or \$10.00 per week). In order to verify parishioner status, envelopes need to be used whenever attending Mass regardless of contribution.  
**Families who have extenuating financial considerations may request a waiver of the contribution requirement from the pastor. This request may be submitted in writing along**

**with the application or by scheduling an appointment with the pastor. This waiver must accompany the application.**

- If you are an active parishioner of a parish other than Our Lady of the Lake and you meet that parish's criteria, you should submit an "Out of Parish" form to your current pastor for approval or confirmation.

## **B. Admission Process**

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

1. A completed 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 K or 1<sup>st</sup> grade
  - 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)
2. The entire application will be reviewed.
3. Parish status is verified.
4. When space becomes available in the requested grade, these additional steps will complete the process:
  - a). An introduction meeting with the principal, parent(s) and the child will be scheduled.
  - b). If necessary, an Our Lady of the Lake School teacher conference with the child or an observation of the child in his/her current classroom.
  - c). Possible further assessment by Our Lady of the Lake Catholic School
  - d). A final admission decision will be made by the principal in consultation with the pastor.

## **C. Entrance Requirements**

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 1<sup>st</sup> of the entering year. A copy of the child's birth certificate must accompany Kindergarten and First Grade applications.

### **1. Records at Entrance**

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.

### **2. Special Needs Policy**

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.

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.

If a child is identified as a possible special needs child, an academic and psychological assessment will be required. Based on the results of assessment, the faculty and 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 principal will make every effort to assist the parents in selecting a new educational site.

### **3. Transfer Student Process and Requirements**

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.

All transfer students, regardless of time of year admitted, will be on academic and behavioral probation for a nine-week period of time. Periodic conferences will be held between the teacher, parent, student (if age appropriate) and the principal 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 teachers at the end of the nine-week time.

### **D. Nondiscrimination Policy**

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.

### **E. Withdrawal Process**

If a family chooses to withdraw a student during the school year, the parents are to submit this decision in writing and include the date of the child's final day. Prior to that date, it is expected that all financial matters have been cleared, including, but not limited to, tuition, Endowment Fund pledges, library 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.

## **IV. ATTENDANCE**

Regular attendance is required of all students in order to support the academic climate of the school.



## **A. Reporting Process**

Students are expected to arrive on time. Students must report to class by 8:10 a.m. Students who are tardy in the morning must stop at the main office for an admit slip. Tardies will be classified in only two categories. There will be a TM (Tardy Medical) given for those students who were at a dentist or doctor's appointment. A written dentist or doctor's verification of this must accompany the student. The second category will be a T (Tardy) for all other reasons. On the third tardy (T) during a trimester, the parents will be notified. On the fourth, and subsequent tardies, a detention will be issued in accordance with other reasons for detentions, three per trimester may result in a suspension.

## **B. Excused Absences**

The following reasons are considered excused absences and require a written note from a parent: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need.

**Note:** If your child stays home in the morning due to illness, they may not be admitted for afternoon classes.

### **1. Doctor or Dental Appointments**

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.

### **2. Homework during Absence (Please refer to Grading and Related Topics)**

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 will be issued for this work. Students will not have the opportunity to receive excused scores on assignments, test, oral reports, or quizzes. All missing scores will be entered as zeroes. Vacation trips outside of regularly scheduled holidays are strongly discouraged.

When an absence is excused, the student has as many class days as were originally given for the assignment to make up missed work. It is the student's responsibility to find out what assignments have been missed or assigned during the absence.

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

## **C. Truancy**

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted.

## **IV. CODE OF CONDUCT**

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. 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.

## **A. Expectations**

### **1. General**

Each teacher will discuss school rules and disciplinary action 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.

The school has adopted a positive help behavior program entitled A.S.K. (Appropriate-Safe- Kind). Each student is encouraged to reflect on their behavior by asking these questions prior to their actions. The following forms of conduct will be considered inappropriate and will necessitate disciplinary action:

- Persistent, disruptive conduct which deprives other students of the right to learn
- Willful disobedience or lack of respect for authority
- Fighting or physical, verbal or mental abuse
- Use of inappropriate, abusive, profane, or obscene gestures or language, either verbal or written
- Lack of respect for school or parish property
- Theft of property on the school or parish grounds
- The possession of weapons, including pocketknives, 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
- Personal property brought to school without prior permission of the teacher
- Families are expected to honor and support the Our Lady of the Lake Schools' expectations. They apply to all students, but they are not all inclusive

### **2. Building Conduct**

- Respect school property and property of others
- **Walking only** and talking quietly in the halls is expected at all times so those students in classrooms can learn/concentrate.
- Congregating on the stairs is discouraged
- Backpacks are to be used to carry materials to and from school. They will be stored in student lockers
- Activities in the multi-purpose room must be monitored
- Children will be supervised at all times. This includes after school, during conferences, and meetings etc.
- 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
- Pranks of any kind will not be tolerated

### 3. Littering

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.

### 4. Gum Chewing

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.

### 5. Lockers

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.

