



# 2018-2019 Family Handbook



Our Lady of the Lake School  
175 East 200<sup>th</sup> Street  
Euclid, Ohio 44119  
[www.ourladyofthelakeschooleuclid.org](http://www.ourladyofthelakeschooleuclid.org)



**Our Lady of the Lake School**

175 East 200<sup>th</sup> Street

Euclid, Ohio 44119

PHONE: 216-481-6824

FAX: 216-481-9841

[www.ourladyofthelakeschooleuclid.org](http://www.ourladyofthelakeschooleuclid.org)

*~ Academic Excellence Grounded in Catholic Faith and Values ~*

August, 2018

Dear Our Lady of the Lake School Families:

Welcome to the 2018-2019 school year at Our Lady of the Lake School. We look forward to our coming year as we guide our children on their academic journey, while sharing the Gospel message of Jesus Christ. It is our sincere desire that working together as a community, we will grow in our love for Christ and for one another.

Our theme for this coming school year is: "We are Called." We are all called to share our talents and treasures with one another. We are asked to answer God's calling to spread his message of love.

To guide us in our unified effort this coming school year, we have adopted the policies, rules and procedures found on the following pages. They are meant to help create an atmosphere of learning; respect for one another, our school and our educational programs. This handbook outlines policies that will facilitate orderly and responsible procedures, which will enhance the spiritual, educational, and social experiences for all our students, families and staff.

Please be sure to read this handbook, as there have been some changes. We have attempted to streamline the handbook for ease of use. Realizing that it is impossible to anticipate every occasion that requires a policy, the administration reserves the right to add, delete or amend this handbook. It is required that all families with students in Our Lady of the Lake School adhere to all policies set forth in this handbook.

Please review and discuss this handbook with your family. After doing so, please complete the Educational and Conduct contract on the next page and return it to the school no later than Friday, September 14, 2018. Thank you for the opportunity to serve you and your family in this coming school year. God bless you.

Peace in Christ,

Rev. Joseph Fortuna  
Pastor

Mrs. Jennifer Millett  
Principal

Miss Lauren Zbiegien  
Assistant Principal

Faculty and Staff

# Our Lady of the Lake School

## EDUCATIONAL AND CONDUCT CONTRACT

I have read, understand, and agree to abide by the contents of the 2018-2019 edition of the Our Lady of the Lake School Family Handbook.

I understand the purposes for which Our Lady of the Lake School exists, and I accept them.

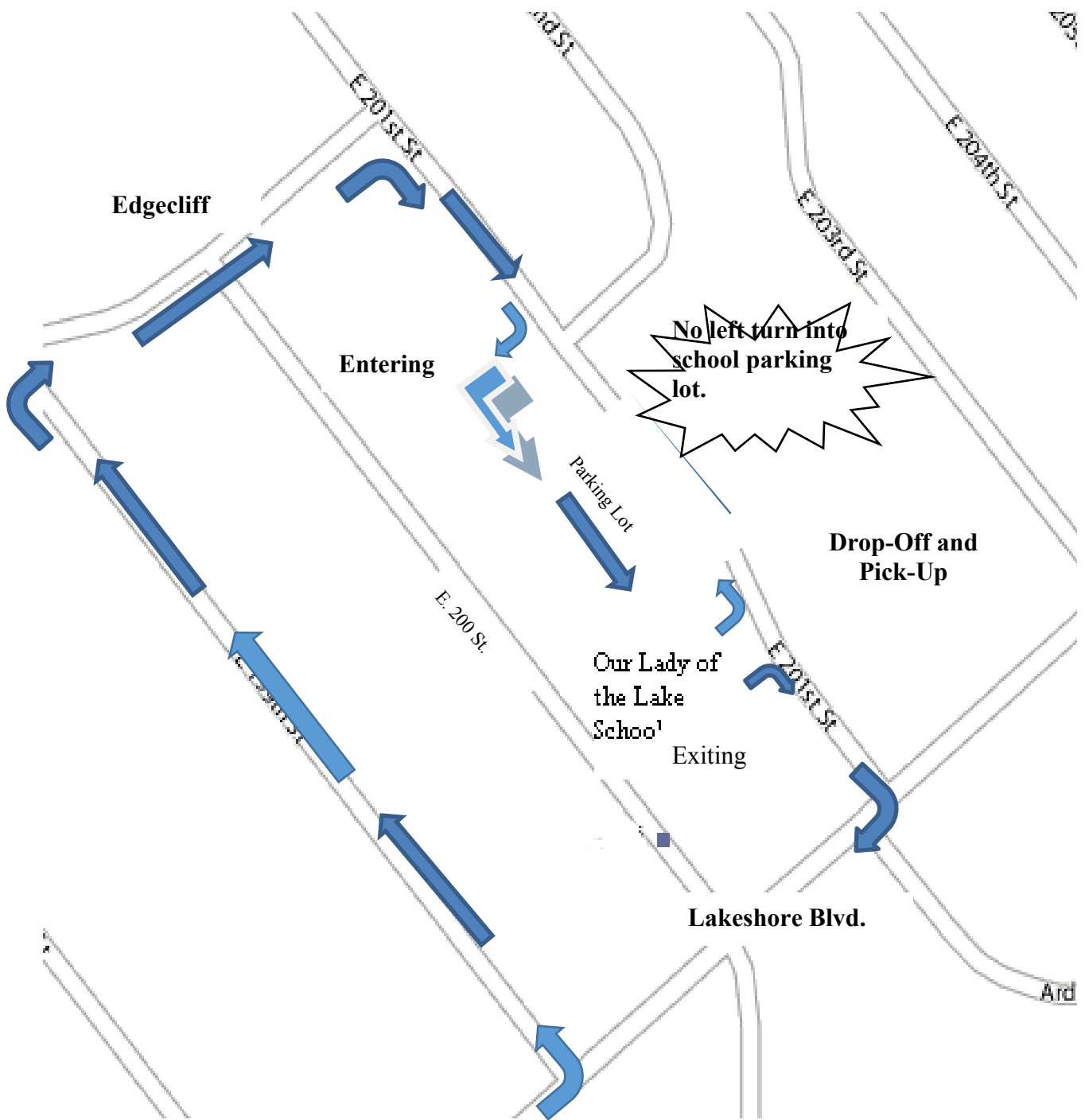
I understand the financial obligations, which I have to the school, and I agree to meet them according to the school's established policies and procedures.

