



**Our Lady of the Lake**  
**Catholic School**  
*Educating to Lead, Learn and Serve in Christ*

**2019-20 School Year**

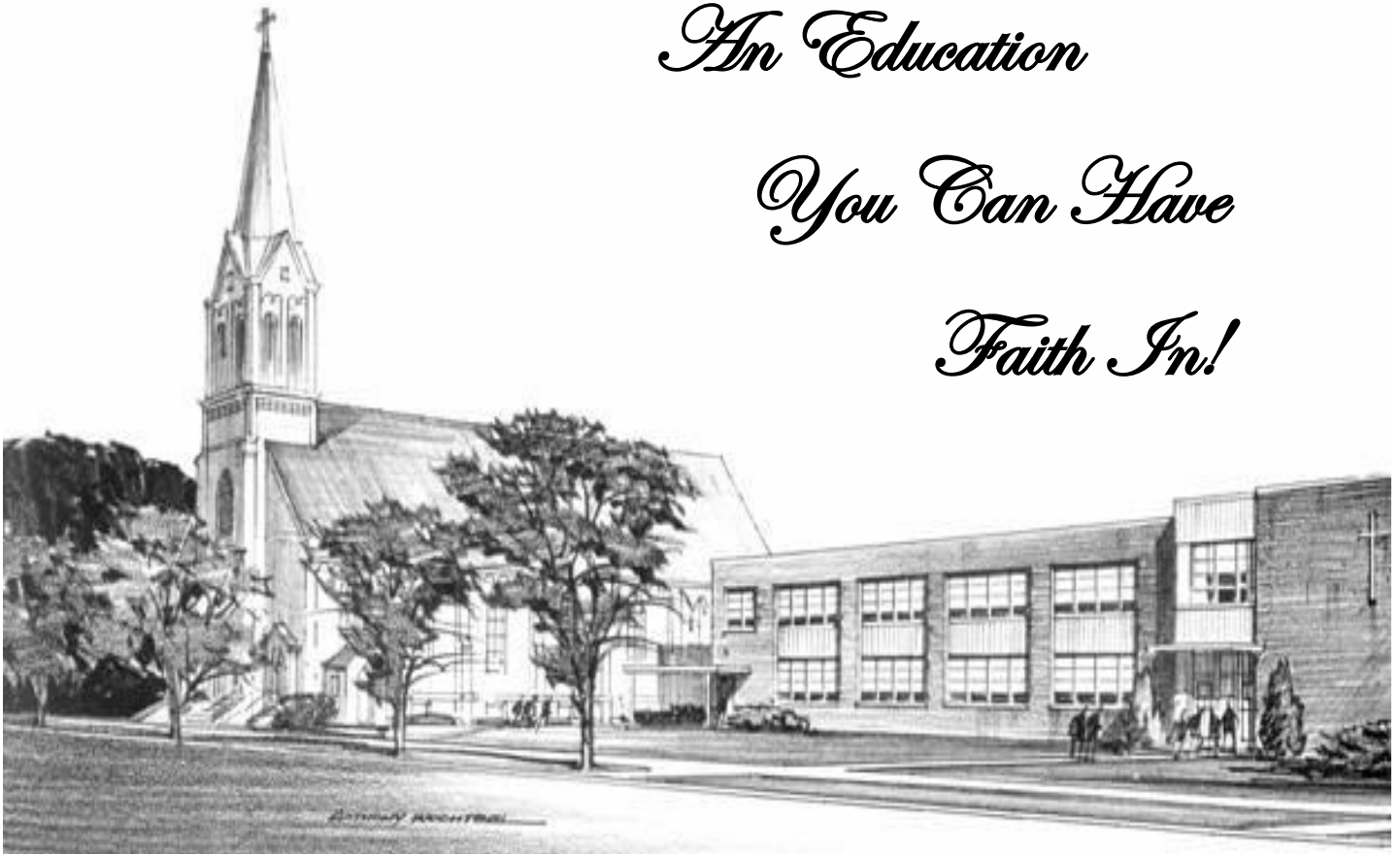
Our Lady of the Lake School  
215 Lake Shore Drive East  
Ashland, WI 54806

Father Jerome Dsouza  
Mrs. Betty Swiston, Principal

*An Education*

*You Can Have*

*Faith In!*



## Handbook for Parents and Students

2019-20 School Year

**Please acknowledge the receipt of this handbook!**

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### School and Pastoral Office Contact Information

<p><b>Our Lady of the Lake Catholic School</b>  <b>215 East Lakeshore Drive</b>  <b>Ashland, WI 54806</b>  <b>Phone: 715-682-7622</b>  <b>Fax: 715-682-7626</b></p> <p><b>Office Hours: 7:30 AM – 3:30 PM</b>  <b>Website: <a href="http://www.ourladycs.org">www.ourladycs.org</a></b></p>
<b>Betty Swiston, <i>Principal</i></b>
<b>Shelley Knabe, <i>School Secretary</i></b>
<b>David Hart, <i>Billing Coordinator</i></b>

**Our Lady of the Lake Pastoral Office**  
**106 N. 2nd Avenue East**  
**Ashland, WI 54806**  
**Phone: 715-682-7620**  
**Fax: 715-682-7624**

**Office Hours: 9:00 AM – 3:00 PM**  
**Website: [www.ourladyashland.faith](http://www.ourladyashland.faith)**

**Father Jerome D’Souza, *Pastor***

**Father Parkash Gundiga, *Associate Pastor***

**Ric Johnson, *Business Administrator***

**Karen Wolfgram, *Church Secretary***

**Sister Peggy, *Bookkeeper***

## **Our Lady of the Lake Faculty**

Preschool Teacher - Paula Witzig  
Kindergarten – Bobby Massoglia

Aides: JoAnn Schmidt and Sarah McGuire  
Kindergarten aide—Jill Homan

1<sup>st</sup> Grade - Deb Cline

2<sup>nd</sup> Grade - Janine Boyd

3<sup>rd</sup> and 4<sup>th</sup> grades - Ashley Sukanen      Teacher’s aide - Laurel Harnisch

5<sup>th</sup> and 6<sup>th</sup> Grade - Lynn Furyk-Levings: Language Arts 6-8, Religion 6 and Reading Specialist

7<sup>th</sup> Grade - Sally Jo Goyke: Science 6-8, Math, Foreign Language 1<sup>st</sup>

8<sup>th</sup> Grade - Wendy Shields: Social Studies 6-8, Math 6, Physical Education 6-8

Music/ Band / Choir / Physical Education (Preschool to 6<sup>th</sup> grade) - Tresa Betzold

Foreign Language /Art Instructor/Mathematics 4<sup>th</sup> & 3<sup>rd</sup> Grade - Donna Miller

School Counselor - Paula Millar

Head Cook – Dan Schick

Head of Maintenance - Randy Hudson

Speech & Language - Karen Eaton

Title 1 -

## Mission and Vision Statements of Our Lady of the Lake Catholic School

Vision Statement: Our Lady of the Lake School will be the school of choice for parish and community families who desire their children to become innovative, socially responsible, Christian/Franciscan-centered world-wide leaders in the 21<sup>st</sup> century.

Mission Statement: Our Lady of the Lake School, an educational ministry of Our Lady of the Lake Church, exists to provide an excellent Catholic Education to the Ashland area and nearby communities. OLL has been serving the families of the Chequamegon Area for over 135 years, providing a high quality academic education in a faith-based atmosphere for grades 3-year old preschool through 8<sup>th</sup> grade. Student creativity in academics and the arts is emphasized. In keeping with the Christian/Franciscan heritage of the parish, students learn to appreciate and respect all of God's creation in a safe, secure and loving environment in which they can achieve to their fullest potential: academically, spiritually, mentally and physically.

Families of all faiths who share this philosophy and mission are welcomed. The combination of a loving, nurturing environment and a challenging academic curriculum help students develop into confident, caring, responsible, faith-filled citizens. The Franciscan values of compassion, justice, peace, service and respect of all creation are promoted and emphasized.

## Philosophy and Profile of a Graduate of Our Lady of the Lake Catholic School

Philosophy: Our Lady of the Lake Catholic School is designed for the education, development, and spiritual formation of children according to Franciscan Charisms and values. Recognizing that parents serve as the primary educators of their children, we also believe that the development of the whole child is a community partnership effort between students, school staff, parents and parishioners. Our goal is to:

1. Fulfill the academic and spiritual needs of the individual student with curriculum and opportunities that enable students to develop each to their maximum potential in all subject areas. Emphasis is placed on the student's responsibility to recognize and develop his or her talents to the fullest.
2. Foster opportunities for each student to develop Christian values that are a basis for critical decision-making and for further growth and development that includes a vision of a global perspective.
3. Build a community atmosphere of joy, love, and concern for each individual student. Our community provides each student with a sense of belonging, thereby helping each student develop a positive self-worth.
4. Help each student learn to appreciate and respect the rights of others so they may become true peacemakers through service of others at school, at home, and in the community.
5. Provide clear behavioral expectations based on a Franciscan model of peace, justice and respect for all.
6. Provide a variety of worship experiences including Mass, daily devotional time, Stations of the Cross, Rosary, Reconciliation and other prayer opportunities.

