



Education ^{for} life.

Faith ^{for} living.

**Our Lady of the Lake
Regional Catholic School**
Prudenville • (989) 366-5592

Experience the difference... you'll love it!

2020-21 Handbook

1039 W. Houghton Lake Drive
Prudenville, MI 48651

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Welcome to Our Lady of the Lake Regional Catholic School Family!

Mission Statement

Nurturing *minds*, strengthening *faith*, fostering *virtue*

**Our Lady of the Lake Regional Catholic School unites with family and
community**

**to create a dynamic academic environment,
rooted in the Eucharist and the Word, cultivating God-given talents.**

OLLRCS Faculty, Staff, Administration, and Specialized Volunteers 2020-2021

Fr. Peter Eke	Pastor
Mrs. Michelle Johnson	Principal
Mrs. Jessica Sandoval	Parish/School Secretary
Mrs. Patti Gruber	Parish/School Assistant Secretary
Mr. Steven Cark	Director of Maintenance
Ms. Anne Bawek	Teacher - Montessori Young 5's – Kindergarten
Mrs. Kelsey Pacella	Teacher - Early Elementary Grades
Mrs. Kimberly Smith	Teacher - Upper Elementary Grades
Mrs. Angela McKuen	Teacher - Middle School Grades
Mrs. Tracey Haggart	Physical Education/MS Religion Teacher/Art/Classroom Substitute
Mr. Mike Gruber	OLLRCS Bus Driver

School Advisory Council Members

Sherry Blaisus, Laurie Chudzinski, Vaughn Everhart, Liz Hoogerhyde,
Peggy Moran, Peggy Scott, Scott Thomas, Rose Thompson

A Special Note to Our Families:

Our school's faculty, staff, principal, pastor, and volunteers all emphasize the importance of Christian attitude and virtuous action. We are impacting the church, world, community, and family leaders of tomorrow. We encourage students to always strive for their personal best in all they do in their faith walk, school work, interactions with others, or personal appearance. Our goals are for students to always keep in mind their Christian ARMOR (Acceptance, Responsibility, Manners, Open Mindedness, and Respect) -- instilling the qualities that will aid them in becoming the best version of themselves, so they may serve God, others and themselves.

It is the clear teaching of the Church, that parents are the first educators of their children. Parents have the original, primary and inalienable right to educate them in conformity with the family's moral and religious convictions. They are educators precisely because they are parents. At the same time, the vast majority of parents share their educational responsibilities with other individuals and/or institutions, primarily the school.

Elementary education is, then, "an extension of parental education; it is extended and cooperative home schooling." In a real sense schools are extensions of the home. Parents, not schools, not the State, and not the Church, have the primary moral responsibility of educating children to adulthood.

Family involvement in our educational program is what makes Our Lady of the Lake Regional Catholic School the best place for your child! Families who are supportive of the faculty, staff, administration, and overall school tend to have students that respect and enjoy their school and learning experiences. We encourage families to visit the school and to help in the classrooms or with special events or activities whenever possible. There are many volunteer opportunities throughout the school year. Please contact the office for the required paperwork and more information.

**We are looking forward to partnering with you
and to a school year filled with opportunities to see**

ALL of our STARS shine!



He counts the number of the stars;

He gives names to all of them.

Psalm 147.4

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ADMISSION AND FINANCE POLICY

Families wishing to send their children to Our Lady of the Lake Regional Catholic School are 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 or, if not Catholic, at their church services.
- D. Faithfully supporting their church and works of charity.
- E. Their commitment to family involvement in our school.

SUPPORTING THE SCHOOL & PARISH

- A. Our Lady of the Lake Regional Catholic School is a mission of Our Lady of the Lake Catholic Parish with the support from area parishes: St. Michael in Roscommon, St. Hubert in Higgins Lake, St. Helen in St. Helen, St. James in Houghton Lake. **School families are expected to be committed to the support of these parishes both before, during, and after their children attend OLLRCS.**
- B. Families are responsible to participate fully in fundraising and achieve their family service hour commitment.

ENROLLMENT & REGISTRATION

- A. **New families** must meet with the principal to enroll at OLLRCS.
- B. A non-refundable **annual** registration fee of \$100 (per family) is due at the time of registration or reenrollment for the current school year. A 50% enrollment fee discount is available for families who complete the registration process by June 15th.
- C. Families with **delinquent tuition/service hour balances** may not register.
- D. **Young 5/Kindergarten** Age requirements:
 - 1. Young 5 students must be 4 years old by September 1.
 - 2. Kindergarten students must be 5 years old by September 1.

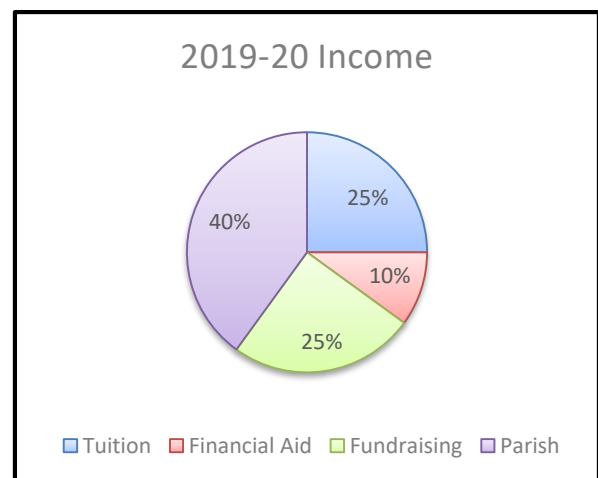
TUITION & FEES

The cost of providing a quality education is substantial. At Our Lady of the Lake Regional Catholic School we recognize that families make

sacrifices to enable their children to attend, and for that reason we make every attempt to keep tuition as low as possible. In order for the school to remain viable, it is important for tuition to be paid on time. By paying tuition on time and helping to fundraise, families demonstrate a commitment to the continuation and growth of OLLRCS.

