



Our Lady of the Lake

Catholic School

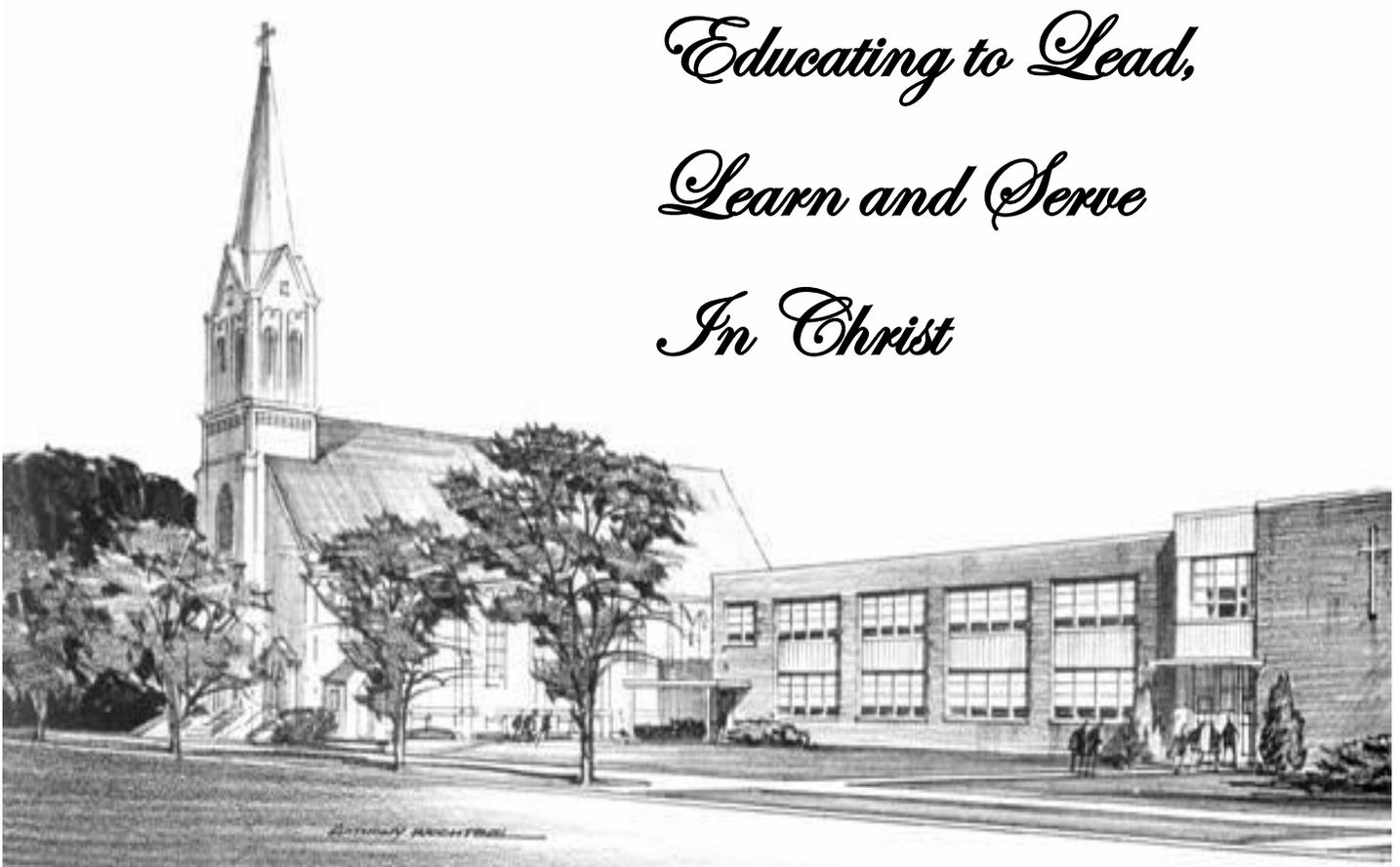
*Educating to Lead, Learn and Serve in Christ*

2023-24 School Year

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

Father Jerome D'Souza  
Mrs. Betty Swiston, Principal

*Educating to Lead,  
Learn and Serve  
In Christ*



Handbook for Parents and Students

**Please return the last two pages of this handbook!**

## School and Pastoral Office Contact Information

**Our Lady of the Lake Catholic School**

**215 East Lakeshore Drive**

**Ashland, WI 54806**

**Phone: 715-682-7622**

**Fax: 715-682-7624**

**Office Hours: 7:30 AM – 3:30 PM**

**Website: [www.ourladycs.org](http://www.ourladycs.org)**

**Betty Swiston, *Principal***

**Renee Parent, *School Administrative Assistant***

**Our Lady of the Lake Pastoral Office**

**106 N. 2nd Avenue East**

**Ashland, WI 54806**

**Phone: 715-682-7620**

**Fax: 715-682-7626**

**Office Hours: 9:00 AM – 3:00 PM**

**Website: [www.ourladyashland.faith](http://www.ourladyashland.faith)**

**Father Jerome D'Souza CMF, *Pastor***

**Karen Swanson, *Business***

***Administrator/Billing/Fees***

**Julie Stipetich, *Church Secretary***

**Karen Wolfgram, *Bookkeeper***

## **Our Lady of the Lake Catholic School Staff**

Principal– Betty Swiston

School Administrative Assistant- Renee Parent

Preschool Teacher - Paula Witzig

Preschool Aide -- Sarah McGuire

Kindergarten – Bobby Massoglia

Instructional Aide—JoAnn Schmidt

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

2<sup>nd</sup> Grade – Mary Weaver

3<sup>rd</sup> Grade– Kathy Jones

4<sup>th</sup> Grade – Paula Sherck

5-6 Grade - Scott Roush

7-8 Grade-

Music / Band / Choir/ PE - Tresa Betzold

Media/FL - Leah Goodness

School Counselor – Carol Ortman

Speech & Language - Karen Eaton

Title 1 – Sue Reader

Head Cook – Sammy Hicks

Kitchen Assistant – Mary Lavota

Head of Maintenance -

Janitor– Mike Lazorik

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## Introduction

Our Lady of the Lake is a Catholic School in the Diocese of Superior. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all teachers, staff, parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

The Diocese of Superior is committed to the ongoing Catholic formation of its people. This formation looks forward toward the person's final end, and at the same time, toward the common good of society. Catholic education is fostered so that individuals can develop their physical, moral, and intellectual talents; acquire a more perfect sense of responsibility and a correct use of freedom; and be educated for active participation in social life.