**It is mandatory that all families complete, sign and date the educational contract and return to school no later than Monday, August 27, 2018.**

<b>EDUCATIONAL AND CONDUCT CONTRACT 2018-2019</b>	
<b>FAMILY NAME</b> _____	<b>DATE</b> _____
<b>PARENT/GUARDIAN</b> _____	(SIGNATURE)
<b>PARENT/GUARDIAN</b> _____	(SIGNATURE)
<b>STUDENT SIGNATURE</b> _____	
<b>STUDENT SIGNATURE</b> _____	
<b>STUDENT SIGNATURE</b> _____	
<b>STUDENT SIGNATURE</b> _____	
<b>STUDENT SIGNATURE</b> _____	

2018-2019 FACULT/STAFF EMAILS
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Jennifer Millett	<a href="mailto:jmillett@olleuclid.org">jmillett@olleuclid.org</a>
Lisa Buford	<a href="mailto:lbuford@olleuclid.org">lbuford@olleuclid.org</a>
Laurie Nosse	<a href="mailto:lnosse@olleuclid.org">lnosse@olleuclid.org</a>
Meghan McGarry	<a href="mailto:mmcgarry@olleuclid.org">mmcgarry@olleuclid.org</a>
Amy Melvin	<a href="mailto:amelvin@olleuclid.org">amelvin@olleuclid.org</a>
Lori Seidel	<a href="mailto:lseidel@olleuclid.org">lseidel@olleuclid.org</a>
Kristy Howald	<a href="mailto:khowald@olleuclid.org">khowald@olleuclid.org</a>
Hannah Strozyk	<a href="mailto:hstrozyk@olleuclid.org">hstrozyk@olleuclid.org</a>
Lauren Zbiegien	<a href="mailto:lzbiegien@olleuclid.org">lzbiegien@olleuclid.org</a>
Ashley Babb	<a href="mailto:ababb@olleuclid.org">ababb@olleuclid.org</a>
Cathy Gentile	<a href="mailto:cgentile@olleuclid.org">cgentile@olleuclid.org</a>
Emily Crumling	<a href="mailto:ecrumling@olleuclid.org">ecrumling@olleuclid.org</a>
Laurie Koeth	<a href="mailto:lkoeth@olleuclid.org">lkoeth@olleuclid.org</a>
Lori Zgela	<a href="mailto:lzgela@olleuclid.org">lzgela@olleuclid.org</a>
Melissa Kish	<a href="mailto:mkish@olleuclid.org">mkish@olleuclid.org</a>
Elizabeth Somody	<a href="mailto:esomody@olleuclid.org">esomody@olleuclid.org</a>
Korie Rossman	<a href="mailto:krossman@olleuclid.org">krossman@olleuclid.org</a>
Britt Sullivan	<a href="mailto:bsullivan@olleuclid.org">bsullivan@olleuclid.org</a>
Blake Strozyk	<a href="mailto:bstrozyk@olleuclid.org">bstrozyk@olleuclid.org</a>
Pete Dautovic	<a href="mailto:pdautovic@olleuclid.org">pdautovic@olleuclid.org</a>
Michele Perella	<a href="mailto:mperella@olleuclid.org">mperella@olleuclid.org</a>
Sandy Zigman	<a href="mailto:szigman@olleuclid.org">szigman@olleuclid.org</a>
Ayden Opfer	<a href="mailto:aopfer@olleuclid.org">aopfer@olleuclid.org</a>
Debbie Barberio	<a href="mailto:dbarberio@olleuclid.org">dbarberio@olleuclid.org</a>
Kim Kish	<a href="mailto:kkish@olleuclid.org">kkish@olleuclid.org</a>
Christin Carroll	<a href="mailto:ccarroll@olleuclid.org">ccarroll@olleuclid.org</a>
Sue Pado	<a href="mailto:spado@olleuclid.org">spado@olleuclid.org</a>
Katy Butauski	<a href="mailto:kbutauski@olleuclid.org">kbutauski@olleuclid.org</a>
Maria Steffas	<a href="mailto:msteffas@olleuclid.org">msteffas@olleuclid.org</a>
Sarah Barone	<a href="mailto:sbarone@olleuclid.org">sbarone@olleuclid.org</a>
School Nurse	<a href="mailto:schoolnurse@olleuclid.org">schoolnurse@olleuclid.org</a>
Jacky Kovac	<a href="mailto:jkovac@olleuclid.org">jkovac@olleuclid.org</a>
Nancy Lynch	<a href="mailto:nlynch@olleuclid.org">nlynch@olleuclid.org</a>
Peggy O'Brien	<a href="mailto:pobrien@olleuclid.org">pobrien@olleuclid.org</a>
Marcella Smith	<a href="mailto:Msmith1@olleuclid.org">Msmith1@olleuclid.org</a>



**Please follow the above diagram when dropping off and picking up your children. Enter E. 199<sup>th</sup> St. from Lake Shore Boulevard, proceed north to Edgecliffe Dr. Turn right on Edgecliffe and right again onto E. 201 St. Make a right turn into the school parking lot and pull up as far as you can. Children should exit their cars from the right (passenger side) of the car. Parents need to stay in their vehicles. Please have children ready to exit the car so you don't hold up the line. Turn right or left to leave the parking lot and turn right again at Lake Shore Boulevard. Turning left causes congestion and delays movement of the entire line. Thank you for following this important school policy.**

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## **SECTION I. MISSION STATEMENT, PHILOSOPHY AND STANDARDS**

### **Mission**

Our Lady of the Lake Catholic School: Excellence in education, service to the community, united in faith.

