

Our Lady of the Lake Catholic School
Preschool - 5th grade
Elementary (South) Campus



OUR LADY
OF THE LAKE

CATHOLIC SCHOOL

Student/Parent Handbook
2024-2025

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INTRODUCTORY STATEMENT

Welcome to Our Lady of the Lake Catholic Elementary School. This handbook provides an effective means to communicate our guidelines and procedures to parents and students. It is highly recommended both parent and student familiarize themselves with policies and expectations noted in this handbook. Please note there are times when unforeseen circumstances occur that fall outside the scope of the handbook. The administration reserves the right to handle these circumstances on a situational basis.

MISSION STATEMENT

Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship.

OUR LADY OF THE LAKE CATHOLIC SCHOOL FOUNDATIONS

- Academics
- Faith
- Citizenship

HISTORY & INFORMATION STATEMENT

Our Lady of the Lake Catholic School is a Kalamazoo Diocese PS-12 Catholic school located on two campuses. Grades 6-12, a middle and high school, is located downtown while our elementary school is on Washington Ave, south of downtown. During the past year, the school has transitioned from Lake Michigan Catholic School (53 year history) to its inaugural opening this fall as Our Lady of the Lake Catholic School. Guided by Fr. John Fleckenstein, Canonical Pastor, the school is poised to enter a “New Era” in Catholic school education.

Our Lady of the Lake Catholic School is accredited by Michigan Non-Public School Accrediting Association (MNSAA) and has developed goals, objectives and outcomes based on a continued positive relationship.

In accordance with Title IX compliance, Our Lady of the Lake Catholic School does not discriminate on the basis of sex, race, color, physical challenges, or national origin in admissions or employment opportunities.

ADMINISTRATION

Reverend Fr. John Fleckenstein-Canonical Pastor

Father Jack Pfeiffer-Chaplain

Sherri Kirschner, M.Ed. – Elementary Administrator, 269-429-0227 ext. 301

SUPPORT STAFF

- Athletic Director, 269-983-2511
 - Phil McDonald
- Business Manager
 - Kevin Riehl, 269-983-5529
 - Morlock Center-Location: 220 Church Street
- Development Director
 - Jennifer Scaccia, 269-588-3108
 - Morlock Center-Location: 220 Church Street
- Enrollment Manager
 - James White-259-983-5520 or 269-983-2511 ext. 315
- Main Office
 - Michelle Riley Office Manager/Administrative Assistant, 269-429-0227 ext. 302
- Facilities Manager
 - Nicholas Page, 269-983-2511, ext. 320
- Technology
 - Stephen Feldpausch, 269-983-2511, ext. 316
- Transportation
 - Tom Strzyzkowski, 269-325-2771

ACADEMIC YEARLY CALENDAR

2024-2025 School Calendar

Aug 15, 2024 TH	Teacher PD day
Aug 16, 2024 F	Teacher PD day in Kalamazoo
Aug 19 & 20, 2024 M/TU	Teacher PD days
Aug 21, 2024 W	Orientation - first day of school
Aug 22, 2024 TH	First day for all classes to be in session TK-12
Aug 26, 2024 M	Preschool Begins
Aug 30 - Sept 2, 2024 F-M	Labor Day Break
Oct 24, 2024 TH	First quarter ends
Oct 25 - 28, 2024 F-M	Fall Break
Nov 8, 2024 F	Half-day for Parent Teacher conferences
Nov 26, 2024 TU	Thanksgiving Mass - All School with dismissal following
Nov 27 - Dec 1, 2024 W-SU	Thanksgiving Break
Dec 2, 2024 M	School resumes
Dec 23, 2024 - Jan 5, 2025 M-SU	Christmas Break (Dec 20 last day of 2nd quarter)
Jan 6, 2025 M	School resumes
Jan 20, 2025 M	NO School - MLK Day
Feb 17, 2025 M	NO School - Presidents' Day
Mar 14, 2025 F	End of the third quarter
Mar 31 - Apr 4, 2025 M-F	Spring Break
Apr 7, 2025 M	School resumes
Apr 18 - 21, 2025 F-M	Easter Break
Apr 22, 2025 TU	School resumes
Apr 25, 2025 F	Half-day for ES for SCENE set up (Tentative date)
May 26, 2025 M	NO School - Memorial Day
June 1, 2025 SU	High School Graduation
June 5, 2025 TH	Last day of school - half-day

COMMUNICATION STATEMENT

The faculty of Our Lady of the Lake Catholic School recognizes that our first priority is the education of our students in the faith as well as the academic disciplines offered in our curriculum. Our dedicated teachers take on multiple responsibilities in and out of the classroom. These activities enhance the school environment and community for our students and their families. Email is our primary form of communication. Under normal circumstances, all email messages will be responded to within two school days. We value the productive collaboration that results from effective parent teacher communication and look forward to working with you as partners during the school year.