### 6. Playground

#### Playground Behavioral Expectations

- Students will play safely
- Students will attempt to solve problems
- Students will include everyone
- Students will respect each other
- Students will try to have fun for everyone

#### Playground Guidelines

- Students must stay on the playground at all times
- All students must be accepted and allowed to play; no exclusive games or groups
- A student must ask permission to enter the building during recess
- Students must use appropriate language at all times
- Frisbees, footballs, basketballs, nerf, and tennis balls are allowed on the playground
- When the bell rings, students are to line up quietly and immediately. All playing stops
- Middle school students (grades 6, 7, 8) will not be allowed on the play structure at any time

In order to maintain a safe play environment the following are **NOT ALLOWED**:

- Wrestling, tripping, pushing, hitting, fighting, or pulling on clothing
- Using hardballs such as softballs, baseballs, or golf balls
- Footballs may not be punted (throws only)
- Using wooden or metal bats
- Using the walls of the building for any game
- Climbing in or playing in the shrubs and trees
- Jumping from, twisting, winding up the chain, or swinging doubles on the swings
- Climbing up slides. Only one person may be on the slide at a time
- Throwing bark chips, sticks, stones, fir cones, etc.
- Playing with sticks
- Rollerblading, skating or skateboarding

### 7. Lunch Room Guidelines

Please remember to walk, use inside voices and good manners at all times

- For safety reasons, students must remain in the lunchroom. Permission must be given to leave the lunchroom
- Students need to remain seated while eating their lunch
- Playing with and/or throwing food is absolutely NOT allowed
- Conversation in the lunchroom must be kept at a moderate tone of voice
- At the handclap signal, students need to give their full attention to the lunchroom supervisor for dismissal procedures
- Students are to remain seated until a lunchroom supervisor instructs the entire table to line up in a cooperative manner
- Students will assist with wiping the lunchroom tables. Assignments change weekly

## 8. Dress Code

Our Lady of the Lake Catholic School students (grades K-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 violations are taken seriously.

The following procedure will be followed for Our Lady of the Lake Catholic School students:

1. Students in K-5 receive a written warning with parent signature required for the first infraction; any subsequent violation will be cause for a noon lunch detention. Students in grades 6-8 will receive a noon detention for an infraction.
2. A K-5 uniform change will be required after the 1<sup>st</sup> written warning. For students in grades 6-8, a uniform change is a necessity for every infraction. 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. The administration and faculty will be the final judge of any questionable attire or appearance not explicitly covered in the following guidelines.

### a) Uniform Guidelines

Skirts, jumpers, sweaters, and boys and girls navy polo shirts must be purchased at Dennis Uniform Company, 105 S.E. Hawthorne Blvd. Portland, Oregon. (503-234-7431). Slacks, shorts, girl's blouses, and white polo shirts may be purchased at Dennis Uniform or through Lands End. In addition:

- Students must wear uniform shirts under sweatshirts or sweaters (collars to be visible).
- All clothing items must be clean, pressed if necessary, and in good repair.
- No hats or sunglasses are to be worn inside the building.
- Shirts/blouses must be tucked in.
- As a guideline, skirts and shorts should not be more than 4 inches above the knee when kneeling.
- Appropriately sized clothing, i.e. no baggy pants, shorts below the knee, oversized shirts, etc. may be worn. Girl's tops may not be form fitting.
- For safety, as well as uniformity, only closed type shoes may be worn.
- 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)
- Shoes – predominately navy, white, black, gray, or brown closed shoe with low rubber sole and heel. Predominant color means most of the shoe. Some of the new "fashionable"

shoes, e.g. black vans with multi-colored hearts on them are not acceptable. No sparkles.  
***Laces must match the predominate color of the shoe.***

- 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.
- Jewelry must be simple and appropriate.
- Hair color must remain natural appearing and be non-distracting to others. For example, totally bleached, dyed, tipped, or bold streaked hair is not allowed. Faddish hairstyles such as spiked hair, Mohawks, and colored hair may not be worn.
- Hairstyles must be neat, clean and trimmed. For boys, hair must not be longer than collar length. For both boys and girls, bangs must be cut above the eyebrows for safety as well as common courtesy.
- No tattoos.
- The approved 8<sup>th</sup> grade sweatshirt may be worn on school Mass days and on field trips.

**b) Make-up**

Grade 7 and 8 girls may wear make-up to school under the following conditions:

- Parents allow make-up to be worn.
- Make-up is not a distraction or obvious.
- Faculty determines appropriateness.

**c) Non-Uniform Guidelines**

Students may wear free dress on specially designated days. In general, free dress is attire that is appropriate for school activities, not distracting or demeaning or degrading to self or others. All clothing and appearance should reflect the values of Our Lady of the Lake Catholic School. 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.** 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: leggings and yoga pants (unless worn with mid-thigh skirt or top), sagging pants, mini-skirts, bare midriffs, sheer blouses, belt chains, and wallet chains. Tops for both boys and girls must have sleeves, may not be form fitting, and must cover the chest and abdomen modestly. As a guideline, skirts and shorts should not be more than 4 inches above the knee when kneeling.

All clothing should be clean, neat and in good repair – not torn, frayed, or having ragged edges, holes or patched.

Hats and sunglasses are not allowed in the building.

Socks must be worn above the ankle and visible at all times.