### **Belief Statements**

#### *Spiritually*

- We believe in immersing the students in the whole message of Christ in a vibrant community of faith which leads naturally to serving others.
- We strive to complement and supplement the work of parents and guardians in fostering the Christian growth of students at various levels of their development.

#### *Intellectually*

- We believe students learn best when challenged by a curriculum which utilizes student time and talents through the flexible, rigorous and relevant use of materials including technology to meet 21<sup>st</sup> Century learning goals.
- We believe it is our responsibility to foster in all students a love and appreciation of/for learning across the curriculum.

#### *Socially/Emotionally*

- We believe students must understand the intrinsic value and dignity within themselves and every child of God.

- We believe students will develop and demonstrate a deep, vital love of God, themselves, and others.

*Physically*

- We believe that a significant aspect of achieving one's potential is developing a healthy lifestyle in mind, body, and spirit.
- We believe that students should be given choices that lead them to desire wellness.

## **Goals**

Our Lady of the Lake School commits and holds ourselves accountable for the following:

- Spreading the good news of Christ and teaching the doctrine, practice and morals of the Catholic Church
- Employing best practices and state-of-the-art technology for 21<sup>st</sup> Century learning and continuously evolving to meet the changing landscape of education
- Welcoming and respecting the diverse backgrounds and experiences of all
- Embracing our community through active engagement and service
- Demanding responsible behavior and respect of all stakeholders
- Utilizing responsible stewardship of parish resources ensuring economic stability and financial accessibility
- Creating a supportive and fulfilling work environment that promotes a healthy and safe atmosphere for learning and life
- Establishing transparent governance and maintaining effective communication
- Challenging students to excel beyond the classroom in extra-curricular activities.

## **Parent Responsibilities**

Parents carry the primary responsibility for the education of their children. By choosing to send your child to Our Lady of the Lake School you have invited us to become an integral part of that ministry and have recognized the importance of mutual cooperation and respect. A most powerful factor in building a child's intellectual, cultural, moral, and spiritual attitude is the example you provide in the home.

The Catholic school exists to assist parents in the Christian formation of their children. In this handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Modeling and supporting your child's practice of the faith - by being an active member of your faith community and bringing your children to worship services on a regular basis.
- Supporting school policies and the authority of the administration and teachers.
- Encouraging your children to complete all assignments and monitoring their progress.
- Insisting that your children obey the regulations and principles of good behavior.
- Making sure children arrive at school on time and avoid unnecessary absences.

- Discussing problems with the persons concerned and avoiding criticism of teachers and school policy.
- Being aware of and following the policies and procedures stated in the handbook and communicated to parents periodically throughout the year.
- Paying all fees (tuition, lunch, general, etc.) on time.
- Providing restitution or assisting your child in doing so for any property destroyed or marred, either accidentally or intentionally.

The education of your child is a partnership between you and your school. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

### **Parent Teacher Organization - PTO**

The Parent Teacher Organization is an organization for parents to get to know each other and to work together for the good of the children. The organization exists to:

- enhance the communication between the school administration, faculty, staff, and parents,
- hold fundraisers to assist in the expenses of the organization,
- hold special events to promote the spirit of the school.

**PARENTS ARE ALSO ENCOURAGED TO BECOME INVOLVED IN OTHER ASPECTS OF PARISH AND/OR SCHOOL LIFE.**

### **State and Diocesan Standards**

Our Lady of the Lake School is fully accredited by the Ohio Catholic Schools Accrediting Association and chartered by the State of Ohio. Teachers are certified or licensed and have a Bachelor of Arts or a Bachelor of Science. Some teachers have a Master of Arts or a Master of Science. The principal has a Master of Arts in Educational Administration and is licensed by the State of Ohio.

The teachers and the principal are all certified in religion by the Diocese of Cleveland or are working toward certification. Our Lady of the Lake School is governed by the State of Ohio and by the Catholic Conference of Bishops regarding: matters of accreditation, the length of the school year; administrative procedures for the school year as they relate to the opening, closing and emergency closing of schools; admissions, assignment and withdrawal of pupils; and vaccination and immunization of pupils.

### **Policy of Non-Discrimination**

Our Lady of the Lake School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. We do not discriminate on the basis of race, national or ethnic origin in administration of our educational and admission policies. Our Lady of the Lake School welcomes students of all faiths.

**NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

Non-Catholic students are expected to participate in the religious formation and education programs of the school.

- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices.
- While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## **Guidelines and Implementation - Handbook**

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced to in this manual.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. If the school should elect not to take action in any given situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

Families are required to read and sign a form stating they have read the rules and regulations outlined in this handbook and that they agree to abide by those rules. This signature form will be distributed and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

PLEASE NOTE: The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow

these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.

The education of your child is a partnership between you and your school. If in the opinion of the administration the partnership is irretrievably broken the school reserves the right to require you to withdraw your child.