The Diocesan Department of Catholic Formation has the charge of creating and maintaining programs of Catholic formation and education on the diocesan level. (Diocese of Superior 1100DP)

In all this, as an extension of the Diocese of Superior, Our Lady of the Lake Parish and School also maintain this commitment.

The Catholic schools of the Diocese of Superior admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship or loan policies and athletic and school administered programs. (Pursuant to IRS Procedure (75-50) section 4.2 a.) They furthermore do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are exempt from compliance by religious tenets. Inquiries concerning the application of these regulations may be referred to: Diocesan Superintendent of Schools, Department of Catholic Formation, Bishop Hammes Center, 315 West 5th Street, P. O. Box 280, Haugen, WI 54841, (715) 234-5044.

## Defining Characteristics of a Catholic School

The Defining Characteristics flow directly from the Holy See's teaching on Catholic schools as compiled by Archbishop J. Michael Miller, CSB (*The Holy See's Teaching on Catholic Schools*, 2006), and from statements by Pope Benedict XVI and the American bishops. These characteristics define the deep Catholic identity of Catholic schools and serve as a platform on which the accreditation of the school rests.

**Centered in the Person of Jesus Christ** Catholic education is rooted in the conviction that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. (*The Catholic School*, 34, 35) In every aspect of programs, life, and activities, Catholic schools should foster a personal relationship with Jesus Christ and communal witness to the Gospel message of love of God and neighbor and service to the world, especially the poor and marginalized. (Miller, 2006, pp. 25–26)

**Contributing to the Evangelizing Mission of the Church** By reason of its educational activity, Catholic schools participate directly and in a privileged way in the evangelizing mission of the church (*The Catholic School*, 9; *The Catholic School on the Threshold of the Third Millennium*, 5, 11; *The Religious Dimensions of Education in a Catholic School*, 33). As an ecclesial entity where faith, culture, and life are brought into harmony, the Catholic school should be a place of real and specified pastoral ministry in communion with the local Bishop. (*The Catholic School*, 44; *The Catholic School on the Threshold of the Third Millennium*, 14; *The Religious Dimension of Education in a Catholic School*, 34;) The environment in Catholic schools should express the signs of Catholic culture, physically, and visibly (*The Religious Dimension of Education in a Catholic School*; Miller, 2006, p. 40).

**Distinguished by Excellence** Church documents, history, and practices, supported by Canon Law, establish that first and foremost a Catholic school is characterized by excellence. Consistent with the defining characteristics, Catholic schools

should implement on-going processes and structures and gather evidence to ensure excellence in every aspect of its programs, life, and activities (Gravissimum Educationis 8 and 9; Code of Canon Law, Canon 806 #2).

**Committed to Educate the Whole Child** Catholic school education is rooted in the conviction that human beings have a transcendent destiny, and that education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. Catholic schools should develop and implement academic, co-curricular, faith-formation, and service/ministry programs to educate the whole child in all these dimensions (The Catholic School, 29).

**Steeped in a Catholic Worldview** Catholic education aims at the integral formation of the human person, which includes “preparation for professional life, formation of ethical and social awareness, developing awareness of the transcendental, and religious education” (The Catholic School, 31). All curriculum and instruction in a Catholic school should foster: the desire to seek wisdom and truth, the preference for social justice, the discipline to become self-learners, the capacity to recognize ethical and moral grounding for behavior, and the responsibility to transform and enrich the world with Gospel values. The Catholic school should avoid the error that its distinctiveness rests solely on its religious education program (Miller, 2006, pp. 43–45, 52).

**Sustained by Gospel Witness** Catholic schools pay attention to the vocation of teachers and their participation in the Church’s evangelizing mission. (The Catholic School on the Threshold of the Third Millennium, 19; Lay Catholics in Schools, 37) A Catholic educator is a role model for students and gives testimony by his or her life and commitment to mission (Benedict XVI, June, 2005; Miller, 2006, p. 53). As much as possible, Catholic schools should recruit teachers who are practicing Catholics, who can understand and accept the teachings of the Catholic Church and the moral demands of the Gospel, and who can contribute to the achievement of the school’s Catholic identity and apostolic goals, including participation in the school’s commitment to social justice and evangelization. (United States Conference of Catholic Bishops, National Directory for Catechesis, 231)

**Shaped by Communion and Community** Catholic school education places an emphasis on the school as community—an educational community of persons and a genuine community of faith. (Lay Catholics in Schools, 22, 41) Catholic schools should do everything they can to promote genuine trust and collaboration among teachers, with parents as the primary educators of their children, and with governing body members to foster appreciation of different gifts that build up a learning and faith community and strengthen academic excellence (Lay Catholics in Schools, 78). The Catholic school should pay especially close attention to the quality of interpersonal relations between teachers and students, ensuring that the student is seen as a person whose intellectual growth is harmonized with spiritual, religious, emotional, and social growth (The Catholic School on the Threshold of the Third Millennium, 18).

**Accessible to All Students** By reason of their evangelizing mission, Catholic schools should be available to all people who desire a Catholic school education for their children (Gravissimum Educationis, 6; Code of Canon Law, Canons 793 #2; Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, Introduction). Catholic schools in concert with the Catholic community should do everything in their power to manage available resources and seek innovative options to ensure that Catholic school education is geographically, programmatically, physically, and financially accessible.

**Established by the Expressed Authority of the Bishop** Canon Law states, “Pastors of souls have the duty of making all possible arrangements so that all the faithful may avail themselves of a Catholic education” (Code of Canon Law, Canon 794). Bishops need to put forward the mission of Catholic schools, support and enhance the work of Catholic schools, and see that the education in the schools is based on principles of Catholic doctrine (John Paul II, Pastores Gregis, 52). Catholic schools have a formal and defined relationship with the Bishop guided by a spirituality of ecclesial communion, and should work to establish a relationship marked by mutual trust, close cooperation, continuing dialogue, and respect for the Bishop’s legitimate authority (Code of Canon Law, Canon 803 #1 and #3; Miller, 2006, p. 33).