TOTAL COST TO EDUCATE

Based on estimated expenses and enrollment, the cost to educate a student at OLLRCS is just over \$7,000. What is not paid through tuition and family fundraiser obligations is made up by parish contributions and private donations.



2020-21 Tuition Rates

Young 5 Montessori:	\$2,800
(5 full days/week M-F)	
1st Child (Grades K-8)	\$2,500
2nd Child	\$2,250
3rd Child	\$2,000
4th Child + additional children	\$0
(Does not include \$1,200 family service hour obligation.)	

TUITION ASSISTANCE

Tuition assistance is available, though limited. To apply for tuition assistance, complete the application and submit the required documentation to the office. Applications and financial information are held in the strictest of confidence and will only be used to evaluate the level of family need for assistance.

FAMILY SERVICE HOUR REQUIREMENT

In order to keep tuition rates low and to encourage active participation in school support, each family is required to serve 100 *approved* service hours in addition to paying their tuition. This obligation will be primarily met through major school fundraising activities. Families may choose to purchase some or all of the equivalent of service hours at \$12/hour.

Unfulfilled service hours will be assessed at the rate of \$12.00/hour at the end of the third week of March each year. Service hours earned after this date will be credited to tuition balances.

FACTS FAMILY PORTAL

This is the online system our school uses to record school data for each of our staff and students as well as for the collection of tuition and other school related fees.

Every school family is REQUIRED to have a FACTS account AND select a tuition payment plan each school year. FACTS charges a set-up fee for admissions, reenrollment and payment agreement plans. Enrolling in a FACTS tuition payment plan allows each family to select a payment option that best suits their financial situation; FACTS then communicates this information to Our Lady of the Lake Regional Catholic School so we may plan accordingly. Account and login information is available on the school's website.

TUITION PAYMENT PLANS

Tuition must be up-to-date for a student to participate in extracurricular activities, receive a report card, participate in graduation, enroll in the upcoming school year, or have permanent records transferred to another school. It is the responsibility

of each family to communicate with the school immediately should a situation arise that directly effects the family's ability to adhere to their agreed upon tuition payment plan. There are four payment plan options currently offered by Our Lady of the Lake Regional Catholic School.

Payment in Full: The total tuition is paid in full at the beginning of the school year (in July, August, or September). Payment may be made directly online through FACTS or at the school by check, cash or money order.

Semi-Annual, Quarterly, or Monthly Payments through FACTS Tuition Management Service: Tuition is paid based on the selected payment plan beginning in August for that school year through May and are subject to FACTS fees based on the option selected.

FACTS Tuition Management Service will electronically deduct the payment from your bank account or charge your credit card on the process date you select (available on the 5th or 20th) or through invoice. To reduce payment amounts, an initial down payment may be made at registration. Adjustments to payment plans can be made at any time throughout the year by contacting the school office at 989.366.5592. If you have problems or questions with your **FACTS** account, you may contact them directly at 866.441.4637.

Student Referral Plan

Attracting new students and families to Our Lady of the Lake Regional Catholic School is integral to not only the success of our school, but to the development of our Catholic faith community. As part of our ongoing marketing efforts, it is important for us to attract new students at all grade levels. A \$100 enrollment fee credit is offered to Our Lady of the Lake Regional Catholic School families who play a primary role in the registration and admission of a new family to OLLRCS. Please contact the school office for more information.

HEALTH AND WELL-BEING

EMERGENCY INFORMATION FORMS

Emergency medical and emergency contact forms must be updated annually and on file in the school office. Information received on these forms is used in the case of an emergency and parents/ guardians cannot be reached. Please be sure to keep this information current through FACTS Family Portal.

ILLNESS

For the health and welfare of our school community, all contagious diseases (i.e. measles, chicken pox, influenza, etc.) are to be reported to the school office immediately. We are required by the Central Michigan District Health Department to file a weekly report on contagious illnesses (This is also in compliance with the CDC.). Therefore, your cooperation in notifying us of your child's illness is necessary and greatly appreciated.

ABSENCES/ATTENDANCE

As a safety measure and as a courtesy to the school staff, a parent/guardian **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 9:00 am.**

Following an absence, it is the student's responsibility to contact the teacher on the day of return for missed assignments. The time allowed to make up work is one day for each day missed of an excused absence. Tests may be made up within two days of the student's return to school. More than five absences within a marking period will be considered excessive. **Three tardy marks are equivalent to one absence.** In these cases, the parent(s)/guardian(s) will be asked to meet with the school principal. We reserve the right to issue "*Incompletes*" on report cards and/or recommend "*Retention*" when absences have impeded academic growth. When absences become excessive a public truant official will be notified.

