

Our Lady of the Lake Catholic School
Grades 6-12
Downtown Campus



OUR LADY
OF THE LAKE

CATHOLIC SCHOOL

Student/Parent Handbook
2024-2025

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WELCOME TO OUR LADY OF THE LAKE CATHOLIC SCHOOL

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

- Education
- Faith
- Citizenship

INTRODUCTORY STATEMENT

Welcome to Our Lady of the Lake Catholic School, Downtown Campus (Grades 6-12). 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. **Parents and students must sign the final page of this handbook prior to the start of the academic year.**

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.

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, share our downtown Saint Joseph, MI campus. During the past 2 years, the school has transitioned from Lake Michigan Catholic School (53 year history) to its inaugural opening in fall 2022 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 education.

HOURS OF OPERATION

School offices are open 7:30am-3:30pm

Classes 7:50am (start)-3:00pm (dismissal)

ACCREDITATION

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.

MNSAA is open to Michigan religious, independent or private elementary or secondary schools through its MNSAA process or through an approved reciprocal program. To begin the accreditation process, a school must have an established program for a minimum of

three complete school years. The school also must complete: a self-study based on material provided by the MNSAA office. The study requires schools to examine their mission and purpose and to have a strategic plan for school improvement. 2. an external evaluation process by a team of non-public educators from various levels and positions. This site team prepares a report that is then reviewed by a team of readers who may recommend accreditation status to the Leadership Council. Annually, the school must submit a report documenting compliance with state rules and regulations, and detailing their progress addressing any concerns listed by the site team. Each school undergoes the complete self-study process every five years. Our Lady of the Lake Catholic School completed their most recent self-study during the 2022/2023 school year.

STAFF

ADMINISTRATION

Reverend Fr. John Fleckenstein-Canonical Pastor

Father Jack Pfeiffer-Chaplain

Nic Antoine-Principal

SUPPORT STAFF

- Academic Affairs
 - Erin Celeste-Counselor, 983-2511, ext. 310
 - Jason DeVoir-Advisor
 - Anna Reed-Advisor
- Athletic Director
 - Phil McDonald, 269-983-3154 or 269-983-2511 ext. 330
- Business Manager
 - Kevin Riehl, 269-983-5529
 - Morlock Center-Location: 220 Church Street
- Campus Ministry
 - Jason DeVoir, 269-983-3911 ext. 228
- Development Director
 - Jennifer Scaccia, 269-449-3400
 - Morlock Center-Location: 220 Church Street
- Enrollment Manager
 - James White M.Ed. – Middle-High Administrator, 983-2511 ext. 315
- Main Office
 - Lisa Whitfield-Office Manager/Administrative Assistant, 269-983-2511, 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 LIFE

ACADEMIC YEARLY CALENDAR

AUGUST	15	First staff PD Day
	16	Diocesan PD, Kalamazoo
	19-20	Teacher work days in classrooms
	21	Orientation Day
	22	1st day of school
SEPTEMBER	Aug 30-2	Labor Day break
OCTOBER	24	End of 1st quarter
	25-27	Fall Break - no school
NOVEMBER	8	½ Day: Parent-Teacher Conferences
	26	All-school Thanksgiving Mass, dismissal after
	27-Dec 1	Thanksgiving Break
DECEMBER	20	End of 1st semester
	23-1/5	Christmas break
JANUARY	6	Back to school
	20	Martin Luther King, Jr. Day - no school
FEBRUARY	17	President's Day - no school
MARCH	14	End of 3rd quarter
	31-Apr 4	Spring break
APRIL	7	Back to School
MAY	23	Final Day for Seniors
	26	Memorial Day - no school
	29	Senior Honors Night
	30	Senior Baccalaureate Mass
JUNE	1	High School Graduation
	5	Last day 1/2 day

2024-2025 DAILY SCHEDULE

Daily Schedule

7:50 start time

- Period 1: 7:50-8:41
- Period 2: 8:44-9:30
- Period 3: 9:33-10:19
- Period 4: 10:22-11:08
- LUNCH: 11:11-11:44
- Period 5: 11:47-12:33
- Period 6: 12:36-1:22
- Period 7: 1:25-2:11
- Period 8: 2:14-3:00

Mass Schedule

7:50 Start time

- MASS: 8-8:50
- Period 1: 8:55-9:35
- Period 2: 9:38-10:18
- Period 3: 10:21-11:01
- Period 4: 11:04-11:44
- LUNCH: 11:47-12:18
- Period 5: 12:21-1:01
- Period 6: 1:04-1:44
- Period 7: 1:47-2:17
- Period 8: 2:20-3:00

ACADEMIC AFFAIRS CONTACT INFORMATION

Parents and/or students who desire to see an Academic Advisor are to contact the Academic Affairs Office to schedule an appointment 983-2511 ext. 310.

GRADING SCALE

Grade	Percentage	Unweighted/Regular Class	Weighted AP & Dual Enrollment
A	100-93	4.000	5.000
A-	92-90	3.667	4.667
B+	89-87	3.333	4.333
B	86-83	3.000	4.000
B-	82-80	2.667	3.667
C+	79-77	2.333	3.333
C	76-73	2.000	3.000
C-	72-70	1.667	2.667
D+	69-67	1.333	2.333
D	66-63	1.000	2.000
D-	62-60	.667	1.667
F	59 or below	0.000	0.000
I	Incomplete		

GRADE POINT AVERAGE

- All subjects are included to compute a grade point average. Numerical equivalents are used in place of letter grades. Grade Point Averages are cumulative and based on completed semester classes.
- Overall GPA is based on SEMESTER grades. As a student progresses through High School, all semester GPA's are averaged to compute cumulative GPA's.