Our Lady of the Lake Catholic School uses FACTS as our electronic grade book. Teachers use Google Classroom to deliver assignments, All official grades and transcripts are generated in the FACTS system. Grades earned for typical assignments will be entered within two weeks of the assigned due date in FACTS. Projects may take longer to assess and may or may not be broken down into graded parts. Exceptions to this rule sometimes will occur and you may contact your child's teacher with questions. Late assignments made up by students for credit will be entered as soon as possible. Please keep in mind that grade weighting, number and type of assignments vary by class and teacher. Individual questions pertaining to particular classes should be addressed directly with your child's teacher.

Email is the preferred method of correspondence used by the school on routine matters and parents are encouraged to visit our website, www.lmclakers.org for the latest updates from the school.

A newsletter is published weekly on Fridays with event dates, general school information and a review of the week's successes.

DIOCESAN POLICIES

The Diocese of Kalamazoo has a published policy manual by which all Diocesan schools are bound. These policies assist the pastors and administration in the governance of the school. OLL adheres to all Diocesan policies in regard to the operations of its school. A copy of the Diocesan policy manual is available in the school office for review.

Admissions Policy

- In accordance with Title IX of the Educational Amendments of 1972, Our Lady of the Lake Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices.
- Likewise, no student who wishes to enroll in Our Lady of the Lake Catholic School, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin. Our Lady of the Lake Catholic School strives to meet the needs of every child, to the extent that available

resources, funding, and facilities permit and when instructional programs align with the needs of the individual learner.

Financial Support

- OLL is financially supported by student tuition and fees, the financial support of S.S. John & Bernard, St. Joseph Parish in St. Joseph, St. Joseph Parish in Watervliet, Sacred Heart Mission, parish contributions, the Our Lady of the Lake Catholic School Fund, and special fund-raising projects.
- The Our Lady of the Lake Catholic School Fund is an organization that has established a self-perpetuating endowment fund for the Our Lady of the Lake Catholic School System.
- Support of OLL goes beyond finances. It involves parents and students working on projects and programs outside of the school day. People giving time and talent help assure a quality educational system.

Communicable Diseases

- All children admitted to the Catholic school environment must be in compliance with the immunization schedule required by the Michigan Public Health Code. School administrators are required to cooperate with county health officials in establishing and coordinating all immunization data, waivers, and exclusions, in order to provide preventable communicable disease management. Parents and school administrators should comply with the protocol for the management of selected diseases as published by the state health department.
- School administrators are to require immunization records (or a waiver signed by the parent) of all school enrollees.
- School administrators, in cooperation with the county health officials, are to enforce the protocol for the Management of Selected Diseases and the protocol for handling Blood-Borne Pathogens.
- School administrators and parents (or legal guardians) must work cooperatively to prevent, control, or contain communicable diseases (illnesses caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent). Parents have the responsibility to report to the school administrators any communicable disease which their child has contracted. Failure to report a communicable disease case must be considered as a serious infraction against the partnership between the school and parent. This serious infraction must be dealt with in an appropriate manner by the school administrator and could jeopardize the admission or readmission of the student.

2024-2025 Medical Contraindication Form

- Michigan immunization law requires that a child enrolled in a school or childcare center be immunized against the diseases specified unless a valid exemption applies. A child is exempt from these requirements for any specific immunization, for any period of time for which a physician (MD/DO) certifies that a specific

immunization is or may be detrimental to the child's health. A *Guide to Contraindications and Precautions to Commonly Used Vaccines* can be found at www.immunize.org/catg.d/p3072a.pdf. Any child with a medical contraindication to a particular vaccination is considered susceptible to that vaccine-preventable disease and is subject to exclusion from the school or childcare center if an outbreak of the disease occurs in the school or childcare center.

RELIGIOUS FORMATION

Overview

- Catholic education, its instruction and internalization, requires both intellectual stimulation and outward expression for spiritual growth. To this end, a formal program of studies in Theology is provided, which covers a general study of the Catholic faith with Jesus Christ at its center, as well as in-depth probing of current issues. To complement their spiritual development, a well-rounded program of religious activities and devotionals are offered for all students.