For safety reasons, shoes must be closed, low heeled and soled. (See Uniform Fact Sheet)

No tattoos

**d) Physical Education Dress Code**

Students in grades 5 – 8 dress down for PE. They need to wear an appropriate T-shirt (with sleeves) that is long enough to cover the midriff and tuck in during all P.E. activities, sport shorts, (basketball/soccer type only), white socks, and lace up/Velcro tennis shoes that

promote foot support and protection during a variety of activities. Girls must have long hair secured back for safety. All clothing and appearance should reflect the values of Our Lady of the Lake Catholic School. Black soled shoes or sport shoes that leave marks on floors are not allowed. PE shoes must be used only for inside PE and left at school unless they've been taken home to be washed.

#### **9. Leaving School Grounds during School Day**

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

#### **10. Physical Restraint**

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.

#### **11. Search and Seizure**

Lockers, desks, and personal belongings 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.

#### **12. Valuables**

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.

#### **13. Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage to equipment or school property.

#### **14. Dismissal Guidelines**

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.

#### **15. Disrespect Towards Others**

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.

#### **16. Personal Electronic Devices**

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. 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.

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.

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".

### **17. Illegal Substance**

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.

## **B. Discipline Stages**

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:

### **1. Conferences with Students and Parents**

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.

### **2. Student Contract**

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:

- Contract between student, teacher, vice principal or principal.
- Contract between student, teacher, vice principal or principal. Notification to parents with parental signature required.
- Contract between student, teacher, vice principal or principal and the parent/guardian.
- 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.

### **3. Silent Lunch**

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

### **4. Detention**

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.

## **5. Suspension**

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.

- The student is removed from school for five days or less.
- The principal notifies the parents(s) of the removal and the reasons for the action.
- The parent, teacher and principal arrange for a conference.
- If a solution seems possible, the student may resume attendance on probation.
- 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.
- After the suspension period, parent(s) and student must meet with the principal before the student may resume attendance.

### **Causes for Suspension**

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

### **Class Exclusion**

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.

## **6. Expulsion**

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.

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:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body.
- Prolonged and open disregard for school authority
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

When a student is denied the right to attend Our Lady of the Lake Catholic School

- The principal, after consultation with the Pastor, notifies the parent(s) of the expulsion and the reason for the action
- The principal sends written notification to the parent(s)
- The principal and parent(s) arrange for a conference
- 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.

## C. Electronic Information/Communications Policy/Agreement

### 1. Appropriate Use Policy and Guidelines

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 effort 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).

#### a) Privileges

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.

#### b) Personal Responsibility

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.

#### c) Acceptable Use

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.

The student may not:

→Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to **copyrighted material, threatening or obscene material, or material protected by trade secret**

→Use the information services **for any commercial or profit-making activity**

→Use the information services **to advertise** a product or **for lobbying** or other **political purposes.**

Inappropriate use of electronic information resources **may also be a violation of local, state and federal laws.**

#### **d) Network Etiquette and Privacy**

The student is expected to abide by the generally accepted rules of network etiquette. These rules include, (but are not limited to), the following:

1. **Be polite:** Never send, or encourage others to send abusive messages.
2. **Use Appropriate Language:** The student is a representative of the school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language.
3. **Illegal activities** of any kind **are strictly forbidden.**
4. **Privacy:** The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
5. **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.
6. **Disruptions:** Do not use the network in any way that would disrupt use of network by others.

#### **e) Security**

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

#### **f) Vandalism**

Computer vandalism is the intentional harming or destroying 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.

## **2. Services**

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.

## **VI. EMERGENCIES**

### **A. Emergency Information**

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.

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 birth date
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

## **B. School Lockdown**

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:

1. Doors will be locked
2. Drapes and/or blinds will be closed
3. No one will be permitted to enter or leave the building
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel

Parents should not call the school so the phone will be available to emergency personnel.

## **VII. Extended Care/Day Care**

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 3:00 p.m. to 6:00 p.m. in the afternoon. Our Lady of the Lake Extended Care will not be open on in-service days or holidays.

Extended Care adheres to and follows the policies and discipline policies outlined in the Our Lady of the Lake School Handbook.

The regular daily schedule is as follows

3:00 – 3:15	Arrival, check-in, wash hands, snack
3:15 – 4:00	Activity time outside, weather permitting
4:00 – 5:00	Homework/quiet time, art projects, (except Friday movie time)
5:00 – 5:30	Activity time, games, art
5:30 – 6:00	Clean-up time

## **Extended Care Fee Schedule**

**Daily Fees: \$4.50 per hour per student.**

\*There is a nine (9) minute grace period before charges begin for the next one-half-hour.

**CLOSING:** Extended Care closes promptly at 6:00 p.m. There will be a \$1.00 per child per minute charge after that time.

**BILLING:** Individual billing statements will be sent home monthly. The closing date will be the 25<sup>th</sup> of the month and payments will be due by the 10<sup>th</sup> of the next month. They will be delinquent on the 13<sup>th</sup>.

## **VIII. FINANCIAL**

### **A. Insurance**

All students are covered by accident insurance, the cost of which is covered by Our Lady of the Lake Catholic School.