## **SECTION II. SPIRITUAL DEVELOPMENT**

### **Religious Instruction**

Our Lady of the Lake School's religious education program is more than one class each day in religious studies. The religious education program is part of the complete fabric of the school. It has two major goals: religious instruction and religious formation.

These goals are achieved through five components of the school's religious education program:

- Religious study classes.
- Integration of Christian values into all areas of the curriculum.
- Religious practices.
- Apostolic service projects.
- The religious environment of the school.

The religious instruction of the children is the major focus of the curriculum at Our Lady of the Lake School. Religion classes are taught on a daily basis. The National Catechetical Directory is the norm for this instruction along with the curriculum guidelines from the Office of Catholic Education/Office of Catechetical Services. As a part of our religious education program, the student body has an opportunity to participate in the Eucharistic liturgy and other prayer experiences. The preparation and participation in these liturgies is an important part of your child's religious training. Parents are invited to participate in these liturgies as they are able.

Prayer is an important part of each day and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, students participate in special projects during liturgical seasons in order to increase their understanding and love of our traditions and provide them with opportunities to reach out to others in service and care.

Opportunities to celebrate the Sacrament of Reconciliation may be provided for the students periodically, but parents are encouraged to celebrate this sacrament with their children at parish Reconciliation services.

Students in grades 2 through 8 may be involved in special sacramental preparation programs. The programs for the initiation sacraments of First Communion and Confirmation are ministries of the parish and not coordinated by the school. Catechesis for the celebration of these special sacraments requires parental involvement. All students who are registered members of the parish and are age eligible will be invited to participate in the preparation for the sacraments of First Communion and Confirmation. Further information for these programs is available at the parish rectory.

Students are given opportunities for service in our community by means of the following:

- Awareness of and contribution to the missions, both home and foreign;
- Remembrances and projects for our sick and elderly parish and community members;
- Food and clothing collections for the poor;
- Opportunities for direct service to others through working at hunger centers, visits to area hospitals, etc.
- Periodic fund raisers for special needs populations

Religious formation needs to be fostered and supported primarily in the home. The school becomes an extension of the home in the life of a child; and, therefore, we cannot accomplish these religious goals without strong family involvement and support.

### **Missions**

The children are encouraged to develop a spirit of sacrifice for others. By contributing to those less fortunate, they learn that we are all brothers and sisters of Christ. Mission collections are customary during Advent and/or Lent. Student Council and other groups in the school may initiate charitable giving throughout the school year.

## **SECTION III. ACADEMICS**

### **Curriculum**

Curriculum encompasses the sequentially ordered learning experiences, which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The school follows the Diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting),

Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

Our Lady of the Lake School follows the graded course of study set forth by the Diocese of Cleveland. The Diocesan standards are aligned with the standards set by the State of Ohio. Our Lady of the Lake School is involved in continuous improvement by complying with the standards set by OCSAA.

### **Instructional Program**

Our Lady of the Lake School follows the approved graded courses of study which are determined by the Department of Education of the State of Ohio and the Office of Catholic Education of the Diocese of Cleveland in all subject areas. The Academic Content Standards established by the Ohio Department of Education are incorporated into the curriculum. Teachers make use of a variety of instructional materials and techniques to teach children in each subject area. Every teacher and staff member is dedicated to Catholic education. All teachers are fully qualified and state licensed.

Federal and state funding provides funding to hire remedial mathematics and reading teachers, school psychologists, speech therapists, gifted/challenge teachers, nurses, health-aides, and clerks to coordinate the school programs. The amount of funding provided by the state and federal government each school year will determine the number of hours each specialist may work.



## **School Structure**

The individual needs of each child are the framework around which Our Lady of the Lake School's educational structure is built. Children are assigned to heterogeneous homerooms where flexibility grouping may be done as a means of intervention and mastery of material. Kindergarten maintains a self-contained classroom. Grades kindergarten - 4 students receive some exposure to departmental teaching. Full departmental structures are operative in grades 5/6 and 7/8. In the 7<sup>th</sup> and 8<sup>th</sup> grades, students are placed in math courses depending upon their readiness to progress.

Basic classroom instruction is supplemented in many ways. Students at all grade levels receive instruction from visual arts teacher, choral music teacher, physical education teacher and a computer teacher. Students have time scheduled weekly for use of the library. All classrooms have interactive boards and computers for use throughout the course of the school day.

To fulfill the State Standards for a graded course of study, Curriculum Guidelines K-12 are published in every curricular area by the Office of Catholic Education. Diocesan Guidelines are implemented in the schools through the development of instructional programs, which meet the needs of the students. Each year the instructional program for Our Lady of the Lake School is reviewed by all the teachers working cooperatively. Goals and objectives are amended, deleted or added as the need arises, based on the individual and group needs of the student population.

Sufficient updated textbooks, supplementary materials, and reference materials are available on all grade levels in appropriate kinds and amounts to facilitate quality instruction and to meet individual needs in all areas of the curriculum.

## **Preschool**

The program at Our Lady of the Lake School was founded in 2014. The teachers and staff members strive to provide a spiritual and creative environment for the young child. In this program, it is our aim to provide young children with a variety of developmentally appropriate experiences, which will stimulate curiosity, challenge physical and intellectual abilities, foster creativity and encourage self-expression and a sense of self-worth. Our Lady of the Lake Preschool operates under the guidelines of the State of Ohio and in accordance with the curriculum standards set forth by the Diocese of Cleveland.

## **Textbooks**

Textbooks should be covered. Please do not scotch tape or paste covers to the books. Textbooks purchased with State monies are inventoried and the school must account for them to the Euclid Board of Education which is the fiscal agent for the State of Ohio. These books are on loan to us so if they are lost or destroyed they must be paid for.

### **Library**

Each student in PreK through grade three visits the library at least one period a week. All books and reference materials are loaned to the students for one week and may be taken home. The library is also available to the students for research at any time as approved by the teacher. Courteous and appropriate behavior is required of all students in the library. Lost or damaged books must be paid for or replaced. Any outstanding library fines will prevent the release of student records.

The school is well equipped with audio-visual aids. In addition a number of subscriptions for online resources supplement the numerous free online resources used to supplement our educational programs. Our Lady of the Lake continually evaluates and updates this collection.

### **Technology**

We make good use of technology at Our Lady of the Lake. Teachers integrate its use every day into their lesson planning. Ipads and Chromebooks are always available for student use with carts of thirty available throughout the building.. All students in grades K through 8 have access to our Mac computer lab. The computer room contains numerous software programs that can be integrated throughout the curriculum. Classrooms are also equipped with computers and interactive boards available for student use for remediation, enrichment, tutorial, drill and practice, problem solving and creative expression.

### **Physical Education**

Physical education classes are required by the State of Ohio. All students are required to participate. If there is a reason a student cannot participate in physical education activities, a statement from a doctor must be presented to the physical education instructor stating the amount of time the child is to be excused and/or what limitations are to be placed on the student's involvement.

Students who have been excluded from physical education classes by a physician due to an injury will not be permitted to participate in gym class without the written authorization from the students' doctor. Students who have casts, braces, splints, etc. will not be permitted to participate without the written authorization of their doctors.

### **Auxiliary Services**

Ohio Auxiliary Services provides funding to hire remedial mathematics and reading teachers/tutors, school psychologists, speech therapists, nurses, health-aides, gifted/challenge teachers, and clerks to coordinate the school programs. Federal funding provides for Title I and SLD tutors. All of these services, with the exception of the nurse or health-aide, are generally housed in the modular unit. Some tutors may work along with the teachers in the classrooms.

Students are screened to determine if they are eligible according to federal, state and local public school district guidelines to participate in the various programs. In addition, parent/guardian and teacher referrals are made. Once parents or guardians realize the need for their children to participate in these services, they must sign a consent form giving permission for the child to

participate or a waiver form (which is kept on file) stating that the parents have declined services. Services are limited by the amount of government funding allocated each school year. A portion of the funding is also used toward the utilities and maintenance of the modular unit, professional development and the purchase of some of the textbooks and technology hardware and software.

### **Other Programs**

In addition to the basic curriculum, students at Our Lady of the Lake School benefit from other programs, such as: anti-bullying/anti-harassment, chemical abuse, family life and human sexuality programs; art and music special programs taught by guest instructors; band program; library skills and study skills programs and cyber-safety programs. We recently installed distance learning equipment which will provide instruction to students from off-site locations and instructors. Some distance learning opportunities are available through the Cleveland Museum of Art and the Cleveland Institute of Music. The list of programs is endless and will be well researched to match specific learning outcomes.

### **Technology**

We believe that technology is vital to carry out the educational ministry of Our Lady of the Lake School.

We are pleased to offer students of Our Lady of the Lake School access to our computer network, including access to the Internet. To gain access to our computer network as well as the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the principal. Students 18 and over may sign their own forms. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Our Lady of the Lake School supports and respects each family's right to decide whether or not to apply for access.

### **Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision using a classroom account. Access entails responsibility. Individual users of Our Lady of the Lake School's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy right to data received or disseminated on the network and by utilizing these systems consent to Our Lady of the Lake School's right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, Our Lady of the Lake School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary actions.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum related activities
- Accessing inappropriate web sites that have escaped filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues
- Posting personal contact information about yourself or others
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal e-mail accounts during school hours
- Using e-mail inappropriately to pass along chain e-mails or other communications not related to classroom activities.

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or the Internet. Proper school procedures will be followed for enforcement or policy and determining ramifications of infractions of this acceptable use policy.

**Students who attend Our Lady of the Lake School are required to follow all the stated rules with regard to use of the Internet, regardless of whether or not that use of the Internet is conducted on school computers, at home or outside of school. This applies to any and all computers or any other equipment used to access the Internet. Our Lady of the Lake School reserves the right to take immediate disciplinary action or to contact the proper authorities for inappropriate, abusive, or threatening usage.**

**ADDENDUM TO Acceptable Use Policy  
Applicable for schools who benefit from E-rate**

For those schools that benefit from E-rate and are, therefore, under the FCC rules, they must adopt and implement an Internet Safety Policy. This policy shall address the following items:

- Access by minors to inappropriate Internet and World Wide Web matters
- Safety and security of minors using electronic mail, chat rooms, and other direct electronic communications
- Hacking and other unlawful activities
- Unauthorized disclosure, use and distribution of secured information relating to minors
- Procedures created to restrict minors' access to any materials harmful to minors
- Monitoring of online activity of minors

Certification of a policy by October 28, 2001.

This verifies that Our Lady of the Lake School is in compliance with the Children's Internet Protection Act in accordance with items as stated above. Furthermore, the parents of students at Our Lady of the Lake School have authorized permission for access to the computer network and the Internet for classroom related activities. A copy of the signed acceptable use policy is on file with the school office.

### **Report Cards**

Report cards provide parents with tangible evidence of pupil growth and development and promote mutual understanding and helpfulness between home and school. The quarterly report card provides an evaluation of the students' educational progress and social development according to what has been taught and mastered. Test scores, class and homework assignments, projects, and class participation are all considered part of the grade achieved by a student for a particular subject.

The following **marking code** is used (Please refer also to the explanation codes that may be provided on the report card itself):

**Kindergarten:** Refer to card; markings indicate progress at the end of each quarter.

**Grades 1 and 2:** (Diocesan Report Card)

- O = Superior knowledge and use of skills and subject matter.  
Thoroughness in daily work.  
Worthwhile contributions to class discussions.  
Consistently high test scores.
- S = Adequate knowledge of subject matter.  
Completion of required work.  
Participation in class discussions.  
Ordinary development in attitudes and study habits.  
Average test scores.
- N = Needs improvement in one or more areas of required work.
- U = Unsatisfactory knowledge of subject matter.  
Assignments below standard.  
Inadequate participation in class.

Work indicative of pupil's ability, but not of grade level standard.

O, S, N, and U may be used for effort and conduct and may be used for music, art, physical education, religion and computer.

**Grades 3 through 8:** (Diocesan Report Card)

- A = SUPERIOR:  
Consistently does superior work in accomplishing goals and objectives,  
and in mastering knowledge and appropriate skills; for  
thoroughness in daily work and assignments; for the ability to work  
independently; for class participation; and for consistently receiving  
high test scores.  
A+ 100 - 98  
A 97 - 95  
A- 94 - 93
- B = ABOVE AVERAGE:  
Usually does above average work in accomplishing goals and objectives;  
for good mastery of knowledge and appropriate skills; for  
consistently completing work and assignments; for participation in  
class; for the ability to work independently; and for receiving above average test  
scores.  
B+ 92 - 90  
B 89 - 87  
B- 86 - 85

work grades.	C	=	<p><b>AVERAGE:</b> Usually does average work in accomplishing goals and objectives; for adequate knowledge and skills; for completing of daily work and assignments; for participation in class; for the ability to independently; and for consistently receiving average test</p>
			<p>C+ 84 - 82 C 81 - 79 C- 78 - 77</p>
limited ability to test scores.	D	=	<p><b>BELOW AVERAGE:</b> Usually performs unsatisfactory work in accomplishing goals and objectives; for insufficient mastery of knowledge and skills; for insufficient effort in daily work and assignments; for work independently; for consistently receiving low</p>
			<p>D+ 76 - 75 D 74 - 72 D- 71 - 70</p>
standard ability to work test scores.	F	=	<p><b>FAILING:</b> Usually performs unsatisfactory work in accomplishing goals and objectives; for insufficient acquisition of knowledge; for below skills and limited class participation; for not having the independently; for usually receiving unsatisfactory</p>
			<p>F 69 - 0</p>
counting all	I	=	<p><b>INCOMPLETE:</b> Incomplete work because of extended excused absence; must be converted to standard grade within a specified time. If the work is not completed with the specified time the I converts to a cumulative grade</p> <p>work as a 0 or F.</p>
	O	=	Outstanding
	S	=	Satisfactory
	U	=	Unsatisfactory
	N	=	Needs Improvement

O, S, N, and U coding system is used for effort and conduct and may be used for music, art, physical education, and computer.

## **PERFORMANCE LEVEL**

The grades received in reading, mathematics, and English may be accompanied by the level at which the student is working.

- 1 above grade level
- 2 working at grade level
- 3 below grade level

## **Retention and Acceleration**

A child may be retained only if it is presumed he/she will profit by it. Retention can be considered for the following reasons:

- The child has failed to master fundamental skills of reading in the primary grades.
- The child has experienced failure in three or more major subjects. The major subjects are language arts, mathematics, social studies, and science. Failure in an individual subject is defined as receiving a grade of F for more than two quarters. Daily work should consistently show failing marks.
- Absence itself is not an acceptable cause for retention if the work that has been missed can be made up by the child.

By the end of the first semester, parents are made aware of continuing educational problems that may indicate the possibility of the child not successfully completing the requirements of the grade level. The quarterly report card is the parents' primary notice of student failure.

A child should not remain more than two years in the same grade and may not be retained more than twice in the elementary grades.

Retention must have prior approval of the principal and be accepted in writing by the parents. If the parents refuse to have a child retained, this fact must be in writing. Consistent with the Ohio Revised Code, it is the principal, after consultation with the teachers and parents, who makes the final decision as to the promotion of students.

Should a student not successfully complete the requirements of a particular grade level but it has been determined that retention would not profit the student, a notation shall be placed in the school records as the child is passed on to another grade or high school. On the report card itself, the term "Promoted" shall be replaced with the term "Placed."

Acceleration of a student shall be advised if all other avenues of meeting the student's needs have been exhausted. Acceleration must have the approval of the teacher, principal, parent, and pupil. The basis of acceleration includes consistent and outstanding academic achievement and superior social maturity.

If Our Lady of the Lake School is not able to provide an educational program appropriate for the needs of a student, the principal will present this fact to the parents.

## **Progress or Interim Reports**

Student academic progress is maintained on Edline throughout the grading period. All parents are expected to open, at no expense, a Digital Academy account that will permit access to private



grades. The report on Digital Academy is much more thorough than the traditional progress or interim report. Only those families who do not have access to the internet will be issued interim progress reports if they complete the Hard Copy Request form found in the first day packet or by contacting the school office.

If an interim progress report is issued between report cards, it will indicate achievement, effort, and conduct at that point and notify parents when students are in danger of failing a subject or if behavior or other factors are affecting their education. Interim progress reports are to be signed and returned to the school. Interim progress reports are issued directly to the students.

Teachers regularly update Digital Academy, and parents requiring routine information regarding their child(ren)'s progress should consult Digital Academy. Parents who do not have access to the Internet can request that their children or their children's teachers make copies of the private student records on Digital Academy. The computer teacher/technology coordinator will assist students with this process. Digital Academy provides a record of missed work for individual students that parents can easily review. Parents may only review their own child(ren)'s records on Digital Academy. Assistance will be given to those parents that need it for creating a Digital Academy account.

### **Honor Roll**

Students at Our Lady of the Lake School will be recognized for academic achievements every nine weeks. The guidelines for honor roll are as follows:

First Honors with Distinction	4.0 Maintained for Quarter
First Honors	Students must maintain a 3.5 - 4.0
Second Honors	Students must maintain a 3.0 - 3.49

Please Note: A student is ineligible for any honor roll ranking if he/she has a D, F, or U in any subject area for that grading period regardless of the final grade point average.

Academic awards assemblies are scheduled every quarter, with the exception of the fourth quarter. Students in grades 1 through 3 will receive academic achievement awards and those in grades 4 through 8 will receive honors certificates.

### **Homework**

Homework is designed to provide students with practice of basic skills, opportunities for enrichment, extension of learning, application of learning, research, preparation for study and evaluation, and opportunity to establish life-long learning habits. A homework assignment may provide an opportunity to enlarge the capacities for initiative and creativity. It can be used also to promote skill development and learning through research assignments. In this case, homework may be extended over a period of several days or weeks. One of the most important aspects of homework is that **its objective is to help the student learn to study independently and to be responsible for his or her own work.** Assignments that are given for home are not

always to be written. Many will center on study, review, or reading which requires a time of silence.

A reasonable amount of homework is given on weekdays. The following time allotments are suggestions only, since student ability and concentration has an impact on the length of time required for an assignment:

Grades 1 through 3	- About 20 to 30 minutes daily
Grades 4 through 6	- About 45 to 60 minutes daily
Grades 7 through 8	- About 60 to 90 minutes daily

Homework is often not assigned on weekends or holidays. Long term projects and regular studying and free reading may be exceptions to this practice. Parents are encouraged to use math flash card drill daily as appropriate.

If a student is absent for one day, class and day work are not provided until the student returns to class. This gives the student the necessary time for rest in preparation for return to classes. If a student is absent for a longer period of time and can manage some limited activity, parents may call in the morning (when giving the absentee report) and request the work. The assignments must be picked up at 2:30 P.M. after school dismisses. If a child is taking home another student's homework, proper notification should be given to the teachers before the start of the day, and arrangements should be made by the parents with students who are to carry assignments home. Small children should not be expected to carry all the heavy books of an upper grade student.

Students in grades four through eight receive an assignment notebook which should be checked often by the parents. Students in kindergarten through third grade may receive an assignment notebook or will be given homework sheets. In some situations, teachers also list homework assignments on the Digital Academy or Google Classroom. Even though homework may be listed on the Digital Academy or Google Classroom, students are still required to record homework in their assignment notebooks and to follow all the directions given by the teachers both in writing and verbally. It is very important for students to learn to record homework assignments carefully and accurately, to take assignment notebooks home with them each day or the homework sheet/assignment sheet, to complete homework as directed and to turn the homework assignments in when requested by the teachers.

Parents can assist by providing quiet time and a place conducive to study (free from the distractions of online communication, television, telephone, texting and other social situations), by checking for accuracy and neatness, and by listening to a child read or recite work. This kind of involvement will keep parents informed about what a child is learning in school. If you notice students spending too much or too little time on homework, please discuss this with the classroom teacher.

It should be noted that the direct and natural consequence for failing to complete or turn in homework assignments as directed is a lowering of the grade for the assignment which may impact the overall grade for the subject. Teachers will provide students and parents with the individual grade level homework policies as appropriate for the age levels of the students.

### **Some Suggestions for Homework Assignments**

- Be interested in your child’s school assignments.
- Provide a good study atmosphere.
- Show the child that school is his/her primary concern at this stage of his/her life.
- Recognize the child’s abilities.
- Help, but don’t take over the homework assignment.
- Insist that your child work neatly.
- Don’t permit your child to copy other students’ work.
- Do not make excuses for your child’s negligence in completing assignments.
- Help your child remain focused so that assignments do not take extraordinary amounts of time.

### **Standardized Testing**

The school’s testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students’ strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction. In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

MAP Testing

September 10-September 28

January 7-January 25

April 29-May 17

May, 2019

ACRE Testing..... GRADES 5 & 8

State testing for students in reading, ELA, Math, Science and Social Studies

## **Parent-Teacher Conferences**

Conferences are held yearly. The first parent teacher conference days are held in November and are mandatory. Conferences at Our Lady of the Lake School are student led, allowing for greater student interaction. Students lead the conferences and take ownership of their learning experience, sitting at the table with parents and teachers. Older students generally share their body of work through portfolios and work samples. Second conferences are held throughout the school year as needed. They may be requested by any of the teachers, parents, principal, pastor, or any support services staff member. This is a time for both teacher and parent to share expectations and concerns for the students.

Fall Conferences for the 2018-2019 School Year  
November 15 and November 19

## **SECTION IV. ADMINISTRATIVE PROCEDURES AND ADMISSIONS**

### **Admission and Re-Admission of Parishioners on an Annual School Year Basis** **Admission and re-admission to Our Lady of the Lake School is on an annual school year basis.**

Definition of a Parishioner - A parishioner is understood to be one who is registered, attends regularly, and contributes to the parish.