## **Catholic Statement of Faith**

### Profession of Faith

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

### We believe that:

- Every human being is created in the image and likeness of God.
- Every human being is in need of salvation, on account of original sin, and our own personal sin.
- God deeply desires that we enter back into relationship with Him and accomplish the work of our redemption in Jesus Christ.
- Baptism is the necessary means of salvation.
- God's Ten Commandments provide a moral compass – an ethical standard to live by.
- The Holy Trinity is made up of three persons – God the Father, God the Son, and God the Holy Spirit.
- The body and soul are united for each human being.
- The seven sacraments are outward signs that Christ instituted to give us grace.
- We should use tangible symbols that the five senses can recognize to be reminded of an invisible reality – the delivery of divine grace which is God's gift of unconditional love.
- The Holy Eucharist is:
  - A sacrifice because Jesus, the Son of God, is being offered by the priest to God the Father during Consecration at Mass.
  - A sacred banquet because it is food and nourishment for the soul.
  - The Blessed Sacrament because it is Christ himself – His real, true body and blood, soul and divinity, and substantial presence.
- The Bible is the inspired, error-free and revealed Word of God.
- God also speaks definitively to His faithful through the teaching authority of the Church.

## **National Catholic Standards**

Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church. Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves. Catholic schools provide young people with sound Church teaching through a broad-based curriculum, where faith and culture are intertwined in all areas of a school's life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools "Schools for the human person" and allows them to fill a critical role in the future life of our Church, our country, and our world. (The Catholic School on the Threshold of the Third Millennium, 1997, no.9)

- An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service.
- An excellent Catholic school adhering to mission provides a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
- An excellent Catholic school adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.
- An excellent Catholic school adhering to mission provides opportunities for adult faith formation and action in service of social justice.
- An excellent Catholic school has a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.

## 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 Catholic School, an educational ministry of Our Lady of the Lake Catholic Church, provides a high-quality academic education in a faith-based atmosphere. In keeping with the Catholic 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. Student creativity in academics and arts are emphasized.

Families of all faiths who share this philosophy and mission are welcome. The combination of a loving, nurturing environment and a challenging academic curriculum help students develop into confident, caring, responsible, faith-filled citizens.

## 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

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 ask 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 5-8 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 Our Lady of the Lake 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.*

## **ACADEMIC STANDARDS AND TESTING**

The school uses the academic standards and curriculum of the Diocese of Superior. 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>

Common Core:

“Catholic schools in the Diocese of Superior will continue to develop our own curriculum and standards while viewing various state and national resources. In no way will the schools sacrifice our goals and expectations to conform to any one specific resource other than what we develop. Therefore, the Diocese of Superior will not adopt the Common Core State Standards as a whole. We will continue to monitor them against national testing and public high school entrance requirements while we build our own standards.” (Bishop Peter Christensen, statement on Common Core State Standards, December 2013)

Our Lady of the Lake School will administer the NWEA-Measure of Academic Programs 3 times a year. MAP is a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning, as well as, make student-focused, data-driven decisions. It is expected that educators will use the growth and achievement data to develop targeted instructional strategies to plan school improvement.

For Parental Choice students, assessments are waived for any school with less than 20 students in the choice program. Otherwise, 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.

## **ACCREDITATION**

Our Lady of the Lake Catholic School is accredited by the Wisconsin Religious and Independent Schools Accreditation. The Accreditation Process requires yearly updating by the principal. A seven-year cycle occurs. When the sixth year is reached, there is a self-study by the school community. When the seventh year occurs, there is a visiting team which produces goals for the school to work on for the next seven years.

WRISA is a state chapter of the National Federation of Nonpublic School State Accrediting Associations (NFSSAA) which is approved by the Office of Non-Public Education – Office of Innovation and Improvement, a department within the United States Department of Education and CASE (Council of the Advancement and Support of Education). WRISA is also a partner within the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools which accredits early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, supplementary education centers, learning services providers, and distance education institutions. The Commissions on Elementary and Secondary Schools are founding members of the International Alliance of Accrediting Associations which includes the major regional, national and international accrediting agencies.

WRISA is recognized by the State of Wisconsin in Public Law s. 118.60(1) and s. 119.23(2)(a)7, the National Honor Society and the College Board. WRISA accreditation meets the criteria for educational institutions applying to the Wisconsin Health and Educational Facilities Authority (WHEFA). (Diocese of Superior 7100E)

## **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 to be available while he/she is attending meetings/events that are held off ground.*

## **ADMISSIONS REQUIREMENTS**

The health and educational success of each child are primary concerns of the Catholic school. Standards established by local health and educational agencies give specific directions to assist the school in establishing minimum entrance requirements. These standards are changed periodically. Catholic schools, in establishing their own standards, should be aware of the standards for the local public school and other private schools.

- A. A child must be four (4) years old by September 1 of the school year to be eligible for 4-year-old kindergarten (WI Stat 118.14(1)(a)).
- B. A child must be five (5) years old by September 1 of the school year to be eligible for 5-year old kindergarten (WI Stat 118.14(1)(b)).
- C. *A child must be six (6) years old by September 1 of the school year to be eligible for first grade (WI Stat 118.14(1)(c)). Age six is the beginning of the compulsory school attendance law (WI Stat 118.15(1)(a)).*
- D. Any student admitted to Our Lady of the Lake school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade (WI Stat 252.04(2)).
- E. Parents need to provide verification of the child's age. This can be done through an official copy of the child's birth certificate, a passport, or a baptismal record. An *Annotation of Birth Facts Abstraction* (5509R) form must be completed if official copies of records cannot be maintained at the school. It is illegal to make a photo copy of a birth certificate (WI Stat 69.24)
- F. For admission of older children, parents should present the proper transfer or some other appropriate notification from the school last attended.

## **AFTER SCHOOL CARE**

***OLL School offers After School Care is available starting at 3:15pm to 5pm. It is an hourly fee for grades PreK-2<sup>nd</sup> grade.***

## **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.

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. OLL School has an asbestos management plan which is updated on a 3-year cycle through a licensed agency. The plan is available upon request for review in the school office.

## **ATTENDANCE AND ABSENTEEISM**

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance (WI Stat. 118.15(1)(a)).

The only excused absences are those due to illness of the pupil, death in the family, a doctor or dentist appointment, or whenever the principal, in consultation with the parent or guardian, considers that exemption from attendance is in the best interest of the pupil.

Principals are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day.

“Truancy” means any absence of part or all of one (1) or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory school attendance (WI Stat 118.16(1)(c)).

“Habitual Truancy” means a pupil who is absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a school semester (WI Stat 118.16(1)(a)).

In cases of apparent truancy, contact is first made with parents or guardian via first-class mail, electronic communication or telephone (WI Stat 118.16(2)(c)). Notice of habitual truancy should be given via first-class mail or registered or certified mail (WI Stat 118.16(2)(cg)). Statutes do allow a school to simultaneously notify parents of a habitual truancy by electronic communication as long as this communication does not replace a written notice by first-class mail, registered or certified mail (WI Stat 118.16(2)(cg)).

