

OUR LADY OF THE LAKE REGIONAL
CATHOLIC SCHOOL & CHURCH

1039 W. Houghton Lake Drive
Prudenville, MI 48651

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www.ollrcs.org



Our Lady of the Lake...
Pray for us

STUDENT HANDBOOK

2013-2014

ADMINISTRATION AND STAFF 2013-14

Fr. Joseph Muszkiewicz	Pastor
Mr. Charles Taylor	Superintendent ctaylor@dioceseofgaylord.org
Ms. Kathy Flynn	Business Manager School Secretary
Mr. Bob Crowe	Maintenance
Ms. Anne Bawek	Young 5-K
Mrs. Kathi Christesen	1 st 2 nd Grades
Mrs. Marie Giasson	3 rd 4 th 5 th Grades
Mrs. Kim Smith	6 th 7 th 8 th Grades
Mrs. Karen Philo	Art
Mr. Jeff Campeau	Physical Education
Dr. Rhonda Lamberg	Math/Science
Mrs. Mary Walker	Librarian/Technology
Sr. Linda Schoenborn	Administrative Asst.

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OUR LADY OF THE LAKE REGIONAL SCHOOL PHILOSOPHY/MISSION STATEMENT

The mission of Jesus is essentially one: To bring about the Kingdom of God. As Christians, we are called to participate in that mission. Our challenge as Christian educators is to create an environment in which the message of Jesus can be proclaimed, experienced, and lived out in community through worship and service.

Our Lady of the Lake Regional School is established to develop, support, and promote the ministry of the word by communicating a thorough knowledge of the Catholic faith and for promoting academic excellence among its students.

STAFF CREDENTIALS

<u>Ms. Anne Bawek</u>	Young 5 Program, Kindergarten	24 years teaching experience
B.S. Degree	Central Michigan University	Child Development
M.A.	Central Michigan University	Elementary Education

*Michigan Professional Certificate (Since 2004)
 *Twelve hours toward Catechetical Certification
 * Certified in “Catechist of the Good Shepherd”

<u>Mrs. Kathleen Christesen</u>	1 st & 2nd grades	27 years teaching experience
B.A. Degree	University of St. Francis	Speech Therapy/Elementary Ed
18 semester hrs.	Madonna University	Elementary Education

<u>Mrs. Marie Giasson</u>	3 rd , 4 th , 5 th grades	25 years teaching experience
B.A. Degree	Michigan State University	Mentally Impaired/Elementary Ed
24 Graduate hrs	Oakland University	Early Childhood /Emotionally Impaired

<u>Ms. Kimberly Smith</u>	6 th , 7 th , 8 th , grades	12 years experience
M.A.T.	Saginaw Valley State Univ.	Cognate in Literacy
B.A.	Saginaw Valley State Univ.	Elementary Ed/ Natural Science/English
A.A.	Mid Michigan Community College	Elementary Ed Emphasis

* Michigan Professional Certificate
 * Level 2 Intermediate Catechetical Certification (12+ hours)

<u>Dr. Rhonda Lamberg</u>	Math/Science 6,7,8, grades	4 teaching experience
B.S. Degree	Northern Michigan University	Chemistry Major, Biology and Math/Group Science Minor
D.D.S.	University of Michigan	Dentist

<u>Mrs. Kathy Flynn</u>	Business Manager/ Secretary	19 years Catholic School Experience
Associates Degree (88 hrs)	Baker College	Early Childhood Education

Sr. Linda Schoenborn, O.P.	Administrative Assistant	20+ years experience
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Parent/ Student Acknowledgement

We have read the Our Lady of the Lake Regional Catholic School Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the school.

Parent/Guardian name(s) (please print)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

I also understand that in the course of school and school sponsored events; students will be occasionally photographed and/or videotaped for the yearbook, newspaper articles, etc. I hereby authorize such activities to take place.

Parent Signature

Date

ADMISSION AND FINANCE POLICY

Parents wishing to send their children to Our Lady of the Lake Regional School are to be committed to:

LIVING OUT THE CATHOLIC CHRISTIAN LIFE BY:

- A. Striving to model the values of Jesus.
- B. Daily prayer together in the home.
- C. Regular attendance at Sunday Mass
- D. Faithfully supporting their church and works of charity.
- E. Their commitment to family involvement in our school.

FINANCIAL SUPPORT OF THE SCHOOL AND PARISH

- A. Parish families are to be committed to the support of the parish before, during and after their children attend the parish school. Support of the parish is evidenced by use of parish envelopes. If envelopes are not used there is no evidence of weekly Mass attendance.
- B. Families must participate fully in fundraising.
- C. Families not meeting criteria of participation will be assessed.

REGISTRATION POLICY AND PROCEDURES

- A. Each family must meet with the pastor and/or principal to register. The \$100.00 registration fee is to be paid at this time or no later than June 30th.
- B. Late registration fee for in-school families is \$150.00
- C. Fall registration will not be accepted from families with delinquent tuition.

REGISTRATION WILL BE ACCEPTED IN THE FOLLOWING ORDER:

- A. Families who are registered members of the parish, who regularly participate with the parish at Sunday Mass and who support the parish according to their financial abilities with students currently enrolled at Our Lady of the Lake Regional Catholic School.
- B. Our Lady of the Lake parishioners who currently not having students attending Our Lady of the Lake Regional Catholic School.
- C. Students from other Catholic Parishes.