Celebration of the Eucharist/Liturgy

- Liturgical worship is a regular part of the educational experience at OLL. The Eucharist and other devotionals are celebrated several times weekly throughout the year. Students are encouraged to participate in the Mass by reading, singing, bringing up gifts, serving and as Eucharistic Ministers. Parents are always welcome to participate in our scheduled school Masses. Masses will be on Friday at 9:30am until further notice.

Prayer

- After the example of our Lord, our community is held together in prayer. Therefore, as part of a Catholic system of education, OLL students have the privilege of praying together. Each morning to begin the day, at lunch, and at the end of the day, students and teachers lead the community in prayer. A short prayer can also be offered at the beginning of each class regardless of the discipline.

Service and Social Justice Projects

- OLL is a community centered on Jesus Christ. It is a living body whose members are joined by bonds of love, extending itself into family life and into the community in which it exists. The Catholic school stresses the transference of learning into action as a Gospel imperative. The curriculum leads and encourages sensitivity, involvement and continuous response to social responsibility within and outside the Catholic school. Students are led to realize that they are responsible for their actions, their immediate community's actions as well as the larger community. Christian service is only one curricular element in the overall preparation of students for their effective leadership and service in and through the church.
- Throughout the school year, students will be exposed to activities that will allow the opportunity to serve their school and community. We will ask the students to enthusiastically participate in these events as well as through their class and club

activities. Giving back time, talent and treasure is a Catholic imperative and a responsibility we embrace as a school.

SCHOOL POLICIES AND PROCEDURES

Attendance

- School starts at 8:00 a.m. and dismisses at 2:50 p.m. unless otherwise announced
- Students at OLL are expected to attend school and to be on time for all classes. This assures benefit from educational programs and development of habits of punctuality, responsibility, and self discipline.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Vacations scheduled outside of those noted on the school calendar must be prearranged with the main office manager at least two weeks in advance of the planned travel. Failure to plan in advance will lead to unexcused absences. Attendance will not be changed retroactively.
- **Students who are absent for more than 3 consecutive days may be required to submit a doctor's excuse before they are readmitted to school.**

Parental Responsibilities

- Parents are required to assume the responsibility of reporting the nature of the student's absence, by phone, to the school by 9:00 AM. When leaving a message, please leave the following information: Student name, grade and reason for being tardy/absent. Please be sensitive to the number of absences of your student. It is important that our students are active participants in their classes.
- If arriving after the start of the day or leaving before the end of the day, a parent or designee must sign the student in/out in the main office.

Absence and Make Up Work

- Absences, for any reason, remove the student from the primary learning environment and thus have a negative effect on student achievement. Therefore students are expected to be in school and on time on days when school is in session. These days are noted on the official school calendar. Absences not only limit learning opportunities for the student, they cause a certain level of hardship on teachers. It is important to understand that all make-up work is the responsibility of the student. Teachers at OLL will assist students in making up assignments for legitimate reasons. Therefore, the following guidelines are implemented to protect the rights of both teacher and student.

Excused Absences

- It is the school's responsibility and right to judge the validity of any reason stated for absences. **Students may not exceed 5 absences excused/unexcused during a grading period (Quarter). Parents may call their child absent up to 5 times in a semester (Excused). On the 6th absence, a doctor's note must be afforded to the Principal. More than 30 absences could result in retention.**
 - Examples of generally approved absences include:
 - Personal Illness
 - Family Emergencies
 - Necessary Medical Appointments
- For absences due to illness, the student/parent is to contact their teacher and/or check for assignments on Google Classroom when applicable or communicate directly with the teacher. The student will have two calendar days to make up missed assignments for every day missed (i.e. If a student misses two days of school, they will have four calendar days from the date of their return to make up their work).
- For long-term illness (3 days or more), the parent, student, teachers and academic representative will schedule a meeting to outline makeup expectations. Teachers will provide the student reasonable assistance to make up work upon his/her return to class. Extenuating circumstances will be evaluated on a case by case basis by the administration. A doctor's excuse might be required..

Tardy

- Tardies will be considered excused if a parent calls within the first 10 minutes of the school day, or if the student is returning to campus later in the day from an appointment.
- Unexcused tardies are within the first 10 minutes of the school day WITHOUT parent notice.