HONOR ROLL

Honor Roll is based on semester grades. The GPA qualifying for the various levels of the OLL Honor Roll are:

Summa Cum Laude	4.0
Magna Cum Laude	3.7-3.99
Cum Laude	3.5-3.69

MIDDLE SCHOOL ACADEMIC REQUIREMENTS

- Grade 6: Theology, English, Mathematics, Social Studies, Science, Electives, Advisory
- Grade 7: Theology, English, Mathematics, Social Studies, Science, Electives, Advisory
- Grade 8: Theology, English, Mathematics, Social Studies, Science, Electives, Advisory

HIGH SCHOOL ACADEMIC REQUIREMENTS FOR GRADUATION (NEW 2024)

- Theology 4 credits
 - English 4 credits
 - Mathematics 4 credits (1 credit senior year)
 - Social Science 3 credits
 - Science 3 credits
 - Foreign Language 2 credits (of the same language)
 - Physical Education/Health 1 credit (PE may be satisfied w/Varsity Letter)
 - Fine Arts 1 credit
 - Additional Electives* 1 credit
 - Personal Finance 1/2 credit
- 23.5 credits (total)*
- OLL's diploma is authorized by the State of Michigan and accredited by the Michigan Non-Public Schools Accrediting Association. It signifies that students from OLL have been provided a comprehensive selection of classes, those strongly recommended by the President's Council for the State Universities of Michigan. OLL students must pass and earn 23.5 credits during 9th-12th grade for graduation, 1/2 credit given for each class completed satisfactorily each semester.

- The State of Michigan also requires an online learning experience to be completed at some point during a student's high school academic career.
- Students who fail to pass all their classes will be placed on academic probation and monitored for progress by the Academic Affairs Office. Students who fail any course must retake the course.
- Additional High School Requirements:
 - Service: 25 hours yearly
 - Capstone Project (Seniors)

QUARTER GRADES (9 weeks)

- Within each class, grades are weighted as follows:
 - 70% for major, summative assessments (ie quizzes, test, and projects)
 - 30% for daily, formative assessments (ie homework and classwork)

SEMESTER GRADES (18 weeks)

- Each teacher will present to his/her class the grading procedures to be utilized in determining individual student grades.
- The breakdown of the semester grades is as follows:
 - Middle School
 - 50% first quarter
 - 50% second quarter
 - High School
 - 40% first quarter
 - 40% second quarter
 - 20% final exam (exceptions being Second Semester seniors and AP Classes in the Second Semester)

CLASS DISTINCTIONS-GRADUATION

- Graduates will receive specific distinctions (Cum Laude, Magna Cum Laude, and Summa Cum Laude) based on GPA. Graduation honor stoles will be awarded on the above scale.

STANDARDIZED TESTING

- Below is a chart indicating our testing schedule for the Middle-High School.

Grade	Assessment
6	NWEA: 3 times yearly ARK: 2 times yearly
7	NWEA: 3 times yearly ARK: 2 times yearly

8	NWEA: 2 times yearly ARK: 2 times yearly PSAT and M-STEP in April
9	ARK: 2 times yearly PSAT in April AP Exams in May
10	ARK: 2 times yearly PSAT in April AP Exams in May
11	ARK: 2 times yearly PSAT in October (Note: 9th and 10th graders can opt to take this) SAT/ACTWorkKeys, M-Step in April AP Exams in May
12	ARK: 2 times yearly AP Exams in May Capstone Project (Optional-SAT/ACT)

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 (Tentatively Fridays 8:00am).

RETREATS

- Retreats are offered to middle and high school students yearly at OLL. It is our expectation that all students actively participate in retreats with the appreciation of

their theme, scope and purpose. Retreats will be scheduled by Campus Ministry throughout the year.

PRAYER

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

SERVICE AND SOCIAL JUSTICE

- 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.
- High School students will be required to participate in a documented 25 hours of service yearly. Students will create a portfolio of their experiences.
- [Service Requirements and Forms for 2024-2025](#)

STUDENT LIFE

UNIFORM CODE GRADES 6-12

Boys Grades 6-12	Girls Grades 6-12
Shirts: Short/Long Sleeve	Shirts: Short/Long Sleeve
Navy Polo w/OLL Logo White Polo w/OLL Logo	Navy Polo w/OLL Logo White Polo w/OLL Logo
White Button Down w/OLL Logo (optional) *White undershirt as necessary	White Button Down w/OLL Logo (optional) *White undershirt as necessary
*OLL Logo patches are available in the main office if you choose not to use Lands End (\$10.00ea)	*OLL Logo patches are available in the main office if you choose not to use Lands End (\$10.00ea)
Pants/Shorts	Pants/Shorts
<ul style="list-style-type: none"> Khaki or Navy Docker/Lands End-Style Pants 	<ul style="list-style-type: none"> Khaki or Navy Docker/Lands End-Style Pants
<ul style="list-style-type: none"> Khaki or Navy Docker/Lands End Style uniform shorts (August, September, May and June)-NOT ON MASS DAYS 	<ul style="list-style-type: none"> Uniform skort or skirt (Lands End) Khaki or Navy Docker/Lands End Style uniform shorts (August, September, May and June)-NOT ON MASS DAYS
Shoes	Shoes
<ul style="list-style-type: none"> Dress or Gym Shoes 	<ul style="list-style-type: none"> Dress or Gym Shoes (no heels)
Socks	Socks
<ul style="list-style-type: none"> White, Navy, Black 	<ul style="list-style-type: none"> White, Navy, Black Girls may also wear navy, black or white tights/nylons/leggings with their skorts.
Sweaters and Sweatshirts	Sweaters and Sweatshirts
<ul style="list-style-type: none"> Navy or heather gray cardigan, crew neck, vest or V-neck sweater with or without OLL logo Crew neck or quarter zip navy sweatshirts with OLL logo ONLY-NOT ALLOWED ON MASS DAYS 	<ul style="list-style-type: none"> Navy or heather gray cardigan, crew neck, vest or V-neck sweater with or without OLL logo Crew neck or quarter zip navy sweatshirts with OLL logo ONLY-NOT ALLOWED ON MASS DAYS
Hair/Grooming	Hair/Grooming
<ul style="list-style-type: none"> Well-groomed, and clean-shaven- 	<ul style="list-style-type: none"> Hairstyles shall be neat, clean,