FINANCIAL AID WILL BE ADDRESSED BY THE TUITION REVIEW BOARD

Tuition is to be paid in full by June 30th before the beginning of the next school year, or payments may be made through the F.A.C.T.S. management system throughout the year. When applying for financial aid, please bring your current 1040 Federal Tax Form.

ENROLLMENT PROCEDURES FOR FAMILIES OF OTHER CATHOLIC PARISHES IN ROSCOMMON COUNTY

To accommodate families with children from St. Hubert, Higgins Lake; St. James, North Houghton Lake; St. Helen, St. Helen; and St. Michael, Roscommon; the following policy is effective as of 7/1/1994. Families with children from the above parishes will be allowed to enroll at Our Lady of the Lake Regional Catholic School according to the rules set by school administration at the same tuition rate as Our Lady of the Lake parish families. This is done with the consent of their pastor/pastoral administrator. It is understood by the pastor/pastoral administrator that a percentage of the parish will transfer will be paid by his or her parish to Our Lady of the Lake Regional Catholic School for this privilege. Such a transfer will be determined by the Financial Council of Our Lady of the Lake Church in collaboration with the Education Commission of Our Lady of the Lake School.

When a family comes to enroll in the school, their registration will be verified with the respective pastor/pastoral administrator. This notice will be the indicator of the pastor/pastoral administrator's support of the enrollment of the child(ren) from his or her parish. Finalization of the enrollment at the will not take place without the pastor/pastoral administrator's approval. As space allows and at the discretion of the principal, children of other parishes may be enrolled. However, preference will be given to children from families supported by their parish.

TUITION AND FEES

Tuition at Our Lady of the Lake Regional Catholic School will be based on the anticipated pupil cost of educating a student per school year. According to the Diocese this cost will be divided as such:

- 40% of per pupil cost will equal the parish contribution per student
- 40% of per pupil cost will equal the tuition charged per student
- 20% of per pupil cost will equal the amount to be raised by fundraising

TUITION PAYMENT AND POLICY

1. A registration fee is due at the time of registration. Children will be accepted for registration when the fee is paid.
2. Tuition payments are due according to the annual tuition schedule and are designated by the Tuition Payment Preference Form.
3. Parents/Guardians are required to pay tuition on time, participate in fundraiser, and financially support their parish.
4. If there is a financial hardship and the payment schedule cannot be met, parents

must make an appointment with the principal and/or pastor for discussion of the matter.

RATIONALE: Enrolling children at Our Lady of the Lake Regional Catholic School is a free choice made by parents/guardians. In accepting children for education, the parish assumes a large financial obligation. The only way the school can remain solvent is for tuition to be paid on time. We see this as a justice issue for the entire parish. By paying tuition on time, working on fundraisers and the generous support of your parish, parents indicate a commitment to the continuation and growth of Catholic Education. Parishioners whose children attend Our Lady of the Lake Regional Catholic School are expected to make a weekly parish contribution.

A non-refundable registration fee is assessed per family. This fee is in **addition** to the total tuition charged.

Monthly tuition payments are to be made through the F.A.C.T.S management system. Tuition accounts will be reviewed monthly and any family who has fallen behind will be charged a late fee and sent a reminder of their commitment.

Pertaining to Subsidizing Tuition for Students Registered at Our Lady of the Lake Regional Catholic School from St. Michael's Parish, Roscommon, St. Hubert's Parish, Higgins Lake, and St. James Parish, North Houghton Lake:

1. Parents wishing to register their child at Our Lady of the Lake Regional Catholic School must make that intention known in the spring or early summer for the upcoming school year and obtain a signed voucher (registration form) from their Pastor to present to the school administrator.
2. The intention of registering a child at the school should be made known to their parish before June 1' prior to the drafting of the fiscal year budget. Each fiscal year begins on July 1 of a given year and concludes on June 30 of the following year.
3. The parent(s) must be registered members of the parish in good standing. That is, they worship with the parish on a regular basis, they are involved in parish activities and they support the parish by regular use of envelopes.
4. The child who is being registered at the school must also worship with the parish on a regular basis and be involved in parish activities to the extent his or her age allow.
5. The parish reserves the right to discontinue tuition subsidy should the above regulations not be followed.

ABSENCES

As a safety measure and as a courtesy to the school staff, parents **must** call the school office on the first day of a particular illness. **All** absences must be reported to the school office at 989-366-5592 by the parent or guardian. **Please call by 9:00am.** When the child returns to school he or she **must** have a written excuse for the teacher with the following information: the date(s) of the absence, the reason for the absence, and the signature of the parent/guardian. If there is no correspondence from the parent/guardian, your child will be considered to have an **unexcused absence** for the period of time in question.

Please report contagious diseases to the school immediately-especially diseases with rashes (measles or chickenpox.) The Health Department requests a weekly report on illnesses. Your cooperation in notifying us of your child's illness is necessary and greatly appreciated.

Following an absence, it is the student's responsibility to contact the teacher on the day of return for any make up work. The time allotment to do makeup work is one day for each day missed of an excused absence. Tests may be made up within two days of the students return to school. **All tardys are considered unexcused unless they are for emergency or medical reasons.** More that five absences within a marking period will be considered excessive. In these cases, the parent(s)/guardian(s) will be asked to meet with the school administrator. We reserve the right to issue "*Incompletes*" on report cards when absences have impeded academic growth. When yearly absent totals exceed twelve in number and are in question, parent(s)/guardian(s) must meet with the principal and teacher. In extreme cases, public truant officials will be notified.