If further measures seem necessary, the “school attendance officer, employed by the public-school district to enforce the compulsory attendance law, is contacted. S/he is given access by state law to information about any child, age 6 to 18, who is a resident of the school district or claims to attend a private school in the district (WI Stat 118.16(1)(b), 118.16(2)(e), 118.16(3)).

*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.*

*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 7:55am with a second bell at 8:10am to be in the classroom and ready to learn. Students should be at their desks and ready to start the day by 8:10am.*

*A student is considered tardy if they are not in the classroom or under the supervision of the teacher at the time of the 8:10 am bell. Tardy students must stop at the office before going to class. Excessive amounts of tardiness can also inhibit learning. Please have your child at school on time.*

*Absence determination:*

*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; or frequent absences that the principal deems unsatisfactory as an excused absence.*

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

### **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 School Executive Board. Revenue from the school is primarily generated from tuition, fundraising, donations and subsidy from the parish. The parish subsidy generally makes up the difference between the cost of educating your child and the tuition you pay.*

### **CARRY CONCEALED WEAPONS**

*It is a felony for a person to knowingly possess a firearm (concealed or otherwise) on the grounds of a school (WI Stat 948.605(2)(a)).*

*It is a forfeiture for a person to knowingly possess a firearm (concealed or otherwise) at a place that the person knows or has reasonable cause to believe is within 1,000 feet of the grounds of a school (WI Stat 948.605(2)(a)).*

*A person who is a Carry Concealed Weapon licensee or out-of-state Carry Concealed Weapon licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds (WI Stat 948.605(2)(b)1r.)).*

*It is unlawful for anyone (except for law enforcement), including persons with a Carry Concealed Weapon license, to knowingly carry an unconcealed weapon (firearm, electric weapon, or a billy club) on school grounds and premises.*

### **CATHOLIC SCHOOLS RELATIONSHIP WITH CHURCH**

*OLL School is under the jurisdiction of OLL Parish, the Diocese of Superior, and Canon Law (the ecclesial law of the Catholic Church).*

### **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 or make corrections in the student information system.*

### **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 AND NEGLECT**

*Wisconsin law requires all school employees and clergy to immediately report to social or human services, county sheriff, or local police all cases of suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).*

*All school employees and clergy are to immediately report all cases of:*

- Suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).
- A threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, if there is a good faith belief that there is a serious or imminent threat to the health or safety of a student or school employee or the public (WI Stat 175.32).

If the accused is an employee or volunteer for the parish or school, the proper authorities shall be contact immediately.

If the accused is a cleric of the diocese, the following special steps will be taken by way of recognition of the privilege and trusted role of the clergy and in order to protect the good of the Church and its mission.

- A. The bishop or his representative will report the matter immediately to civil authorities as stipulated by (WI Stat 48.981).
- B. If circumstances seem sufficient to raise serious concern about factual validity of the allegations, the bishop or his representative, in meeting with the accused, will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

### **CHILD CUSTODY**

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

### **CHILD SAFETY TRAINING FOR VOLUNTEERS, STAFF AND STUDENTS**

Each individual, age 18 and older, who is employed or volunteers in the Diocese of Superior must complete adult training and a background check. Renewals are required every five (5) years.

Any offer of employment, acceptance as a volunteer, or acceptance as a youth participant in a youth event must be made contingent upon the completion of required training through CMG Connect and approval of a background check by the Diocese of Superior.

Parishes/schools are responsible for assuring that each employee and volunteer fully completes these requirements. Progress is monitored through CMG Connect.

Any employee or volunteer who fails to complete adult training, refuses a background check, or refuses to provide information necessary to complete a background check, is considered on-compliant with the Bishop's *Charter for the Protection of Children and Young People* and is therefore barred from ministry/activity with minors on behalf of the Diocese or one of its parishes.

The Bishops' Charter requires that children and youth be provided the opportunity to participate in abuse recognition and resistance training each year. The Diocese of Superior has a curriculum approved by the Bishop. The curriculum as listed below must be used:

- Circle of Grace, from the Archdiocese of Omaha, for all grades except grade 7;
- Chosen, from Shared Hope International, for grade 7.

Children and youth will participate in the training session unless a signed, written refusal is received from the parents/guardians. Parents of children not participating in the Safe Environment lesson for any reason will be mailed a copy of the Parent Guide.

### **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 school.*

### **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.

If a teacher or principal knows or suspects that a communicable disease is present in the school, he or she must immediately notify the local health officer. The pupil suspected of having the disease may be sent home, and the parents must be immediately notified of the reasons for this action (WI Stat 252.21).

Private schools must share information about meningococcal disease with parents or guardians of pupils enrolled in grade 6 (WI Stat 118.07(3)).

If a substantial outbreak of one of the diseases for which a student has not been immunized arises in the school or the community, the health department may require the school to exclude the student from attendance until the outbreak subsides (WI Stat 252.04(7)).

### **CONFERENCES**

*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.*

### **CONTROLLED SUBSTANCES**

No tobacco smoking is allowed in a school building, unless the school administration designates an area as a smoking area (WI Stat 101.123(2)(a) and 101.123(4m)).

*Alcoholic beverages are NOT permitted on school premises while students are present. Adult only school-sponsored activities may serve alcohol only with specific permission by the school administrator and when such use is consistent with state law, local ordinances, and school policies (WI Stat 125.09(2)(c)).*

### **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, OLL School follows The Diocese of Superior curriculum guidelines—see the website of the Diocese of Superior at <http://catholicdos.org/curriculum-1>. Textbooks are evaluated based upon how well they correlate with the curriculum. In their daily class work, students of OLL School study the usual spectrum of courses – Reading/Spelling/Grammar (Language Arts), Math, Science, Social Studies, Religion and Art, Music, Media, and PE classes are offered throughout the week. All are infused within the context of a Catholic value and morals system.

Religion Curriculum: Religion is taught in word and deed at all grade levels throughout the school day. Catholic doctrine and the practice of Catholic 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 OLL School and are expected to participate in religion classes and in the weekly liturgies. Families of other denominations will find that OLL School gives their children a firm foundation of Catholic 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. Students of other grade levels who have not received the sacraments may 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 9a.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 lectoring, 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. 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.

#### **DISCIPLINE AND CODE OF CONDUCT**

*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. 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 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 OLL School 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.*

#### 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 or words allowed. Use God's name correctly.
5. Keep hands, feet, your body and all objects to yourself.