length of hair for young men must not extend past the TOP of the collar in back and above the eyebrows in the front	well-groomed, and must be out of the eyes at all times-no extreme hair colors
Mass Day	Mass Day
<ul style="list-style-type: none"> • White button down dress shirt tucked, tie/bow tie-uniform tie adult stripe navy/gold Land's End, uniform pants, and belt, navy blazer (optional) • *No shorts on Mass Days 	<ul style="list-style-type: none"> • White button down dress shirt tucked, tie/bow tie-uniform tie adult stripe navy/gold Land's End (optional), uniform pants (belt), skorts, skirts, navy blazer (optional) • *No shorts on Mass Days
Not Permitted	Not Permitted
<ul style="list-style-type: none"> • Hats, sun glasses, jackets in class, hoodies, athletic uniforms, any items with political, tobacco, alcohol or drug related themes, shoes that do not have a back on them (sandals, flip flops, slippers, Crocs, clogs) 	<ul style="list-style-type: none"> • Hats, sun glasses, jackets in class, hoodies, athletic uniforms, any items with political, tobacco, alcohol or drug related themes, shoes that do not have a back on them (sandals, flip flops, slippers, Crocs, clogs)

- 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**, 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 required by the above code per grade level.
- Uniform Code offenses are cumulative for the year and apply to all classes. If a student receives a non-uniform infraction from one teacher in their class and then receives another warning in a different class on a separate day, these will count as two offenses.
 - 1st offense: teacher speaks PRIVATELY to student and emails parent in FACTS for notification.
 - 2nd offense: Teacher emails the parent and principal via FACTS. Teacher assigns detention in FACTS. Detention will be served during lunch with the assigning teacher.
 - 3rd offense: Teacher emails the parent and principal via FACTS. Teacher assigns detention in FACTS. Detention will be served during lunch with the assigning teacher.
 - 4th offense: The student will be sent home for a minimum of one day or until

they can comply with the code of conduct. The student will be coded “unexcused” during the time of absence.

ATTENDANCE

- School starts at 7:50 a.m. and dismisses at 3:00 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.
- 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. 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 pre-arranged 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.
- OLL is a closed campus. Students are not allowed to leave the school grounds during the school day. No students may leave the building to “go out” for lunch unless accompanied by a parent or as part of a scheduled school function. Lunch may not be “ordered in”. The parking lot and personal vehicles are considered as off-limit areas during the school day unless the administrator gives permission. Academic related trips off campus must be approved and confirmed in advance by the teacher and the administration with written permission from a parent or guardian.
- Students must sign the attendance book in the Main Office before leaving the school building and upon returning to school. If the student leaves and returns during the school day for a medical appointment, we ask that an excuse be provided from the care provider upon return to school.

NOTE: ATTENDANCE POLICY TBA BASED ON NEW DIOCESAN POLICY

- All students must be in attendance for the entire school day to be eligible for contests and practices that day or evening unless otherwise determined by the administrator.

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).

HARASSMENT

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is unacceptable and it is against the policy of this school for any administrator, employee, student, resource and support staff, substitute teacher, independent contractor, or volunteer, male or female, to sexually harass another employee, student, or volunteer. The complaint procedure is available in the administrator’s office. Definitions of Harassment: (One single incident is considered a form of harassment.)

- Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive, and fails to respect the rights of others. Harassment can be either conduct or communication: e.g. sexually inappropriate touching, gestures, or language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student’s education, or creating an intimidating, hostile, or offensive educational or work environment.
- Racial Harassment includes making negative reference to a person’s cultural or racial background and/or creating a hostile or offensive educational or work environment through such conduct.
- Physical or Other Forms of Harassment of any nature include any conduct which may reasonably be offensive to others including creating a hostile learning environment.
- Bullying is a form of harassment. For purposes of this policy, “bullying” is defined as: Intimidation of others 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.

- Hazing means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights that creates physical or mental discomfort that is directed towards a student for the purpose of being initiated into, affirming with, a group whose membership is totally or predominantly other students from the school. Soliciting, encouraging, aiding or engaging in “hazing” whether on or off school property, is strictly prohibited.
- False Reporting is wrongfully and willfully accusing another of an act of bullying or harassment, and is subject to appropriate disciplinary action.

DISCIPLINARY CONSEQUENCES FOR HARASSMENT

- Students who engage in any acts of harassment or hazing 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 a minimum of a one day out of school suspension disciplinary action up to 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 INCIDENT

- 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 teacher or administrator.
- The use of a written report detailing the harassment or bullying is encouraged; however, oral reports may be made as well.
- After receiving a written or oral report, the appropriate teacher or 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 after an initial inquiry and investigation by the principal or his/her designee. If through the investigation process it is found that a violation did in fact occur, appropriate disciplinary consequences will be issued by the administrator. After the investigation has concluded, parents may request a meeting with the administrator.