ACCIDENTS

In case of an accident at school, every effort is made to contact the parent(s)/guardian(s). In the event that we are unable to contact the parent/guardian, the authorized person on your **EMERGENCY INFORMATION FORM** will be contacted. In case of minor accidents, the student will be asked to go to the washroom and cleanse with water only. School law prohibits the use of First Aid equipment and internal medicine. A child is never sent home without first contacting a parent or guardian. **It is essential that we have an emergency contact person and their phone number.**

ADDRESS CHANGE

Parents should notify the school office of any change of address or phone number or any other essential information needed for school records.

APPOINTMENTS

If it is necessary for your child to be excused from school during class time in order to keep an appointment, the school must receive a written notice, that is signed and returned to the teacher. This having been received, your child will be excused when you call for him or her personally at the school office and sign your child out.

ASBESTOS NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). In accord with the AHERA Plan, we have continued to periodically survey, re-inspect, clean, repair, and encapsulate asbestos containing materials which may pose a threat to health. The re-inspection and periodic surveillance has been contracted to a professional consulting firm, WMI Environmental Services (WMI). WMI is fully certified to deal with any situation that may arise. Further, any activity having to do with asbestos which has taken place in your school building must be documented and incorporated into the plan in your school and a copy forwarded to the Diocesan office in Gaylord, Michigan.

We will continue to conduct six-month surveillance and three-year inspections using the services of WMI. Any repair, removal, or necessary clean-up will be done by a licensed asbestos contractor. We are also required to tell you that the plan is available at your school and at the Diocesan offices for your review and copies are available at a reasonable cost.

AUXILIARY SERVICES

Auxiliary services are provided by the Central Michigan District Health Department, C.O.O.R. Intermediate School District and the Houghton lake Community Schools. Services offered at Our Lady of the Lake Regional Catholic School include:

*Psychologist * Vision and Hearing Screening * Speech Therapist * Public Health Nurse

BICYCLES

Please notify in writing, the specific dates your child will be riding their bike to school and that they do have your permission to do so. If a student rides a bicycle to school, it must be parked on the east side of the school. Bicycles are not to be ridden on the school grounds during the school day. Cyclists may not leave the grounds at dismissal until after the bus has left the school.

BUS

Bus transportation is provided by the Houghton Lake Community School System to children living within that school district. Students are to abide by the rules set up by the school district. Any information needed regarding the bus may be obtained by calling the bus garage at 366-2029. Roscommon Mini Bus transportation must be arranged by the parent if necessary.

BUS PASSES

The bus passes policy adopted by the Houghton Lake Board of Education in 1986 states:

It shall be the policy of the Board of Education **not** to allow transporting students to other than their regular destination except under and limited to the following circumstances:

Passes may be issued for the home of a regular and/or emergency babysitter.

1. In the case of a regular babysitter, a note needs to be given to the principal by the parent **stating the child's name, and the babysitter's name, home address and BUS telephone number.** This note shall be good for the school year.
2. An emergency babysitter requires the same information as a regular babysitter, except a telephone call is acceptable

When students plan to go to a friend's house after school, parents are expected to provide that transportation. In many cases the Roscommon Mini bus is utilized for this purpose. We are obligated to follow Houghton Lake's bus policy and will not issue bus passes for transportation purposes.

CALENDAR

A monthly calendar is prepared by the school office and sent home with a newsletter at the beginning of each month with the oldest child in each family. Consult the calendar for daily events. The calendar is also available on the school website at <http://www.ollrcs.org/calendar.html>

CAR DISMISSAL

You must come into the school's all-purpose room at dismissal time. Due to safety precautions, parents should not park in front of the school. A student is to be picked up by a parent, or someone designated by the parent, **must** have a note from the parent stating that the student(s) will be picked up on that particular day and by whom. Without a note or phone call, the student will be sent home on the bus. **All dismissals are from the classroom, after the bus has departed.**

CLASSROOMS

Prayer is offered at the opening and closing of each day and is encouraged throughout the day as befits a Christ-centered school. The salute to the flag is said each day. Classrooms are considered “home” of students at school. All are expected to share the responsibility of keeping the room orderly, clean and attractive. Great care is required of students in keeping desks neat and avoiding anything that may damage furniture or equipment in the classroom.

CONDUCT

As a Catholic School, Our lady of the Lake Regional Catholic School students are expected to conduct themselves in a proper, responsible and Christian manner, respecting their teachers and other adults, students, and all property. Our philosophy of discipline is oriented towards the establishment of habits and conduct appropriate to a Christian society. The authority to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion is granted under Michigan Law as indicated in sections 340.613 and 340.614 of General School Laws of Michigan, 1960. A student whose actions infringes on the rights of others or inhibits learning is to be held responsible for the action and disciplinary measures will be taken. The classroom teacher will be responsible for the counseling and discipline of his/her students. When additional support is needed or in the case of severe infractions, the principal will confer with the student. During lunch/recess, or whenever the teacher is not present, school support staff will handle conduct problems that need immediate attention. These staff members will always notify the teacher and principal of any children who required such action, (see disciplinary actions listed under Detention Policy.) Parents will be notified when the teacher or principal feels it is necessary and beneficial. It is the student’s responsibility to conduct his/her self in a manner which contributes to a positive school environment. The student should avoid any activity that may be considered discriminatory, intimidating, or harassing and should immediately inform anyone harassing him or her that the behavior is offensive and unwelcome. The student should report all incidents of sexual harassment to school authorities immediately. If a student is informed that he or she is perceived as engaging in sexual discriminatory, intimidating, harassing or unwelcome conduct, they must discontinue that conduct immediately. (See School Policy Book Sexual Harassment 4100-School).