## **Our Lady of the Lake Profile of an 8<sup>th</sup> Grade Graduate**

1. PERSONAL GROWTH: A graduate of Our Lady of the Lake Catholic School will:
  - Possess personal, academic, social, and spiritual awareness
  - Explore a relationship to God, self, and others
  - Demonstrate a high level of self-awareness while being attentive to the needs of others
  - Embrace diversity in the world
  - Respect property and the Earth
  - Care for themselves, mind, body, and spirit
2. ACADEMIC GROWTH: A graduate of Our Lady of the Lake Catholic School will:
  - Demonstrate ability to solve problems creatively
  - Participate in well-rounded curriculum, including fine arts and current events
  - Demonstrate various study skills and strategies for learning new information
  - Demonstrate an independence and responsibility for learning
  - Transfer academic information to real-life situations
  - Demonstrate creative and critical thinking
  - Use technology effectively and appropriately
  - Be prepared to attend high school of his or her choice
3. SPIRITUAL GROWTH: A graduate of Our Lady of the Lake Catholic School will:
  - Demonstrate commitment to and/or knowledge of Catholicism
  - Lead others by living the commandments and following the example of Jesus Christ
  - Practice forgiveness of self and others
  - Demonstrate a deep respect for God, self and others
  - Participate meaningfully in prayer, Mass and devotionals
  - Realize the power of positive peer pressure and its applications through good role modeling
  - Demonstrate moral and ethical decision-making, with integrity and perseverance
  - Demonstrate knowledge of world religions and respect for the different beliefs of others
  - Practice stewardship in many forms, including giving service, time, talent and treasure to others
4. SOCIAL GROWTH: A graduate of Our Lady of the Lake Catholic School will:
  - Demonstrate respect, compassion, empathy, understanding, acceptance and tolerance of self and others
  - Be self-reflective in thought
  - Demonstrate behaviors appropriate to social and emotional situations
  - Communicate clear, thoughtful, intelligent and imaginative ideas through speech and written word
  - Speak and write with proper grammar and appropriate language
  - Build friendships that can last a lifetime
  - Collaborate with others to solve problems

## History of Our Lady of the Lake Catholic School

Our Lady of the Lake Catholic School (formerly St. Agnes) was founded in 1881. The first faculty was made up of Franciscan Sisters from Joliet, Illinois. In 1883, the Franciscan Sisters of Perpetual Adoration (FSPA) from LaCrosse, Wisconsin, took over the staffing of the school. Franciscan sisters taught in the school until the 1990s. A Franciscan brother taught computer and physical education until 2008. The Franciscan spirit and tradition remain as the foundation of the school's philosophy.

The present elementary building was built in 1957. The DePadua building, which houses the gym, was formerly part of DePadua High School. In 1967, when the high school closed, a portion of the building was converted for use as the junior high. The junior high was moved into the elementary building in 2014 and the top floor of the DePadua building was closed. In the summer of 1990, Holy Family Parish, which was located at the corner of Willis Avenue and Highway 2, and St. Agnes Parish merged. As a result of that merger, the parish and school names were changed to Our Lady of the Lake Catholic Community and Our Lady of the Lake Catholic School.

## Message from the Principal

Dear Our Lady of the Lake Catholic School Families,

Our Lady of the Lake School welcomes your family to our school family of learning, living and loving together as a community of believers. All of us at OLL School are here to do our best to help as partners with you in the education of your child. We hope our partnership is one that will be a good working relationship and grow stronger throughout the years your child attends OLL School.

This Parent/Student Handbook is to inform you of the philosophy, policies and procedures at OLL School. We are here to assist you in the training your child to be a Respectful and Caring Christian. I ask you to use this handbook for reference throughout the school year. You may also find an electronic version of the handbook on our school website at: [www.ourladycs.org](http://www.ourladycs.org).

We also encourage you to use our web-based student/parent system, Option-C. Option-C is another tool to help with communication between the school and families. Each family will be given a username and password. It is highly recommended that you use your login to Option-C and view your child's progress during the school year. A twice-monthly grade report will be emailed home in grades 4-8 for you to view and acknowledge as seen.

Feel free to contact either the teachers or the principal if you ever have questions, concerns and suggestions for our school program.

Sincerely,

Betty Swiston, principal

### **PARENTAL ROLE IN EDUCATION**

Educating the child is the shared responsibility of parents and school personnel. However, parents remain the primary educators. There is a natural inalienable right that is inseparably joined to a responsibility to educate their children. The parent's role is decisively important and should include:

1. A genuinely positive attitude towards education.
2. A positive attitude towards OLL School combined with a real interest in, and vigorous support of school activities.
3. Assisting your child in daily life, through that which he has learned about his faith and in academics.
4. Live by example the Christian values given to us by the Lord Jesus. Words alone do not convince a child.

### **ADMISSION REQUIREMENTS**

A. **Diocesan Policies** - (#5001DP, 5105DP, 5105G, 5105.1R, 5105.2G)

1. Age of admission - A child must be five years old by September 1 to enter 5K kindergarten and/or four years old by September 1 to enter 4K kindergarten. There will be no exceptions to this Wisconsin Statute.
2. Admissions - No child, resident in a community where a Catholic School is located in the Diocese of Superior, will be refused admission to that school because of race, color, creed or national origin.
3. Admission records - For the admission of a 4K or 5K kindergarten or a first-grade child, parents should present:
  - A. The child's birth certificate.
  - B. The Baptismal record of Catholic students.
  - C. A health certificate.For the admission of older students, parents should present the proper transfer or some other appropriate notification from the school last attended.

**Acting Principal:** The principal is required to attend meetings and events that will require him/her to be out of the office. For meetings/events held on school grounds, the principal will be available as needed. However, for meetings/events held off school grounds, the principal has designated an acting principal/ lead teacher, **Ms. Tresa Betzold, music and PE teacher**, to be available while he/she is attending meetings/events that are held off ground.

### **ACADEMIC STANDARDS and TESTING**

The school has adopted the academic standards and curriculum of the Diocese of Superior. These standards are aligned to the Wisconsin Academic Standards and national subject area standards. Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Diocese of Superior website at the following link: <http://catholicdos.org/schools>

All Choice students will be required to take the state and federal assessments in grades 3 – 8 unless an Opt-out form has been signed by parents.

### **APPLICATION SUBMISSION AND RANDOM LOTTERY**

Choice schools must accept all eligible Choice applications during each open application period in which the school is participating. If the number of eligible Choice applications for any grade level that are submitted during the open application period exceeds the number of Choice seats available for that grade level, the DPI will hold a random drawing to determine which applicants are accepted.

An applicant will be notified by the school, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason. A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

### **APPEALS PROCESS FOR APPLICATION REJECTION**

The school offers a limited amount of Choice seats each school year. To apply for a Choice seat a completed application must be submitted during the school's open enrollment period. The open enrollment period runs from the 1<sup>st</sup> of February through the 20<sup>th</sup> of April.

At the end of the open enrollment period, the DPI will conduct a lottery of all complete and qualifying applications. If an applicant is not chosen in the lottery, they are placed on a waiting list based on the order in which they were selected. At the completion of the choice lottery, each applicant is notified whether they have been selected or rejected. An applicant will only be rejected if they do not meet the income and/or residency requirements, or if they are not selected in the random selection lottery.

An applicant can only be rejected if the parent does not meet the income, residency, age or prior year attendance requirements or fails to be selected in the random lottery. Returning Choice students need only meet the residency requirements each year to be eligible for Wisconsin Parental Choice Program.

**Asbestos Surveillance Inspections and Precautions:** It is the policy of the school to comply with applicable federal, state and local laws and regulations regarding asbestos in the school buildings. This policy establishes general guidelines for faculty, staff, students and contractors in compliance with regulations issued by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and local governments. Periodic surveillance inspections are done to note if any changes have occurred in the designated asbestos containing areas of the buildings. Our Lady of the Lake School has an asbestos management plan which is up-dated on a 3-year cycle through a licensed agency. The plan is available upon request for review in the school office.



**Attendance and Absenteeism:** Compliance with the compulsory school attendance law by the state of Wisconsin (S.118.15) must be followed. Students enrolled at OLL School are subject to this law (5105.3G)

It is a duty of the school to insist upon regular attendance. The loss of even one day may be detrimental to a pupil's progress, particularly in the primary grades. Please notify the school office anytime between 7:30 a.m. and 8:30 a.m. if your child will be late for any reason or absent due to illness or an appointment. Excessive amounts of tardiness can also inhibit learning. Please have your child at school on time.

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. The morning bell ring to start school is at 8:05am with a second bell at 8:15am to be ready to learn. Students should be at their desks and ready to start the day by 8:15am.

A student is considered tardy if they are not in the classroom or under the supervision of the teacher at the time of the 8:15 am bell. Tardy students must stop at the office before going to class.