THREATS

- The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should

immediately report it to the pastor, the principal, or a teacher. The administrator or designee will convene OLL's Crisis Team to assess the situation.

- The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.
- The student who has made the threat shall be suspended until the police and/or school investigation has been completed, and at that time the student may face other disciplinary actions, up to and including expulsion from school.
- The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

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.

GAMBLING

- Students are forbidden to gamble on the premises of OLL.

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.

ALCOHOL

- It should be noted that any violation of this policy is extremely serious and will result in a minimum 3 day out of school suspension, extended suspension and/or expulsion.
 - Policy Boundaries:
 - The school day
 - School activities (extension of the school day)
 - Private social activities risk falling under school discipline procedures
 - Pictures/text on school owned computers as well as pictures and comments on social networking sites (i.e. Facebook, Instagram, Twitter, etc.)
 - Alcohol Use and Abuse:
 - Consumption of alcoholic beverages

- Being under the influence of alcohol
- Being in the possession of alcohol
- Student behavior involving the law
- Pictures, texts, social media sites depicting students holding or consuming alcoholic beverages

CONTROLLED SUBSTANCES/NON-CONTROLLED SUBSTANCES

- A controlled substance is to mean as defined by Michigan and Federal Law. It is against school policy to use, possess, deliver, or attempt to deliver or cause to be delivered a non-controlled substance which the person:
 - Represents to be a controlled substance
 - Represents to be of a nature, appearance or affect which allows the recipient to display, sell, distribute or use the substance as a controlled substance
 - Proof of any one of the following in prima facie evidence of the above
 - The above substance substantially resembles a controlled substance
 - The substance is unpackaged or packaged in a manner normally used for illegal delivery of a controlled substance (baggie, etc.)
 - The substance is not labeled as required by the F.D.A.
 - The person states that the substance may be resold at a price that substantially exceeds the value of the substance.
 - Sale of any drug whether or not it is properly labeled or in a sealed package is against school policy. No person may advertise a non-controlled drug
 - Promoting the sale of a drug, which has not been approved for human consumption for its physical or psychological effects
 - Which the person knows is manufactured to resemble a controlled substance or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance

INHALANTS AND DRUG PARAPHERNALIA

- The manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited...any glue, aerosol, or other chemical substance, including but not limited to: lighter fluid, paint, or gasoline for inhalation.
- Any form of vaping or smoking is strictly prohibited. Students discovered vaping on campus or in possession of vaping paraphernalia will serve at minimum a suspension of three days. Legal consequences might be enacted as vaping is illegal under the age of 21 in the state of Michigan.
- It is against school policy to use or possess various instruments and materials commonly known to be intended for the use of, or preparation of illicit substances

TOBACCO

- Students found to be in possession, sharing, selling or using tobacco will serve a three day Out of School Suspension. There needs to be tobacco counseling (with an outside approved agency) established before the student can return to school.

DISCIPLINARY CONSEQUENCES

Detention

- For minor offenses (IE: tardiness, dress code violations) determined by the principal or his/her designee, students will serve a 30 minute lunch detention, on the day of the offense, either sitting with the assigning teacher or assisting in cleaning tables and the general cafeteria area.
- Any student accumulating 5 or more detentions in a grading period will be scheduled for a parent meeting to discuss possible further disciplinary action. The meeting will include the Care Team: Administrator, Counselor, HS Theology Teacher, and a selected HS teacher.

Out of School Suspension (OSS)

- OSS is used when a student needs to be removed from campus for disciplinary reasons or if administration feels that other forms of discipline are not successful with a student. During Out of School Suspension a student may not participate in any extracurricular activities or be on school premises. Academic credit is at the discretion of the administrator.

Expulsion

- The permanent removal or banning of a student from a school. This will be reserved for the most serious offenses.

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

- Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler. Parents are asked to ensure that the school is provided with a labeled spare inhaler. All inhalers must be labeled with the child's name by the parent and be accompanied by the appropriate paperwork on file with the school.
- 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. Emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the main office, 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 and/or cafeteria.
- 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 may be updated over the course of the school year and made available online.

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 locker. Our Lady of the Lake Catholic School is not responsible for lost or stolen items. Headphones, earbuds, and cell phones are strictly prohibited during regular school hours. Students must have explicit permission from an administrator, staff member or teacher to use any electronic device, including cell phones, headphones, and ChromeBooks during regular school hours. The use of any electronic device in the hallways, cafeteria, gym or other social areas is prohibited.
- If a student needs to access personal technology items, they should seek permission in the main office.
 - IE: Use of cell phone to contact parents for a change in after school plans.
- Cell Phone and Electronic Code offenses:
 - 1st offense: teacher speaks PRIVATELY to student and emails parent in FACTS for notification.
 - 2nd offense: Teacher emails the parent and principal via FACTS. Teacher assigns detention in FACTS. Detention will be served during lunch on the day of the infraction with the assigning teacher.
 - 3rd offense: Teacher emails the parent and principal via FACTS. Teacher assigns detention in FACTS. Detention will be served during lunch on the day of the infraction with the assigning teacher.
 - 4th offense: The student will be sent home for a minimum of one day or until they can comply with the code of conduct. The student will be coded "unexcused" during the time of absence.