DETENTION POLICY

Detention is a procedure used to enable students to be accountable for serious lapses in performance at school, either educationally or behaviorally. Serious lapses in responsibilities include, but are not limited to:

DETENTION POLICY (Cont.)

Educational responsibilities include:

- *Completing daily assignments
- *Coming to school with all books, planners, and assignments that are due
- *Having the needed school supplies in school

Behavioral responsibilities include:

- *Listening and following directions
- *Respecting, in word and deed, the principal, all teachers, staff, parent helpers and each other at all times.
- *Following school rules

Negligence in these and any other responsibilities deemed appropriate may result in the following:

- * “Time Out”
- * Forfeiture of recess, extracurricular event or sport activity
- * Be asked to write an essay and letter(s) of apology
- * Complete a “Bullying” consequence form
- * Detention

If the negative behavior continues, student(s) will be given a detention. Parents will receive at least one day notice in advance of a detention. This notice must be signed and returned the next day. (See Detention Notice Form p.10).

Our Lady of the Lake Regional Catholic School
Detention Notice

Date _____

Dear _____,

Your Child _____, has earned a _____ minute after school detention to be served on _____ at _____ pm for the following reason(s):

This detention will be held in the following location:

Please acknowledge this notice with your signature and make proper transportation Arrangements.

If you child cannot attend this detention time, please call the principal to reschedule.

You must pick your child up at _____. You will be required to pay the attending teacher \$5.00 for every fifteen (15) minutes that you are late to pick up your child.

Note: Detention is not a study hall. Please contact me immediately if you have any questions or concerns. Thank you for your effort in supporting our school behavior policies.

Teacher/Principal signature

Parent Signature

Date

STUDENT DRESS CODE REGULATIONS AND UNIFORM POLICY

- Shirts/Blouses:** Solid white, red, or light blue **with** collar. Any undershirt worn should be white and without any insignias showing through. **Shirts must be tucked in at all times.**
- Jumpers/Skirts:** Solid navy, must not be more than two inches above or below the knee.
- Pants:** Solid navy, “Dockers style” note: no cargo (pockets on the legs), corduroy or jogging pants.
- Shorts/Skortts:
Capri’s** Solid navy, may not be worn after October 31st and not before May 1st.
- Sweaters:** Solid white, navy, or red, worn over a collared uniform top. Sweaters will be solid, button down cardigans. No hoods will be allowed.
- Sweatshirts:** Only navy “Our Lady of the Lake” sweatshirts designed by Our Lady of the Lake Regional Catholic School are allowed. These sweatshirts are sold periodically throughout the school year.
- Socks:** Solid white or navy. Crew length (at least 2” above the ankle). Girls may wear white or navy knee sock or tights, **no nylons.**
- Shoes** **All** show must be leather or leather looking dress shoes, have **non-marking soles**, and have heels no higher than one inch in height. They must be navy, brown, or black. Laces must be navy, brown or black and must be tied. **No sandals, boots, “heelies” or clogs are allowed.**
- Gym clothes:** Students in grades 6-8 must have a pair of navy blue gym shorts, and a plain white T-shirt. **All students must have a pair of “gym only” low cut athletic shoes with non-marking soles. This rule protects our gymnasium floor.**
- Jewelry:** One or two small and discrete pieces of jewelry may be worn. **NOTE: for safety reasons, hoop or fishhook style earrings may not be worn.** Earrings must be small post and simple in design. Earrings should not be more than ½ inch in overall size.

STUDENT DRESS CODE REGULATIONS AND UNIFORM POLICY (CONTINUED)

Face & Nails: Make-up and nail polish are **not** to be worn to school.
“rub-on tattoos” are not allowed in school.

Hair: All hair accessories must be solid (white, clear, navy, brown, or black) and simple in pattern, free of sequins, rhinestones or other ornamentation. Hair should be clean and neatly combed.

Outdoor Wear: Boots, snow pants, winter jacket, hats, gloves or mittens, must be worn by all students when muddy or snowy weather exists.

***All clothing must be sized to fit properly.**

Whenever a student can not be in full uniform, the student must present an excuse written by a parent. **Jeans may not be worn when a student is unable to be in uniform.**

It is the **parent/guardian’s responsibility** to see that their child(ren) come to school properly dressed. Appropriate dress should be worn at all times. When the students are out on a field trip representing Our Lady of the Lake Regional Catholic School, they should be dressed in their school best. Student attire is to be considered in good taste, neat and clean.

STUDENT DRESS CODE AND UNIFORM POLICY VIOLATION CONSEQUENCES

Parent and student cooperation in following dress code rules is important to our staff. violations and “stretching” of this code will be looked upon as an expression of defiance and will not be tolerated. Infractions of the school dress code will be handled in the following manner;

1. The student will be advised to correct uniform infraction.
2. The student will call a parent/guardian for proper attire if uniform can not be corrected at school.
3. If a student is consistently violating the dress code, a detention will be given.

STUDENT DRESS CODE FOR NON-UNIFORM DAYS

The first Friday of every month is designated as a *Non-Uniform Day*. On these days, students may enjoy wearing outfits other than our uniform. Please remember, your child must remain an example of a dignified Christian. Appropriate clothing should be modest and neat in appearance and will follow the guidelines of the uniform dress code. Offensive t-shirts, clothing that is oversized and sloppy, tight or immodest will not be allowed. Students will correct the violation, or call their parent/guardian if it can not be corrected at school.