TARDINESS

Students are considered tardy to school if they arrive after the morning bell. If a student arrives after this time, a parent or guardian must sign them in at the school office. Three tardy marks are equivalent to one absence.

TRIPS/VACATIONS

Family vacations can be wonderful learning opportunities, enriching a child's academic education. Advance notice of a student's expected extended absence due to family vacation occurring outside of the normal school calendar is requested by the principal, office personnel, and the teacher. If provided adequate notice, teachers may provide upcoming assignments for the student to attempt to complete outside of class with parent assistance. The teachers are not obligated, however, to provide all assignments, and teachers may modify lesson plans, therefore, there is no guarantee that students will be "caught-up" when they return to class. Teachers are not required to assign school work to children for such special circumstances. Students who are absent from school for extended periods of time are sometimes unable to maintain their previous grades due to the lack of classroom participation.

ACCIDENTS

In case of an accident at school, every effort will be made to contact the parent(s)/ guardian(s). In the event that we are unable to contact a parent/guardian, the authorized person(s) on your **EMERGENCY INFORMATION FORM** will be contacted. **Therefore, in addition to parent(s)/guardian(s) emergency contact information, it is essential that we have emergency contact persons and their phone numbers.**

In case of minor accidents, students will be asked to self-administer care whenever possible—that is washing their own scrape with water and put on a band-aid. A child is never sent home without first contacting a parent or guardian.

ALLERGIES & MEDICAL CONDITIONS

If your child has any medical conditions or food allergies (food, latex, seasonal, medicinal, etc.) please inform the teacher, principal, and school secretary before their first day of school so that appropriate measures may be taken to care for and safeguard your child.

APPOINTMENTS

Sometimes it becomes necessary for your child to be excused from school in order to keep an appointment. Students will be excused when parents or guardians arrive at the school office to personally sign-out the student.

HEALTH – IMMUNIZATIONS

All students at Our Lady of the Lake Regional Catholic School must follow the Michigan Public Health Code (P.A. 368) regarding immunizations. Parents will be required to show proof of immunization for their students or submit a waiver signed by a medical professional.

HEALTH SERVICES

Auxiliary health services are provided by the Central Michigan District Health Department, C.O.O.R. Intermediate School District, Houghton Lake Community Schools and Roscommon Area Schools. Services offered at OLLRCS include:

***Vision Screening-** Grades K, 1, 3, 5, & 7 ***Hearing Screening -** Grades K, 2, 4, 6, & 8
***Speech Therapy *Psychologist**

(Testing services are available to all students upon request.)

ILLNESS & WHEN TO KEEP YOUR CHILD HOME

In order to protect all our students' health, it is important for you to cooperate with the school and health department's guidelines. If your child is showing signs of illness keep them home; a day of rest may decrease the risk of a lengthy illness. (See signs of illness below.) Your child will learn more if he or she feels well. 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 a doctor is required. **Watch for these signs of illness:**

- Chills ●Cough ●Diarrhea ●Fever (100° or higher) ●Flushing (unusual)
- Headache ●Rash ●Runny Nose ●Sore Throat ●Vomiting

If your child becomes ill during the school day, you will be notified. The law requires the school to send home a child who is ill. If you are unreachable, the person(s) you designated on the Student Emergency Information Form will be notified to come to the school office to pick up the child. Therefore, it is very important to notify your child's teacher and the school office where you can be reached in case of an emergency. If you are employed, we must have a telephone number for your place of employment. We should also know what preference you may have for a doctor, hospital, or dentist.

MEDICAL RELEASE INFORMATION

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

MEDICATION FOR STUDENTS

For the safety and well-being of all students, the following policies regarding student medications will be followed:

Medications of any type, over the counter and prescription (including Tylenol, Ibuprofen, cough syrup, cough drops etc), will not be administered to students without a "signed" physicians note indicating the following:

- **Student's first and last name**
 - **Name of medication**
 - **Dosage**
 - **Administration instructions and purpose of medication**
-
- ❖ All medications must be clearly labeled and correspond to physician's note as state above.
 - ❖ All medications must be supplied by the families.
 - ❖ Medications should be brought to school by student's parent/guardian. Students should **not** carry any medications to school in their backpacks, lunches or personal belongings.

The following definition of "medication" is adopted for use at OLLRCS: "Medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to the eyes, nose or medications applied to the skin."

Medications of any type cannot be administered to students unless all requirements are met:

1. The prescribed medication cannot be adjusted or altered so 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.
4. The student's physician has prescribed the medication and has submitted written instructions for its administration as stated above.
5. The parent/guardian has provided properly labeled, prescribed medication (in the original container) 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 administered.