Extra-Curricular Participation When Absent

- Attendance – Any student must be in attendance for the entire school day to be eligible for contests that day or evening unless otherwise determined by the Principal. Students may attend practice if they are in school for the entire day. Students will only be excused from class for a prearranged medical appointment, school field trip, funeral or other reasons at the discretion of the Principal. Failure of the student to properly pre-arrange an absence with the Athletic Director may result in the student not being permitted to participate. This includes activities on the weekend for students with an unexcused absence on Friday (Virtual students are eligible for extracurricular activities and athletics upon the mutual agreement of the Principal and parents).

DISCIPLINARY ACTS AND PROCEDURES

- Underlining our basic Catholic social teaching is respect for life. Life is a gift from God and is the clearest reflection of God among us since we are created in God's image and likeness. "Each person possesses a basic dignity that comes from God, not from any human quality or accomplishment, not from race or gender, age or economic status. The test of every institution or policy is whether it enhances or threatens human life or human dignity." (USCC 1995)
- The Catholic school environment must, therefore, be a community of faith which "shows reverence and love for every person." (John Paul II 1991) Staff, students and community members involved with the Catholic school must create an environment which is conducive to transforming all humanity and one that is free from harassment or intimidation of any type (including sexual harassment, racial harassment, bullying or hazing).
- Bullying is a form of harassment. For purposes of this policy, "bullying" is defined as: The repeated intimidation of others, after being told to stop, by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based put-downs; extortion of money or possessions; and exclusions from peer groups within the school. Such conduct is disruptive to the educational process and is not acceptable behavior within the school, at any school-sponsored functions, or outside of school.

Disciplinary Consequences for Violation of Human Dignity Policy

- Students who engage in any acts of harassment while at school, at any school function, or in connection to or with any school-sponsored activity or event, or while en route to or from school, are subject to disciplinary action up to and including suspension or expulsion. As may be required by the law, law enforcement officials shall be notified of serious incidents. The school may excuse itself from addressing a disciplinary concern that is under police investigation. This policy shall not be interpreted to prohibit a reasoned or civil exchange of opinions or debate, as protected by state or federal law.

Reporting of Incidents

- **Any student who feels that he or she has been a victim of harassment, should bring the matter to the immediate attention of the appropriate administrator.** Staff members are required to report any alleged incidents of all witnessed harassment or bullying to the appropriate administrator.
- The use of a written report detailing the harassment or bullying is encouraged; however, verbal reports may be made as well.
- After receiving a written or oral report, the appropriate administrator will investigate all complaints of harassment in as prompt and confidential a manner as possible.

- Parents of the parties involved will be informed of the allegation immediately upon its receipt, and will also be notified of the conclusion and of the results of the investigation. If through the investigation process it is found that a violation did in fact occur, appropriate disciplinary consequences will be issued by the administrator.

Weapons Possession

- Unauthorized possession and/or suggested use/possession of any form of weapon, ammunition or look-alike weapon in school, on school property or at school related events may result in immediate suspension or expulsion and referral to local law enforcement authorities.

Theft

- Students found to be in possession of another's property on school campus may result in immediate suspension or expulsion and referral to local law enforcement authorities.

DISCIPLINARY CONSEQUENCES

All disciplinary consequences will be assigned on an individual basis and will be fully communicated to parents. If necessary, the CARE team will be involved.

HEALTH AND WELLNESS

Allergy Policy

- OLL recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. In order to minimize the incidence of life threatening allergic reactions, OLL will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Teachers and new staff are also made aware of the policy.

Asthma and Other Medications

- Access to reliever inhalers is vital. Students are encouraged to keep an inhaler in the nurse's office. If it is necessary for the student to carry their reliever inhaler on their person, parents are asked to discuss this matter with the administrator. All inhalers must be labeled with the child's name by the parent.
- Student medications, when reasonable and supported via a doctor's note or parent permission, will be administered through the main office staff.

Record Keeping

- At the beginning of each school year, or when a child joins OLL, parents are asked to submit a child's medical record. From this information the school keeps its asthma

register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

Classrooms/Cafeteria

- Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
- In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan is activated. The emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Wellness Policy

- OLL is committed to creating a healthy school environment that enhances the development of lifelong practices to promote healthy eating and physical activities that support student achievement.
- This policy will be updated over the course of the school year and made available online.

Buckley Amendment

- Our Lady of the Lake Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the Academic Affairs Office.