### **B. Tuition**

#### **Registration Fee**

\$100 per student is non-refundable. This fee must accompany the Application for Admission or the Re-registration form. If a student is currently on the waiting list for 2014-2015, the registration fee may be applied to the 2015–2016 school year.

#### **Tuition**

Grades K–8

The full cost of educating each child is \$9,056. The second child in a family receives a 5% discount and the third child in a family a 15% discount.

Payments may be made monthly for 11 months. For new families, the first payment is due with the contract, the next payment due on July 15<sup>th</sup>. For current families, the first monthly payment is due by June 15<sup>th</sup> of each year. Subsequent payments are due by the 15<sup>th</sup> of each month through April.

#### **Credits**

For qualified active parishioners, a credit in the amount of \$1,000 will be subtracted from tuition. A credit as an active parent may also be applied in the amount of \$1575, if the family volunteers 30 hours per year (10 hours in school support; 20 hours in fundraising).

#### **Admission Requirements For Current Families Re-Enrolling**

To re-enroll children at Our Lady of the Lake Catholic School, each current family needs to submit a completed OLL School Application for Admission form with registration fee by the application deadline. After receiving the application, the Admissions Committee will verify that each family has met the following criteria:

#### **Active Involvement in OLL Parish**

- Is registered in the parish
- Participates in the life of the parish
- Uses parish envelopes when attending Mass

### **Active Involvement in OLL School**

- Has contributed time and talent of at least 30 volunteer hours during school year; (minimum 20 fundraising hours and 10 support hours; hours for single parent families are reduced by half)
- Has zero account balance for tuition payments and fees by April 15<sup>th</sup>.

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.

### **Collecting Monthly Tuition Payments**

Each tuition payment is due on the 15<sup>th</sup> of the month and is considered delinquent thereafter.

If payment is not received by the 15<sup>th</sup> of the month the Parish Business Office will issue a statement to any family that is delinquent and a late fee may be charged.

Any family whose payment has not been received by the end of the month must contact the principal.

If requests for tuition assistance exceed the budgeted amount for the year, the School Advisory Council (SAC) will review any request for additional funding.

If a family fails to participate in the meeting or to comply with the recommendation from the Tuition Payment Committee, it will receive a date to withdraw from Our Lady of the Lake Catholic School. Any remaining debt the family owes to the school will be sent to a collection agency.

### **Unpaid Tuition**

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.

If a family does not have a zero account balance for tuition payments during the re-enrollment period, it will not have met the criteria within the procedure: “Admission Requirements for Current Families Re-Enrolling at Our Lady of the Lake Catholic School”.

To be considered for re-enrollment, a family must have a zero account balance for tuition by April 15<sup>th</sup>, or it may lose reserved space at Our Lady of the Lake Catholic School for the upcoming school year.

After April 15<sup>th</sup>, the family may be allowed to re-enroll at Our Lady of the Lake Catholic School if:

- It has met all admission requirements for current families re-enrolling at OLL.

- 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.
- The upcoming year’s tuition is current.
- Space is still available in the school.

### **Financial Assistance Procedure**

Using FACTS, Our Lady of the Lake Catholic School assists families to determine need levels and allocation of available funds for financial assistance.

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.

If financial assistance is needed, a family must apply each year.

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.

A family will receive a Tuition Payment Contract after a determination is made.

A family may be admitted conditionally, if it fulfills the criteria with the procedure: “Admission requirements for Current Families Re-Enrolling at OLL School”.

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.

## **IX. Medical**

### **A. Communicable Diseases**

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.

Students who have restrictable diseases or conditions must be excluded from school.

### **B. Immunizations**

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.

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 to obtain their immunization records or to initiate immunizations.

### **C. Food Allergy Guidelines**

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, of the food allergic child, and the food allergic child.

### **Avoidance of the Food Allergen**

Peanut and tree nut products can be consumed in the cafeteria (also known as the Multi-Purpose Room [MPR]), and outside. They are not to be consumed at the “nut free” table in the MPR or in the classrooms. OLL School cannot monitor food allergens in the school after hours, on weekends, at athletic events, or served by OLL Church.

### **Parent Responsibilities**

- Meet individually with your child’s teacher to discuss specific instructions for food allergy management
- Provide a selection of “safe” treats for use when class treats are not known to be safe
- Provide a safe lunch and snack daily; hot lunch is currently at own risk
- 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)
- Accompany your child on field trips, if desired
- Volunteer to help when food will be served at school (lunchroom volunteer, room parent, Field Day), if desired

### **Student Responsibilities**

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

### **School Responsibilities**

- OLL provides a Food Allergy In-Service to Staff/Faculty and parent volunteers (See training outline noted below.)
- OLL will include notes about food allergic children in all substitute teacher folders
- Lockers will be assigned with peanut and nut allergy awareness (no locker sharing)
- PE/Health teacher will present information on prevention and treatment of anaphylaxis
- OLL School manages food allergens in the school according to the following practices:
  1. Field Trips: Food is not to be consumed on the bus.
  2. 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.
  3. 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.
  4. Snack Time: Peanut and tree nut products may be consumed in the MPR (NOT at the nut free table) and outside.
  5. Lunch Time: Peanut and tree nut products may be consumed in the MPR (NOT at the nut free table), and outside.