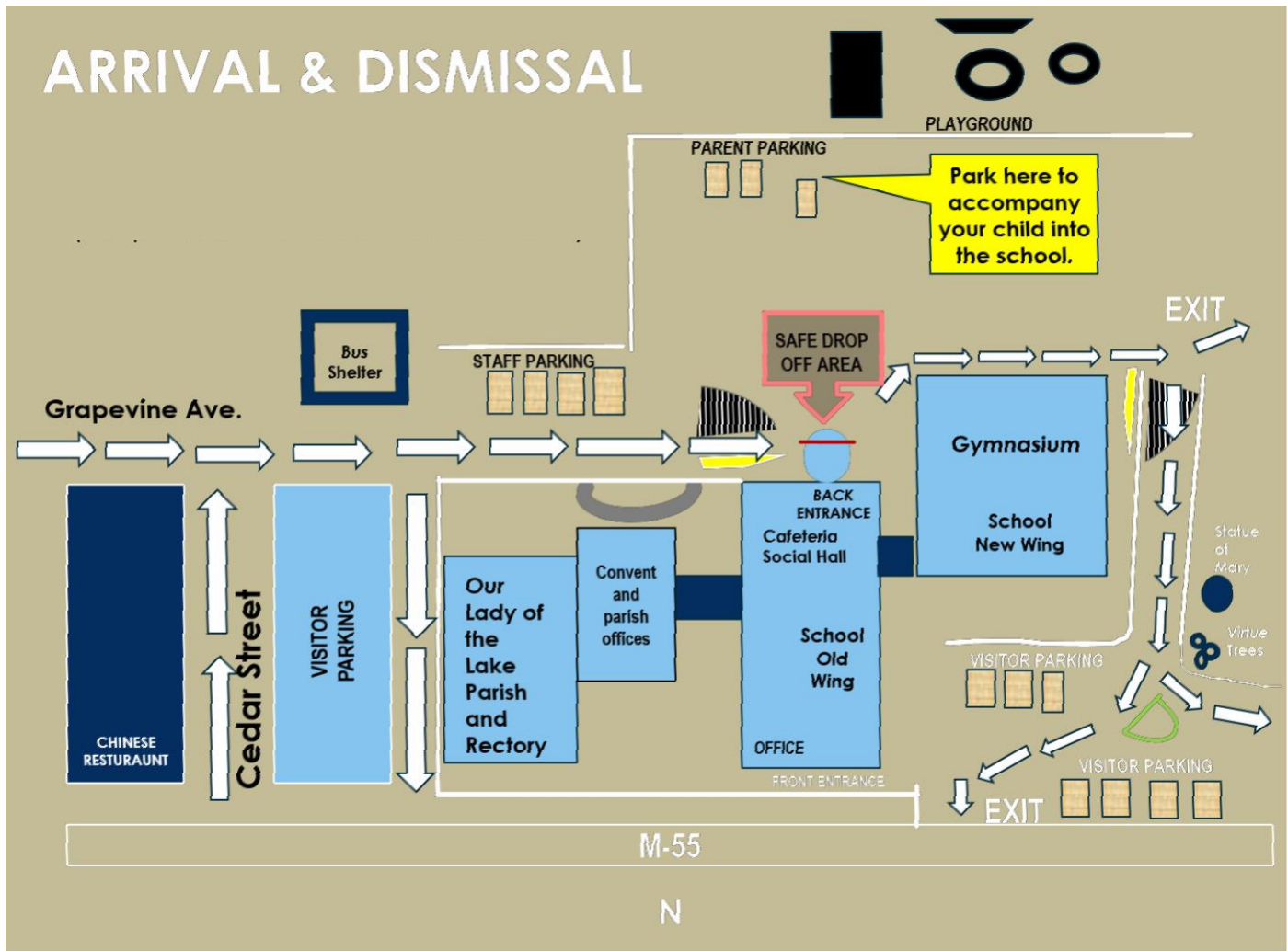
ADMINISTRATION OF MEDICATION TO A PUPIL – LIABILITY

"A school principal, teacher, or other school employee designated by the school principal, 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)*

****Any medications not picked up by the parent by the end of the school year will be disposed of.*

SAFETY PRECAUTIONS AND PROCEDURES

ARRIVAL and DISMISSAL OF STUDENTS



MORNING PROCEDURE: *Children must be dropped off at the south (back) entrance of the school.* If you are coming in with your child, park your car in the lot **along the playground perimeter** and accompany them in. **Children should not arrive any earlier than 7:45 am**, unless previous arrangements have been made with the principal.

AFTERNOON PROCEDURE: At dismissal, those students riding on the Houghton Lake school bus or the OLLRCS school bus will be dismissed first. All students not riding the buses are dismissed by the classroom teacher from their classroom or the cafeteria. After the students who are riding the school bus have left, the remaining students will be excused in the following order:

1. Car Dismissal/Parents picking up children
 - a) Cars will enter the parish property in the same manner as in the morning and park in the same area. Please park along the perimeter of the playground or in the visitor lots next to the parish or in front of the M-55 entrance side of the school.
 - b) Parents/Guardians must come inside the school, *sign students out* and wait in the cafeteria for dismissal.
 - c) Student will only be released to parents/guardians, or someone designated by the parent/guardian. If a designee is picking up your student:

- i. Notification prior to dismissal must be made to the office in writing or telephone from the parent/guardian, stating that the student(s) will be picked up on that particular day and by whom. **Without such a note or phone call, the student will not be released to the designee.**
 - ii. The designated individual may be asked to show a picture I.D.
2. After the students being picked up have been dismissed and cars and buses have left the parking lot, children who walk home will be dismissed.
3. Children who ride the bus will remain in the cafeteria until the bus arrives.