Sexting

- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Sexting is considered a form of sexual harassment and will have a zero tolerance policy at OLL. The police will be notified of any incident involving sexting.

Computer and Internet Policies

- Computer use and Internet access is encouraged and made available to further education and research in an academic setting consistent with the mission of Our Lady of the Lake Catholic School. Computers and Internet access may be used only for academic purposes. Internet access is provided at times and places determined by the school under the direction and supervision of the staff. Files stored on school computers are restricted to school-related assignments only.
- Telecommunication is restricted to school-related projects and must be supervised by the teacher or staff. Before being permitted access to computers or the Internet,

each student will complete verification that the student has read and understands this code. Acceptance of this policy is mandatory. Use of Our Lady of the Lake Catholic School computers and accounts is required for successful participation in-class assignments. All students must have school computer accounts.

- The Internet contains extensive information on a variety of subjects. Not all information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained in this manner, and users should not rely on advice found therein. Our Lady of the Lake Catholic School expressly disclaims responsibility for such advice. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

Students Shall Not:

- Use Our Lady of the Lake Catholic School computers or Internet access for private or commercial business.
- Have inappropriate profile pictures on their Our Lady of the Lake Catholic School email accounts, including, but not limited to: alcohol/drug use, violence, pictures of other students, images that could be misconstrued as depicting hate based on race or gender, or images that poorly represent the student and the school.
- Violate any local, state, federal or international laws that apply to a computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander and obscenity.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting the destruction of property, or containing sexually-oriented material.
- Use their devices in areas where there is a reasonable expectation of privacy, such as locker rooms or restrooms.
- Use their device to facilitate cheating on assignments, quizzes or tests.
- Hack or infiltrate school or outside computers' accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases. Users shall not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
- Commit or attempt to commit any willful act which disrupts the operation of any school or outside computer or network. For example, users shall not release viruses, worms, spam, email bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
- Use computers for games, non-academic surfing, chatting, gambling, non-academic multimedia listening, or viewing during school hours.

- Send, store, or intentionally receive inappropriate or frivolous email. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading, or defamatory language.
- Use or include Our Lady of the Lake Catholic School's email address in non-school web pages.
- Use encryption software from any access point within Our Lady of the Lake Catholic School.
- Use school computers to enter chat rooms or for online messaging.

Security

- Our Lady of the Lake Catholic School maintains the ownership of all data, hardware, and software. Students shall not copy (without authorization), delete, damage, or alter any hardware or software.
- Students shall not attempt to disable or circumvent Internet content filtering.
- Students shall not use personal hotspots or any other type of wifi connection during school hours that circumvent the school internet content filtering.
- All users must have their own password, keep it confidential, use only their own account, and log off after every use.
- Users may not access, use, modify or delete directories, files, data, or accounts or passwords of others.
- Any student who becomes aware of unauthorized use of a password or account should report the problem to a teacher, administrator or Technology Coordinator.
- Users damaging computers will be held responsible.
- There is no privacy on the Internet. Personal information, including full names, addresses, and phone numbers may not be included in electronic communications to strangers, unknown persons or entities.
- All non-school software and storage devices must be checked for viruses before being used on any computer and are subject to inspection and approval by school personnel at any time.
- Student computers are subject to random checks at any time.

Software

- Downloading and/or installing software is prohibited except by the express approval of the Technology Coordinator. This includes copyrighted software, shareware, and freeware.
- No user shall download, use, possess, transmit, retransmit, and/or load bootleg software (any software which has been downloaded or is otherwise in the user's possession in any storage format without the appropriate registration of the software, including the payment of any fees). Use of any Our Lady of the Lake Catholic School equipment to duplicate any bootleg software is strictly prohibited.

- Modifying Our Lady of the Lake Catholic School computers, including additions, deletions, and changes of software, settings, preferences, properties, or account customization, is strictly prohibited.

Usage Monitoring

- Our Lady of the Lake Catholic School reserves the right to monitor, inspect, copy and/or delete all files and records created or stored on school-owned computers and/or software, and control all computer and Internet usage including but not limited to, the transmission, receipt and storage of email and websites visited to determine whether there have been breaches of security or inappropriate computer usage. Student files, including email messages, should not be assumed to be private. The school administration may at any time inspect, copy and/or delete all files and records created or stored on school-owned computers, and report any violations of rules or laws.

Penalties

- A violation of this policy may result in temporary or permanent loss of computer and Internet access privileges or other disciplinary measures set forth in the discipline code including detention, suspension, or expulsion if appropriate. Notification to parents/guardians will be made at any penalty level.

ACADEMIC POLICIES

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.
- The suggested actions are cumulative for one academic year.
 - 1st Offense: Documented in FACTS, 0 for assignment, email contact to parent.
 - 2nd offense: Documented in FACTS, 0 for assignment, parent meeting with administrator, no extra-curricular participation, detention.
 - 3rd Offense: Documented in FACTS, 0 for assignment, parent meeting with administrator, no extra-curricular participation, review for suspension/expulsion.
- The technology surrounding AI is constantly evolving and improving. As a school, we recognize that it can have benefits in the classroom, when used responsibly. **Until more about AI is understood, AI usage in the classroom is prohibited unless under supervision of a teacher.** Students are not to use AI to complete assignments on behalf of them.
 - Any student discovered to be using AI irresponsibly will be disciplined according to the cheating and plagiarism policy.