6. Extended Care: Peanut and tree nut products may be consumed in the MPR, (NOT at the nut free table), and outside. Extended care staff will not serve products with peanuts or tree nuts.
7. Special Events (school-supervised): Peanut and tree nut products will not be served at the Lenten Soup Lunch, Field Day, Special fundraising Lunches or any all-school event.
8. Special Events (parent-supervised): Parents are encouraged to supervise their food allergic children at the Back to School Picnic, Fall Carnival, First Communion Luncheon and Graduation ceremonies, as peanut and tree nut products may be present at these events.

**TREATMENT IN THE CASE OF INGESTION** - The following procedures are designed to prepare for and treat an accidental ingestion:

### **Parent Responsibilities**

- ❖ Parents will submit (annually) a physician directed Medical Action Plan including emergency contact information.
- ❖ Parents will provide medication – with instructions.
- ❖ Parents will replace medications upon expiration.
- ❖ Parents will educate their child (safe foods, unsafe foods, avoiding exposure, symptoms, how to tell an adult).
- ❖ Parents may accompany their child on field trips, if desired.
- ❖ Parents may volunteer to help when food will be present at school (room parent, Field Day), if desired.
- ❖ Inform school of changes, new medications, etc.

### **Student Responsibilities**

- ❖ Students are responsible to report any possible ingestions and/or symptoms immediately.

### **School Responsibilities**

- ❖ OLL School will provide 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.
- ❖ All OLL Staff/Faculty will participate in annual in-service training by a licensed allergist, including video presentation of anaphylactic shock.
- ❖ OLL will conduct regularly scheduled and documented practice sessions.
- ❖ 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.
- ❖ OLL School will store parent-provided Epi-pens in three safe but easily accessible locations – the main office, the student's classroom, and the MPR.
- ❖ Staff will bring Epi-pens, Benadryl, cell phones and emergency contact information on all field trips.
- ❖ These procedures will be posted throughout the school.
- ❖ If a food-allergic student ingests a life threatening allergen or complains of symptoms, OLL School staff will do the following:
  - ❖ Accompany the child at all times (never leave him/her alone).
  - ❖ A trained faculty/staff member will administer Benadryl and/or Epi-pen.
  - ❖ Another faculty/staff member will call 911 and request advanced life support.
  - ❖ The parents will be contacted.
  - ❖ The principal/vice principal will be notified.
  - ❖ If transported and no parent is present, a staff member will accompany the child.



#### **D. Animals in the School Building**

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, wildlife assemblies or a classroom “show and tell”. In the case of an exception, families would be notified ahead of time.

#### **E. Medication**

The school recognizes that administering of 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. 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. 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.

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.

#### **1. Medication Dispensation Guidelines**

##### **Prescription Medication**

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.*”

- a. Written instructions from the doctor which include
  - i. Name of student
  - ii. Name of medication
  - iii. Dosage
  - iv. Time and/or frequency of administration
  - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. 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 as specific direction.
- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. 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 druggist in two separate bottles.)
- e. 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.

#### **2. Prescription Medication (Injectables)**

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.”

- a. Written instructions from the doctor which include
  - i. Name of student
  - ii. Name of medication
  - iii. Dosage
  - iv. Time and/or frequency of administration
  - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. 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.
- c. 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.)
- d. 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)**.
- e. 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.

### **3. Non-Prescription Medication**

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
  - i. Name of student
  - ii. Name of medication
  - iii. Dosage
  - iv. Time and/or frequency of administration
  - v. Method of administration (e.g. mouth, nose, ear, etc.)
- b. All non-prescription medication must be in original container or packaging.
- c. Unused medications must be picked up by 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.

### **4. Parent to School Notification**

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.

### **Should I Send My Child to School Today?**

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)

## SYMPTOM

Vomiting and/or diarrhea  
Conjunctivitis or “pink eye”  
Strep throat or sore throat

Chicken Pox  
Measles

Lice

Impetigo  
Pin Worms

Fever greater than 100°  
Congested Cough  
Rash

## GUIDELINE

No vomiting or diarrhea for 24 hours.  
May return after 24 hours of antibiotics.  
May return 48 hours after no fever or accompanied by fever antibiotic therapy.  
After all blisters have scabbed.  
At discretion of personal physician. School must be notified of onset of disease ASAP.  
Having shampooed with NIX or equivalent and with note from personal physician.  
Remember: shampoo the 2<sup>nd</sup> time to prevent re-infestation.  
May return after 24 hours of antibiotics.  
Usually 7-10 days after initiation of medication.  
No fever for full 24 hours, for the good of all  
On note from physician.  
On note from physician stating rash is not contagious.

**Please remember it is very important to call the office (636-2121) when your child will be absent.**

## X. PARENTS

### A. Community

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:

- 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.
- 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.
- 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.
- 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

Community building is an essential part of Catholic education. It is important that we as 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:

- In an attempt to be Christian role models for their children, parents are encouraged to promote the positive self-image of other members of the community and discouraged to engage in that which negates the other, i.e. teasing, bullying, excluding, put-downs, etc.
- 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 which disparage the action or intention of a teacher undermines the child-teacher relationship.
- Understanding that honest dialogue is integral to a healthy community, parents are encouraged to engage always in direct communication when trying to solve a problem or resolve an issue. Gossip is always destructive to community because it perpetuates problems and convolutes issues.
- Giving to each decision the best interpretation possible is being 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 decisions is to honor the responsibility of decision-makers.