Child Abuse Laws

- Our Lady of the Lake Catholic School abides by the Child Abuse laws of the State of Michigan. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

PRINT AND MEDIA

Student Directory

- Parents can access an online student directory on FACTS family portal through the FACTS website. This resource will contain a listing of students' and parents' names, addresses, home telephone numbers, and email addresses. Parents may choose to exclude any personal contact information from this directory.
- The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Distribution of Printed Materials

- Our Lady of the Lake Catholic School shall determine the suitability of any printed materials for distribution within or on the grounds of the school. They will determine the suitability for distribution or posting of all externally produced literature and other printed matter. No such literature shall be distributed in the school or on school grounds without permission and signature of said administrators.

Student Photo/Media

- From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, the school's social media and website, the yearbook, school related video and slide presentations, marketing purposes, etc. The school will allow members of the media to take pictures of students, athletic events, and other school activities for publication. At times, photographers will take photos for resale and make them available to students and parents. The school feels these are legitimate opportunities for students to be in the "limelight" and also promote the school. If a parent prefers photos of their children not be used or published, please notify the school's administration in writing using the form at the end of the handbook.

Change Of Address, Email Address, Phone Number, Etc.

- Parents are asked to update any changes of address, email address, phone number, and parent's work telephone numbers through FACTS as changes occur.

CELL PHONES, TECHNOLOGY AND ELECTRONICS

Students are encouraged to leave all non-school related electronic items at home. If they bring these items to school it is the students' responsibility to keep them secured in their backpack. Our Lady of the Lake Catholic School is not responsible for lost or stolen items.

Students must have explicit permission from an administrator, staff member or teacher to use any electronic device, including cell phones and ChromeBooks during regular school hours. The use of any electronic device in the hallways, cafeteria, gym or

other social areas is prohibited. Cell phones and ear pods (unless directed by a teacher) are strictly prohibited during regular school hours. If a student needs to access personal technology items, they should seek permission from a teacher or from the main office. IE: Use of cell phone to contact parents for a change in after school plans.

Security and Privileges

With access to computers and people all over the world, also comes the availability of information and material on the Internet that would not be considered of educational value in the context of a school setting. Our Lady of the Lake will take precautions to restrict access to the Internet with proper supervision and implementation of this user's policy. Use of the Internet is a privilege, not a right, and the teacher may review or examine all student files and communications to maintain integrity to the school and student. The school retains the right to edit any material in a student's computer file that is not related to the educational purposes of the school.

Educational Philosophy

Part of the mission at Our Lady of the Lake (OLL) is to promote academic and personal growth of students. Technology is available at OLL to enable students to enhance their learning opportunities by fostering a positive attitude for lifelong learning. Technology has become integrated into the curriculum so students can access, explore, communicate and learn information effectively.

Responsibility of Our Lady of the Lake

1. To notify parents through this user's policy that his/her child will have access to Internet services.
2. To make this Internet user policy and procedures available for review by parents, guardians, staff members, and members of the community.
3. To provide in this user policy, descriptions of inappropriate Internet use and consequences for inappropriate use.
4. To supervise students using the Internet services when accessing or transmitting information for educational purposes.
5. To prohibit access to the Internet for any reason other than for educational purposes.
6. To notify students of their responsibilities and that Internet use must comply with the school's educational philosophy and all local state and federal laws.

Responsibility of the Student

1. To use the Internet as a tool for learning. Accessing information, exploring for information and transmitting information must have an educational purpose and directly related to the school's curriculum and educational philosophy.
2. To obtain the permission of the teacher or staff member before accessing the Internet.
3. To follow general classroom and computer lab rules.

4. To comply with all local, state, and federal laws.

Responsibility of the Parents or Guardians

1. To encourage proper use of the Internet by their children.
2. To be aware of this user policy for Internet use.
3. To understand that computer storage/files may be reviewed, examined and edited at any time to ensure compliance with school policies.
4. To pay for any Internet services your child accesses without permission of school personnel.

Inappropriate Uses and Consequences

The following activities will not be permitted when accessing the Internet or any other telecommunications network.

1. Accessing, sending, or displaying offensive, obscene, harassing, insulting or attacking messages, pictures, videos, audios or other forms of inappropriate communications,
2. Trespassing on the other rights of users by falsifying user identities, sharing, using or displaying account numbers or passwords.
3. Damaging or disabling files, computers, related equipment or the work of others.
4. Using the Internet for non-educational purposes.
5. Violating copyright laws.

Misuse in any form will not be tolerated. Violation may result in loss of Internet privileges, detention, restitution for monetary damages, and/or suspension. In extreme cases legal action will be pursued and families will be held liable for any damages incurred.