*(Please remember to call into the school to notify the office that your child will be out for the day or it is considered an unexcused absence and the truancy laws go into effect.)*

**Habitual Truancy:** a child is a "habitual truant" if he or she is "absent from school without an acceptable excuse for either of the following:"

1. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

Sections 118.16(1)(a) Wis. Stats., School Attendance Enforcement. Repeated tardiness could lead to truancy and the school will refer the matter to the appropriate human services department and/or the appropriate district attorney. Habitual truancy that remains a problem after discussion with the parent or guardian, or due to the parent or guardian's failure to respond to the principal's request for a discussion on the matter, is likely to result in the student's expulsion.

**Absences:** Full Day – student does not attend any portion of the day.

Half Day – student is at school for less than 4 hours in a day.

Excused Absences – parent notifies school by phone, e-mail, or note with an acceptable excuse. (Examples: illness, death in the family, medical appointment, etc....)

Unexcused Absence – no notice is given for absences.

Make-up work must be completed in a timely manner, following teacher guidelines.

**Before and After School Care:** Our Lady of the Lake Catholic School offers Before School Care beginning at 7:30 a.m. In addition, After School Care is available starting at 3:10p.m. until 5:00 p.m. It is a minute-by-minute fee for Before and After School Care.

**BREAKFAST:** Breakfast will be served daily for students at a cost of \$1.60 for those not qualifying for the Free/Reduced (30 cents). Students will be able to obtain breakfast as they enter the building at the beginning of the day as the 8:00 bell rings. A cart will be available for students to take breakfast items and carry them into the classrooms. Each classroom teacher will determine when and how students will consume the breakfast items. Teachers will be

responsible for claiming breakfast in Option C for all students that take breakfast. Billing will be sent out just as with the Lunch billing.

**Budget of the School:** The school budget is reviewed by the pastor and principal each year. The parish finance council, pastor, and principal ultimately set the budget for each school year after it is developed by the Education Council.

**Drop off and Pick up at school:**

Morning Drop off time: 7:40am – 7:55am **SCHOOL STARTS AT 8:00 AM**

*Teacher supervision is provided on the playground during this time.*

- † No students are allowed before 7:40 am. Before School Care is available and opens at 7:30am (per minute rates are available)
- † Parents are asked not to drive through the canopy or stop at the bus loading/unloading zone/drive through area in the parking lot. Please park in the designated parking spaces and escort your child through the parking lot to/from the school.

After School Pick up time: 3:10 – 3:20

*Teacher supervision is provided in the North Entrance during this time.*

- † No one is allowed on the playground unless there is parental supervision during/after busses leave.
- † Everyone waiting for a ride (either from the bus or a parent) must wait inside. No exceptions!
- † Parents should park on the east side of the parking lot and come into the building to pick up their child. No child will be allowed to cross the parking lot during this time without an adult to escort them due to safety issues.
- † Parents are asked not to drive through the canopy or the bus loading/unloading zone.

**Change of Address/Phone Number:** Proper addresses and phone numbers ensure our ability to contact parents and families as needed in case of emergencies and for general communication. If there is a change in a family's, parent's, child's address and/or phone number, please contact the school office.

**Cheating / Plagiarism:** OLL School has instilled in its students that honesty is a Christian virtue. They are to be honest in all their work. Cheating and plagiarism is dishonest and wrong. It will result in a major consequence. A zero will be given and parents will be notified. Further disciplinary measures may be taken. Repeated offense could result in a suspension.

**Child Abuse Reporting** (5142DP) According to Wisconsin law (548.981) any pastoral or school administrator, teacher, or related professional who has reasonable cause to suspect child abuse, or neglect, or who has reason to believe that a child has been threatened with abuse or neglect, is obligated to report the case immediately by telephone or personal visit to the local County Child Welfare Agency.

If the accused is a cleric of the diocese, the following special steps will be taken: The Bishop or his representative will report the matter immediately to civil authorities. If circumstances seem sufficient, the bishop will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

**Child Safety Training for Volunteers, Staff and Students**

Staff and Adult volunteers are required to undergo Safe Environment training (once every 5 years) and have a background check before working, coaching or volunteering in the classroom or on fieldtrips with children.

These training are offered online as your convenience at <https://catholicdos.org/safe-environment> click on the blue box at the website to begin the process. Parents should plan to do the training, so they are able to volunteer at the school, coach or go on fieldtrips.

OLL School in accordance with article 13 of the USCCB charter educates our students each year. Our students will be involved in age-appropriate discussions and view age-appropriate yearly safety training. Parents must give their written permission for their child to attend these classroom lessons. A form for this is given in the 1<sup>st</sup> day packet. Parents choosing to opt their child out of this training must do so in writing and will receive the information in a packet to do the training at home.

**Child Custody:** Parents must provide the school with a copy of court documentation regarding child custody issues.

**Closings or Event Cancellations:** The web-based school information system, Option-C, will be used for emergency closing of the school. Parents will receive a contact call, email or text message for school closings, emergencies or cancelation of events. Any school closing announced for the Ashland Public Schools also apply to Our Lady of the Lake. The local radio stations, WATW and WJH, and Duluth TV stations will carry our school closing announcements.

**Communicable Diseases:** If your child is home sick because of some communicable illness (chicken pox, mumps, mono, pink eye, etc.) please call the school office so the teachers, students, and other parents can be informed to watch for symptoms. The school will try to let parents know when the flu or other communicable illness is going around.

### **Curriculum of the School:**

The curriculum of the school is infused with the Catholic Faith and Morals. It is the total of all the experiences a student encounters during the school day. To ensure that those experiences adhere to high academic standards, Our Lady of the Lake Catholic School follows The Diocese of Superior curriculum guidelines—see the website of the Diocese of Superior at <http://catholicdos.org/curriculum-1> , which are built upon State of Wisconsin Academic Standards. Textbooks are evaluated based upon how well they correlate with the curriculum. All OLL Teachers hold a teaching license from the Wisconsin Department of Public Instruction.

In their daily class work, students of Our Lady of the Lake Catholic School study the usual spectrum of courses – Reading/Spelling/Grammar (Language Arts), Math, Science, and Social Studies, Religion and Art. Music, Media, and PE classes are offered throughout the week. All are infused within the context of a Christian value and morals system.

**Music:** Music fundamentals are taught twice each week. As an application of the fundamentals, students learn songs for the weekly liturgies, as well as for the semi-annual programs. Beginning in second grade, students are introduced to the piano in class. Individual piano lessons are also available. Piano instruction continues in third grade. In fourth grade and fifth grade, students can begin individual instruction in various

musical instruments. The school has a combined 6<sup>th</sup> through 8<sup>th</sup> grade band and choir. Students in 6<sup>th</sup> – 8<sup>th</sup> grade are required to take at least one of the following: choir or band. They also have the opportunity to participate in both band and choir with no study hall during the week. However, to participate in band, a student must have had at least one year of lessons before joining the band.

Band and Choir (grades 6-8) are both performance-based classes and require that the student be there for all concerts. Most of the concerts are scheduled outside the normal school day and will require the student to come back at night to perform; failure to perform in the concerts will result in a lower grade. Students are expected to practice outside of scheduled class times for band. Band students have a sectional once a week during their lunch time recess that they are required to be at (lessons for grades 4-5 and sectionals for grade 6-8); failure to attend these sectionals will result in a lower band grade. Also, because band and choir are performance-based classes, disruptive behavior will not be tolerated. Musical programs are put on for Veteran's Day, Christmas, and the Spring Program.

Physical Education: All grades participate in physical education. The emphasis is on physical fitness and on learning skills that make fitness fun, now and later in life. In the earlier grades' effort is made to build skills that will help children with overall coordination and balance. The older grades focus on games and life sports. The teacher must be presented with a written doctor's notice indicating reason for and length of time if a child cannot participate in the activities. The teacher has the right to require a different assignment to be completed in place of participation. All students must have a pair of shoes to be worn only for gym. (Indoors)

Religion Curriculum: Religion is taught in word and deed at all grade levels throughout the school day. Catholic doctrine and the practice of Christian values are interwoven through the entire fabric of the curriculum. By studying their faith, students form the foundation from which moral judgments are made, now and in the future.

Children of other denominations are very welcome at Our Lady of the Lake and are expected to participate in religion classes and in the weekly liturgies. Families of other denominations will find that Our Lady of the Lake Catholic School gives their children a firm foundation of Christian values in a loving atmosphere that respects their own religious traditions.

The Family's Role: The most important part of our religion curriculum involves the family. It is the example of the family that will establish the life-long attitudes and practices of each child. Each family is encouraged to go to church each weekend. While attendance at our Catholic school is an important step on the road of each child's faith journey, it should not be their only faith experience.

Sacramental Preparation: Parish programs in preparation for the sacrament of Holy Eucharist and Reconciliation are included in grade two. Children of other denominations are excused from sacramental preparation. Students of other grade levels who have not received the sacraments many participate in the sacramental programs. They will be excused from class to be able to attend the preparation classes.