ELECTRONIC DEVICES

Students shall not bring cell phones or other electronic devices to school, unless special permission is granted by the principal. If a parent/guardian feels it is necessary for their child to have a cell phone/electronic device, they must notify the principal in writing describing the need. If the need is justified, the cell phone/electronic device will be turned into the office prior to the beginning of each school day. The student is then responsible for picking it up at the end of the day. If a student defies this rule, the cell phone/electronic device, will be confiscated and the device will be returned to a parent/guardian.

EMERGENCY INFORMATION FORMS

These forms must be on file in the school office. Information received on these forms is used in the case of an emergency and parents can not be reached. Return them as soon as possible for the safety of your child(ren).

EMERGENCY PROCEDURES AND PREPAREDNESS

SCHOOL CLOSING

Our Lady of the Lake Regional Catholic School will do as the Houghton Lake Community Schools do in the case of inclement weather. The decision to close school, have a delayed start or hold school is made only after consulting with the Weather Bureau, the State Police and the Roscommon County Road Commission. When school is going to be closed announcements will be made on radio station 98.5 WUPS. School closings will also be announced on 9&10 news.

FIRE, LOCKDOWN, AND TORNADO DRILLS

According to State of Michigan regulations, the school is to have six fire drills, two “lockdown” drills and two tornado drills each school year. A record is kept of the date of each drill and of

the time it takes for the students to reach safety. Children are taught how to respond to each warning bell and of where they are to go. Parents should familiarize themselves with the school emergency policies. Should parents be any place in the building when an alarm sounds, they are to follow school procedures. It is extremely important that everyone within the building respond correctly to emergencies.

TORNADO OR OTHER NATURAL DISASTER PROCEDURE:

The policy is that students remain in school during both a tornado watch and a tornado warning. Parents are requested not to call the school in the event of a tornado warning so as to leave the telephone lines open for emergencies that may arise. Parents who desire to pick their children must come to the office.

EVALUATIONS (STUDENT PROGRESS REPORTS & CONFERENCES)

Student Report Cards are given to parents by way of each student four times during the school year. A conference period is scheduled after the first quarter so that a greater understanding of each child is possible early in the school year. Other conferences can be scheduled if parents/guardians or teachers feel it is necessary. Parents/guardians may also request conferences after receiving a Student Report Card.

EVALUATION KEY:

Grades K-2

VG = Very Good	S- = Satisfactory minus
VG- = Very Good minus	NI = Needs Improvement
G+ = Good plus	I = Incomplete
G = Good	P = Pass
S+ = Satisfactory plus	NA = Non-applicable
S- = Satisfactory minus	

Grades 3-8

95% - 100% = A	77% - 79% = C
92% - 94% = B	74% - 76% = C-
89% - 91% = B+	71% - 73% = D+
86% - 88% = B-	68% - 70% = D
83% - 85% = C+	65% - 67% = D-
	64% & Below = F

EXPULSION-Diocesan Policy #4114

Expulsion is defined as the permanent dismissal of a student from the school within a given school year. There are two (2) situations which can lead to expulsion:

1. When the moral or physical well-being of the student body, school or staff is endangered.
2. When there is a prolonged and open disregard for school policies, authority, or habitual truancy.

The expulsion of a student from a Catholic School is such a serious penalty that is hopefully will be invoked rarely. In most cases, the Principal should use available means to discover the cause of a student's problem. The suggestion that parents refer the student to a guidance clinic, physician or priest may be given at the Principal's discretion, such remedies are likely to resolve the problems.

There may, however, be situations where immediate expulsion of a student from the school is appropriate. These situations include, but are not limited to, the following;

1. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.
2. Assault, battery, or any threat of force of violence directed toward any school or church personnel, volunteers or students.
3. Use, sale, possession, or control of narcotics, or illicit drugs on or about school/church premises.
4. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
5. Vandalism of school/church property.
6. Possession or control of any weapon or other dangerous instrument on or about school/ church premises.
7. Any criminal behavior.

EXTRACURRICULAR ACTIVITIES

Students must be in attendance for one half of the school day in order to participate in **any** extracurricular activities.

FIELD TRIPS

During the course of the school year each grade may take a field trip of an educational nature. Written consent of a parent/guardian is necessary before a student is permitted to go with his or her class. A Medical Information Release Form must be on file in the school office before a student is allowed to leave the building on any field trip.

GRIEVANCE PROCEDURE

Parents are asked to contact a teacher when a situation arises that is impeding learning for their child(ren). If after consulting the teacher there is still a concern, then parents are asked to consult the principal. Many situations can be resolved through open communication. Parents are asked to arrange for such conferences. **There will be no conferences held at the doorway of the classroom when the teacher's primary responsibility at the time is with the students.** If a resolution is not reached with the principal, an appointment can be made with the pastor.

HEALTH –IMMUNIZATIONS

Michigan law requires that “All children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall have to submit either a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertusis, measles, rubella, poliomyelitis, and mumps; a statement signed by a parent or guardian to the effect that the child has not been immunized because of religious conviction, or other objections to the immunization; or a request signed by a parent or guardian that the local health department give the needed protective immunizations.” According to Michigan Law, Act 368 Public Acts of 1978, immunization requirements will be excluded from school by order of the school principal by authority of the Act.

HEALTH SERVICES

The Central Michigan District Health Department offers the following services at Our Lady of the Lake Regional Catholic School: Vision Screening-Grades K, 1, 3, 5, & 7
Hearing Screening-Grades K, 2, 4, 6, & 8

Public Health Nurse: The Public Health Nurse serves as a health consultant to school personnel, students, parents, and community health agencies. The nurse visits our school regularly throughout the school year and also upon request.