SCHOOL CLOSINGS and DELAYS: The decision on whether or not to cancel school, have a delayed start, or early release will be made by the principal after consulting with the National Weather Bureau, the Michigan State Police and the Roscommon County Road Commission. When school is cancelled or delayed, announcements will be made through the school's parent message system and on local radio stations. School closings/delays will also be announced on 9&10 News. Closings/delays are also posted on their website www.9and10news.com.

EMERGENCY DRILLS & PROCEDURES

According to State of Michigan regulations, the school is to have (5) fire drills, (3) shelter-in-place (lockdown) drills and (2) tornado drills each school year (one in March). 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 signal, including where to seek shelter. Parents/ guardians should familiarize themselves with the school emergency policies, and if present 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

OLLRCS policy, complying with state laws and Michigan Catholic Conference Guidelines for Emergency Response requires students to remain in school during both a tornado watch and a tornado warning. Parents/guardians 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.

ASBESTOS NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). In accordance 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 our school building must be documented and incorporated into the plan in our 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. The plan is available at our school and at the Diocesan offices for your review and copies are available at a reasonable cost.

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. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please notify the school office in writing.

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 device, iron bar, or brass knuckles.
- b. “School premises” include the school building and the adjacent grounds, including, but not limited to, parking lot, playground, students’ lockers/locker areas, buses.
- 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 principal, 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.
- e. Any student found to be in violation of the school’s weapons policy is subject to disciplinary action, up to and including exclusion. 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;
 - 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 principal 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.

TRANSPORTATION

BICYCLES

Please notify in writing, the specific dates your child will be riding their bike to school and that they 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 buses have 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 989-366-2029. Roscommon Mini Bus transportation must be arranged by the parent/guardian.

Currently, the OLLRCS Bus provides transportation to the school from/to a central pick-up/drop-off stop in Roscommon; and for small group field trips. Students must follow the rules set forth by OLLRCS.

*****Detailed rules and student behavior expectations are provided to all students who participate in bus transportation services from HLPS or OLLRCS.**

BUS PASSES

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 on the HLCS bus for non-compliant transportation purposes. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency.

- a) In the case of a regular babysitter, a parent's/guardian's written notification to the principal **stating the child's name and the babysitter's name, home address and telephone number.** This note shall be good for the school year.
- b) In the case of an emergency, notification - with the required information above - may be made by telephone to the office.

ACADEMICS, ACHIEVEMENTS and SPECIAL AWARDS

STUDENT REPORT CARDS and CONFERENCES

Student Report Cards are distributed to parents/guardians by way of mail, pick-up, or sent home with each student four times during the school year. A conference period is scheduled after the first quarter, so a greater understanding of each child is possible early in the school year. Other conferences may be scheduled as necessary. Parents/guardians may also request conferences after receiving a Student Report Card.

GRIEVANCE PROCEDURE

Parents/guardians are asked to contact a teacher when a situation arises that is impeding learning for their child(children). 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. A teacher's primary responsibility during**

classroom time is with the students. If a resolution is not reached with the principal, an appointment can be made with the pastor.

HONOR ROLL CRITERIA

To earn Honor Roll students in grades **5-8** must achieve 83% (B-) or better with a conduct grade of 2 or higher in the following core subjects: Math, English Language Arts, Reading, Science, Social Studies, Spelling and Religion. (We do not include the non-core subject grades of Art, Music, Band, Physical Education or Penmanship for the Honor Roll.) Students, who achieve 83% (B-) or better in all core subjects for the entire school year, will receive a special certificate at the end of the school year.

HOMEWORK

The term “homework” refers to an assignment or assignments to be prepared or completed in addition to classroom work. Homework may include practicing skills learned in class, studying for tests, enrichment activities, long-term projects, and any work not completed during class time.

Assignments are made at the discretion of each teacher and are expected to be completed by the student on time. Homework is considered late if it is not completed and ready to present by the beginning of the class period for which it is due. Late assignments may be marked down, or given a zero, at the teacher’s discretion. When a student is absent; the number of days, equal to those missed, will be allowed in order to complete missed work.

Parent/guardian support and encouragement regarding homework is important. It is acceptable and preferable to offer homework assistance to your child when necessary; however, it is **your child’s** homework and should reflect **your child’s ability**. Children learn best when they are challenged, with support, to succeed to the best of their ability. Time spent with your child to complete homework should be pleasant and not stressful. Encouraging good study habits and reading with your child will enhance a child’s positive attitude about learning.

Students should use class time wisely and budget their out-of-class-time to successfully complete homework on time and enjoy some recreation. The estimated time allowances for appropriate homework for each grade level are listed below, however, please consult with your child’s teacher regarding specifics for your student.

Grades 1 & 2	20-30 minutes
Grades 3 & 4	30-45 minutes
Grades 5 & 6	45-60 minutes
Grades 7 & 8	60-90 minutes

GRADING SCALES

Grades Y-5's, Kindergarten and Early Elementary

B = Beginning

D = Developing

I = Independent

*Pluses and minuses are used accordingly in conjunction with codes.

Upper Elementary & Middle School

95% - 100%	A	77% - 79%	C
92% - 94%	A-	74% - 76%	C-
89% - 91%	B+	71% - 73%	D+
86% - 88%	B	68% - 70%	D
83% - 85%	B-	65% - 67%	D-
80% - 82%	C+	64% & Below	F

Conduct: 1 = Excellent, **2** = Meets Expectations, **3** = Needs Improvement

ACADEMIC SUPPORT & ENRICHMENT

STAR Track Academy is our after-school academic support program, provided with Title I funds (financial assistance to local educational agencies with high percentages of children from low-income families) to help students shine by getting and/or staying on the right track for their personal growth, achievement, and success.