Liturgies: An important part of religious education is the celebration of the Eucharist together. Every week there is an all-school liturgy on Wednesday at 9:00 a.m. Occasionally, it is necessary to change this schedule due to Holy Days (see next paragraph), or the priest's schedule. Grades take turns preparing liturgies and participating by lecturing, singing in the choir, altar servers and reading intentions. Each grade will have Mass

buddies from a different grade level that sit with them during church and also partner up once a month for buddy reading time. This helps to develop a sense of “family” among our students of different ages.

**Holy Days of Obligation:** School may be in session for one or two of the Holy Days of Obligation (The Feast of the Immaculate Conception on December 8th and All Saints Day on November 1st) if the date is during the weekday. These feasts may be properly commemorated by scheduling an appropriate liturgy for the school children on that day.

#### **Theology of the Body and the Morality Unit**

Theology of the Body is a series developed by St. John Paul II for grades 7-8. The Theology of The Body and the Morality Unit are approved by the National Conference of Catholic Bishops. Students are taught about family life and are offered a guided, consistent, faith-filled approach to human sexuality, as informed by the Christian faith.

- Students will learn an appreciation of their own uniqueness, goodness, and physical and psychological development.
- Students will learn to appreciate and respect the purpose of Christian marriage, the role played by sexuality, the importance of healthy relationships with others, and to respect the dignity of other persons.

**Education Council:** The Education Council meets the **second Tuesday** of the month in the months of September, October, January, February, March and May. Meetings are at 5pm in the Pastoral Center located on the west side of the church. The council is made up of the parents, school staff, parishioners and parish staff. These meetings are open to all. All interested persons are welcome to attend the meetings. It assists the pastor and principal in their roles of development and marketing, long-range planning, finance, buildings and grounds. Please contact the principal if you are interested in becoming a member. A general meeting will be held on September 13 to report the state of the school and budget for the school year.

**Emergency Drills:** Fire and tornado drills will take place periodically throughout the school year. The school has a crisis plan that it will enact if deemed necessary in conjunction with the local law enforcement officials.

**Family Messages:** Messages from school that require a reply, or which ask for something to be returned, will be sent home with the youngest child. Please be sure to go through this information and return what is requested.

**E-mailing and Option-C** - The school will email all weekly newsletters and post the school calendar on the school website. Parents can contact the staff and teachers by emails or calling the school. The staff emails are posted on the school website.

**Field Trips:** Field trips are privileges given to students. Students may be denied participation of this privilege to attend if they fail to meet academic and/or behavioral requirements. **A signed official Diocesan permission slip** is needed for a student to participate in a field trip. Telephone calls will not be accepted in lieu of written permission. Faxed permission forms will be accepted. It is also the right of a parent to refuse to allow their child to participate in a field trip. Please notify the school if your child will not be attending a fieldtrip.

Chaperones/Drivers are also needed for field trips. Please indicate whether you can drive on the permission slip. All drivers must fill out a Volunteer Driver information sheet and an adult waiver form.

Lunch on a fieldtrip: a school bag lunch can be provided for day-long field trips and can be indicated on the permission slip. The lunch will be deducted from the student's lunch account in place of a hot lunch. Other arrangements by the teacher may also be presented for a lunch outing, but all students/families have the right to sign up for a school bag lunch.

Overnight field trips require special permission due to diocesan policies. All repeat overnight field trip must be approved by the principal well in advance. All new overnight field trips must be approved by the principal in consultation with the pastor and school council.

### **Food Services**

**Hot Lunch:** OLL School provides hot lunch daily. **Free or reduced lunches** are available to children in qualifying families. Applications are available at the school office and are also sent home to all families during the first week of school. One 1/2 pint of milk is included with the hot lunch price. Additional servings of milk can be purchased for 40 cents per ½ pint.

**Milk:** Students not taking hot lunch may purchase a ½ pint of milk at 40 cents. The children in grades K-4 have a milk break in the morning. There is a separate fee for milk break that can be paid by the year or by the semester. Free or reduced lunch families also qualify for milk with the same application.

### **School Meal Policy**

The National School Lunch Program (NSLP) is a Federal Pre-Pay Program. If your child takes school lunch or milk, there must be money in their lunch account. If your child has a negative balance you will be contacted via email. Students that chose to bring a cold lunch from home must pay for milk. The fee is \$.40.

#### **For Students with PAID lunch Status**

- Prices for school lunch are set by Our Lady of the Lake Catholic School in accordance to federal and state regulations.

#### **For Students with FREE Lunch Status**

- The federal school lunch program allows qualifying students to receive a reimbursable meal every day.

#### **For Students with REDUCED Lunch Status**

- The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced rate of \$.40.

**Fundraising:** The full cost to educate a child at OLL School is about \$7700. In order to avoid raising tuition Our Lady of the Lake Catholic School has many fundraisers. One of our parish's main missions is OLL Catholic School. Our church members directly support our school with their weekly contributions and fundraising efforts to a total of 75% of the cost to educate each child.

Most parish fundraisers are for the direct benefit of the school. This includes weekly Bingo, the Holiday Bazaar, the Bay Days raffle, and Christmas Tree sales, Benoit Cheese sales, and Hugo's pizza sale. Thank you in advance for your participation in these necessary fundraising activities.

**Weekly Bingo** is our biggest fundraiser for our school. Parishioners help with many of the jobs at bingo and **OLL Families are also assigned to work at bingo 4-5 times a year.**

Please notify the office when registering for the school year if you have a preference on the dates/months of your assigned bingo nights.

A yearly BINGO schedule with assigned dates will be sent home in the first day packet. **BINGO dates will not be rescheduled by the school. Missed BINGOs will be charged to the family's tuition cost at \$50 per missed BINGO.**

At BINGO Night please write on the golden BINGO Parent sign-in sheet if your family is trading BINGO dates with another family and indicate the family name with whom you are trading BINGO dates, so you will not be charged for a missed bingo. You are encouraged to plan early and make trades with other school families by contacting them personally if you cannot work your assigned date, so you will not be charged as a missed BINGO.

It is very important to have a full BINGO crew on every BINGO night. If you are not able to make a trade with another school families, please use the sub list provided at the beginning of the school year to contact a sub. This will allow the adult/parent on the sub list to get a tuition credit towards their family tuition.

Adults/Parents can register as BINGO subs to get tuition credit for their family. On BINGO NIGHT, please indicate on the BINGO Parent sign-in sheet to whom the tuition credit of \$25 is going towards. Contact the school office if you wish to be on the BINGO sub list. This sub list will be sent home with the yearly schedule for use in contacting a replacement for your assigned BINGO.

The Home and School Association does two fundraisers per year. They are the chocolate sale in the fall and the OLL School Garage Sale in the spring. Money from these sales goes to the Home and School Association which uses it for the betterment of the school.

\*\*Bingo and Fundraising are voluntary for those families who are exclusively in the WPCP and SNSP.

### **Governing Body**

Our school is governed by our Parish priest. He assumes responsibility for all aspects of the school organization.

### **Grading Scale:**

OLL School has a percentage grading scale for grades 2-8. Grades K-1<sup>st</sup> has a rating scale of 0-3 for skills and knowledge.

Kindergarten ,1<sup>st</sup>

3 - Meets Grade Level

2 - Approaching Grade Level

1 - Working Below Grade Level

2<sup>nd</sup> – 8<sup>th</sup>

A = 100%-93%

B = 92% - 85%

C = 84% - 77%

D = 76% - 69%

F = 68% ↓ and/or Incomplete

## **Progress Reports**

With the Option-C online system our teachers in grades 3-8 will email home progress reports on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month. This is to help parents in their role as partners in the education of their children. These reports will show what is also available at any time on Option C as to grade percentages and missing work. These progress reports are to help with communication to parents about their child's academic achievement and allow for parents to ask questions about their child's grades prior to the end of each quarter.

## **PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM FOURTH GRADE TO FIFTH GRADE AND FROM EIGHTH GRADE TO NINTH GRADE:**

Student promotion is determined by the student's mastery of the core curriculum with consideration given to the student's developmental maturity reflected in behavior. Student ability is considered when making decisions regarding promotion and retention.

The school will make the decision to retain or accelerate a child only after consultation, evaluation and reflection with administration, parents/guardian and teacher. The final recommendation or decision is established by the school principal and communicated to the parents/guardian of the child.

The following is the school's fourth and eighth grade promotion requirements administrative policy as adopted by the school leadership and Diocese of Superior on April 27, 2016.

1. Beginning in the year 2016 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will meet at least one of the three criteria:
  - a. Criterion #1 – Academic mastery of the core curriculum. Academic mastery of the core curriculum is defined as obtaining proficiency levels in reading, writing, mathematics, science and social studies that are measured and defined by classroom assessment.
  - b. Criterion #2 – Assessment results at a level of basic or above, which is measured and defined by the Wisconsin Forward Exam and/or the Northwest Evaluation Association Measure of Academic Progress®, in reading, writing, English/language arts, mathematics, science and social studies.
  - c. Criterion #3 – Recommendations of teachers based on the student's developmental maturity reflected in behavior determined by a school-based team that includes the classroom teachers(s) and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.
2. The criteria must be met in the following manner:
  - a. Criterion #1 will be considered first.
  - b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
  - c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.