Extracurricular & Athletic Eligibility

- Academics is a priority at our Lady of the Lake Catholic School. It takes precedence over extracurricular and athletic practices and activities. Student eligibility is based on the following expectations:
 - 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 call prior to the day of absence to be excused.
 - Students who accumulate 3 or more unexcused absences during a grading period will automatically be ineligible for participation until the start of the next grading period (quarter).
 - A student serving detention takes priority over attending practices, contests or performances.
 - Eligibility will be determined every other Friday. Any student earning an “F” for any course at the time of grade checks will be INELIGIBLE and placed on academic watch until the next grade check pending the student has raised their grade. Students may NOT practice, attend contests and/or performances during the time they are on academic watch. Academic interventions will be assigned to the student during their academic watch period. This could include a change in the student’s schedule to allow for academic support.
 - All students who participate in practices, contests and/or performances must maintain a minimum GPA of 1.75 quarterly. Any student who earns less than a 1.75 (C-) will be ineligible until the next quarter’s grading period. (Intermittent grade checks on the first and third Fridays will NOT apply to this scenario.)
 - Grade Checks: Every other Friday, our academic affairs office will notify the administrator, club sponsors, the AD, and teachers of any academic concerns. The AD or sponsor will notify student athletes/participants and their parents of any disciplinary action. The actions will be documented in FACTS. The office manager will report to all stakeholders students’ daily attendance.

Graduation

- A checkout procedure will be provided by the Academic Affairs Office. All fees and outstanding debts for senior students must be paid before graduation. Only those seniors who have completed all the requirements for graduation will be allowed to participate in all graduation ceremonies. Diplomas will be held until all graduation requirements are met by the student.
- Students must pass and earn 23.5 credits as directed by OLL to participate in graduation. Failed classes must be repeated.
- Student graduation speakers will be selected from those receiving a Summa Cum Laude distinction and approved by the principal.

Transferring

- Students who choose to withdraw from OLL to transfer to another school must inform the Academic Affairs Office of this intention. Upon notification by the requesting school, a student's CA-60 file will be forwarded. The Academic Affairs Office will send a record of the credits earned at OLL, presuming all outstanding debts have been paid.

Transcripts

- Requests for transcripts should be made to the Academic Affairs Office. Transcripts for college admission and/or personal use are free for all current students and alumni.

Criteria for Course Changes

- Students may make requests for course changes before the semester begins. All course changes are at the discretion of the Academic Affairs Office. **No course switches are allowed once a semester has begun.**

ORGANIZATIONS

National Honor Society: John Meyers Chapter - Grades 10-12

- The Our Lady of the Lake National Honor Society John Meyers Chapter is an official and nationally recognized chapter in good standing with the National Honor Society. Membership requires high standards of achievement in scholarship, service, leadership, and character.

Membership

- During the first semester, sophomore, junior, and senior students with a 3.7 cumulative grade point average or higher will be invited to apply for membership into the National Honor Society. All submitted applications will be reviewed by the NHS Faculty Review Committee. Applicants will be notified of their decision. Admitted applicants will participate in an Induction Ceremony.

Member Obligations

- 3.7 GPA to qualify for membership.
- Continued performance at or above a 3.7 GPA.
- Involvement in an individual service and/or leadership project(s) - 1 per semester.
- Involvement in an All-Chapter service and/or leadership project.
- Members are expected to be models for their peers. Repeated dress code violations, tardiness and other negative behaviors will not be tolerated.
- Attend all NHS events as scheduled and weekly meetings scheduled during lunch time (Thursdays).

- Members maintain standards of scholarship, service, leadership, and character—leadership meaning to you the member is that you are a model for other students in the building.
- NHS students will be invited yearly by the NHS Advisor to serve as president, vice president, secretary and treasurer.
- Probation is defined as a period of time a member is removed from participating in NHS activities until a determination is made by the faculty review committee.
- Three warnings for minor offenses like dress code violation, tardiness and excessive absences per semester will lead to probation; a record of warnings will be maintained through documentation in FACTS.
- Probation will be automatic in instances of cheating, harassment, and/or physical violence. The Faculty Review Committee will meet to determine dismissal.
- Any officer will be immediately removed from his/her leadership position if on probation (and the member will not be eligible to regain the position).
- Any member at risk of dismissal will be invited to explain in writing his/her point of view on an alleged violation.
- The National Council requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for election. The NHS Faculty Review Committee (which remains anonymous) has the responsibility for disciplining and/or dismissing a member.
 - A member is defined as one who has completed the selection process and has participated in the Induction Ceremony.

CLUBS

Chess Club - Grades 6-12

- Students have the opportunity to play Chess during lunch hours on Monday and Wednesday. Boards may be signed out daily for student use; see club sponsor. Students may sign up for Chess Club anytime throughout the year.

Drama Club - Grades 6-12

- Drama Club is responsible for performing a school play. The Drama sponsor will post and communicate participation sign ups and requirements.

Interact Club - Grades 6-12

- Interact is a Rotary-sponsored service club that meets during lunch every other Tuesday and gives young people an opportunity to participate in fun and meaningful service projects while developing leadership skills and meeting new friends. The basic principle of the Rotary Interact is to help others.

National History Day - Grades 6-12

- National History Day is a year-long academic program focused on historical research, interpretation, and creative expression for 6th- to 12th-grade students. By participating in NHD, students become researchers, writers, filmmakers, web designers, playwrights and artists as they create unique historical arguments for

competition at the District, State, and National levels. Each year, more than half a million students compete world-wide.

Coding And Robotics Club - Grades 6-8

- The Robotics Club is an extracurricular club where students can learn and apply concepts in science, technology, engineering and math (also known as STEM). Students will learn and develop skills in basic coding/programming and robot development.

Student Government - Grades 6-12

- Student government is a group of students that are charged with managing a wide range of events, activities, programs, policies and initiatives around school. Members are elected in September by the student body. (Meets bi-weekly w/advisor and administrator.)
 - Middle School: Student Council (7 total students)
 - President, Vice President, Secretary and Treasurer
 - One representative per grade level
 - High School: Class Council for each grade
 - President, Vice President, Secretary and Treasurer
 - There is no limit to the number of Representatives per Class Council.

GENERAL INFORMATION

ELASTIC CLAUSE

This school and administration reserve the right to establish fair and reasonable rules and regulations for issues requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with established precedents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of OLL. The policies and regulations within this handbook apply to all school-sponsored activities, including those held before or after school and those held away from Our Lady of the Lake Catholic School.

SAFE ENVIRONMENT

- VIRTUS: All students K–12 participate in lessons in Touching Safety as required by the diocese. In addition, the Diocese of Kalamazoo requires all volunteers within the parish and schools who work with children to participate in the VIRTUS Safe Environment program. This consists of a three-hour “Protecting God’s Children” presentation (available online) and authorizing permission for a criminal background check to be done on each volunteer. To register for a Protecting God’s Children session go to www.virtus.org and click on the registration tab. Follow the prompts, choosing the Diocese of Kalamazoo and then Our Lady of the Lake Catholic School. The Safe Environment Coordinator is Juliana Sarno. She can be reached at 269-983-5529.
- Volunteers: Volunteers help with many aspects of the school program and are crucial to the overall success of Our Lady of the Lake Catholic School. All volunteers must sign in at the office upon arrival and pick up a volunteer badge.
- Per the policy of the Diocese of Kalamazoo (#4500-P), all school volunteers are to abide by the regulations set forth in the Charter and to participate in the diocesan VIRTUS program. Volunteers who have regular contact with children must attend or be registered for a Protecting God’s Children training session prior to volunteering. All volunteers who may have regular contact with children are required to submit to a criminal background check to evaluate their suitability to work with children. Regular contact is defined as any contact that is planned and ongoing. Every volunteer must complete the “Protecting God’s Children” training (see VIRTUS above) and must also submit to the school office a Criminal Background Check form.

TITLE IX STATEMENT

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.

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 (please contact Administration if email messages go unanswered after three 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 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, <https://ollakers.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. Additionally, the Office of Academic Affairs publishes a bi-weekly blast that includes information on college and career readiness.

CONTACT INFORMATION UPDATE

Up-to-date records are essential in handling both routine communication and emergency situations. Any change to physical address, phone numbers or email addresses must be communicated to the school office or can be updated directly in FACTS via the parent portal.

INCLEMENT WEATHER

Closing and delays are reported at the following media sources:

- Email/Text
- Web Site: <https://ollakers.org/>
- Facebook: <https://www.facebook.com/OurLadyCatholicSchool/>
- WNDU: <https://www.wndu.com/weather/closings/>

EMERGENCY DRILLS

- Tornado Drills: The alarm for a tornado drill is an intermittent horn. Students will practice this drill during the year. Tornado watch means that the weather is conducive to the development of a tornado. A tornado warning means a tornado has been sighted. In the event of a tornado warning during the school day, students will be directed to areas of safety within the building. Students will be held at school in the event of a tornado warning that occurs at the end of the school day and all after-school activities will be canceled. This includes all athletic contests at home and away.
- Fire Drills: The alarm sound for a fire drill is a continuous, high-pitched beep accompanied by flashing lights placed in the hallways and is the signal to leave the building. The building must be evacuated without fail, under all circumstances when the alarm sounds. Students will practice this drill during the year. This applies to noon hours, before and after school, as well as when classes are in session. If an alarm is sounded when students are not in the classroom, they are to use the nearest exit. Students and teachers will return to their classrooms quickly and orderly when the proper all-clear signal has been given.
- Lockdown Drills: An announcement to “Go into lockdown status” will come over the PA system by school administration. All teachers will secure their students inside their classrooms. Students and teachers will remain in the lockdown status until the principal or designee comes to each classroom and unlocks the door. Yearly procedures will be updated in coordination with best practices. Students will practice this drill during the year.

RIGHT TO ACCESS PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age may examine the official records, files, and data of the school district directly relating to the student. They also have the right to question any of the contents of said records to ensure their accuracy and fairness. Questions can be directed to the administrator..

LOCKERS

Lockers are provided as a convenience to each student for the sole purpose of storing such materials that may be required for classroom work and necessary outdoor wearing

apparel. These lockers are school property and the individual student's responsibility. Lockers may be opened by administrative directive at any time. The student is responsible to vacate the locker in the same condition it was assigned. The student will be charged for any damages. Students who elect to decorate the interior of the locker should keep this in good taste. Decorations should not do permanent damage to the lockers or the paint on the lockers. The school will not assume responsibility for lost and/or stolen items that are (or should be) kept in lockers. Lockers are expected to be completely closed between classes and after school hours. Students are to utilize only the locker to which they are assigned. They are not to share or switch. Locker concerns should be directed to the school secretary for evaluation. A self-storage closet is available for student use.

VISITORS

Any visitor entering the school building, including parents, must check in at the office upon entering the building and receive a visitor badge. Parents are reminded that they should make arrangements in advance if they wish to consult with a teacher concerning their son or daughter or visit a class in session.