This program is an educational learning opportunity available for qualifying Our Lady of the Lake Regional Catholic School students in Kindergarten through Eighth grade. It provides the opportunity for remediation, supported work time, and/or learning activities (including some approved online). The program is monitored by a certified/highly-qualified teacher, and is generally offered three days a week (Tuesdays, Wednesdays, and Thursdays) after school until 5:00 p.m. Qualified students are welcome to come any or all three days.

TECHNOLOGY

OLLRCS students will have access to all authorized hardware and software to enhance learning. The use of OLLRCS technology is a privilege, not a right, and inappropriate use of the technology may result in cancellation of those privileges. Violations of the Acceptable Use Policy may result in restricted access or use, suspended use from equipment, financial restitution, and/or other appropriate disciplinary measures. A Technology Use Agreement Form is required to be completed annually for each student and kept on file in the school office.

DISCIPLE OF THE MONTH AWARD

A Disciple of the Month is selected by teachers in each classroom based on the following:

- ✚ Christian action, attitude, and behavior
- ✚ Effort in all responsibilities

These students receive a special certificate and lunch with a variety of staff members.

DISTINGUISHED GRADUATE AWARD

A Distinguished Graduate is chosen from the eighth-grade class at the end of each school year based on the following:

1. **Academics:** this includes achievement/scores in all core academic areas of the report card (Religion, ELA, Social Studies, Math, and Science); good participation and effort in non-core subjects and on standardized assessments. (The student(s) who are generally selected have achieved/earned the highest academic scores in any/all of these areas.)
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, scouts, 4-H, etc.) Each candidate will submit a list of the services they have provided to the school and community through the year, as well as when and how long.
3. The pastor/principal, faculty, school staff and volunteers may be asked for feedback on how they see the selected students interact with adults and children.
4. Students will be asked to write an in-class essay addressing a topic decided upon by the pastor and principal.

EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance for the full scheduled school day on the event day and in good academic standing in order to participate in **any** extracurricular activities or field trips.

SPORTS PROGRAM, EXTRACURRICULAR ACTIVITIES, AND CLUB RULES

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

To be eligible students must:

1. Maintain at least a "C" in core academic subjects or work to full ability from the beginning of the school term.
2. Maintain at least a "2" in conduct from the beginning of the school term.
3. Represent the school with an example of good sportsmanship and/or discipleship (e.g. good manners, proper speech and Christian attitude) from the beginning of the school term.
4. Maintain proper standards of diet, hygiene and rest. NO smoking, vaping, drinking, etc.
5. Maintain weekly eligibility during the playing/activity season.
7. Be present in school at least one-half of the school day to participate in games or activities.

Rural Parochial Sports League When possible, Our Lady of the Lake Regional Catholic 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 Catholic School are able to participate in sports with the public school district in which they reside. These particular sports must have been approved by the district's Board of Education and Our Lady of the Lake Regional Catholic School Administration.

FIELD TRIPS

During the course of the school year, classes may take field trips of an educational nature. Permission is required by written consent of a parent/guardian. A current 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.

Field trips are a privilege but are also a required part of study. Students may be excluded from participation in field trips if they do not exhibit appropriate behavior or fail to strive to meet academic requirements (when applicable). Students absent or excluded from a scheduled trip may be asked to complete an alternate related assignment. The 7th and 8th grade Educational Extended Field Trip may have additional criteria including an academic/behavior contract and fund-raising requirements.

COMMUNICATIONS

Communication between families, parent groups, school staff, volunteers, the parish and wider community is critical for student safety, well-being and success. Communication between families and the classroom should begin with the classroom teacher. The principal is available and ready to assist with concerns beyond the classroom, or to help mediate communication with teaching staff. If necessary, the OLL Parish Pastor and Gaylord Diocesan Catholic Schools Superintendent are available and willing to assist the principal in serious matters.

Efforts to increase and improve communication will be ongoing and of highest priority. Families are strongly encouraged to voice concerns and ideas via appropriate channels. The establishment of a School Advisory Team is in development to assist the principal and pastor in future planning and policy at OLLRCS.

INFORMATION NOTICES

We have found the best way to communicate with our families is through e-mail notifications, text alerts and bulletin board postings in the cafeteria. Please be sure to provide current contact information with the school office.

ADDRESS CHANGE

For the safety of our students, parents/guardians must notify the school office of any change of address or phone number or any other essential information (i.e. legal/custodial care agreements, guardianships, medical/allergies) needed for school records.

CALENDAR

A weekly calendar of events is emailed to each family and posted on the bulletin board in the cafeteria. An online calendar is regularly updated by the school and posted on the school's website: <http://www.ollrcs.org>. Consult the calendar for daily events.

ELECTRONIC DEVICES

Students shall not bring cell phones or other electronic devices to school, unless special permission is granted by the teacher and/or 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. Cell phones and electronic device brought to school without permission will be confiscated and the device will be returned to a parent/guardian at the end of the school day.

OFFICE HOURS

The school office will be open during the school's regular hours of 7:45 am - 4:00 pm, Mon through Friday.