#### **Normal Disciplinary Actions**

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

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

1<sup>st</sup> time: Discipline Sheet filled out and parent contacted.

2<sup>nd</sup> time: Discipline Sheet filled out and parent contacted.

3<sup>rd</sup> time: Discipline Sheet filled out, parent contacted and 1-day At Home suspension. Student put on Probation for the semester.

4<sup>th</sup> time: Discipline Sheet filled out, parent contacted and 3-day At Home suspension.

5<sup>th</sup> time: Discipline Sheet filled out, parent meeting and 5-day At Home Suspension.

6<sup>th</sup> time: Discipline Sheet filled out, parent meeting 5-day At Home Suspension and team meeting for expulsion from OLL School.

*Suspension time includes suspension from all extra-curricular activities for the day/s of the suspension.*

Students will be required to fill out the Discipline Sheet and Circle the rule/rules not followed and parents will be notified by email and/or phone. Parents will be required to sign off on the Discipline Sheet and send it back to the 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)

*Definitions of Minor and Major Infractions*

*Minor Infractions include but are not limited to disobedience/defiance of supervising adults; continued inattention which interfere with normal classroom learning; failure to follow directions/instructions from supervising adult; hitting/pushing/tripping; use of foul language/obscene gesture/teasing; throwing objects.*

*Major Infractions include but are not limited to continued disrespect to peers, faculty, staff or guests; vandalism; inappropriate use of the internet; refusing to stop inappropriate or abusive activity; fighting with peers; consistent and intentional disregard for authority and school rules; truancy; use or selling of nicotine products; trespassing; weapons; assault (serious bodily harm with bruises, cuts, blood). The principal will use his/her discretion based on the severity of the situation. This may be given directly without any sequential order if severe.*

*Causes for Expulsion, but not limited to delinquency and immorality warranting commitment to a correctional institution; student constitutes a definite menace to others; demonstration of the lack of serious concern for the safety of self and others; drugs, alcohol, weapons, or violence on school property, serve disruption, or continued disruption of learning and the wellbeing of others as stated in the list of the misconduct report.*

*Severe Disruption Clause: When dealing with severe disruption issues, the student will be removed from the class or activity and parents will be notified. A middle school student will receive a major infraction. The principal will also have the latitude to impose a range of consequences that include but are not limited to loss of privileges including, but not limited to loss of fieldtrip, assembly, and class party. This results in out of school suspension. Continued suspensions will result in an expulsion.*

The suspension or expulsion of a student from a Catholic school is a very serious matter and should be 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 should ensure there has been communication with parents prior to the suspension or expulsion. It is recommended that there be communication between the parent, student, teacher and principal prior to the student returning from an out-of-school suspension.

Behaviors that may lead to suspension include, but are not limited to:

- Being deliberately disobedient or disorderly
- Possessing a gun or weapon while at school or under supervision of the school
- Injuring or threatening to injure someone
- Possessing, using or being under the influence of alcohol or illegal drugs
- Harassing or bullying other students
- Stealing or trying to steal from another person
- Damaging or trying to damage property
- Engaging in obscene acts or habitual profanity
- Repeatedly disrupting school activities
- Violating the school's code of conduct

Situations which may lead to expulsion, include but are not limited to:

- When the moral, academic or physical well-being of the student body or staff is endangered.
- When there is repeated and open disregard for school authority and rules.
- Willful violation of school rules.
- Willful conduct that significantly disrupts the rights of other students to an education or the rights of staff to perform their duties.
- Willful conduct that endangers the students, others, or school property.
- Threatening to destroy school property by explosives.
- Willful conduct that endangers a person or property, including making a threat to the health or safety of a person or making a threat to damage property.

The pastor or parish life coordinator should be involved in the suspension/expulsion process. The Diocesan Superintendent of Schools is to 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 student in the process of expulsion.

*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 and ready to begin class.*
- *Eating in any form during instruction periods 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*
- 6. Use good table manners*
- 7. Pick up after yourself when you are dismissed and push in your chair.*
- 1. Scrape off food trays.*
- 2. No sharing of hot lunch food between any students. Students are allowed to go up for more fruit and vegetables.*

*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 ensure 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 kneel in a respectful way*

--participate in prayers and singing

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

#### *General Behavior:*

*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*
- *Clothing with words or pictures with political statements which may jeopardize the school's non-profit status*
- *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, caps or hoods are to be worn inside any of the buildings*
- *Masks and Neck Gaiters during the Covid-19 Pandemic will follow the Dress code with not objectionable printing on them.*
- *No skin should be exposed around the mid-area or cleavage of any kind.*
- *No hats/caps/ hoods are to be worn inside the building.*
- *Excessive make-up and painted hair will not be allowed.*
- *No tattoos or body writing should be seen at school.*

*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.*

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

*Parents will be contacted if their child is not dressed appropriately for school and asked to come to school with a change of clothing.*

*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.*

### **DROP OFF AND PICK UP AT SCHOOL**

*Please enter the school parking from the West and exit from the East. This allows for a safe flow of traffic. \_*

*Morning Drop off time: 7:45am – 7:55am SCHOOL STARTS AT 7:55 AM*

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

- *No students are allowed before 7:45 am.*
- *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: 3:15*

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

*Bus Students will walk to the parked buses using the sidewalk.*

*Car Pick Ups will have parents walk to the canopy area to pick up child/ren.*

*All cars will depart following the buses at 3:20pm from the East side of the parking lot.*

- *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 after the 1<sup>st</sup> two busses depart. No exceptions!*
- *Parents should park in the designated parking area of the parking lot and come to the canopy area 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.*

### **EMAILING**

*Parents can contact the staff and teachers by emails or calling the school. The staff emails are posted on the school website.*

### **EMERGENCY DRILLS**

*Fire and tornado drills will take place periodically throughout the school year. The school has a crisis plan that will be rehearsed once a year.*

### **EXECUTIVE SCHOOL BOARD**

*The School Executive Board is responsible for supporting the Catholic identity, enrollment, marketing, human resources, capital improvements and fiscal management of the Catholic school. The board will only enact policies, procedures, and practices that are in conformity with, and do not supersede, the established laws, rules and regulations of the State of Wisconsin and the policies and procedures for the operation of Catholic schools, as published by the Diocesan Office of Catholic Schools and/or the Diocesan Office of Finance. This board shall have no authority over issues involving the teachings of the Roman Catholic Church or basic Catholic principles in connection with the oversight and management of the school. Authority for these matters shall be exercised exclusively by the Bishop of the Diocese of Superior and the*

pastor/parish life coordinator. In addition, the board shall have no authority over personnel performance issues other than participation in the hiring of the principal.

**School Executive Board:** *The School Board meets on Mondays in August, October, December, February, April and June. The Board has 3 Stewards: 2 parents of the school and 1 parish community member, along with the pastor, principal and business manager. The board assists the pastor and principal in their roles of development and marketing, long-range planning, finance, buildings and grounds and Strategic planning is the main focus of the board.*

### EXTRA 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.*

*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, Concussion and Sudden Cardiac Arrest 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 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.*

### 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.*

### FIELD TRIPS

*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 or scanned 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 field trip.*

*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 wavier 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.

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.

### **FOOD SERVICES and School Meal Policy**

**Free or reduced lunches, breakfast, and milk break(K-4)** 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. **Families MUST have a positive balance in their food account to be able to take breakfast and/or hot lunch.** Students that chose to bring a cold lunch from home must pay for milk. The fee is \$.40.

**Breakfast:** OLL School provides a **breakfast** daily for students. It is delivered into the classroom from 8:00 to 8:30am. Breakfast consists of all the daily requirements according to the DPI. A serving of Protein, grain and a fruit is the complete breakfast. All students taking a breakfast must take these items. Cost is \$2.50 daily. Students can qualify for free or reduced meals if the family meets the income limits. Parent permission on taking breakfast will be sent home at the start of the school year.

**Hot Lunch:** OLL School provides hot lunch daily. 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. **Cost is \$3.80** or Free or Reduced daily.

**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. 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.

**SNACK TIME** Teachers will send home information about snack time. Some teachers ask for donations for the classroom and others ask that students bring their own snack.

### **School Meal Policy**

#### **For Students with PAID Lunch/Breakfast Status**

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

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

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

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

- The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced rate of \$.40 or breakfast at \$.30.

The School Wellness Policy is available on the school website for review.

Those parents with any school food civil rights complaints can call 715-682-7624 and speak to Karen Swanson. A copy of the types of food services in a limited English Proficient household can be obtained at the school office.

Those students with special dietary needs will need to obtain the form from the school office to be filled out by a medical physician. Those with a medical form on file in the school office can receive a school lunch or breakfast that accommodates their dietary needs.

### **FUNDRAISING**

The full cost to educate a child at OLL School is about \$10,000. In order to keep our Tuition affordable, OLL School has many fundraisers. One of our parish's main missions is Our Lady of the Lake Catholic School. Our church members

*directly support our school with their weekly contributions and fundraising efforts to offset 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 sale, and Hugo's pizza sale. Thank you in advance for your participation in these necessary fundraising activities. The Home and School Association has one fundraiser per year. They are the chocolate sale in the fall. Money from these sales goes to the Home and School Association which uses it for the betterment of the school.*

**Gender Dysphoria** Our Lady of the Lake Catholic School follows the Diocese of Superior Guiding Principles and Guidelines on Gender Dysphoria. As stated below:

#### GUIDING PRINCIPLES

1. We are made for love (Gaudium et Spes, 24).
2. We are called to holiness and to live the life of discipleship in Jesus Christ (Mk 1:15; Gaudete et Exultate 1; CCC 1).
3. We are body and soul from the beginning (Gn 5:2).
4. God created human beings male and female (Mt 19:3-6; Mk 10:6; Gn 2:22-23). "The soul of man and his relation to God cannot be separated from the bodily expression of this identity. One's gender is determined by one's biological sex; there can be no separation between the two" (Amoris Laetitia, 56).
5. We are made for heaven. "Seek first his kingdom and his righteousness" (Mt 6:33). "I am coming again and will take you to Myself, so that where I am, there you also will be" (Jn 14:3).
6. We experience the daily effects of Original Sin creating in us desires contrary to God's plan. "For the desire of the flesh is against the Spirit, and the Spirit against the flesh; for these are in opposition to one another" (Gal 5:17; CCC 385).
7. We are called to live in our bodies in a way in keeping with the dignity of our body and soul. Sexual acts contrary to God's plan for sexuality are not in keeping with human dignity (Amoris Laetitia, 56).
8. All are called to live chastity, the virtue that orders sexual desires (CCC 2239). Chastity allows us to love better and to become better witnesses to God's love for the world. Living a chaste life is for every person, so that they can live the freedom of the children of God. What we do in my body has an effect on our soul.
9. Guidance must be given to help each individual improve in all Christian virtues – that "habitual and firm disposition to do good" (CCC 1833).
10. "Keeping God's law in particular situations can be difficult, extremely difficult, but it is never impossible. This is the constant teaching of the Church's tradition" (Veritatis Splendor, 102). Departure from the Church's teaching, or silence about it in an effort to provide pastoral care is neither caring nor pastoral. Love and truth go together. The Sacred Scriptures tell us that the way to grow more Christ-like is by "speaking the truth in love" (Eph 4:15).
11. All efforts to accompany all people, young and old, must recall the intrinsic dignity of the human person (Gaudete et Exultate, 112).
12. And finally, all pastoral care is defined, primarily, by love. It is the duty of those who find themselves in positions of ministry to communicate the deep love of Christ to all. Ultimately, all pastoral care is aimed at guiding people toward a relationship with Jesus Christ (Evangelii Nuntiandi, 14).

#### GUIDANCE

With decisions regarding gender dysphoria in parishes, schools, organizations, and institutions of the Catholic Church in the Diocese of Superior, the following should be followed:

1. Conversations regarding a person struggling with gender dysphoria will be considered confidential, unless there is a risk of harm to self or others. Details will only be shared with essential personnel. In the event a special accommodation for a minor would impact other students, it may be necessary to include other parents/guardians in the conversation. This conversation should not take place without the consent of the requesting parents/guardians.
2. Persons experiencing gender dysphoria "must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided" (CCC 2358).
3. Discussion with parents and students both before admission and during enrollment should include an agreement to abide by the policies set by the parish or school. While critical thinking, listening, and dialogue is encouraged between parties, open hostility or dissent from Catholic teaching necessitates a pastoral response to the family. Continued hostility or defiance of the parish and/or school policies may indicate the family is not a proper fit. Admission will not be denied to students experiencing gender dysphoria.