**Graduation:** Any 8<sup>th</sup> grader who is a registered student at Our Lady of the Lake Catholic School and is in good standing will be given a diploma upon completion of their 8<sup>th</sup> grade year. This student is also expected to participate in the 8<sup>th</sup> grade Graduation Mass. Graduation is at night on the Wednesday of the last week of school. Our Lady of the Lake School is a PreK-8<sup>th</sup> grade school and does not grant high school diplomas.

**Grievance Procedure/Resolution of Difference:** Complaints should be handled at the lowest possible level. Persons concerned about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the principal be contacted. If no resolution can be found, the complainant must put their grievance in writing and present it to the principal. The following steps will be taken:

- 1) Meeting of complainant, principal, and pastor – no resolution
- 2) Meeting of above and the local Dean.

As a final alternative, if the grievance cannot be resolved, one or both of the aggrieved parties may refer the grievance to the Diocesan Bishop. The Bishop or his delegate will respond to the grievance.

**Honor Roll:** Honor Roll is posted at the end of each quarter. Honor Roll is determined by adding the grades together for each subject the students has and finding the average percentage. High Honors Roll is an “A” total percentage; Honor Roll is a “B” total percentage. Specialists’ classes count towards grade point.

**Home and School Association:** All parents and teachers are members of the Home and School Association. This organization’s purpose is to promote better communication between the school staff and the school families. The main functions of our parent-teacher organization is to promote parental support for the school program, and to increase mutual understanding between school staff and parents and to help meet the some of the financial requests and needs of the school as indicated by the staff and school families. Meetings are held during the school year to plan for events. A volunteer sign-up is handed out in the first day packet for helping with the events throughout the school year.

**Homework:** Homework is an important part of learning as it allows student to practice classroom concepts on their own. Homework should not exceed the 10 minutes per grade level rule. However, homework should be respectful of rest and family time for students and families.

**Kindergarten:** OLL School offers 4K and 5K kindergarten. The State of Wisconsin requires that a child be at least 4 years old by September 1 to enter 4K kindergarten and at least five years old by September 1 of the year he or she starts 5K kindergarten.

An open house is held in the spring of the year. Registration materials are available at that time. Prior to starting kindergarten, a physical examination form, immunization record, and birth certificate are required and a baptismal record if Catholic. An eye exam is recommended. A tuition contract and family card need to be completed in the school office to enroll your child. Those students in the Wisconsin Parental Choice Program or the Special Needs Scholarship Program do not pay tuition. The State of Wisconsin pays for the costs of their education. For more information about the WPCP and the SNSP contact the school office.

## **NON-HARASSMENT POLICY**

Respect for the dignity of each person is essential to Catholic tradition. It is important that we maintain learning and working environment that is free of any form of harassment or intimidation toward any student. All students of the parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment.

Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. "Unwelcome verbal or physical contact" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive or sexually graphic materials which is not necessary for school purposes.

No student shall be subject to harassment including sexual harassment as a Catholic school student.

If warranted, any student who engages in harassment, including sexual harassment shall be subject to appropriate corrective action, including discipline such as, but not limited to, probation, suspension and expulsion and where appropriate these actions will be reported to the proper authorities, including the police.

Any student who believes that he or she is being harassed, including but not limited to sexually, shall report immediately such information to the faculty/staff and school principal. The school principal shall report immediately such information to the pastoral administrator and Diocesan Superintendent of Schools. Any information reported shall be treated as confidential. All claims of harassment shall be promptly and thoroughly investigated by the school principal after consultation with the Diocesan Superintendent of Schools.

No Student making a good faith report of harassment shall be subjected to retaliation.

False claims will be considered and dealt with as a serious matter.

**Leaving School Grounds:** Students are not permitted to leave the school grounds before, during, or after school. Students are specifically prohibited from going to Burger King or The Holiday Gas Station. The office must be notified in advance of any student that will be leaving for an appointment. Parents must sign out the student at the school office. No student at any time may walk across US2 without an adult supervisor. Those students leaving at dismissal must have an adult cross them on US2 in the designated crosswalk.

**Lockers and Desks:** Lockers and desks are the property of Our Lady of the Lake Catholic School and will be issued to students at the beginning of each year. Students are expected to keep both lockers and desks neat and clean. School staff retains the rights to periodically inspect student lockers and desks. Students are responsible for damage to lockers and desks.

**Lost and Found:** The Lost and Found is located outside of the school office. Students and parents are encouraged to check it regularly. At the end of the year, all remaining lost and found items will be donated to charity.

### **Medical Policy:**

The health, safety, and well-being of students and staff are always the primary concern of the school. This school does not have a nurse on staff. Medical care is delivered by the school secretary and principal in consultation with the parents and if or as needed medical professionals.

**Sick Children:** When children become ill at school, a health area is provided for them to rest. In the event that the child is too sick to remain in school, the parent(s) will be called. If a parent can't be reached, the alternate number provided on the family card will be called. **It is very important that parent telephone numbers and alternate numbers are kept up to date.**

**Accidents:** In the event of an injury of some kind, an accident report will be filled out and sent home. This will explain how the child got hurt, where it happened, the apparent extent of the injury, and what measures were taken at school to treat the injury. If it seems that a doctor should see the child, we will contact parents. If necessary, in an emergency, children may be taken to the clinic or emergency room by ambulance. This school shall cooperate with local health officials in complying with state and local regulations regarding physical examinations and immunizations.

**Health Records** are confidential and will only be seen by the principal, school secretary, and any other school personnel deemed in need of this information.

**The School follows the Wis. Statute (118.29(2-4) for administering medications.** Parents are required to fill out the **Medication Permission slip** (available in the school office) prior to any medication being administered. All medications must be in the original prescription or over the counter bottle. Any medication not given in an original prescription or over-the-counter container will not be used.

Families are asked to provide the school with inhalers and nebulizers that can be left at school. Students may have these items on them.

Cough drops must be given to the teacher in a bag that is clearly marked with the child's name on it. (Cough drops can be put in a zip-loc bag) Parent permission must be given for all over the counter medications. The school does retain the right in an emergency case, to administer Benadryl, ibuprofen, or any other care it deems necessary for the health of a child or adult.

**Lice:** Students who are found to have lice (dead or alive) while at school will be sent home. Students will be allowed back into school after being checked in the office and found to be nit free (dead or alive).

**Pink Eye:** Students with pink eye will be sent home from school. Student must be out for 24 hours with treatment in order to return to school. Proof of medication or a doctor's note must accompany student's return.

**Newsletters:** weekly newsletters and monthly hot lunch menus will be either sent home as a printed copy or available through email. Requests for these to be emailed or sent home via your child can be done through the school office. Grades 3K-3<sup>rd</sup> send home a weekly class newsletter with each child.

**Nondiscrimination Statement:** Our Lady of the Lake Catholic Community in accordance with Diocesan Policy does not discriminate in employment on any basis prohibited by law such as race, color, sex, national origin, citizenship or disability. *Morals and Ethics Policy – Diocese of Superior pg. 5 “Fair Employment Policy”*

**Parent/Teacher Conference:** A conference will be scheduled at the end of the 1<sup>st</sup> and 2<sup>nd</sup> quarter. Parents are asked to do their best to keep the scheduled appointment. If there are special needs or problems, teachers and parents can schedule meetings at any time. The principal will participate in these meetings as requested.

**Preschool:** Our Lady of the Lake provides a warm, simple understanding of Jesus and the love of God. We educate with a curriculum that enables each child to develop maximum individual potential.

We create an atmosphere of joy and love, which provides each child with a sense of belonging. In order to help the children to develop positive self-esteem, we encourage social interaction through sharing and cooperation.

Our goal is to help each child learn to appreciate and respect the rights of other children and adults, while developing the skills needed to be successful in future learning environments. Along with plenty of playtime, the children learn some simple prayers and songs. In a playful atmosphere they are introduced to early reading and math skills. In preschool the children are also introduced to some basic school rules about politeness, cooperation and respect.

The preschool program is for children 3 to 5 years old. The preschool opens for Before School Care at 7:30 a.m. The regular school day begins at 8:15 a.m. The preschool is open every day of school. Preschool ends for the day at the same time as the other grades, at 3:10 p.m. There is After School Care available until 5:00 pm.

The preschool charges a separate fee unrelated to the rest of the school tuition. Hot lunch is included in the preschool fees. Families are encouraged to sign up to bring snacks a few times a month. Before and After school care is also a separate charge for other students not in the preschool program.

Preschool is available full days or half days and is available every day. The minimum attendance requirement is two half days a week.

**4K Program:**

The 4K Wisconsin Parental Choice Programs take place in the preschool room and follows its daily class schedule. A Wrap-around Program for the afternoons is offered for a fee. Parents can sign up for this program to allow their child to stay for the full day for the Wrap-around pricing. Sign up and registration for this program are available in the school office. Bussing is available for 4K students (age 4 before September 1<sup>st</sup>). They will ride the busses to and from school with the elementary students. You may register your child for the bus in the school office by filling out a bussing form.