STUDENT 1:1 DEVICE POLICY

Overview

- The following policies refer to the use of an individual student-computing device. Students are also required to follow all the guidelines outlined in the Our Lady of the Lake Catholic School's current "Technology Acceptable Use Policy". As Our Lady of the Lake Catholic School's instructional technology evolves, additional policies may be added and updated.

Care and Maintenance of the Device

- Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the Technology Coordinator or your school's main office as soon as possible. Device repair/replacement options will be determined by the school's administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

- Never leave the device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's main office.
- Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a device.
- Devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the face of the device.
- While the device is scratch-resistant, it will scratch. Avoid using any sharp object(s) on the device.
- Avoid placing weight on the device.
- Never throw or slide your device.
- Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
- Do not lend your device to another person. Each device is assigned to a student and the responsibility for the care of the device solely rests with that student.
- The device is an electronic device and care must be exercised when handling it. Never throw a book bag that contains another device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
- The device is designed for daily use; therefore, each device must be charged and ready to use each school day. In the event a device is taken home, it is our expectation that your devices will be charged at home each night and ready for a full school day.
- The device must remain free of stickers, writing, painting, or any other forms of adornment.
- The device cover may not be personalized.
- Do not attempt to "jailbreak or root" the device as this will void the warranty and result in a 100% assessment to the parent.

Cost of Devices, Apps, and Accessories

- The replacement cost of the device is approximately \$300 and includes the device, device charger, software applications (apps) including assorted programs/accessories specific to individual classes.
- It is the parent/guardian's responsibility to cover the cost of the issued device in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. We understand that accidents happen, but cannot afford to replace broken, lost or stolen devices.

- Issued software applications (apps) are needed for student learning and should not be deleted. The school reserves the right to reimage the device at any time to reset it to our original settings.
- Modifying the settings of the district issued device or deleting issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Devices

- In the event that an OLL issued device is damaged, lost, or stolen the student and parent/guardian should immediately notify the Technology Coordinator. The filing of a police report by the parent/ guardian may be advised at that time.
- In the event that a device is lost or stolen the parent/guardian will be assessed for the replacement cost of the device (\$300).
- Students who withdraw from Our Lady of the Lake Catholic School during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Technology Coordinator. Failure to return a device in a timely fashion may result in legal action.

Distribution of Devices

- Each student will receive a device configured by Our Lady of the Lake Catholic School. Students are not permitted to use their own personal devices.
- A unique, individual device will follow the student throughout the student's career at Our Lady of the Lake Catholic School.
- Devices will be kept in the classroom and distributed at the beginning of the year by the teacher.

Student Use of the Device

- The device is the property of Our Lady of the Lake Catholic School and as a result, may be confiscated and reviewed at any time. The student should have NO expectation of privacy of materials found on a device or a school-supplied or supported email service.
- Many school-owned devices come equipped with both a front and rear-facing camera and video capacities. Students may take photographs and audio/video recordings only with a person's consent and when authorized by school personnel for educational purposes.
- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and such actions are subject to disciplinary action.
- Music, videos, and sound use while at school, will be at the discretion of the classroom teacher and building administrator.

- The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate or archive files to independent storage space.
- The issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- Our Lady of the Lake Catholic School makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.

Internet Filtering & Parental Controls

- Our Lady of the Lake Catholic School filters the device for web content when the students are at school. Here are options for how to filter the internet at home:
 - Adult Supervision
 - Talk with your child and have him/her show you what they have been doing on the device.
 - Set up a contract with your child that the device can only be used in public places in your home (like the living room)
 - Take a look at the web history on the device
 - Filter your home wireless network
 - Contact your home Internet provider - many ISPs have free parental control options and virus software available to their subscribers. You can also use free services such as OpenDNS to filter your home Internet. OpenDNS free parental control home filtering information is available at <https://www.opendns.com/setupguide/#familyshield>
 - Purchase a wireless router that supports filtering.
 - Put a passcode on your wireless and enter it for your child when they need to use the Internet.

*It is the responsibility of the parent to filter the Internet for their child at any location outside of the school building.

ACADEMIC POLICIES

Honor Code

Members of the OLL Community will live by and exemplify the standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others and on ethical principles which are the basis of our Catholic community based on the teachings of Jesus Christ.

The members of the OLL Community will conduct themselves in a trustworthy manner that will further the best interest of the school, their class, and any team or clubs to which they belong. All members of the Community shall act responsibly and work for the common good rather than solely for personal advantage. Community members should honor the rights of others, conducting themselves at all times in a moral and decent manner that befits a Catholic environment. Community members should follow these principles throughout their lives as citizens of and contributors to the larger world community.