4. In all interactions and policies, all individuals will be recognized by their biological sex and will recognize others by their biological sex. This applies to, but is not limited to, all Church employees, personnel, volunteers, and those entrusted to the care of the Church.
5. Individuals will always be addressed by their legal name or registered nickname and must correspond to their biological sex. Individuals will also be referred to with pronouns in accord with their biological sex. Sacramental records, official records, ID cards, and correspondence of Catholic parishes and schools will reflect the student's legal name or registered nickname and biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes or schools permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.
6. Catholic parishes, schools, and institutions will not allow or otherwise cooperate in the administration of puberty blocking or cross-sex hormones on school and parish property. To the degree possible appropriate counseling recommendations for students to address behavioral and mental health concerns will be made available. Catholic parishes and schools will not provide therapy or referrals to mental health providers who do not uphold Catholic teaching in their practices.
7. Individuals will conduct themselves in accord with their biological sex on parish and school campuses as well as during parish and school sponsored activities off campus. This applies to restrooms, dress code, athletics, single sex. small groups, housing at overnight events, dates for parish sponsored functions, etc.
8. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.
9. All clubs or programs sponsored by a Catholic parish or school are expected to uphold Catholic teaching.
10. Groups which advocate for privileges not in accordance with Catholic teaching will not be allowed to function on parish, school, or other Catholic institutions property, or to be sponsored off campus by parish and school staff. For the Bishop's Letter and more information <https://catholicdos.org/news/pastoral-guidance-regarding-gender-dysphoria>

**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 3-8. Grades K-2<sup>nd</sup> has a rating scale of 0-3 for skills and knowledge.

Kindergarten ,1<sup>st</sup> and 2<sup>nd</sup>

- 3 - Meets Grade Level
- 2 - Approaching Grade Level
- 1 - Working Below Grade Level

3rd– 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.

## **GRADUATION**

*Any 8<sup>th</sup> grader who is a registered student at OLL 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 during of the last week of school. OLL School is a PreK-8<sup>th</sup> grade school and does not grant high school diplomas.*

## **GRIEVANCE PROCEDURE/RESOLUTION OF DIFFERENCES**

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 Superintendent of Schools.

## **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.*

School personnel and parents are involved in a collaborative ministry of educating the young. As part of this ministry, parents and teachers, together with the pastor and principal, need to develop a community of faith in which all enable one another in the carrying out of the specific functions of their educational ministry. Such enablement means the sharing and accepting of one another's giftedness; it means providing living witness to young people of what faith community can mean and do. The Home and School Organization is intended to be a vehicle by which parents, teachers, pastor and principal are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness.

Therefore, the following aims seem appropriate for a Home and School Organization. These aims derive from *To Teach As Jesus Did*, 1972 statement of National Conference of Bishops.

1. To offer, through well-planned programs, information of special interest to parents which will assist them in fulfilling their role in the Christian formation of their children.
2. To provide occasions for experiencing a sense of community between home and school; occasions such as prayer services, liturgies, celebrations, and hospitality times.
3. To provide opportunities for parents to express a personal service to the school and for faculty to express a personal service to parents.

The aims of the Home and School Organization should be referred to frequently in order to provide direction for the Organization. The Gathering – the formal program portion may involve two aspects: 1. things having to do with educational activities in school, and 2. Christian formation for parents in educating their children – parenting.

A faculty member, the director of religious education, the principal, the pastor, a parent and other local resource people may be invited to make presentations. On occasion, outside speakers may be invited.

An informal portion of the gathering including hospitality is very important. New members are welcomed to the group; parents may visit with each other and faculty members on non-school topics; friendship, cordiality and witness are practice and encouraged. The Home and School Organization should enable the creation of the spirit of friendliness.

The Home and School Organization is not a money-making organization. They may initiate and coordinate third-source funding projects for the school. Adults are responsible for such projects. Children should not be involved in the solicitation in behalf of these projects. These funds are considered funds of the parish and school and should be monitored through the business office of the parish and school.

### **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.*

### **HONOR ROLL**

*Honor Roll is posted at the end of each quarter. Honor Roll is determined by looking at all the grades given in a quarter. A Honor Roll is an "A" in every subject; A/B Honor Roll is determined if all the grades given in all subject are at B or higher. Specialists' classes count towards honor roll determination.*

### **INTERNET AND OTHER TECHNOLOGY SAFETY**

*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.*

#### **Acceptable Use of Internet/Technology Policy**

- 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. Or employing the network for personal financial or commercial gain.
- The Internet 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. Or circumventing security measure on school or remote computers or networks.
- 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.

*Please sign off for your agreement on final pages of handbook.*

### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds before, during, or after school. 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 the highway without an adult supervisor. Those students leaving at dismissal must have an adult cross them on the highway in the designated crosswalk.*

### **LOCKERS AND DESKS**

Lockers and desks are the property of OLL 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. OLL 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: Children who become ill at school are sent to the school office. Their temperature will be taken by the school office when sent by the classroom teacher. The school office may monitor children sent from the classroom because of illness. In the event that a child is too sick to remain at school...i.e. such as A fever of 100 degrees or higher or if the child is vomiting, has diarrhea...etc. the parents will be contacted to pick up child. If a parent can't be reached, the alternate number provided on the family card will be called. It is very important that the contact 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.*

*Health Records: Health are confidential and will only be seen by the principal, school administrative assistant, and any other school personnel deemed in need of this information. OLL School shall cooperate with local health officials in complying with state and local regulations regarding immunizations.*

*Immunizations: Any student admitted to any elementary school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade. The student must stay on the prescribed schedule for booster shots and the school must be informed of their completion (WI Stat 252.04(2)).*

*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 an 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.

### **NEWSLETTER**

*A Monthly School Newsletter 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 classroom teacher.*

### **NON-HARASSMENT AND BULLYING POLICY**

All students of the parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment and bullying. No student shall be subject to harassment, including sexual harassment, or bullying as a Catholic school student.

Catholic schools in the Diocese of Superior are committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment or bullying in any form. Harassment or bullying of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

Any student who believes that he or she is being harassed, including but not limited to sexually, shall report immediately such information to the school principal. All claims of harassment or bullying shall be promptly and thoroughly investigated by the school principal after consultation with the Diocesan Superintendent of Schools.

Credible acts of harassment or bullying by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment is the behavior that creates intense environments where there is tension related to the display of power between individuals assigned to a specific category including but not limited to; race, religion, sexuality, etc.

Bullying is "unwanted, aggressive behavior that involves a real or perceived power tension between students."