TELEPHONE

The school telephone is a business phone. Teachers and/or students are not called to the telephone from class except in emergencies.

BEHAVIOR EXPECTATIONS and DISCIPLINE

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 himself or herself 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 bullying or 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. (This is in accordance with the Diocesan School Policy Book.)

Student responsibilities include, but are not limited to:

Educational responsibilities:

- Completing daily assignments on time
- Arriving at school with all necessary books, planners, and assignments

Behavioral responsibilities:

- Listening and following directions
- Respecting, in word and deed, the principal, all teachers, staff, volunteers, and fellow students.
- Following school rules and policies (e.g. the school uniform/dress code)

Negligence of responsibilities may result in the following:

- Time-Out

- Forfeiture of recess, specials classes, extracurricular event and/or sport activity
- Be asked to write an essay and/or letter(s) of apology
- Completion of a Behavior consequence form
- Detention

DETENTION POLICY

Detention is a procedure used to enable students to be accountable for serious lapses in performance at school, either educationally or behaviorally. In the event that a detention is assigned, parents will receive at least one day's advance notice. This notice must be signed and returned the next day.

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(s). 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 Principal, 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(s) 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 facts 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(s). The procedure for student expulsion will be followed according to Diocesan policy #4114.2.

EXPULSION-DIOCESAN POLICY #4114

Expulsion is defined as the permanent dismissal of a student from the school within a given school year. The following are 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 a serious penalty. In most cases, the principal should use available means to discover the cause of a student's problem. The suggestion that parent(s)/ guardian(s) refer the student to a guidance clinic, physician or priest may be given at the principal's discretion; hopefully such remedies will resolve the problem(s).

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.

STUDENT ATTIRE

UNIFORM POLICY

It is the **parents'/guardians' responsibility** to make sure that their children come to school properly dressed. Appropriate dress should be worn at all times. Students clothing (uniforms/dress) should be considered in good taste, neat, clean, and free from damage or "fashion created" holes. **All clothing must be sized to fit properly.** When the students are on a field trip representing the school, they should be dressed in their school uniform, unless otherwise instructed.

Other than designated special days, **jeans may not be worn when a student is unable to be in uniform.** Students must wear the full uniform to be "in dress code". If for some serious reason, a student is prevented from being "in code", a written excuse from the parent/guardian explaining the compelling reason is required.

STUDENT DRESS CODE REGULATIONS

Shirts/Blouses: Solid white, red, or light blue **with** collar. No adornments (sequins, jewels, etc.) An undershirt worn should be white and without insignias showing.

Shirts must be tucked in at all times.

Jumpers/ Skirts: Solid navy skirts and jumpers must **not be more than two inches above the knee.** Solid white, navy or white leggings or shorts may be worn under the skirt/jumper.

Pants: Solid navy dress pants. **Note: No** cargo (pockets on the legs), spandex, or sweat pants. Leggings may only be worn with a skirt or jumper.

Shorts & Capris: Solid navy shorts and capris may be worn through October and beginning May 1. (See length requirement under jumpers/skirts.) **No shorts on Mass days!**

Sweaters: Solid white, navy, or red, worn over a collared uniform top. Hoods may not be worn indoors.

Sweatshirts: Only "Our Lady of the Lake" sweatshirts, designed by Our Lady of the Lake Regional Catholic School, are allowed. Orders for school spirit-wear are regularly taken. Check the office and school website for order information.

Socks: Solid white or navy, crew length and/or at least 2" above the ankle. Girls may wear white or navy knee socks or tights, **no nylons.**

- Shoes:** All shoes must be navy, brown, or black leather or “leather looking”, have **non-marking soles**, and heels may **not** exceed one inch in height. Laces must be navy, brown, or black and must be tied. **Flip-flops, sandals, boots and clogs are not allowed.**
- P.E. Clothes:** Middle School students must have a pair of navy blue gym shorts, and a plain red, white or blue solid color T-shirt. To protect the gym floor, all students must have a pair of “gym only” athletic shoes with non-marking soles.
- Jewelry:** One or two small and discrete pieces of jewelry may be worn. Earrings must be small post and simple in design. Earrings should not be more than ½ inch in overall size. Hoop or fishhook style earrings may not be worn.
- Face/Skin & Nails:** Make-up and nail polish are not to be worn to school. Temporary tattoos (rub-on, drawn-on, air-brushed, henna tattoos) are not allowed inschool.
- Hair:** Hair should be clean and neatly combed. Hair accessories must be solid (white, clear, navy, brown, or black) and simple in pattern, free of sequins, rhinestones or other ornamentation. For gentlemen, no pony tails, Mohawks, or spiked hair styles. Length should be above the shirt collar.
- Outdoor Wear:** Outdoor winter boots, snow pants, winter coat, hats, gloves or mittens, must be worn by all students when cold, muddy or snowy weather exists.

STUDENT DRESS CODE AND UNIFORM POLICY VIOLATION CONSEQUENCES

Parent and student cooperation in following dress code rules is important. 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 the uniform infraction.
2. The student will call a parent/guardian for proper attire, if uniform cannot be corrected at school.
3. If a student is consistently violating the dress code, a detention will be given.

FAITH FORMATION

The Catholic Faith is taught throughout the day at OLLRCS. The environment and curriculum are permeated with the Truth as revealed to us by Jesus Christ, and as taught and handed down by His apostles through the establishment of the Catholic Church. This Truth is passed on through Sacred Scripture and Tradition. Students are taught to be disciples of Jesus Christ, the Son of God. They are taught to bring light to a darkened world. We are all called to bring the Good News of the Gospel of Jesus Christ to others in word and in deed. The spiritual formation of children is the most important work of parents, and by extension, all of us at OLLRCS. Do not hesitate to inquire about information as to how you can build and increase your family’s Christian Faith! We are all eager and willing to share the Good News with you!

Prayer is offered at the opening and closing of each day, and is encouraged throughout the day, as befits a Christ-centered school. The study of the Catholic Faith is a core subject at each grade level. School liturgical celebrations are planned by students, faculty, staff, and/or the pastor. Students participate weekly, especially on Holy Days, in the Celebration of the Holy Sacrifice of the Mass. Parents are invited and encouraged to join us for weekly Mass when available. **Families are strongly encouraged to attend Sunday Mass (or participate weekly in their own Christian church services), pray daily with their child(ren), and make studying the Faith a priority.** Patriotism is a part of spiritual formation and thus the Pledge of Allegiance is recited at the beginning of each day.

LUNCH PERIOD

For safety, glass containers are not permitted in the school lunchroom.

Lunch Period:	11:00 – 11:30	PreK/K Recess & Wash Hands
	11:30 – 11:50	PreK/K & 1 st /2 nd Lunch
	11:35 – 12:05	3 rd – 8 th Recess & Wash Hands
	12:05 – 12:30	3 rd – 8 th Lunch
	(11:50 – 12:05 Cafeteria Cleaned and Disinfected)	

Lunch room supervision is provided by staff and/or volunteers. Students are to remain seated while eating and to observe common table manners and lunch room courtesies. Lunch supervisors are expected and asked to report any behavioral issues to the principal. Children are strongly encouraged not to waste food, and will be asked to take home unopened, or large unfinished portions of food, when practical, so that parents and guardians are aware of their child's nutritional intake. Parents are asked to encourage children to eat a healthy and nutritious lunch, and limit the amount of sweets (candy, cookies, etc.) in a packed lunch.

Lunch Program

Families are to provide lunch for their child(ren) on a daily basis. Milk (white and chocolate) is also available for purchase through FACTS Family Portal and must be ordered separately. Children who have paid for milk will receive milk. Milk orders must be placed in advance and are non-refundable.

RECESS

Students will go outside during scheduled recess period(s), weather permitting. A current doctor's note is required for a student to stay inside during recess. During inclement weather or when the temperature/wind chill factor is below 15° F (according to the National Weather Service as reported online) recess activities will be held indoors.

Please remember to have children dress appropriately for the weather.

Students must have permission from the playground supervisor to enter the building during recess time; this is for the student's safety. (This is granted for emergency purposes only—i.e. bathroom emergency.) The playground supervisor (volunteer, faculty, or staff) has the authority to separate and/or withhold any student from part or all of his/her recess privileges for any violation of playground rules.

The procedure for handling lunch and recess behavior violations is as follows:

- 1st Offense: Student and the offense will be reported to the recess 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 be excluded from recess for a number of days as assigned by the principal.

OUR PARISH/SCHOOL COMPLEX and PROPERTY

RESPECT OF PARISH/SCHOOL PROPERTY

Students are expected to respect all parish/school property and maintain a clean parish/school classroom environment.

NO GUM

Chewing gum often becomes a problem and has been found under tables, on floors, etc. For this reason, chewing gum is prohibited for students unless granted a special class/school treat by their teacher and/or principal.

CLASSROOMS

Classrooms are considered “home” of students at school. All students are expected to share the responsibility of keeping the room orderly, clean and attractive. Students are required to keep desks, lockers, and other storage areas, neat and avoid damage to or defacement of furniture, equipment, or learning materials.

LOCKERS

Students are responsible for keeping their lockers neat and free of opened/leftover food (other than their daily lunch or snack), stickers, decals and other debris. Appropriate interior accessories are permissible as approved by teacher/administration (i.e. extra locker shelf, magnets, and magnetic organizers). Assigned locker(s) may not be used by others nor padlocked.

SCHOOL SUPPLIES AND TEXTBOOKS

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. Teachers may require that texts be covered with a cloth or paper book cover for protection. 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. **If books are damaged or lost, a replacement cost will be charged to the student.**

VISITORS TO THE SCHOOL

Visitors are welcome at the school. However, for security reasons, all visitors to the school are requested to enter by the front entrance on (M-55) and are required to sign-in at the school’s office. **Parents are requested to leave forgotten lunches, books, homework, etc. in the school office rather than interrupt the classroom.** If you need to consult with a teacher, you may leave a message with the school secretary asking the teacher for an appointment. This will assure the parent and teacher have sufficient time for the desired consultation.

Potential students are invited to “shadow” students in a classroom at their level for the purpose of determining whether or not to enroll at Our Lady of the Lake Regional Catholic School. Potential student families are invited to contact the school for more information and to set up a “Shadow Date”.

Please note: All policies and guidelines presented in this handbook are subject to change. Families will be notified of any changes through Weekly Family Updates.