HONOR ROLL CRITERIA

Students in grades 4-8 must achieve 83% (B-) or better in the following subjects: Arithmetic, Language, Reading, Science, Social Studies, Spelling, and Religion. The student's conduct grades must be a 2 or better to be on the Honor Roll. We do not include the grades in Art, Music, Band, Physical Education, or Penmanship for the Honor Roll. Students who achieve Honor Roll status for the entire school year will receive a special certificate at the end of the school year. We do not have an Honor Roll in grades K-3.

HOMEWORK

The term “homework” refers to an assignment to be prepared or completed other than during the regular class time. Assignments are made at the discretion of each teacher and are expected to be completed by the due date. If your child is coming home everyday without homework, you may want to check with your child’s teacher.

ILLNESS & WHEN TO KEEP YOUR CHILD HOME

- *Children need to stay home at the beginning of an illness.
- *Sick children in school endanger the health of classmates.
- *The child who stays at home in bed on the first day of an illness will decrease the risk of a lengthy illness.
- *Your child will learn more if he or she feels well
- *The law requires the school to send home a child who is ill.
- *When your child shows signs of illness, it is important for you to cooperate with his/her School and with the health department by keeping your child home.

Watch for these signs of illness:

Chills	Cough	Unusual flush	Runny nose	Rash
Diarrhea	Headache	Rise in temperature	Sore throat	Vomiting

If a child is ill, he/she should remain at home. A child who is well enough to be in school is usually well enough to participate in all school activities, including recess and lunch hour. If a child does have to remain indoors during recess for more than two days a statement from the doctor is required.

If your child becomes ill, you will be notified. If you are unreachable, the person you designated on the Student Emergency Information Form will be notified to come to the school office to pick up the child. It is very important to notify your child’s teacher or the school office where you can be reached in case of an emergency. If you are employed, we must have the telephone number at your place of employment. We also should know what preference you may have for a doctor, hospital, or dentist.

LIBRARY

Each classroom is assigned a weekly library period. During this time, books may be returned and checked out. Research materials are available, as needed. Dictionaries, atlases, and encyclopedias are not permitted to leave the school. Students are allowed one (1) library book and (1) Accelerated Reading book.

When a book has been damaged beyond repair or has not been returned within three weeks, you will be responsible for the replacement value. Report cards will be held until a student has returned **any** books or has paid any fines that are due.

LITURGICAL CELEBRATIONS

School liturgical celebrations are planned by student, teachers, and the pastor. Student Liturgies are celebrated once a week. Parents are invited and encouraged to attend these Masses.

LOCKERS

Students are responsible for keeping their locker free of food, paper stickers, decals and other debris. An assigned locker may not be used by others.

LUNCH PERIOD

Glass containers are not allowed in school.

Lunch Period: Lunch room supervision is provided by parent volunteers. Students are to remain seated while eating and to observe common lunch room courtesies.

Hot Lunch: A hot lunch is available once a week. This lunch can be varied. You will be informed of the date, cost, and when the money is due. The lunch cost does not include a beverage. Children who have paid for milk, will receive milk. Please send lunch money to school with your child's name and grade. Milk is paid for at the beginning of the school year.

LUNCH PERIOD (CONTINUED)

The procedure for handling lunch hour violations is as follows:

- 1st Offense: Student and the offense will be reported to the playground supervisor, the supervisor will confer with the student(s) involved and a report will be made to the teacher and principal.
- 2nd Offense: Same as above, with further corrective action. Parent(s) will be notified that this is the second offense.
- 3rd Offense: A formal report will be filed and parent(s) will be notified that their child will not be permitted to play outside for one to three days (to be determined by principal).

MEDICAL RELEASE INFORMATION

For the safety of your child(ren), we **must** have this form on file in the school office. Under no circumstances will a child be able to participate in any activity off school grounds unless this form is on file in the school office.

MEDICATION FOR STUDENTS

If your child(ren) is/are in need of any (prescription or over the counter) medication during the school day, you must have a Waiver/Authorization form **signed by a doctor** and on file in the school office. We will not dispense any medication to a student unless the waiver/authorization form is on file in the school office. Parents are required to deliver all medications to the school office. Any medications not picked up by the parent will be disposed. Students are not permitted to carry **any** medications.

MEDICATION –ADMINISTRATION TO STUDENTS AND LIABILITY

The school will assist the parent/guardian in the maintenance of a student's health. A school principal, teacher, or other school employee designated by the principal, may administer medication to students under the following conditions:

1. The prescribed medication can not be adjusted so that it can be administered by the parent/guardian in the home.
2. The parent/guardian has requested the school, in writing to administer medication. This request must be renewed annually.
3. The parent/guardian will sign a waiver of responsibility.

MEDICATION –ADMINISTRATION TO STUDENTS AND LIABILITY (CONTINUED)

4. The student’s physician has prescribed the medication and has submitted written instructions for its administration.
5. The parent/guardian has brought properly labeled, prescribed medication directly to the school office, or the pharmacy of the parent/guardian’s choice has delivered the prescribed medication directly to the school office.
6. The prescribed medication is administered by a school nurse, principal, teacher or other employee designated by the principal, outside of the student’s classroom and in the presence of another adult.
7. Written record is kept in the cumulative folder or other appropriate record of all medications so administered.

The same policy as for prescribed medication will apply to all non-prescription medication administer to all students.

***Administration of medication to a pupil; liability;**

“A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult pursuant to written permission of the pupil’s parent or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.” *Michigan Compiled Laws, 1982*
(380.1178)

OFFICE HOURS

The school office will be open during the school’s regular hours of 7:30a.m. - 3:30p.m.

PESTICIDE APPLICATION

As part of Our Lady of the Lake Regional Catholic School’s pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. If you need prior notification, please notify the school office in writing.

RESPECT OF SCHOOL PROPERTY/ NO GUM

Students are expected to respect all school property and maintain a clean school/classroom environment. For this reason, chewing gum is prohibited on school property.

SAFETY PROCEDURES FOR ARRIVAL AND DISMISSAL OF STUDENTS

MORNING PROCEDURE: *Children must be dropped off in the back of school.*

Please use the Cedar Street entrance. If you are dropping your child off, please use the circle drive by the church entrance. If you are coming in with your child, please drop them off in the circle drive, park your car in the east lot of the church and come in. Children should not arrive any earlier than 7:45a.m.

AFTERNOON PROCECURE: At dismissal, the school bus riders will leave first. Only after the bus has left will other students be excused in the following order:

1. Parents picking up children. Cars will enter the parish property in the same manner as in the morning and park in the same area. (**Please do not park past the gate by the circle drive.**) You must come into the school's all purpose room and wait for your child.
2. After the riders have been dismissed and cars have left the parking lot, children who walk home will be dismissed.
3. After the walkers are dismissed the Roscommon Mini Bus riders will be dismissed. If the Mini Bus is not here at that time the children will remain in the cafeteria until the bus arrives.

SCHOOL SUPPLIES/TEXT BOOKS

Students should be prepared for each class with all the supplies needed. Each student will receive a supply list at the beginning of the school year. Students are not allowed to write in textbooks. All books are required to be covered at all times. Please do not use contact paper, construction paper, or anything that may bleed onto the textbook. A school bag must be used when carrying books to and from school.

SERVICE POINTS

In recognition of the importance of Christian service in the lives of all Catholics, the students in grades fifth through eighth at Our Lady of the Lake Regional Catholic School are required to perform service to our Lord through service to their school, parish and community. Each hour of service will be calculated and then recorded as one service point. Twenty percent of their Religion grade will be based on these service points. Within each marking period, the students will be required to volunteer their time to various causes and charitable works. These can include but are not limited to:

School Service Team participation: (classroom, parish, and school office help)

Mass participation (Servers, cantors, and choir) Community Volunteer: St. Vincent's, King's Nursing Home, Relay for Life, etc. Ten hours of service will be required of each student per marking period. Hours of participation must be verified in writing by the pastor, teacher, principal, or official organization.

Please use the **Christian Service Documentation** form:

SPORTS PROGRAM/RULES

Students of Our Lady of the Lake Regional Catholic School who participate in sports or cheerleading may do so if they qualify.

To be eligible they must:

1. Maintain at least a “B-” in academic subjects or work to full ability.
2. Maintain at least a “2” in conduct.
3. Represent the school with an example of good sportsmanship (e.g. good manners, proper speech and attitudes).
4. Maintain proper standards of diet, hygiene and rest. NO smoking, drinking, etc.
5. Eligibility will be reviewed weekly during the playing season.
6. Students whose academic or conduct marks are unacceptable for that week will be suspended from that weeks game.
7. Students must be in school at least one half of the school day to participate in games. Medical/Dental appointments will be excused with a doctor’s note.

Our Lady of the Lake Regional School participates in the Rural Parochial Sports League for both girls and boys. Students must have a sports physical on file in the school office before they will be allowed to participate in sports related practices or games. Also, students from Our Lady of the Lake Regional School are able to participate in approved with Houghton Lake Community School students. These particular sports must have been approved by the Houghton Lake Community Schools Board of Education and Our Lady of the Lake Regional Catholic School.

STUDENT OF THE MONTH AWARD

A Student of the Month is selected by the teacher in each classroom based on the following:

1. Christian behavior
2. Effort in all responsibilities
3. Awarded once per school year

These students receive a special certificate and lunch with a staff member.

STUDENT OF THE YEAR AWARD

A Student of the Year is chosen from the eighth grade class at the end of each school year based on the following:

1. Academics: Standardized test scores, religion scores, religion scores and report card for the first three semesters of the eighth grade. We generally select the students that are the highest. (Not necessarily the highest across the board but the highest in each academic category.)

STUDENT OF THE YEAR AWARD (cont.)

2. Service: The eighth grade students are asked to list all the organizations they have belonged to from the first to eighth grade, list how long they have participated in each, and list both organizations in school and in the larger community. (This would include such things as sports, music, religious groups, etc.) Each candidate will submit a list of the services they have provided to the school and community through the year, as well as dates and times.
3. The principal, faculty, school secretary, playground supervisor will be asked for feedback on how they see the selected students interact with adults and children.
4. Students will be asked to write in class, an essay the topic will be decided by the Pastor and Principal.

SUSPENSION- DIOCESAN POLICY #4110

Diocesan Policy #4110 states that each school, realizing its obligation to the students, must extend a reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decision to suspend should follow only after other means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption, or the well being and safety of others necessitate suspension.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical common good of the entire student body.

Parents shall be notified of the suspension and requested to attend a joint conference with their child, school principal, and any appropriate faculty member(s). In no instance shall a student be asked to leave the school during regular school hours and proceed home without prior notification to and consent of the parent(s)/guardian. The decision to require a student to proceed home alone or await the arrival of a parent/guardian shall be made jointly by the parent/guardian and the Principal.