As members of a larger community, the school reserves the right to consider consequences as deemed necessary to maintain an environment based on high standards of Christian behavior. This is inclusive of negative behaviors as they occur within or outside of the school. If a negative behavior impacts the community as a whole, it impacts the school and its reputation. Parents in their role as partners accept the responsibility to notify the school in the event of a matter that would impact the student's standing with regard to this code. The school participates in the Berrien County Trial Court System notification process and is notified of criminal infractions of students by the courts.

Cheating & Plagiarism:

- Cheating is to act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.
- Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

These offenses will be dealt with on an individual basis.

Extracurricular & Athletic Eligibility

Student Eligibility - Extracurriculars play an important role in helping develop the whole student.

For that reason, we do not follow the traditional junior/high school eligibility requirements for grades. We do adhere to the following:

- Students must be in attendance the entire academic day to participate in practices, contests and performances. Pre-scheduled medical appointments or other extenuating circumstances must be communicated to the main office in writing or via phone to be excused.

Standardized Testing

Students in grade K - 5 will participate in NWEA three times per year. Teachers will use this data to help drive instruction and to meet the needs of the individual student. Additional assessments will be used as needed to determine the best course for academic success for each student.

Uniform Code for 2024-2025 Elementary campus

Grades TK - 5

- Boys & Girls Shirts
 - Students in grades **TK - 5 will wear a plain white polo with/without the school logo. Blue and hunter green polos must have the OLL logo on them. LMC logos are not allowed.** Polos may be short or long sleeved. Polo shirts need to be tucked into pants.
- Boys & Girls Pants
 - Students will wear solid navy Docker style dress pants. (No shorts, no rivets or jean style, **no leggings as pants.**)
- Girls Skorts/Jumpers/Skirts
 - Girls in TK - 3rd grade have the option to wear the hunter/classic navy plaid jumper from LANDS' END. Girls in grades 4 & 5 may also wear Land's End hunter/classic navy plaid A-line skirt/skort. The length should never be more than 3 inches (3") above the knee. **Solid navy skorts are an option for girls also.**
- Boys & Girls Socks
 - **Students will wear solid white or dark color solid socks.** Girls may also wear navy or white tights/nylons with their skorts/skirts/jumpers. (Leggings are allowed under jumpers/skorts.)
- Boys & Girls Shoes
 - Students have the option to wear tennis and/or dress shoes. (Sandals, flip-flops, boots, clogs, Crocs, slippers and/or high heel shoes are not permitted.) A pair of tennis shoes must be kept at school for PE class.
- Boys & Girls Sweaters/Sweatshirts
 - Students have the option to wear a navy or white cardigan, crew neck, vest or V-neck sweater or vest.
 - Sweatshirts - navy crew neck sweatshirt with logo is allowed

Girls & Boys Mass Day:

- On Mass or special event days students will wear the following:
 - Boys: Long or short sleeve white button down dress shirt-tucked (logo or non-logo), tie (grades 2 - 5), uniform pants, socks and shoes, navy or white sweater vest or cardigan is optional.
 - Girls: Jumper or skirt depending on grade, white button down dress shirt-tucked (logo or non-logo), navy or white cardigan or sweater vest is optional, uniform socks and shoes.

Summer Uniform is permitted before October 1st and after May 1st. Appropriate length solid navy shorts are permitted on non-Mass days with uniform shirts.

Red shirt days (Martyr Days)

Students can purchase a red -t-shirt designed especially for Red shirt days or wear a solid red polo shirt with uniform bottoms.

- Student non-uniform days will be on the first Wednesday that school is in session each month. In the event a non-uniform/spiritwear day is warranted, the principal will give advance notice. All clothing must be in good condition and in good taste. **Shorts, when allowed, must be uniform length but do not have to be uniform shorts.** Hats are never permitted indoors. Students should never wear items of clothing or carry items that convey references to drugs, alcohol, violence, weapons or political ideologies.
- Order Your Uniform Items From Lands' End
 - Visit www.landsend.com, and choose the SCHOOL category. This will allow you to search by school. The code for Our Lady of the Lake Catholic School is [900048919](http://www.landsend.com), or you can search by entering Our Lady of the Lake Catholic School, St. Joseph, MI.
 - Non-logo items may be purchased at a vendor of your choice and should be plain colors as suggested by the above code per grade level.
- Uniform Code should be adhered to and if issues arise, the situation will be handled in the classroom first. If it persists, the administration will become involved..
- Notes -
 - No colored hair dye, temporary tattoos, clip-on hair feathers, distracting headbands, etc.
 - Separate gym shoes are to be kept at school for PE day.
 - No hats or scarves during the school day without permission from the principal.
 - Hair should be neatly groomed and trimmed appropriately.
 - Boys hair should be above the eyebrows and off the collar.