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

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 principal. Finally, if the concern is still unresolved, the pastor should be contacted.

#### Procedure

Listed below are procedures to follow to speak with a teacher/parent regarding an issue:

First, contact the teacher by writing a note identifying the specific issue or to request an appointment to meet with them personally. A response can be expected within two school days. Some issues can be handled with a simple note 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 a note or call to make an appointment.

If an appointment is desired, please write a note to the teacher asking for an 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 machine 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**

All visitors including parents must report to the office, sign in, and wear a visitor badge. 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, 2-3days in advance. The school office will deliver forgotten lunches or other school materials.

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

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 that the family may be asked to withdraw from the school.

## **F. Use of Alcohol on Campus**

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

## **G. Messages to Students**

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. Except for a very unusual circumstance, we will not call a child to the phone during school hours. Likewise, students may not use the telephone to call home for forgotten homework or lunches or to make after school social plans.

## **H. Parent-Teacher Organization**

### **1. General Philosophy**

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 feelings and opinions, assisting in the operation of the school as needed through volunteer activities, and by fundraising to help meet the school budget.

### **2. Dues**

Annual membership dues are requested of each family at the time of registration. These funds are used to pay for classroom parties and hospitality obligations of the Parent Association.

### **3. Fund-raising**

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: a Scrip program running during the school year; a Wreath and Poinsettia sale in late fall, and a major Auction in the spring.

Proceeds from our fund-raisers are a necessary part of the school budget. This year, fundraising will provide approximately 14% of the operating budget. In addition, monies will be allotted for various capital improvements to our school.

### **4. Service Program (Volunteer Hours)**

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 20 of those hours devoted to the school's fund-raising /development efforts. 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.

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.

### **5. Offices**

Offices include President, Vice President, Secretary, and Treasurer. Elections for these offices are held in the spring for the upcoming school year.

### **6. Meetings**

The Association will hold monthly meetings for social benefit, exchange and acquisition of information. The weekly parent pack will contain notice of the date and times of these meetings.

## **I. Parties**

### **1. In- School**

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.

### **2. Out of School Party Invitations**

When planning parties, please be mindful of the number of boys and girls in your child's class and:

- a. Invite less than you exclude
- b. Whenever possible invite all students of the same gender.
- c. Send invitations and thank you cards through the mail
- d. Have children delivered to your home or place of party, rather than departing from school as a group. (This refers to situations where all boys or girls in a class haven't been invited.)

### **3. Gifts**

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.

### **4. End of the Year Party**

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.

## **J. Releasing Students during the School Day**

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.

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.

## **K. School Advisory Council**

### Role, Purpose, and Function

A Catholic School Advisory Council (SAC) is a body whose members are selected and/or elected to participate in decision-making in designated areas of responsibility. 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, according to archdiocesan policy, administrative responsibilities to the school principal, who is accountable to him.

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. Advisory implies that the pastor/principal will listen to the advice of the council in certain designated matters prior to a decision being made.

The umbrella role of the Catholic School Advisory Council is to provide policy direction to the school. This very general responsibility resolves into six distinct functions:

- Participate in and encourage strategic planning
- Help develop and defend policy
- Offer financial advice
- Serve as a good public relations source
- Evaluate itself periodically
- Participate in the selection process of the Principal, who is the Advisory Council's Executive Officer

Meetings

Each month, the OLL School Advisory Council conducts meetings that are open to the school community. During its meetings, SAC concentrates on its basic functions to:

- Implement Archdiocese of Portland objectives and policies at Our Lady of the Lake School
- Perform specific actions required by OLL SAC by-laws
- Recommend policies affecting Our Lady of the Lake School that will guide the principal and staff
- Review the principal's implementation of SAC policies
- Evaluate the effect of SAC's policies on the total educational program.

Meetings are usually held during the 4<sup>th</sup> Tuesday of the month in the Parish Center. (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 SAC chair one week in advance.

Membership

The Our Lady of the Lake Catholic School Advisory Council has nine appointed/elected members serving four-year terms, plus the pastor, principal and vice principal as ex-officio members. 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:

- One member elected by the Parents Association using voting ballots within the school community. The SAC Nomination Committee receives and approves applications from the community before presenting candidates for election.
- Other members selected by SAC and approved by the pastor from the parish-at-large. Some members are selected by SAC for specific positions, including Finance, Planning, Marketing, Facilities, and Education.

**2016-2017 OLL SCHOOL ADVISORY COUNCIL**

**COUNCIL MEMBER**

**POSITION**

Fr. John Kerns	Pastor, Ex-Officio
Corrine Buich	Principal, Ex-Officio
Denise Gonzalez	Vice Principal, Ex-Officio
Jim Craven	Facilities
Cheryl Durbin	Marketing
Jean Herbst	Chair
Freddie Jaderholm	Finance

Sr. Janina Kokowrowski, SNJM  
Dan McKenzie  
Arianne Cakarnis  
Carol Albers  
Chris Mallory

Education  
Finance  
Marketing  
PA Representative  
Technology

## L. Tri-Council

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.

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. The Administrative Council is responsible for assisting the pastor in administering the finances of the parish.

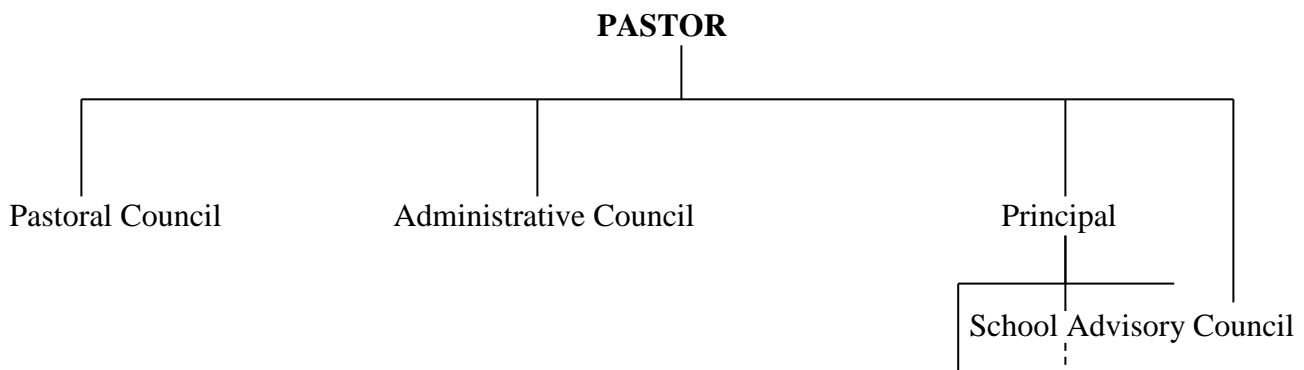
The Finance Committee of the School Advisory Council and Administrative Council meet to plan the financial contribution/allocation from the parish to the school. The parish budget includes the financial contribution to the school as part of the total parish budget.

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.

The Parent's Association supports the school and School Advisory Council. In fulfilling its purpose the Parent Association's objectives are

- To work in conjunction with the School Advisory Council to broaden understanding and to foster appreciation of Catholic education
- To assist in the operation of the school as needed through volunteer activities
- To raise the appropriate funds for the support and benefit of the school
- To work closely with SAC and various fund-raising groups to insure successful income-producing events
- To develop within a Christian community, positive relations among parents, students, school faculty, and the parish
- To support the current OLL parish population enrollment
- To enable the entire school and parish community to achieve its stated mission and goals with the school's philosophy

## OUR LADY OF THE LAKE





## **M. Verification of Compliance**

By signing the Tuition Payment Contract parents verify that they are aware of and will comply with all regulations as written in the handbook.

# **XI. SAFETY**

## **A. Asbestos Notification**

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**

Bicycles should be walked on and off the school premises. Bicycles should be locked to bike racks during school hours.

## **C. Earthquake Drills**

In accordance with state law, earthquake drills will be held at least twice per year. Prior to the drills, students will receive instruction on proper procedures.

## **D. Fire Drills**

In accordance with state law, fire drills will be held weekly during the first month of school, and monthly throughout the school year to ensure that students understand the procedure to be followed in case of fire or other emergency.

These rules must be followed during a fire drill:

- Walk quickly (do not run) to your designated area, using the routed outline for each class.
- Stay as a class with the teacher.
- Return to the building at the signal of the bell.
- Keep silent during the entire drill (from the time the bell rings to the time students re-enter their classrooms).
- Special procedures are followed during Earthquake Drills, thus, students need to follow teacher directions carefully.

## **E. Laser Pointers**

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**

See Code of Conduct

## **G. School Closure**

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. Upon receiving notice from the Lake Oswego School District, the principal will notify Flash-News for inclusion on their school lists. The parent phone tree will not be activated. 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 parent phone tree will be activated. 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**

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

## **I. To and from School**

Students who walk to school should use crosswalks at 8<sup>th</sup> Street and 'A' Avenue when coming to and leaving from school.

## **J. Transportation**

### **1. Bus**

If students arrive or depart from school via Tri-Met, 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.

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. Traffic Safety**

- The traffic patterns are designed for the safety of the children.
- Please drive slowly at all times.
- Our goal is to keep all cars parked only in designated "Staff/Visitor" Parking during school hours.

### **4. Drop-Off Procedure**

- Please enter the parking lot from the 8th Street driveway closest to Evergreen Road.
- Cars should pull forward to the handi-cap parking slot nearest the church. Do not leave any gaps between cars. Cars cannot congest on 8<sup>th</sup> Street while waiting to enter the parking lot. School personnel will direct all drivers.
- Cars can unload from that handi-cap parking slot, down the line to the play structure area.
- 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.
- Children should exit from the passenger side for safety.
- Cars that have parked and wanting to exit need to wait for a safe opportunity. **Do not stop your car to let them out.**

- If the adult is coming into the school with the child, she/he must park in the middle section of the parking lot. Staff members will assist in crossing the car line. Cars **may not leave** the lot **until the carline is finished** (about 8:10 a.m.), but **must leave by 9:15 a.m.**

## 5. Pick-up Procedure

- As with morning drop-off, enter the parking lot from the driveway closest to Evergreen Road
- A Staff member will direct cars to an area to “line-up”. Please pull in close to the car alongside to you and pull up close to the car in front of you (as many cars as possible will be placed in the holding pattern).
- 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.
- When exiting, please turn right onto 8<sup>th</sup> Street (only exceptions are Evergreen Neighborhood residents).
- If a driver, unfamiliar with the system is to pick up a child:
  - Make sure their name is on the family approved list for pick-up or call the office to give that permission
  - Explain to them the system used
  - Children should be prepared for a different pick-up person
- Grades K-6 will exit from the front doors of the Parish Center. Seventh and eighth grade student 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.
- If you wish to pick up your child (other than via carline), you must meet them in the atrium.
- **Please note: Children waiting in the carline will only be released to the car picking them up. Parents may not walk into the carline to retrieve children! This is a safety issue.**
- At all times, please follow the directives of staff on duty.
- Please do not use cell phones at any time when in car lines.

## 6. Volunteers/Appointments

All valuable volunteers or those having appointments with staff members must be aware that afternoon pick-up line begins forming by 2:30 p.m. Please, do not park in an area that would obstruct the carline formation at that time.

## K. Visitors

1. All visitors must report to the main office.
2. Any student visitors who wish to visit campus must have made prior arrangements with the principal.

## L. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.

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.

## XII. STUDENT ACTIVITIES

### A. Altar Servers

In cooperation with the parish altar server preparation program, 5<sup>th</sup> grade students are eligible to participate in a training program coordinated by the 5<sup>th</sup> grade teacher and a parish volunteer. 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 6<sup>th</sup> grade level.

### B. Assemblies

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. Athletics and Eligibility

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.

### D. CYO Handbook/Guidelines

Catholic Youth Organization (CYO) athletics is a Catholic centered program which provides opportunities primarily for parish youth – 3<sup>rd</sup> 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. Cathy Foy .

### E. Field Trips

Field experience is an important part of learning. For each field trip the following information should be available:

1. 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 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.
2. 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.
3. Proof of insurance
4. Siblings are **not allowed** to accompany a class on a school field trip.

### F. Money Collection

1. Tuition monies: Checks should be made payable to Our Lady of the Lake Catholic School. They may be dropped off or mailed to the school office.
2. Endowment monies: Checks should be made payable to Our Lady of the Lake Catholic School Endowment Fund (please make these checks separate from your tuition check.)
3. School fees: Whenever possible please pay all school fees at the time of Registration in September. Checks should be made payable to Our Lady of the Lake Catholic School and with a memo to registration fees.
4. Misc: Any other monies coming to school need to be placed in a sealed envelope and clearly labeled.

### **G. Student Council**

As a leadership opportunity, Our Lady of the Lake Catholic School elects Student Council officers and representatives twice per school year. A grade point average of 2.0 in each subject is required from the previous trimester and must be maintained while a member of the Council. Under the guidance of a faculty advisor, Student Council holds student body meetings, plans assemblies, manages the student store and coordinates some of the service opportunities.

### **H. Service Projects**

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).

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.

## **XIII. STUDENT AWARDS**

### **A. Attendance**

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. Other Awards Granted by the School**

#### **Physical Fitness Awards**

Yearly, as part of the physical education curriculum, students have an opportunity to participate in various fitness programs. During some years, OLL may participate in the Presidential Physical Fitness program. In June these certificates are awarded to those students who qualify.

#### **Graduation Awards**

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.

## **XIV. STUDENT INFORMATION DISCLOSURE**

### **A. Review of Student Education Records**

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 should make 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**

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.)

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**

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.

## **XV. STUDENT SERVICES**

### **A. Counseling**

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 or tutor.

### **B. Lunch Services**

OLL has two lunch programs. Students may bring a lunch prepared and brought from home, or they may choose to participate in the catered hot lunch program when it is made available. Students who have forgotten their lunch will be given an adequate lunch to prevent hunger.

### **C. Milk Program**

White milk, 1% and 2% and Fat Free is available daily and chocolate milk is available on Tuesdays and Thursdays. Milk may be purchased paying for the entire year at registration, by purchasing milk tickets from the office, or by paying daily with cash.

## **D. Telephone**

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. Parents may request to use a school phone or may ask to use one of the parish phones in their offices.

# **XVI. VOLUNTEERS**

## **A. Volunteers**

Volunteers assist the school in providing for the development of education of the students and provide a benefit to the school.

### **1. Volunteer Background Checks**

The school requires volunteers to undergo a background check. Volunteers will also be required to complete the “Called to Protect Program” and subsequent on-line updates. 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.

### **2. Volunteer Code**

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.

For reasons related to safety, as well as liability, pre-school 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.

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.

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.

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.

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.

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.

Certain categories of volunteers, for example classroom helpers and playground volunteers, will be required to attend a training meeting prior to service.

**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://www.ollschool-lakeoswego.org>.