**Use of Potentially Hazardous Materials and Tools by Students**

Teachers will directly supervise students in the use of potentially hazardous materials and tools in compliance with state and federal regulations.

### **Protection of Personal Property**

Articles of clothing, boots, tennis shoes, lunch boxes, scissors, glue, crayons, rulers should be marked with the student's name and grade, so these items may be readily returned whenever misplaced. Students are not allowed to bring any handheld electronics for recesses or to be used in school while it is in session. No weapons of any type are allowed at school. Cell phones should be turned off and stored out-of-sight.

**Referral/Screening:** Referrals for screening by the public-school district are available at Our Lady of the Lake. Parents are asked to consult with the classroom teacher regarding screening tests if the parent feels they may be necessary. Likewise, teachers may recommend a referral for screening to the parents. Screening is available for academic problems, speech, Title I reading services, and for ADD/ADHD.

**Report Cards:** The first report card for the year will be discussed at the parent/teacher conference. All other report cards will be sent home with the student. At the end of the quarter, review your child's report card. Report cards are to be signed and returned to school as soon as possible. Grades and assignments should be viewed through the Option-C parent login on a weekly/daily basis. A bi-monthly progress report will be emailed home on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month. This progress report can also be found on Option C through the parents' login.

**RELIGIOUS OPT-OUT POLICY:** Any student participating in the Choice Programs has the right to opt-out of religious instruction. OLL School prefers that a parent who wishes to have their child/ren opt-out of religious courses or activities submit a written request to the Principal prior to the start of each academic school year. If a student opts-out of a Religious Studies course or activity, that student must complete equivalent coursework and/or community service approved by the principal.

**School Pictures:** Pictures are taken in the fall. All students will have a picture taken for the school records. Please dress appropriately for the picture.

**Schools Relationship with Church:** Our Lady of the Lake Catholic School is under the jurisdiction of Our Lady of the Lake Parish, Diocese of Superior, and Canon Law. (1201G)

### **Extra-Curricular and Co-Curricular Activities**

Extra-Curricular activities are offered throughout the school year. Information and sign up for activities are given in weeks prior to the start of an activity. Some activities that are offered at OLL School are: basketball, volleyball, cheerleading, tennis, drama club, middle school cross-county running (with Ashland Public School), soccer skills club and skate club.

Co-curricular activities occur during the school day. Band and Choir are co-curricular.

OLL School expects all students who are in extra and co-curricular activities to maintain good grades and hand in all homework assignments.

No student shall be able to participate in extra-curricular activities if that student has a grade letter of F on Option C in any of the following subject areas: Reading, English, Spelling, Math, Science and Social Studies.

A student may participate with a grade letter of D on a probationary status. A determination of the status on whether a student may participate will be made by the OLL faculty and principal.

Physical examinations are recommended before a student participates in any sports.

OLL school students and home school students wishing to participate in extra-curricular sports will be required to read and adhere to our athletic handbook. All participants must also submit a Parent / Legal Guardian Permission Slip and Indemnity Agreement and Concussion paperwork signed by their parents / legal guardian before they can participate in any sporting activity. No person shall be allowed to participate unless a signed form is on file with the school office for the current year.

The Bruins Booster Club is made up of parents who support and are part of our athletic program. The Booster Club helps provide funding for our sports. It is highly encouraged to participant in this organization if your child is in our sports program. All parents of students in the sports of middle school basketball, cheerleading and middle school volleyball will be required to assist at the home games in one of the following areas: concessions, the door, the score clock or keeping books. A schedule will be sent home prior to the start of the first games.

#### **STUDENT ELIGIBILITY FOR THE Wisconsin Parental CHOICE PROGRAM(WPCP)**

Policies regarding student eligibility are determined by state law and the Department of Public Instruction. To qualify for the program, a student must be a member of a family that meets the income eligibility and residency requirements set by state. A completed application to the Choice Program must be submitted through the DPI website during the enrollment period: Feb. 1<sup>st</sup>-April 20 of the prior school year. The school must receive proof of residency and income eligibility, during the school's open enrollment period. Families applying and accepted under the Choice Program will be required to provide proof of income to the DPI via the school for the 1<sup>st</sup> academic year and then proof of residency for every year that they are participating in the program. Enrollment into the program is required every year during the enrollment period.

#### **Student Eligibility for the Special Needs Scholarship Program(SNSP)—Choice Program**

Policies regarding student eligibility are determined by state law and the Department of Public Instruction. To qualify for the program, a student must be a member of a family that meets the eligibility and residency requirements set by state.

Eligibility for the SNSP: A student must have a current IEP to qualify for the program. A completed application to the SNSP must be submitted between July 1 and June 30 (school fiscal year) to the school. Enrollment is year-round to the program. Referral of a student must be made to the Local Educational District with the time frame for referrals and determination of a disability made by the Local Educational District/Home District according to state law. Re-evaluation of a SNSP student is done every 3 years after determination of the disability by the Local Educational District/Home District.

Families applying and accepted under the SNSP will be required to provide proof of residency for every year that they are participating in the program in August-September of each year. Enrollment papers are only filled out the first year of qualifying.

Students receive a full SNSP scholarship yearly until it is determined after the 3-year re-evaluation that they no longer have a qualifying disability. The SNSP provides a partial scholarship to those students enrolled in the SNSP but no longer have a qualifying disability for all the school years that the student is enrolled at OLL School.

**Student Records:** Student records are maintained in the school office. All information is held in confidence. Parents/guardians are requested to provide current health, custody and contact information. Student records are available to a child's mother and father unless custody restrictions are noted on file in the school office. In the event our school would cease to operate, parents would be notified in writing. All student files would be forwarded to the parish office or Diocese of Superior and held for a period of 65 years.

**Support-A-Student:** Tuition assistance is awarded each year to families that apply for Support-A-Student (SAS). SAS money will only be paid out once the family's share of tuition has been paid. SAS does not go towards hot lunch. SAS money remains available until the end of the school year at which time the family's tuition portion must be paid in full or the SAS is forfeited, and the family owes the full amount.

**Supply Lists:** A list of supplies needed for the school year is emailed to your current email address. This list is also available at Wal-Mart for your convenience and available on our school website: [ourladycs.org](http://ourladycs.org)

### **SUSPENSION, PROBATION AND EXPULSION**

All new students enter the school on one-year probation. The school principal may place any student on probation for a trial period. After a conference is held with the student's parents/guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

The suspension or expulsion of a student from Our Lady of the Lake school is a very serious matter and is invoked only in extreme cases. Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration. Expulsion is permanent and is imposed only for serious offenses. In most instances, an out-of-school suspension will precede an expulsion, but there may be behavior which is so serious and so detrimental to the safety of others that an immediate expulsion is necessary.

The principal shall ensure there has been communication with parents/guardian prior to the suspension or expulsion. There shall be communication between the parent, student, teacher and principal prior to the student returning from an out-of-school suspension.

There are two (2) general situations which may lead to expulsion:

1. When the moral, academic or physical well-being of the student body or staff is endangered, or

2. When there is repeated and open disregard for school authority and rules.

The pastoral administrator shall be involved in the suspension/expulsion process. The diocesan superintendent of schools shall be notified before an expulsion action is taken.

Although Catholic schools are not required by law to grant due process, concern for students and parents implies that care should be taken that fundamental fairness is offered the students in the process of expulsion.

### **APPEAL OF EXPULSION**

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by the Diocese of Superior policy. If they were not followed, the Superintendent will refer the issue back to the parish school with a recommendation about at which step of the procedure needs to be further processed.

**Telephone and Cell phone Usage:** Cell phones are not allowed to be used during school hours. If needed, students may come to the office to make a telephone call. Telephone calls should have an educational purpose and be quick in nature. Texting is also not allowed while at school. Cell phones should be stored away in a backpack and turned off. The following procedure will be followed when dealing with students and cell phones: (student using cell phone, cell phone rings in class or in locker)

1. 1<sup>st</sup> Offense: Cell phone is taken by the teacher and given to the principal. Cell phone will be given back at the end of the day.
2. 2<sup>nd</sup> Offense: Cell phone is taken by the teacher and given to the principal. Parents will be notified and informed they have to pick up the cell phone in the school office.

**Testing:** Our Lady of the Lake participates in a standardized testing program as directed by the Diocese of Superior. This program consists of the MAPS testing and is given to all students Kindergarten through 8<sup>th</sup> Grade. The specific grade levels tested varies from time to time based on Diocesan requirements.

The testing program helps monitor the performance of our curriculum and assists in modifying instruction as appropriate for individual students. Parents receive test results which explain how their child performed on the test in comparison to their grade peers.

**Title I & Speech Services:** Title I reading services are available to students who qualify in grades K-8. Services are provided by a public-school district Title I teacher. Speech services are also available for our students as young as preschool- 8<sup>th</sup> grade for those that qualify.