WORK PERMITS

There are two types of work permits. One is for 11–15- year-olds, and the other is for 16- year-olds and older. Both types can be obtained from the front office. The original permit must be filed with the employer prior to beginning the job. Under no circumstances do we recommend students work more than 20 hours a week during the school year.

DIOCESAN POLICY HANDBOOK

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 upon request.

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.

COMMUNICABLE DISEASES

- All children admitted to OLL 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.

ADMINISTERING MEDICATIONS

- State law and diocesan policy state that we limit the dispensation of medications to only those students who suffer from chronic health conditions. Parents are required to obtain a copy of the “Authorization for Administration of Medication” form from the school office for each and every medication dispensed at school. The form must be completed and signed by both the parent/guardian AND the child’s physician.
- WHEN POSSIBLE, ANY MEDICATION SHOULD BE GIVEN BY THE PARENT IN THE HOME. Parents are also required to deliver any prescribed medications in person to the school office IN THE ORIGINAL CONTAINER.
- We CANNOT accept medications delivered by students. We are not allowed to accept more than a 30-day supply of medication. All medications will be counted when they are brought to our office. They will be kept in a locked cupboard and dispensed according to the doctor’s order on the Authorization for Administration of Medication form.
- Students who use inhalers for asthma and other respiratory problems must also provide the school with the Authorization for Administration of Medication form

completed by the parent and signed by the child's physician. The doctor must indicate on the form whether the student may carry their inhaler or whether it should be kept in our locked storage cabinet. If the doctor indicates that the student may "self-medicate", it is the student's responsibility to inform the school office when they have used the inhaler so that it can be properly recorded.

- We will keep Epi-pens for students who suffer from specific allergies, (such as bee stings and/or food allergies). Parents must provide the school office with the Epi-pen (also packaged in its original container), along with the Authorization for Administration of Medication form completed by the parent or guardian and signed by the child's physician.

MEDICAL CONTRAINDICATIONS

- 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.

OSHA STANDARDS FOR BLOOD-BOURNE PATHOGENS

- The staff of Our Lady of the Lake Catholic adheres to the standards set by OSHA for the handling of blood-borne pathogens and all other bodily fluids. All staff are trained annually in these standards.

PESTICIDE USE

- 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 through the monthly newsletter although in certain instances pesticides may be applied without prior notice. In those instances, you will be notified as soon as possible after application.

ASBESTOS POLICY

- Asbestos Hazard Emergency Response Act (AHERA) Notification Requirements
 - The Environmental Protection Agency requires each year that district workers and building occupants receive notification of asbestos removal or abatement activities such as inspections and response actions. Each building will continue to have a six-month periodic surveillance and a three-year

reinspection as required by AHERA. Any damaged materials containing asbestos, such as floor tile or thermal insulation, found during the inspections have either been corrected or removed by a licensed asbestos abatement contractor. All materials containing asbestos that remain are in good condition and are located primarily in inaccessible areas. Updated asbestos management plans are available for review in the main office. Any questions regarding asbestos removal projects or other related issues should be addressed to the school administrator.

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.
- In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to their school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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.

STUDENT PARKING

- Driving and parking in and around school property are privileges. Failure to follow school expectations may result in the loss of this privilege.
- Students are not allowed in the parking lot at any time during the regularly scheduled school day unless they have permission from the administration.
- The parking lot is not for social gatherings. Students should leave within 5 minutes of dismissal.

PICK UP AND DROP OFF

- Parents can drop students off in front of the school prior to the start of school.
- At the end of the school day, students can be picked up in the Rose Center Parking Lot.
- Parents should enter the Rose Center Lot using the primary entrance closest to the Rose Center. Cars should then exit through the furthest exit from the Rose Center.
- **NO PICKUP SHOULD BE HAPPENING ON PLEASANT STREET AFTER SCHOOL.**

- Please see the attached [diagram](#) for parking directions.

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, Counselor, Administrator, Canonical Pastor
 - Parents who call the school with concerns will be asked to follow this policy strictly.

LOST AND FOUND

- There is a lost and found box for unmarked articles in the cafeteria. All clothing and other articles unclaimed are given away after a reasonable time.

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.

POSTERS AND DISPLAYS

- The use of displays, posters, and announcements are regulated as follows:
 - Must have the approval of the administrator
 - Must be completed using school colors.
 - 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 administrator. Students are required to complete paperwork for outside guests attending any OLL event.

FIELD TRIPS

- All field trips are scheduled upon the approval of the administrator.

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 provided during orientation days.

Parent/Student Communication

- Parents are requested not to call or text their child in class during the school day. In case of a cancellation of practice or a game, the students may use their cell phone in the Academic Affairs Office and Admissions offices, and Principal's office area. School phones are also available to those who may need them.
- If the parent has an emergency and needs to reach their child, they must call the school office.

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. It is our expectation that your devices will be charged at home each night and ready for a full school day. This will be considered a part of coming to school ready for class and any referrals for non-compliance will be handled by the teacher.
- 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 we 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 distributed at the beginning of the school year and collected at the end of the school year. Devices not turned in by the last day of school will be treated as lost or stolen devices, which may include additional fees and possible legal action.

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.
- Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring a device or any other class material(s) does not release the student from their responsibility for classwork. If a student repeatedly fails to bring materials to class, including a device, the student will be subject to disciplinary action.
- It is the student's responsibility to bring their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
- **Personalized screensavers, backgrounds, or profile pictures are not allowed.**
- 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 encourages students to take their device home at night for classwork and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
- 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.

PARENT AND STUDENT AGREEMENT

- 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(s) Signature: _____

Student(s) 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: _____