Immediately following the suspension, notification with details should be given to the Pastor/Pastoral Administrator, who frequently is in a position to be a facilitator and may be able to suggest pastoral remedies. The conference with the parent(s)/guardian and child shall take place within three (3) days from the suspension, if possible. Within that same three-day period, the Principal may continue investigation of the facets and circumstances leading to the suspension, and shall document the reasons for the suspension. Documentation of the suspension shall be placed in the student's file.

The Principal shall have discretion to extend the suspension beyond three (3) school days, with notification to the parent(s)/guardian. The procedure for student expulsion will be followed according to Diocesan policy #4114.2.

TARDINESS

Students are considered tardy to school if they arrive after the second morning bell. If a student arrives after this time, they must stop at the school office for a pass to enter the classroom. All tardys are considered unexcused unless they are the result of medical/dental appointments or emergencies excused by the principal.

TELEPHONE

The school telephone is a business phone. The phone is NOT available for students who forget books, homework, sports equipment or who want to invite a friend over at the end of the school day. **The use of the phone by students is limited.** Teachers and/or students are not called to the telephone from class except in emergencies.

TRIPS/VACATIONS

If a student is going to be absent from school for a vacation, it is the responsibility of the parents to inform the principal and the teacher. The teachers are not required to give school work to children to take on a trip. Text books, library books, and Accelerated Reading books may not be taken on your trip. The staff has found that students who are absent from school for an extended period of time, whether it be sick or vacation time, are usually unable to maintain their previous grades do to the lack of the classroom participation.

VISITORS TO THE SCHOOL

For security reasons, all visitors to the school are requested to enter by the front entrance on (M55) and sign in at the school's office. Parents are welcome at the school **Parents are requested to leave lunches, books, homework, etc. in the school office rather than interrupt the classroom.** So that they may teach without interruption, it is requested that parents make an appointment with a teacher by writing a note. This is to assure the parent of sufficient time for desired consultation.

WEAPONS- DIOCESAN POLICY #4112

The following is the official policy for Catholic Schools within the Diocese of Gaylord:

1. DEFINITIONS:

- a. A "weapon" is an object which can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapons," as defined by the State law, which includes a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches long, pocket knife opened by mechanical devise, iron bar, or brass knuckles.

WEAPONS- DIOCESAN POLICY #4112 (cont.)

- b. "School premises" include the school building and the adjacent grounds, including, but not limited to, parking lot, playground, students locker, busses.
- c. "Immediate vicinity" of the school means within a block radius of the school, and any off-premises school activity site.
- d. A "firearm" means:
 - i. Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
 - ii. The frame or receiver of any such weapons;
 - iii. Any firearm muffler or firearm silencer or
 - iv. Any destructive device.

2. RULES:

- a. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.
- b. A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of a student's pockets, (the student empties his/her own pockets.) book bags, purse, lunch pail, locker, automobile, or any other items the student has in his/her possession or control. Questioning for the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor/pastoral administrator, or a person acting in the place of any of these persons.
- c. If a student refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including expulsion from school.
- d. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises or in the immediate vicinity of the school. Depending on the nature of the weapon, the local police department may be notified.²⁰²⁰
- e. any student found to be in violation of the school's weapons policy is subject to disciplinary action, up to and including expulsion. Any student determined to have brought a weapon to school shall be expelled for a period of not less than one year. The rule regarding expulsion, can be modified by the school principal or superintendent on a case-by-case basis whenever, in the principal's sole judgment:
 - i. the weapon was not possessed by the student for use as a weapon;
 - ii. the weapon was not knowingly possessed by the student;

WEAPONS- DIOCESAN POLICY #4112 (cont.)

- iii. the student did not know or have reason to know that the object constituted a dangerous weapon;
- iv. the weapon was possessed by a student at the suggestion, request or direction of a school or police authority;
- f. If an injury occurs in school, on school premises or in the immediate vicinity of the school, as the result of a weapon, the principal and teachers shall endeavor:
 - i. To have students remain calm and avoid panic;
 - ii. To notify the police, the pastor/pastoral administrator of the parish/inter-parish school;
 - iii. To secure the school
 - iv. To notify and consult with Secretariat for Faith Formation of Children and Youth. The Secretariat for Faith Formation will, in turn, notify appropriate offices in the Diocesan Pastoral Center.
- g. The principal may use discretion to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

NOTES FROM THE FACULTY

It is acceptable and preferable to of assistance to your child when he/she has homework. Think of the time spent together as special one-on-one time. REMEMBER, it is your child's homework and should reflect your child's ability. You can encourage your child to develop good study habits. The amount of home study time should be approximately:

Grades 1&2	20-30 minutes
Grades 3&4	30-45 minutes
Grades 5&6	45-60 minutes
Grades 7&8	60-75 minutes

All textbooks-including soft covered books are to be covered with a book cover at all times! Book covers will be provided for those who need them. All assignments (except Math) in 6-8 are to be done in ink (black or blue) unless otherwise specified. Grades K-5 will use pen/pencil as directed by the teacher.

APPROPRIATE PAPERS- A model paper is attached. This format is to be followed, unless students are told otherwise.

RELIGION- Support in your child's spiritual formation is something we consider to be of the utmost importance. This can be shown in a variety of ways, such as attending weekend liturgy/church services, praying with your child(ren), joining us for school mass.

THREE KEY WORDS FOR THE YEAR:

**RESPONSIBILITY
RESPECT
MANNERS**

These are goals that we will focus on as a school community.
Above all, parental contact with teachers and parental involvement in our educational program is what makes Our Lady of the Lake Regional Catholic School the best place for your child to be!