**Tuition:** The school sets the tuition for each subsequent school year. Each year there is a minimum tuition set for Catholic students and non-Catholic students. There is a difference in the tuition for Catholic and non-Catholic students due in fact that Our Lady of the Lake Parish covers the remaining cost to educate each child. The tuition for Catholic children is therefore lower based on the presumption that Catholic families contribute to the parish in other ways as well as through tuition. Those students that have qualified for the Wisconsin Parental Choice Programs do not pay tuition. The state of Wisconsin reimburses the school for their educational costs.



Our Lady of the Lake expects that each family will pay their tuition in a timely manner. Great effort and faith is entrusted to every family in order to help them pay their tuition; monthly payment stubs, invoices, phone calls, and other reminders.

**OLL School sub-contracts with a tuition and fees online company called FACTS. There is an annual registration period for families to join FACTS during August. This company serves as a direct contact for any billing questions or concerns. Weekly/Monthly invoices will be sent to families for K-8 tuition, preschool and afterschool care costs. These will be conveniently put into one total invoice which will show the totals for each area of payment. All families will be required to register on FACTS prior to beginning any of the school programs: Tuition for K-8, Preschool and Afterschool care.**

Families who are not able to make payments are asked to meet with the principal immediately. Accounts where no payment is received and/or no meeting with the principal was held – will not be allowed to attend for the next year. Upon graduation, accounts with tuition debt will be required to continue making monthly payments until the debt is gone.

Families who move away from the area during the year will have their tuition pro-rated to the day they leave. Those transferring out to a local school after March 1<sup>st</sup>, and have paid tuition in full, will not receive a refund. The final tuition payment should be done by May 15. Those enrolling in the school during the school year will also have their tuition prorated.

## **VISITORS**

### Adult Visitors

All parents and visitors must stop at the school office and sign in before visiting anyone in the school. Classroom visitors are asked to notify the teacher in advance to arrange the visit. Visitors, during the school day, are not to go to a child's classroom prior to stopping at the school office.

### Prospective Student Visitors

Students may have visitors during the school day only under the following conditions:

- A written request is made one (1) school day prior to the time the visitor is to be at the school. The request is to include the student's name, grade level, school presently attending, and medical concerns (allergies, medications) necessary in case of emergencies, along with the parent/guardian's name, address and a phone number where they can be contacted during the day.
- The visitor received permission to be at the school from the school administration.
- The visitor signs in and out at the office. Visitors not complying will be asked to leave.

**Volunteers:** Volunteers are essential! The school could not continue to operate without parent volunteers. Every parent is a volunteer and is asked to help out in some capacity. A volunteer sheet goes home at the beginning of the year on which you can show the areas in which you would like to help.

**WRISA Accreditation Statement:** Our Lady of the Lake Catholic School is accredited by the Wisconsin Religious and Independent Schools Accreditation.

## **Internet and Other Technology Safety Policy**

Technology is a growing area of resources for accessing and providing information for curricular, personal, and instructional needs. The types of technology referred to in these guidelines are: internet, electronic presentations, and news media.

Note: The Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every “stop” made while one is exploring can be tracked by others.

Expectations for Internet use:

- Internet use is consistent with Catholic teaching, doctrine, morality, and values.
- I understand that the use of the Internet is a privilege granted for school and classroom-related projects. The students will use it for education use only.
- I understand that any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary actions.
- I will NOT use the Internet will NOT be used for the purpose of transmitting or receiving illegal, illicit or obscene materials in conflict with our Catholic mission.
- The internet will NOT be used for the purpose of violating copyright law. This includes but is not limited to: copyrighted software, text, graphics, and music. Such action will be considered theft and is in violation of Catholic and legal standards.
- The Internet will NOT be used for the purpose of plagiarism.
- It will NOT be attempted to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure internet sites. This will be considered theft and in violation of Catholic and legal standards.
- The Internet will NOT be used to transmit information about the school or the school-governed facilities, this includes but is not limited to school and student personal names and addresses.
- The school reserves the right to review any materials (emails, files, and other correspondence) sent or received via the internet for their appropriateness in light of legal, ethical and Catholic standards.
- The privilege of Internet use can be suspended or revoked at any time.
- Intentional or carelessness that causes damage to any of the laptops/devices will require restitution by the student.

## **Student Code of Conduct and Discipline** (#5120G)

Positive concepts of discipline are built on a belief in the dignity of each person. Self-direction rather than external control is the aim of true discipline. OLL School promotes a climate of mutual understanding, respect and trust that is cultivated in order to promote self-discipline.

All students are asked to observe the rules of the OLL School. Any disregard of rules or disrespect of staff will be dealt with through appropriate disciplinary methods. Parents will be contacted if the inappropriate behaviors are persistent or are initially severe. Parents are expected to cooperate with the school authorities in correcting the behavior problem.

A student enrolled is an Our Lady of the Lake student at all times. A student who engages in misconduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials.

### **Disciplinary Situations**

1. Late, incomplete or missing assignments
2. Bus or bicycle safety violations
3. Playground violations
4. Rudeness or disrespect
5. Fighting or unbecoming language
6. Disruptive behavior and/or continued inattention which interferes with normal classroom learning.
7. Intentional damage or defacing of property
8. Continued disregard for the OLL School Rules

### **School Rules**

To create a peaceful and safe school environment OLL Students will have the same school rules to follow in every classroom. Students will know what is expected of them and all members of the staff will be consistent with seeing that the rules are maintained for a positive and happy learning environment where students can achieve to the best of their abilities.

1. Walk and always speak quietly.
2. Listen first time when directions are given.
3. No interruptions, one person speaks at a time. Raise your hand and wait for permission to speak.
4. No teasing, bad language or obscene gestures allowed. Use God's name correctly.
5. Keep hands, feet, your body and all objects to yourself.

### **Misconduct Report**

A misconduct report will be used for middle school and in some cases the elementary grades.

For Minor Infractions: 1<sup>st</sup> offense: written report sent home, 2<sup>nd</sup> offense: written report sent home, 3<sup>rd</sup> offense: written report sent home, 4<sup>th</sup> offense: Written report & Parent meeting, 5<sup>th</sup> offense: 1- day suspension out of school, 6<sup>th</sup> offense: 3 – day suspension out of school.

For Major Infractions (Parent meeting): 1<sup>st</sup> Offense: 1-day suspension, 2<sup>nd</sup> offense: 3-day suspension, 3<sup>rd</sup> Offense — expulsion from school

There are two (2) general situations which may lead to immediate expulsion:

1. When the moral, academic or physical well-being of the student body or staff is endangered.
2. When there is repeated and open disregard for school authority and rules.

The pastoral administrator shall be involved in the suspension/expulsion process. The diocesan superintendent of schools shall be notified before an expulsion action is taken.

See Appendix A at the end of the booklet for the sample **Misconduct Report**

See p26 Expulsion/ Suspension: 5201G

### **Normal Disciplinary Actions for Primary and Elementary Grades**

There are 2 kinds of consequences: Positive consequences with rewards and negative consequences with penalties.

#### **Penalties: If the student chooses to break a rule:**

1<sup>st</sup> time: warning or name recorded

2<sup>nd</sup> time: loss of 5 min. timeout and one tally mark.

3<sup>rd</sup> time: loss of 10 min. timeout and two tally marks;

4<sup>th</sup> time: Student fills out a “think sheet” paper to bring home; parents notified and signature required by parent on “Think Sheet” and sent back to principal.

We hope that our students will act in a courteous, respectful manner and avoid any disciplinary measures. Continual disregard for school rules will result in disciplinary action and/or expulsion.

#### **Rewards: If a student chooses to follow all the rules**

1. Daily praise
2. Positive notes to home (random)
3. Whole class PAT=preferred activity time (weekly if 80% citizenship)
4. Teacher Coupon (monthly for individuals)

**Respect Toward Faculty Members** Every faculty member is an individual dedicated to the cause of Christian education and truth. The teacher’s aides, lunchroom and playground personnel are members of the school’s administrative staff and as such, are to be accorded with same respect and obedience given to teachers.

Students should be alert to render small services, such as opening doors, carrying things, etc., in a casual way. Such attentions display the thoughtfulness of a courteous person.

**Behavior in the Classroom:** Students are expected to be in their classroom in their seats at 8:15 am and ready to begin class. Classes will begin promptly at 8:15am.

\*\*Students are **NOT** to arrive before 7:50 am. Weather permitting they will be supervised from 7:50 - 8:05am on the playground. Inclement weather supervision will occur in the social hall.

Eating in any form during instruction periods is unacceptable. Gum chewing in school is unacceptable.

Permission must be obtained from the teacher before a student may leave the classroom.

Contributions to class discussion should be made clearly and audible.

The ability to see another’s viewpoint and appreciate it is an asset to be cultivated.

Class participation is an integral part of school activities.

Books should be handled with care and be covered.

**In the Lunchroom:** The lunchroom is perhaps the most challenging of all settings. All students are expected to eat either hot or cold lunch in the lunchroom at lunch time. Due to student food allergies, trading or sharing of food will not be allowed. Students are expected to use proper manners throughout the entire lunch time.