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person.
- Unwanted physical touching, contact, or assault.
- Deliberate impeding or blocking of another's movement.
- Intimidating interference with normal work or movement.
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

### **PASTORAL RESPONSIBILITY**

The pastor/parish life coordinator/parish director of each parish has pastoral authority and concern in all facets of parish life. Responsibilities for the school include:

- Ecclesial authority of the school.
- Contracts/hires the principal.
- Consults with the school board on a regular basis.
- Has the final authority to accept or reject actions recommended by the school board.
- In a joint effort with the parish community, promotes the support of the school as an integral part of the parish faith community.

### **PICTURES**

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

### **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<sup>®</sup>, 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.*

**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 misplace. Students are not allowed to bring any held 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 with the classroom teacher each day.*

**Recess** *All students grades PreK-8<sup>th</sup> go outside daily for recess unless there is rain or if the temperature/windchill is at or below 0 degrees. Please have your child dress for the weather. In Wintertime all students should have warm jackets, snow pants, boots, hats, and mittens/gloves.*

**REFERRAL/SCREENING**

*Referrals for screening by the public-school district are available. 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.*

**RELIGIOUS OPT-OUT POLICY**

*Any student participating in the Choice Programs have 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.*

**REPORT CARDS**

*The first and second quarter report cards 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.*

**ROLE OF BISHOP AND HIS DELEGATE**

*The Bishop is the chief pastor and educator of the diocese and is responsible for the entire educational program in the Diocese of Superior. He may delegate aspects of this responsibility to other groups and individuals.*

*The Superintendent of Schools is the Director of Catholic Formation. The Superintendent of Schools is responsible to the Bishop for administering the programs of the parish schools in the Diocese of Superior.*

*The Superintendent of Schools is responsible for developing programs and responding to the needs of the parish schools in the Diocese of Superior. The Superintendent of Schools works collaboratively with other diocesan staff in addressing*

the religious education needs of the schools. The Superintendent of Schools needs to be knowledgeable about Catholic schools, their functions, and their unique needs and differences.

### **SCHOOL SURVEILLANCE**

*OLL School utilizes video surveillance in surrounding outside areas and indoors common areas.*

### **SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) ELIGIBILITY**

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**

OLL School is required to keep full and accurate records of each student's attendance and academic progress. Cumulative records are maintained in the principal's office. Cumulative records are considered the property of the school. Their purpose is to provide a general history of student placement, progress, medical fitness, and special needs.

Confidentiality of cumulative records is maintained. Removal of records from the school premises is prohibited. Access to cumulative records is limited to the school's instructional and administrative staff.

Copies of student progress (including attendance records), behavior and health records are to be kept indefinitely, unless permission to dispose of such records is received from the Diocesan Superintendent of Schools.

### **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 and Walgreens for your convenience and available on our school website.*

### **TAX DEDUCTION**

Parents with a child in a K-12 private school are able to receive a tax deduction for private school tuition. Under the program, parents statewide can deduct up to \$4,000 per student in grades K-8 on their Wisconsin tax form (WI Stat 71.05(6)(b)49).

### **TELEPHONE AND CELL PHONE-- Personal Electronic Devices --PEDs**

**Student:** Cell phone/tech watch—PEDs-- use by students is NOT allowed. Students are to have their cell phones turned off and given to the classroom teacher for storage during the day. Tech watches are not allowed at school.

The following procedure will be followed when dealing with students and cell phones/tech watch: (student using cell phone in class, bathroom or in locker)

1. 1<sup>st</sup> Offense: Cell phone/tech watch is taken by the teacher and given to the principal. Cell phone will be given back at the end of the day and parents notified. Tech watch—the parent will be notified that the office has the tech watch. Parents will be reminded of the school policy that states NO Tech Watches at school.
- 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**

OLL School 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 SERVICES**

*Title I reading services are available to students who qualify in grades K-4. Services are provided by a public-school district Title I teacher.*

### **Response to Threats when School is in Session**

Step one: When a threat of physical violence or use of weapons occurs the students involved should be immediately removed from the setting in which the incident occurred. This will involve sending the students to the office or directly home depending on the seriousness, and validity of the threat.

Step two: Adults monitoring students at the time of the incident will report directly to administrative staff what occurred, either via phone, email or note. Adults who are monitoring those students are to write up the infraction or discipline sheet to be sent to parents/guardians.

Step three: Parents/Guardians will be notified by phone, email or note of the incident the day that it occurs by the supervising/monitoring adults.

Step four: If the safety team composed of administrator, teaching staff and school counselor determines that either the students may harm themselves or others, CPS and the police department will be called.

### **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.

### **TRANSPORTATION**

Students in grades 4K-8<sup>th</sup> grade at OLL School are eligible to ride the public school busses to and from school. Contact the local bus company to register for this service.

### **TUITION and PRESCHOOL FEES**

*Each year there is a tuition and fees are set for students. The Parish and fundraising efforts cover the remaining cost to educate each child. Those students that have qualified for the Wisconsin Parental Choice Programs do not pay tuition or fees. The state of Wisconsin reimburses the school for their educational costs.*

*OLL School expects that each family will pay their tuition in a timely manner. Great effort and faith are entrusted to every family in order to help them pay their tuition: emailed invoices, phone calls, and other reminders.*

*Preschool fees are to be payable in advanced. Fees can be paid weekly or every 2 weeks prior to your child attending preschool.*

*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 or moving 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.*

### **TUITION ASSISTANCE**

*Tuition assistance is awarded each year to families that apply. It will only be paid out once the family's share of tuition has been paid and cannot go towards hot lunch.*

### **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.

### **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.

### **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. Volunteers must obtain the Safe Environment Training and Background Check. This can be obtained through online with a link on the Diocese of Superior Website.*

**WISCONSIN PARENTAL CHOICE PROGRAM (WPCP) ELIGIBILITY**

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.



## Acknowledgment of Receipt

Please return this page to the school office the first week of school. The school needs a signed document from stating that families have received a Parent/Student Handbook.

"I have received and reviewed the Our Lady of the Lake Catholic School Parent/Student Handbook for 2022-2023"

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\*Your signature only indicates that you have received and reviewed this handbook.

## INTERNET TERMS AND CONDITIONS

I agree to the following terms:

### Acceptable Use of Internet/Technology Policy

- 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 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. Or employing the network for personal financial or commercial gain.
- The Internet 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. Or circumventing security measure on school or remote computers or networks.
- 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.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_  
Student Names Printed

\_\_\_\_\_  
Student Signatures

\_\_\_\_\_  
Date \_\_\_\_\_

By signing this form, you agree to the terms and conditions for Internet/technology use at Our Lady of the Lake Catholic School.