ADDITIONAL INFORMATION

Lockdown, Fire and Tornado Drills

- Drills are held throughout the school to practice procedures as to what to do in case of emergency. The following directions have been set up for the protection of all concerned. When the alarm sounds for a fire drill, students will stop work immediately, not take any books or coats with them, and proceed to the appropriate exits. When the alarm sounds for a tornado drill, students will stop work immediately, and proceed to the hallway. Teachers will carry required emergency materials and take attendance after assembling outside or in a protected safe area. All drill logs are posted at lmclakers.org.

Building Hours

- The school opens at 7:30 am and closes at 3:30 pm except for students attending After Care. For liability reasons, there is to be no student unsupervised after hours in the building or on the campus.

Visitation Guidelines

- All parents and visitors upon arrival to the building must report to the *Main Office* to check in with school office personnel. You must receive a visitor badge and sign in and out at the visitor reception window.

Line Of Authority

- If you have a school related concern that you wish to address openly, you are asked to follow this line of authority: Teacher, Principal, Canonical Pastor. Parents who call the school with concerns will be asked to follow this policy.

Emergency School Closings

- Experience has taught us that we need not follow Benton Harbor or St. Joseph for closings as each of us have unique characteristics related to our families, buildings and locations. In the event of inclement weather or other emergencies, the administration will make the decision to close the buildings. Notification of closings will be primarily handled through FACTS. They can be heard on radio stations AM1400, FM107.1, 94.9, 97.5, 98.3, and 103.7 and on television channels 22 WSBT and 16 WNDU. We will also post it on our website. Safety is always the primary consideration in making these difficult decisions. If your local school district is closed due to inclement weather, your child will be excused.

Asbestos

- The Elementary building has no known asbestos.

Pesticides

- Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. Every effort will be made to give prior notice to our families when possible.

Textbooks

- Textbooks are provided by the school. Students are responsible for the condition of the textbook they are assigned. Periodic "Book Checks" may be conducted to insure that students are using their assigned books and to insure they are being properly maintained. Any lost books or damage other than normal wear and tear will result in a charge to the family to replace the textbook.

Volunteers

- Adult volunteers are a valuable asset to learning and to the smooth functioning of a school. These volunteers are subject to the same professional ethics as are all staff members. All volunteers must participate in the mandatory diocesan VIRTUS program. Due to safety considerations, non-school age children are not to be brought to school activities by volunteers. We are always looking for assistance in a variety of departments. If you can help, please feel free to contact the Principal.

Posters and Displays

- The use of displays, posters, and announcements are regulated as follows:
 - Must have the approval of the Principal
 - All poster(s) and display(s) must be removed when the event is over by those who put them up.
 - Not allowed on glass windows, walls and/or doors.

Social Events and Activities

- All social events must receive approval from the Principal. The Principal should be informed of outside guests when applicable.

Field Trips

- Parents may refuse to allow their student to participate by notifying the school in writing.

PARENT AND STUDENT AGREEMENT 2024-2025

- Student responsibilities are defined in the Student/Parent Handbook. It is the expectation of OLL that staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. Parents are the first and foremost educators in the family setting. The school assists and supports parents in exercising that responsibility. Parents should read and discuss this document with their student(s) at the beginning of each school year (additionally as needed), and cooperate with the discipline procedures. Parents are expected to cooperate with staff, teachers, and administrators in explaining and teaching student responsibilities and in the discipline process. Parents are asked to support and reinforce the positions and decisions of staff, teachers, and administrators.
- OLL reserves the right to engage law enforcement in internal investigations in the event an unlawful act involving the school has occurred. The administration of the school has little time to devote to the investigation of this type of misbehavior and may turn investigations over to the authorities as situations warrant. State and federal laws regarding all level behavior violations will be followed. Proper authorities will be notified. In the absence of the Principal a designee will be named to administer discipline.

We understand the policies and procedures explained in this handbook must be followed at all times.

Parent Signature: _____

Student Signature: _____

Student Name: _____

Date: _____

PHOTO AND MEDIA RELEASE OPT-OUT

I would like to opt OUT of having my student's photo used in any promotional materials for the school.

Parent Signature:

Date: