

# Our Lady of the Lakes Catholic School

## Grades 6-8 Student Handbook

2022-23



### **Our Lady of the Lakes Catholic School**

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***[www.OLLonline.org/school](http://www.OLLonline.org/school)***

# Mission Statement

Guided by the Holy Spirit and under the Mantle of Mary,  
Our Lady of the Lakes Catholic School forms disciples through  
Catholic Tradition,  
personal discipline,  
and academic excellence.

# Vision Statement

We are student-centered and seek to foster self-advocacy in our learners. Lakers, as a community in faith, are mutually committed to growth towards service and academics, college and real-world readiness. We provide opportunities to our students that will prepare them to network, engage in problem solving, and advance with confidence in any area of their choosing.

# School Philosophy

Deeply aware of the traditions of Catholic education, Our Lady of the Lakes Catholic School strives to provide an educational experience grounded in Gospel values and academic excellence.

We believe that parents are their children's primary teachers: therefore, we expect parents to uphold the school's philosophy in matters of education, morality, and discipline.

It is our goal to foster relationships that are mutually beneficial to students, parents, and the school community. Our Lady of the Lakes Catholic Parish School welcomes students of differing religious and ethnic backgrounds who subscribe to the values we espouse.

Recognizing the unique gifts each student brings to the community, we commit ourselves to a Catholic environment that encourages a sense of personal worth, thus providing for academic, spiritual physical and emotional growth. To achieve such growth, we believe that all students should accept the challenge to develop their gifts to the best of their ability for the good of themselves and the community.

# Introduction

All students at Our Lady of the Lakes High School are required to comply with all rules and regulations found in this Handbook.

By registering at Our Lady of the Lakes High School, students have expressed their willingness to live and abide by the rules and policies of an academic and faith community. Such regulations are meant to ensure a quality academic environment and a place for personal interaction. The true success of our school community is founded on the principles of virtue and self-discipline exercised by all its members, students and faculty alike. The regulations in this handbook have been initiated to help develop self-discipline and to maintain the proper climate for learning.

# TABLES OF CONTENTS

Campus Ministry	1
Religious Development	1
Studying God's Word	1
Service	1
Retreats	1
Student Services	1
Counseling	1
Student Engagement Center	6
Bookstore	2
Transportation	3
Lunch	3
Dances	3
Lockers	3
Parking	3
Student Guests	3
Academics	3
Graduation Requirements:	3
Plus Portal: ParentPlus, StudentPlus	4
Academic Progress	4
Report Cards	4
Academic Probation	4
Technology	4
Technology Policy	4
School Email	4
Cell Phone and Electronic Devices Policy	4
Telephones	4

Student Activities	5
Athletics	5
Student Activities	5
Student Expectations	6
Attendance Policies	6
Philosophy	6
Work Missed	6
Reporting Procedure	6
Types of Absences	6
Tardy to School	7
Tardy to a Class Period	7
Leaving Campus	7
Dress Code	8
Philosophy	8
Young men's uniforms will consist of:	8
Young ladies' uniforms will consist of:	9
Non-uniform accessories (not permitted at any time)	10
Special Dress Code: Casual Day	10
Laker Spirit Day	10
School Authority	10
Policies	11
Weapons Policy	11
Drugs and Alcohol Policy	11
Sexual Harassment Policy	11
Bullying/Harassment/Hazing Policy	11
Disciplinary Procedures	12
Philosophy	12
Discipline is subject to school authority when:	12

Detention	12
Suspension	13
Expulsion or Exclusion	13
Behavioral Probation	13
Appeal	13
General Information	14
Academic Affairs	14
Calendar	14
Dispensing of Medication	14
Faculty-Staff Directory	14
Forms	14
School Office Hours	14
Volunteers	14
Unscheduled School Closings	14
School Emergency Drills	14
School Information	15
Visitors	15
Bus Regulations	15
In "Loco Parentis"	15

## Campus Ministry

### Religious Development

The teaching of Religion and all Religious activities at Our Lady of the Lakes is a response to Jesus' invitation to "make disciples of all". This philosophy is an integral part of our Religious Studies department which strives to present "the authentic and complete message of Christ and His Church, adapted to the capacity of the learners" (NCD#264). The context of Religious Studies includes studying God's word, worship, and service. Our goals include the following: to deepen within our students their knowledge of Scripture and Church doctrine; to develop in our students a personal morality that respects the dignity and integrity of themselves and all people; and to lead our students to discover the value of participating in the ministry of the Church through service, prayer, and an active involvement in the liturgy.

### Studying God's Word

The teaching mission of Jesus is reflected daily in the Religious Studies curriculum at Our Lady of the Lakes. This program brings solid doctrinal content of the *Catechism of the Catholic Church*, the foundation of biblical faith and the caring pastoral ministry of faith formation.

Worship opportunities are offered through daily prayer. Mass and other liturgical celebrations are offered weekly. Catholic students are invited to actively participate in the sacraments. Through these experiences the students become familiar with many aspects of Catholic worship. Students are required to show proper respect and reverence at all worship celebrations.

### Service

By participating in the ministry of the Church, students discover the value of sharing their commitment with others. Students who complete a training process, serve as Eucharistic Minister. All students are invited to serve as Lectors, and Altar Servers. By integrating Jesus' desire to love one another through service, students may also be motivated to derive possible solutions to social justice issues through involvement in community service projects. Students are required to complete 3 Christian service Experiences at each grade level. This practical application of the faith is a graduation requirement.

Students will be required to attend (3) each year, one of which they find independently. Students will be required to write a reflection paper that demonstrates how their experience meets the criteria below.

To qualify, and CSE must meet one of the following criteria:

- Fulfill a need of others
- Build up the Christian Community
- Change for the better the relationships or conditions of others improved the lives of other

### Retreats

Opportunities will be offered for students to participate in retreat experiences.

## Student Services

### Counseling

The goal of this department is to maximize the personal growth of each of our students. Our main functions are:

- Academic advisement: program planning, course selection, transcripts, and progress reports.
- Assessment: Identification, interpretation and discussion of aptitudes through standardized testing.
- Counseling: Areas offered are Academic, College Placement, Personal, Drug/Alcohol/Tobacco, Career, Scholarship, Financial Aid, etc.
- Individual counseling is available as the need arises.

Please refer to the [Counseling website](#) for more details.

## Student Engagement Center and Choice Time

The student engagement center is open to students during all hours of the school day. Students with free or Choice periods MUST check in at the SEC for attendance upon arrival, and may not go to any other area of the school before doing so.. Student Engagement center rules are at the discretion of the teacher moderator.

Students are never allowed to freely roam the building. All students must be granted a pass from a staff member to move about this building.

Students who abuse the rules of the SEC may temporarily lose this privilege for a time determined by the school disciplinary committee.

## Transportation

Our Lady of the Lakes Catholic School partners with the Waterford School District for bus transportation. If you live in the Waterford School District boundaries and would like to arrange transportation to and from school, please contact the front office for details.

## Lunch

A la carte lunches are sold daily at reasonable prices from the school kitchen. Students eat on the gym balcony. Students may also bring lunch from home. All students are required to remain in the lunch room during lunch unless a teacher has issued a pass for the student to see them.

Students who abuse the rules of the cafeteria may temporarily lose this privilege for a time determined by the school disciplinary committee.

## Lunch/Food Deliveries

Students are not permitted to order food to campus. This includes delivery services such as door dash, uber eats, etc. Parents may deliver lunch which may be picked up by students during lunch time. Students will not be permitted to leave class to pick up lunches, snacks, smoothies, or any other food item prior to or after their scheduled lunch time. Delivery drivers bringing student ordered food will not be permitted into the building.

## Dances

Our Lady of the Lakes provides opportunities for students to interact outside of their academic arena. When a school dance is held, the [School Dance Rules](#) will be followed.

## Lockers

The administration will assign each student a locker. Lockers remain the property of the school and the school administration retains the right to search lockers. Middle School lockers are not locked.

Students who abuse the rules regarding Lockers may permanently or temporarily lose this privilege for a time determined by the school disciplinary committee.

## Student Guests

Students are not permitted to bring unauthorized guests into the school building. All guests must be pre-approved by administration, and may require a parent waiver to be signed.

## Academics

The curriculum at Our Lady of the Lakes is designed to enhance the educational growth of each student. We meet the educational needs of our students by offering a selection of college-preparatory and other academic courses. Detailed information on Grading Policies, and experiences, can be found on the teacher syllabus.

## FACTS: Family Portal

Parents are urged to consult the FACTS [Family Portal](#) for current grades and to check student progress. Students will be required to access the FACTS for their current grades and assignments. Each student and parent will be issued a FACTS account for access to their grades and assignments. Communications from the school to the parents and students will utilize the FACTS. Parents and students are responsible for updating their FACTS accounts with their active information. Contact the school office with any FACTS related issues.

## Academic Progress

Grades are posted regularly to [FACTS](#). Parents seeking more information about student grades should contact the teacher via email.

## Report Cards

Report Cards are generated at the end of each semester and posted on FACTS family portal. Semester report cards may be emailed to the parent or guardian of all students. Parent-teacher conferences are scheduled by OLL each year.

## Academic Probation

At Our Lady of the Lakes Middle School students who demonstrate an inability to maintain passing grades and/or repeatedly miss assignments, will be placed on Academic Probation. While on Academic Probation a student must show progress, as well as complete requirements established by the OLL intervention team. To be considered for removal from Academic Probation students must improve their GPA as well as maintain satisfactory academic and behavioral growth. Students who fail to improve to a satisfactory standard may be asked to withdraw from Our Lady of the Lakes Middle School.

## Technology

### Technology Policy

Students receive a copy of the school technology policy which must be signed by parents and students prior to using school technical resources. Please visit our [technology page](#) with user agreements and information on Chromebooks and technology use.

### School Email

Students must use their school issued Gmail account for all school related communication. Personal email accounts are not acceptable for communication between staff and students.

### Cell Phone and Electronic Devices Policy

Cellphones: are not to be used. A student may leave their cell phone in their locker or with their classroom teacher at the beginning of class. The phone is not to be used for any purpose (calling, texting, pictures, as a calculator etc.) during class time. All electronic communication and work should be done through the school issued chromebooks or i-pads.

Wireless headphones: are only to be used at teacher discretion for academic purposes. If a special circumstance occurs, students will be explicitly notified by the teacher.

BYOD is not permitted: Students are not permitted to “bring their own device” Unregistered electronics discovered by school firewalls will be blocked from accessing school services. All work is to be completed using school issued desktops and chromebooks only.

The use of cell phones and other non school issued electronics will be limited to passing time between classes and at lunch time.

The staff and administration reserve the right to confiscate any cell phone that is in violation of the acceptable code of conduct for students that attend Our Lady of the Lakes School. **No excuses will be accepted.**

- Violation #1: Students phone is confiscated and parent is notified, student may retrieve from the office after school
- Violation #2: Students' phones are confiscated and parents are notified. Students may retrieve the phone after school, but will be checked in each morning for two school days.



- Violation #3: Students' phones are confiscated and parents are notified. Students may retrieve the phone after school, but will be checked in each morning for 5 school days.

Students in repeated violation of this policy will be subject to disciplinary action determined by our school disciplinary committee.

The school is not responsible for loss or damage of any personal electronic equipment including a cell phone that is brought to school.

## Telephones

Telephones in the school office are intended for the use of official business. They are to be used by students only in the case of emergencies.

## Student Activities

### Athletics

Our Lady of the Lakes has a proud tradition of athletic excellence. In addition to enhancing physical fitness, student-athletes will learn more about such concepts as teamwork, discipline, competition, and sportsmanship. They will benefit from working with coaches who understand the proper role of athletics. Our athletes are a visible manifestation of Laker pride and are expected to represent our values. Our Lady of the Lakes is a member of the CYO. For more information regarding our athletic programs please visit the [Athletic Department](#). Please review the CYO athletic handbook for information on Eligibility.

### Student Activities

Our Lady of the Lakes is proud to offer many different extracurricular activities. We believe that a strong academic background, a solid faith foundation and participation in school activities, leads to a well-rounded young man or woman. Students, who participate in extracurricular activities, will follow our athletic eligibility rules. Please refer to the [Student Activities page](#) on the website for more details.

Students eligibility for clubs and activities may vary.

# Student Expectations

## Attendance Policies

### Philosophy

Our Lady of the Lakes highly encourages positive work and study habits. Attendance is a key factor in achieving this. Parents, in partnership with Our Lady of the Lakes, are expected to support their child/children with successful attendance.

Students who are chronically absent/tardy are at risk of falling behind in school. Poor attendance can delay social and emotional learning. Chronic absenteeism is a primary cause of low academic achievement at every grade level and a strong indicator of which students are at a higher risk of dropping out.

### Work Missed While Absent

The responsibility for work missed during absences rests solely with the student. The course syllabus will define expectations regarding absences and missing work completion following these guidelines:

- Quizzes that were taken during the absence will be given the day of the return for the student.
- Assignments due during an absence are due the day of the return.
- For all homework assigned during an absence, a student will have an additional day to complete the assignment. (i.e. If a student is absent Monday, then assignment is due Wednesday.)

**Course syllabi will determine credit and timeline expectations for students who miss work while present.**

### Tests and Exams Missed

Students who miss a test or exam in a class are expected to take the test outside of class time. Using class time to make-up an assessment causes the student to fall further behind and miss core instruction. Students will have two school days to make-up their test.

Students who fail to make-up a test in this timeframe may receive partial or no credit. It is the teacher's discretion that determines if students receive more time to make up missed assignments.

### Reporting Procedure

When a student is unable to attend school, or must leave early, the parent or legal guardian must:

- Call the main office each day before 10:00 a.m. to report the absence.
  - Any student competing in any extracurricular activity must be in school for a majority (51%+) of the day in order to participate in any practice, meeting, dance, game, etc.
  - Any student-athlete who is either tardy for his/her first scheduled class or is absent on the day following a game, match or contest will be declared "Temporarily Ineligible" and will not be permitted to compete in his/her next scheduled event. This applies to both excused and unexcused absences. (i.e. may not attend next practice, may not attend next game, whichever comes first)
- Students must check in at the commons upon arrival
- Students who wish to leave early must check out at the commons

### Leaving Campus

**Students may never leave campus without parental consent.** Any student leaving campus during the school day must follow a checkout procedure. After a written note or phone call request is presented to the main office, the student must report to the attendance office (in the Commons), and follow our digital sign-out procedure. A student who returns that day must sign back in. Any deviation from this policy will be considered cutting class and result in administrative review. In the case of an illness, a student must report to the Commons office and call a parent before being excused.

## Types of Absences

### *Excused Absence*

The following reasons are considered excused absences:

1. Illness(a pattern would need a physician's note)
2. Doctor's appointment (physician's note must be provided)
3. Death in the family
4. A required court appearance accompanied by a court receipt
5. School sponsored event
6. Prearranged college visit
1. Prearranged situation in which the educational interest may be equally well served by the student's absence from school

**Excessive excused absences will be reviewed by the administration and or school disciplinary committee. Patterns of excused absences may result in changing excused absences to unexcused absences.**

### *Unexcused Absence*

Student absences for any other reason other than those listed above will receive an unexcused absence. Our school calendar is published far enough in advance that families should schedule doctor's appointments and trips that coincide with the school schedule. In the case that any absence would conflict with the school schedule, the parents or guardian should notify the school well in advance.

Tuancy is defined as any student who is absent from class and/or leaves campus without administrative authorization (i.e. skipping class) Assemblies, mass, student experiences, clubs that meet during school, choice hours, lunch, and field trips etc. are considered 'class'. This is considered an unexcused absence.

**All school periods are considered class periods in which students are expected to attend.**

- **Missing a full period of class or a full calendar day of classes, without permission, is considered (1) unexcused absence.**
- **Missing a full period on two separate days is considered (2) unexcused absences.**

### *Family or Student Vacations*

Our Lady of the Lakes is in session for about 185 days each year. Leaving 180 days for families to schedule weekend trips, or extended vacations. While it is a parent's prerogative to excuse their child from school, Our Lady of the Lakes will consider days missed due to vacation as "unexcused". While teachers may choose to provide work to students while they are gone, they are under no obligation to provide extensions or make ups to students on vacation. Review the section "work missed while absent" for more information.

### *Excessive Absences*

Any student who has (5) unexcused absences in a semester will be notified by administration and put on academic probation. They will need to meet with school administration to discuss the remainder of their semester.

### *Tardy to School*

Students are expected to be at school on time in the morning. This comes with the support of their parents at home. A student who is tardy to school first hour in the morning will check in at the main office with the attendance officer and will be held in The Commons until exchange of class. All tardies to school without parent excuse will be considered (1) unexcused absence.

### *Tardy to a Class Period*

Any student who is tardy to a class will report to the attendance office to get an admit slip. The attendance office will issue an admit slip and record the tardy as either excused or unexcused.

### *Excused Tardy:*

A student with a written note from a staff member will be considered excused, when presented to the attendance officer.

### *Unexcused Tardy:*

Any tardy that is not accompanied by a written note by a staff member.

An unexcused tardy after ten minutes of class period has passed will be considered an unexcused absence for that class period.

## Dress Code

### Philosophy

Proper attire reflects an atmosphere of self-respect, modesty, and seriousness of purpose. To encourage those results, we have instituted a dress code emphasizing neatness and propriety. Students shall follow the dress code on all school days. All uniform pieces should be neat, clean and free from wrinkles.

Uniforms must be worn from 7:30 am to 2:35 pm on all school days unless otherwise specified.

Uniform pieces must be purchased from our supplier:

[Lands End acceptable uniform pieces](#)

Tommy Hilfiger

### Young men's uniforms will consist of:

#### *Hair*

Hair length must remain not touching the collar, out of the eyes, and not covering the ears.. Hair height must be conservative, neat, clean, trim and well-groomed (brushed or combed) at all times. Hair must blend top and sides. No unnatural color dyed hair will be permitted.

Hair must be one natural color. Hats, caps, visors, headbands, and ear warmers, may not be worn at school. **These items may not be brought into classrooms.**

Facial hair must be cleanly trimmed or non-existent. If facial hair is not well groomed, students may be asked to shave.

**Students who fail to abide by the dress code above will be sent home until they are in compliance.**

#### *Shirt*

- White, light blue or blue/white stripe oxford cloth, button down collar shirts. Shirts must be tucked in and buttoned. A tie is required to be worn when an oxford cloth button down shirt is worn. The top button must be buttoned and the tie must reach the top of the collar.
- White or blue polo shirts with logo (long or short sleeved). Shirts must be tucked in.

#### *Undershirt*

- Only a solid white short-sleeve T-shirt without any coloring, lettering, or graphics may be worn under any school uniform shirt.

#### *Sweater or fleece*

A uniform sweater, sweater vest or fleece may only be worn with a uniform shirt, particularly in cold weather. Overcoats, jackets, hooded shirts, or sweatshirts may not be worn or brought to class at any time.

#### *Pants*

- Tan or Navy dress pants.
- Uniform khaki shorts. Short length must be to the knee.

#### *Belts*

- A solid color plain or woven leather black or brown belt must be worn with uniform pants. No large buckles on belts.

#### *Socks and Shoes*

- Shoes and socks must be worn. Any tennis or dress shoes are welcome – with the exception of open heeled, open toe, clogs, crocs, or high-heels, etc. Moderate in color and design are requested – nothing extreme. Socks may be ankle, calf or knee socks.

## *Mass Attire*

- School dress pants, oxford cloth shirts with tie and uniform vest, fleece, or sweater. The top button must be buttoned and the tie must reach the top of the collar. **Hooded sweatshirts or jackets may not be worn at Mass**; they must be removed when you enter church.

## **Young ladies' uniforms will consist of:**

### *Hair:*

- Hair is to be neat, clean at all times. Natural hair colors (brown, black, blonde, or auburn) are acceptable. Hair accessories may be worn as long as they are appropriate. This includes small headbands, barrettes, or hair clips. All hair accessories must be professional in appearance. Hats, caps, visors, and ear warmers, may not be worn at school.
- Unadorned solid color headbands that are white, navy, black or gray are permitted.

### *Shirt:*

- White or light blue oxford cloth, button down collar shirts. Shirts must be tucked in and buttoned. Only the top button may be undone.
- White or blue polo shirts with logo (long or short-sleeve). Shirts must be tucked in. Only the top button may be undone.

### *Undergarment:*

- Any camisole or undergarment worn under any uniform shirt must be white or nude. The purpose of this is so that no color or design is visible through the uniform shirt.
- A short-sleeve plain white t-shirt may be worn under a uniform shirt for modesty.
- Single color tights or leggings are permitted under the uniform skirt

### *Sweater or fleece*

- A uniform sweater, sweater vest, cardigan or fleece may only be worn ***with a uniform shirt underneath***.
- Overcoats, jackets, hooded shirts, or sweatshirts may not be worn or brought to class at any time.

### *Skirt/Skort*

- School designated gray skirt
- Skirt/skort length must touch the top of the knee.
- Skirts/skorts should never be rolled at the waist.

### *Pants*

- Tan or Navy dress pants

### *Belts*

- A solid color plain or woven leather black or brown belt must be worn with uniform pants.

### *Socks and Shoes*

- Shoes and socks must be worn. Any tennis or dress shoes are welcome – with the exception of open heeled, open toe, clogs, crocs, or high-heels, etc. Moderate in color and design are requested – nothing extreme. Socks may be ankle, calf or knee socks. Solid colored tights are acceptable.

### *Mass Day attire*

- School dress pants or skirt, oxford cloth shirts and uniform vest or sweater. **Hooded sweatshirts, sweatpants, or jackets may not be worn at Mass**; they must be removed when you enter church.

## Non-uniform accessories (not permitted at any time)

- Jackets, hats or outdoor clothing
- Sunglasses
- Earrings (or anything covering earrings) on males. No large earrings on young ladies. Jewelry needs to be limited to tasteful and discreet earrings and necklaces. No choker style bands may be worn around the neck.
- Hair wraps, bandanas or large flowers.
- Excessive make-up.
- Visible piercing with the exception of female ears.
- Chains or spikes.
- Tattoos

## Special Dress Code: Casual Day

Students may dress casually but in accordance with the following guidelines:

Clothing should be modest and appropriate to the occasion and aligned with Catholic values. Clothing should not be too tight, too short, or too revealing.

- T-shirts, dress shirts, hooded sweatshirts, and athletic team shirts are permitted. Shirts should not have any references to anything contrary to Catholic values.
- Tops must be modest: covering shoulders and midriffs and with an appropriate neckline.
- Pants should be without rips, tears or holes. Yoga pants, spandex pants, leggings or jeggings are not permitted unless covered by shorts or a tunic shirt or dress.
- Skirts may be worn but must follow the same rules as uniform skirts.
- Shorts must have an inseam that covers more of the thigh than is exposed, or have leggings underneath
- Appropriate footwear should be worn. Flip-flops are not permitted.

## Laker Spirit Day

To encourage school spirit and build camaraderie, each Friday will be a Laker Spirit Day. Students may wear official Our Lady of the Lakes spirit wear (sweatshirts, shirts, hoodies, warm-up jackets, varsity sweaters, jerseys - with coach's permission). Students must remain in dress code below the waist.

## School Authority

The school administration reserves the right to determine the propriety of each student's style of dress and/or personal appearance. The administration also reserves the right to determine disciplinary action dress code violations. Students may be sent home or held in the commons until a parent brings proper clothing, for an infraction at the discretion of administration.

## Policies

### Weapons Policy

Students are prohibited from bringing weapons to school or to school functions, or on school premises, or on or near a school bus.

NOTE: A weapon is any object which can be used to threaten or harm another person. A student shall not possess, handle or transmit a gun, knife, brass knuckles, martial arts device, paintball, or splat gun, or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury. A student shall not possess any object or instrument that is a “look-a-like” weapon (starter gun, toy gun, rubber knife, Airsoft pellet gun etc.) Any weapons related infraction is grounds for immediate suspension and possible expulsion or exclusion.

### Drugs, Tobacco and Alcohol Policy

While we are aware that the misuse of controlled substances is a societal ill, we do not condone, and will not allow, alcohol, tobacco, e-cigarettes, narcotics, or any other controlled substance (see definition below) to be purchased, sold, possessed, or used on school property. Nor can students come to school under the influence of drugs, tobacco or alcohol. Any substance-related infraction will be grounds for immediate suspension and possible expulsion. Suspicion of illegal substance use may require testing at a school approved facility. **Definition: Any paraphernalia, trace, drug, or alcohol found on a student, in a student's car, or on school property.**

### Harassment Policy

Harassment refers to inappropriate behavior including sexually suggestive behavior that is not welcome, is offensive, and infringes upon the rights of another. Harassment can fall into one of two categories: conduct or communication. Sexually inappropriate behavior refers to inappropriate touching, gestures, and offensive language of a sexual nature. Harassment also includes conduct or communication that has an unsolicited and/or negative impact on a student's education, or creates an intimidating hostile or offensive educational environment. This includes but is not limited to verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, or disability.

The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. However, it should be noted that students found in violation of this policy, will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion from school.

### Bullying & Hazing Policy

Bullying is characterized by, but not limited to, deliberate hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves.

- Intimidation - Intimidates individual or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, physical or cognitive abilities
- Physical - Hitting, kicking, taking belongings, inappropriate gestures or acts.
- Direct communication - Verbal, written, or electronic name calling, taunting, teasing, insulting, intimidating remarks, sarcasm, or prejudicial comments.
- Indirect communication - spreading rumors about someone with malicious intent, excluding someone from social groups.
- Hazing - Any willful act committed individually or by a group for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, shame or disgrace as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

The school will investigate all complaints of bullying & hazing in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. However, it should be noted that students found in violation of this policy, will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion from school.



To report a bullying or other issue, contact the school counselor or OK2SAY:

- Phone: 1-855-565-2729
- Text: 652729
- Email: [ok2say@mi.gov](mailto:ok2say@mi.gov)
- Website: [ok2say.com](http://ok2say.com)
- Download the app: OK2SAY

## **Destruction of Property Policy**

Our Lady of the Lakes will not tolerate the destruction of school property, or the personal property of teachers or fellow students, either by intent or by indirect result of student behavior. All incidents of destruction of property will be investigated by school administration or the school disciplinary committee, using all resources available, including law enforcement. Individuals involved in any allegations will be given due process.

Students found responsible for the destruction of property may face appropriate disciplinary action, including financial restitution, and up to and including suspension and/or expulsion from Our Lady of the Lakes school.

## **Disciplinary Procedures**

### **Disciplinary Committee**

Our Lady of the Lake disciplinary committee meets as needed to discuss the current and future issues that our community may encounter. The committee consists of staff members with a variety of experience and backgrounds, including school administration, to ensure that all areas of student needs are addressed in policy and outcome. This body hears student concerns as well as reports of misconduct, and allows due process for Our Lady of the Lakes students. Each case is handled using our student handbook as a guide, and considers the unique circumstances that each case presents.

### **Philosophy**

Our Lady of the Lakes believes in positive approaches to behavioral intervention. While there is a time and a place for appropriately leveled consequences, our disciplinary approach seeks to identify causes of harmful or disruptive behavior and seek restitution, support, and resolution. Individual responsibility, cooperative behavior, and a positive attitude are necessary to maintain a productive atmosphere and rules are necessary for the good of our community. Disregard for these rules will lead to problems for the student. The following disciplinary steps are available in response to improper student behavior at any school activity on or off campus.

### **Disciplinary action is the prerogative of school authority when:**

- student is being transported to or from school or school related activity
- student is attending the school
- student is on the school premises
- student is taking part in any school-sponsored activity, during or outside of school hours.

## **Appropriately Leveled Disciplinary Action**

### **Restorative Practices:**

When students violate school policy a relationship has been damaged. Trust between the student and the school, or possibly trust between the student and his classmate(s). Restorative practices are designed to repair this fractured relationship and seek to reintegrate the student(s) into a good standing among their teachers and peers.

**Students may be required to perform a restorative activity during OR outside of school hours.**

#### Possible school responses to student infractions:

- Called before school disciplinary committee to discuss what occurred
- 1 on 1 meeting with school administrators
- Supervised meeting between students involved
- Repair or Replacement of damaged property
- Mandatory counseling with parent approved access to counselor report
- Student Behavioral plan

### Behavioral Plan

Students will be placed on a behavioral probation if they consistently fail to show improvement or are repeat offenders of handbook policy. The length and conditions of a student's plan will be determined by the school administration and/or the school disciplinary committee and intervention team. Such probation may result in temporary restriction of privileges, such as participating in or attending school activities.

If there is no marked improvement in the student's conduct during this period, the student may be required to withdraw. Current students are not automatically accepted to the next school year and may be refused for academic or disciplinary reasons, or they may be re-admitted on a behavioral plan.

### *Restriction of Privileges*

When students violate school policy, it is sometimes necessary to remove students from situations or environments in which the student behavior is most likely to occur. As part of restoring trust with the school, students may have certain privileges restricted for a time deemed appropriate by administrators or the school disciplinary committee. This is not necessarily in place of restorative practices, but at times will be in addition to.

#### Possible school responses to student infractions:

- Loss of lunchroom privileges
- Mandatory assigned seat in certain classes
- Loss of membership in clubs or activities such as Athletics, Student Council, or NHS
- Change of class schedule
- Loss of access to student engagement center
- ISS or In-school suspension.
- Out of School Suspension

### *In-School Suspension*

In-School Suspension (ISS) students are excluded from following their regular class schedule. Assignments from the classroom teachers are sent to the ISS classroom. Students are expected to work on classwork in isolation for the entirety of the school day. This includes tests, quizzes, and assignments. In addition, students are not allowed to participate in extracurricular activities during their period of in-school suspension.

Students in ISS must bring a sack lunch to school. They will not be permitted to attend lunch with the rest of the school.

During an assignment to ISS, students are required to bring all textbooks, notebooks, paper, pens, pencils, lunch, chromebook, and anything else needed for the school day. Students should report to ISS upon coming to school.

### *Out of School Suspension*

Out of School Suspension (OSS) is used when it is deemed necessary to temporarily remove a student from campus. During Out of School Suspension a student may not participate in any extracurricular activities or be on school premises. All work assigned and work due on the day(s) of the suspension must be returned the day students return..

### Expulsion or Exclusion

A student may be expelled or excluded when his or her conduct is deemed detrimental to the good of the community. Such action is at the discretion of the administration.

The following are grounds for expulsion:

- Two or more suspensions at any time during the school year.
- The frequent disregard for school policy and its disciplinary responses
- Behavior which demonstrates lack of concern and jeopardizes the safety of oneself or others.
- Weapons offenses.
- Drug and alcohol related offenses.

### *Obligation to Comply*

By enrolling at Our Lady of the Lakes, students and parents have agreed to the terms held within this handbook, and have an obligation to comply with school policy and its disciplinary responses.

- Students are not excused from scheduled consequences for any reason. The student and family will need to make arrangements to be present where and when requested.
  - If an emergency that is out of the control of the student arises, the school office must be notified immediately.
- Students who do not arrive at scheduled disciplinary measures are not allowed to participate in extracurricular activities until they comply. Sports practices are not a valid reason for missing. Coaches and moderators will be notified.
- Missing a scheduled consequence is considered a second offense and the case will be reviewed by the disciplinary committee to determine if stronger measures are needed..
- Students who refuse to comply after several attempts to resolve the issue will be brought before the disciplinary committee and reviewed for suspension or expulsion.

## **General Information**

### **Academic Affairs**

Please refer to the Curriculum Guide which addresses all academic issues.

### **Calendar**

Please refer to FACTS for the most up to date calendar information.

### **Dispensing of Medication**

All medication (prescription and non-prescription) must be dispensed through the Main Office. A permission form must be filled out by the parent/guardian. Medication must be brought to the Main Office in the original container.

### **Faculty-Staff Directory**

All personnel are listed [online](#)

### **Forms**

A number of [forms](#) are online for student use, including the physical form, medication forms, field trip forms, and service forms.

### **School Office Hours**

The office is open from 7:00 a.m. - 3:15 p.m. during the school year. The school office is normally closed on scheduled school holidays, weekends, and vacation periods that occur during the school year.

### **Volunteers**

- The Archdiocese of Detroit/ Office for Safe Environments requires the following of all volunteers:
- Criminal History Background Check: Anyone who may have contact with children, the elderly, or a person with disabilities must

- submit to a background check before starting work or a volunteer assignment
- Protecting God's Children Workshop for Adults: Attendance is mandatory for anyone who may have contact with children. Upon completion, a copy of the workshop certificate must be sent to Kim Didio in the Main Office.
- Pastoral and Volunteer Codes of Conduct: Clergy, employees and volunteers are expected to adhere to the practices stated in the Code of Conduct applicable to their position.

The full policy can be found at [www.aodonline.org](http://www.aodonline.org) – Safe Environments Policy.

## Unscheduled School Closings

When weather conditions are present, Our Lady of the Lakes High School may be closed for the day, delayed in opening, or dismissed early. Please listen to radio stations: WJR (760) or WWJ (950) for a list of school closings. If you prefer TV watch WDIV (Channel 4) for school closings.

We make an attempt to send an email and text to all parents and students who have agreed to receive parent alerts via our FACTS system. If you have entered your email address and/or phone number on your FACTS account, and haven't blocked alerts, you will receive this notification.

## School Emergency Drills

Fire, tornado and shelter-in place drills are held periodically during the school year. Proper procedures for evacuating the building in case of a fire or for moving to a safe location in case of a tornado or shelter-in place are posted in all rooms, and will be reviewed with the students by the faculty. Students must become completely familiar with these procedures and in case of an alarm should move to their designated location quickly and quietly. Students should conduct themselves during all drills as if an emergency situation existed.

## School Information

Information is shared with students and parents through many different avenues. Students are expected to check their email on a daily basis to receive update information. – Hallways TV's – School website and calendar –

If you would like to submit information to be posted, please contact the marketing department ([marketing@ollonline.org](mailto:marketing@ollonline.org))

## Visitors

All visitors are to report to the school reception desk entering the school. For security reasons, unauthorized guests are not allowed on campus during school hours.

## Bus Regulations

Bus transportation to and from school is provided for students who live in the Waterford School District. Students must adhere to bus regulations established by the Waterford School District. Failure to comply with established rules and regulations will result in disciplinary action, possibly including temporary or permanent loss of bus riding privileges.

## In "Loco Parentis"

The administration and staff of our school operate in the capacity of "Loco Parentis", handling all matters in what is deemed to be the best interest of the students in general and the school in particular. Accordingly, the administration maintains the responsibility to make any changes in the policies and procedures listed in (or omitted from) this code for the good of the community in an emergency.