On days funerals are scheduled during the lunch hour, students will be expected to be as quiet as possible out of respect for the family.

The following rules always apply to the lunchroom along with the School Rules:

1. Students should remove jackets, coats, hats, etc.
2. Students should stay seated until dismissed
3. Speak quietly only to those nearby at your table.
4. No throwing food, paper, or anything else
5. Do not take food out of the lunchroom unless specifically permitted by a teacher
6. Use good table manners
7. Pick up after yourself when you are dismissed and push in your chair.
8. Scrape off food trays.

**On the Playground:**

The recess environment should allow for peaceful play and safe play. All the school rules apply on the playground as well as the general rules of peaceful play and safe play.

Students must remain on the playground during recess.

There will be NO snowball/ ice throwing or throwing of wood chips on the playground at any time. Wrestling type behaviors are not allowed. No pushing, tackling or kicking type play.

Use all the playground equipment in a safe manner and the way it is intended to be used. This includes slides, monkey bars, swings and the carriage.

Younger students are only allowed on the trikes and plastic toys.

Required behavior on the playground includes safe play and peaceful play. Time outs will be given for inappropriate or dangerous behavior.

*NO use of preschool trikes by grades 4-8.*

**On the Bus:** Students who are bussed to school are expected to behave while on the bus. Reports of misconduct will be filed with the Principal. Suspensions from bus service may result due to misconduct. Suspension is up to the discretion of the bus driver and the bus company.

High standards of discipline on buses must be maintained at all times in order to satisfy safety standards. Each bus driver has complete authority over the pupils riding the bus. Students are expected to follow all bus rules and procedures required by the driver.

All caution must be used to insure the safety of all concerned. Failure to comply with the following bus rules may result in suspension from the bus.

1. Students will follow the directions of the driver.
2. Students will safely wait for, board, and exit the bus at assigned bus stops.
3. Students will remain properly seated.
4. Students will keep hands, heads, arms and legs away from windows and confined to their own seat area.
5. Students will talk quietly. Loud voices and profanity are prohibited.
6. Students will not eat, drink, chew gum or bring tobacco products on the bus.
7. Students will not throw ANY objects on the bus or out of bus windows.

### **In the Church:**

Students are to demonstrate a loving and respectful attitude towards God in their words and actions.

--come in and leave quietly

--sit, stand and knee in a respectful way

--participate in prayers and singing

--Approach and return from the altar in a respectful way with hands folded

**Generally Speaking:** The school building, Church, Parish House and the furnishings of these buildings are the property of the entire parish. These buildings and furnishings are to be well kept and preserved for the use of others. Any defacing of buildings, desks, chairs, school equipment, etc. is considered a very serious offense. Anyone who is responsible for any damage will be expected to pay for the cost of repair or replacement.

**Dress Code:** Dressing well encourages positive student behavior, shows pride in the school, and increases school morale. It is expected that students will dress appropriately and respectfully for school.

It is the belief that in Catholic Education we not only prepare students for eternal life, but also for the adult work world.

The dress code is designed to:

- † remind the students to take their studies seriously
- † Prepare students for the adult world of professional dress for work
- † help students avoid distractions
- † be a guideline for parents as they discuss what is appropriate for public occasions
- † show respect for human dignity, decency, and equality

**Clothing is expected to be neat, clean, free of holes, tears, or permanent stains.**

Here are some of the examples of the types of clothing that are NOT permitted:

- † Clothing with words or pictures having to do with drugs or alcohol
- † Clothing with words or pictures which may be degrading, demeaning, or hurtful to others
- † Tank tops for either boys or girls with straps less than 2 inches wide
- † Sundresses or tops with spaghetti straps
- † Overly tight or revealing (low cut shirts or low riding pants) clothing
- † Mini-skirts, shorts or other skirts that do not extend to the knee, are not allowed.
- † Baggy pants
- † Chains
- † Other items that may be inappropriate, as determined by school principal

- † No pants with ripped areas showing skin
- † No hats or caps are to be worn inside any of the buildings

NO skin should be exposed around the mid-area or cleavage of any kind.

**Shorts may not be worn to school on days we have liturgy.**

Wednesday is our usual day for mass. Students can change into shorts after mass is finished. Shorts should be to the knee. Students should have an extra pair of shoes to change into from flip-flops as needed for physical activities.

On days we have liturgy, children must be dressed appropriately. They may change afterwards. Children are encouraged to wear an Our Lady of the Lake Catholic School shirt or sweatshirt to all school Liturgies, particularly Sunday Liturgy.

No t-shirts with writing or graphics, other than school shirts, should be worn on Liturgy days.

Shorts and Flip-flops may be worn to school for the months of September, May, and June. The principal may allow shorts to be worn at his/her discretion.

No hats/caps are to be worn inside the building.

Make-up: Light make-up is allowed for Junior High girls. Excessive make-up and painted hair will not be allowed.

Body Writing: No tattoos or body writing should be seen at school.

Jeans may be worn if they are in good condition, clean and without holes.

**Parents will be contacted if their child is not dressed appropriately for school. After a 1<sup>st</sup> warning, parents will be expected to come in and bring in a change of clothes for their child.**

All of the students in grade PreK-3 are encouraged to bring an extra change of clothes to keep in their locker.

Students in all grades are encouraged to leave an extra sweater or sweatshirt in their locker in case it is needed. Elementary age students are encouraged to bring a change of pants and socks, in case they get wet or muddy.

**Gum Chewing Policy**

Gum is not allowed in grades PreK-5<sup>th</sup> at any time. Grades 6-8 are allowed **responsible gum chewing**. This is given as a responsibility of the student in grades 6-8 to show maturity in the use of gum. Students in grades 6-8 should make sure that gum is disposed of in a waste can, gum is chewed quietly as to not disturb others—no bubble blowing, noises or smacking of gum and to refrain from chewing gum in MUSIC CLASSES or MASS. This is a privilege and not a right. It can be taken away from those 6-8 students who are not showing responsible gum chewing.

## **TRANSFER OF CREDIT AND STUDENT ENROLLMENT POLICY**

The following Transfer of Credit Policy determines that the school will consider accepting credit from other institutions, to the extent that coursework at the previous institution, is documented and in accordance with our school's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal. This policy supports the requirements of document 119/23(6m)(a)(8)

All students who meet the eligibility criteria, and when there is space available, will be admitted into the school. Families seeking enrollment in the school will be registered or placed on the appropriate grade waiting list(s), upon completion of all registration materials. Families enrolling through the Parental School Choice Programs are registered in accordance with the regulations established by the Department of Public Instruction (DPI). WPCP Families need to register during the February 1<sup>st</sup>- April 20<sup>th</sup> Registration Period. SNSP students can register for the SNSP any time during the school fiscal year (July1-June30). A grade level must be stipulated at the time of enrollment, to insure grade placement. Students admitted into the school will be tested at the onset of the school year, or upon entrance during the school year. All students are on probation during their first year of attendance.

Prior to the conclusion of the first semester, school personnel will review student academic and behavioral performance, in order to determine if the school has the ability to meet the needs of a student. If it is determined that a student requires greater assistance to meet his/her academic or behavioral needs than can be reasonable accommodated, the parents/guardians of the student will be asked to withdraw their child's enrollment from the school. Families will be advised to contact the local public-school district to obtain information on the services they provide for children with special academic or behavioral needs.



**Appendix A**

**Misconduct Report**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of previous infractions: \_\_\_\_\_ Minor \_\_\_\_\_ Major

**Part of our school's mission is to provide a safe and peaceful learning environment for all students to achieve to the best of their abilities. The purpose of this report is to inform you of a disciplinary incident involving the above student at the OLL School. Please Speak to your child about this report.**

**Minor Infractions:**

\_\_\_\_\_ Failure to follow directions/instructions from supervising adult \_\_\_\_\_ Hitting/pushing/tripping  
\_\_\_\_\_ Use of foul language/obscene gesture/teasing  
\_\_\_\_\_ Throwing objects \_\_\_\_\_ Other \_\_\_\_\_

**Major Infractions:**

\_\_\_\_\_ Repeated failure to follow directions/instructions from supervising adult \_\_\_\_\_ Fighting \_\_\_\_\_ Assault  
(serious bodily harm with bruises, cuts, blood)

\_\_\_\_\_ Vandalism\* \_\_\_\_\_ Other \_\_\_\_\_

\*If the infraction results in property damage, restitution must be paid or a plan of restitution must be agreed to.

Description of the incident: \_\_\_\_\_  
\_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent contacted by (circle) Email or phone: date \_\_\_\_\_ time \_\_\_\_\_  
Copy 1—principal Copy 2—parent

For Minor Infractions: 1<sup>st</sup> offense: written report sent home, 2<sup>nd</sup> offense: written report sent home, 3<sup>rd</sup> offense: written report sent home, 4<sup>th</sup> offense: Written report & Parent meeting, 5<sup>th</sup> offense: 1- day suspension out of school, 6<sup>th</sup> offense: 3 – day suspension out of school.

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