All Catholic students whose families live within the boundaries of Our Lady of the Lake Parish are eligible for admission to the school provided that:

- The families are registered in Our Lady of the Lake Parish.
- The parents understand that they have an obligation to foster a Catholic atmosphere in the home and set a good example as Catholics by regular participation at Mass each weekend and by regular reception of the sacraments.
- In addition to the current tuition payments, the parents are expected to contribute to the support of the parish by use of the collection envelopes.
- The parents agree to uphold and follow the rules and the policies of the school as stated in the school handbook and other communications and bulletins.
- Parents are encouraged and expected to assist in specific fund raising activities and development programs for the school.
- The tuition rate for these students is determined yearly and is based on the cost of educating a child in Our Lady of the Lake School.

**\$100.00 PER CHILD REGISTRATION FEE.**

**Admission of Non-Parishioners on an Annual School Year Basis**

**All students are admitted and re-admitted are on an annual school year basis.**

Catholic students who live outside the territorial boundaries of Our Lady of the Lake Parish or are members of a parish not having a Catholic school or students who are not of the Catholic faith but choose to receive a Catholic education will be considered for admission on an individual basis depending upon the parish to which they belong and the number of available spaces in Our Lady of the Lake School.

- Non-parishioners who are attending Our Lady of the Lake School also have the responsibility to support the educational programs of this school through financial support and attendance at meetings.
- Parents understand that the student will participate in daily Catholic religion classes and all religious services.

Children will be accepted for enrollment pending a review of records including but not limited to academic, behavior, and financial; admissions testing; and interview with the administration. First priority will be given to children currently enrolled in Our Lady of the Lake School or who have siblings currently enrolled. Second priority will be given to registered parishioners of Our Lady of the Lake Parish who do not currently have children in the school. Third priority will be given to the general public. After March 1, all applications will be considered on a first-come, first-serve basis as third priority.

The following tuition/admission policy, which is based on our Catholic philosophy of education, will be effective for the 2018-2019 school year. It is understood that all families registering children at Our Lady of the Lake School agree to abide by the contents of the latest edition of the Our Lady of the Lake School Family Handbook and all policies of the school and parish. It is further understood that all families registering children at Our Lady of the Lake School agree to meet the financial obligations according to the policy set forth below and in the handbook.

**TUITION AND SCHOLARSHIPS**

Every student at Our Lady of the Lake Catholic School may apply for scholarships and financial aid. Working in partnership with parents, who are the primary educators of their children, Our Lady of the Lake Catholic School wants to ensure that the young people in our school community have an opportunity to receive an affordable Catholic education.

Per Pupil Cost of Education at Our Lady of the Lake School = \$4870.00

### **Parish Life Scholarship**

This scholarship is available to those families who are registered at Our Lady of the Lake Parish, or another Catholic Church, and who regularly participate in the life of the Parish, including regular attendance at Mass as determined in the Parish's discretion and as evidenced by the use of offertory envelopes, regardless of whether a donation is made.

### **EdChoice Scholarship/EdChoice Expansion Scholarship**

NEW \_\_\_\_\_ (based on public school of attendance) RENEWAL \_\_\_\_\_

### **Our Lady of the Lake Catholic School/Diocesan Tuition Assistance needs-based financial assistance:**

Application for needs-based financial assistance must go through the FACTS Grant and Aid Assessment. The link for Our Lady of the Lake school is as follows:

<https://online.factsmgt.com/signin/4HKBQ>.

Please note final scholarship and financial aid award announcements will be made by our school finance committee and your financial aid/tuition package will be communicated to you. Prior to your student being enrolled, you will be required to sign a tuition agreement. In addition, a \$100 non-refundable registration fee is due.

## **General Admission Information**

### **Admission Interviews**

At times, students wishing to enroll in Our Lady of the Lake School and at least one parent/guardian, are asked to attend an admission interview with the school principal. The pastor, pastoral staff members and/or faculty members may also interview students and their families. The interview is a good opportunity for parents/guardians and students to ask questions about Our Lady of the Lake School.

### **Admission Testing**

All students entering kindergarten are required to participate in the kindergarten screening process. Testing dates and screening dates will be announced annually. It will be the responsibility of the families to present the students for the testing and screening according to the schedule established annually by Our Lady of the Lake School.

### **Kindergarten Enrollment**

- Kindergarten is a full day program.
- All families who wish to enroll a kindergarten student for the 2018-2019 school year will receive additional information regarding kindergarten screening. Information regarding kindergarten screening will be sent home in the early spring.
- The Ohio Department of Education recommends that all kindergarten students be five (5) years old before August 1. Euclid City Schools requires kindergarten students to be five (5) years old before August 1. The Office of Catholic Education of the Diocese of

Cleveland recommends that the Catholic elementary schools follow the policies of the public school district in which they reside for kindergarten entrance age.

- Kindergarten students do wear uniforms.
- Kindergarten students eat lunch at school.

### **Financial Obligations**

All families are required to meet all financial obligations to any and all educational institutions before enrollment in Our Lady of the Lake School can be finalized.

### **Tuition Payment Method**

Our Lady of the Lake School uses a third party tuition collection company (FACTS). All families are required to have tuition payments electronically withdrawn from bank accounts designated by them. Payments will be electronically withdrawn from family designated accounts and deposited electronically into the Our Lady of the Lake account. Families have a choice of a two month, four month, ten-month or twelve-month payment plan for the 2018-2019 academic year. Payments made using FACTS for the 2018-2019 academic year begin June 2018. Families currently enrolled in FACTS will automatically be re-enrolled unless the school office is notified.

Families may pay tuition in full by August 18. If payment in full is made by August 18, families need not establish accounts for electronic withdrawal, and they will receive a \$50.00 per family tuition discount. **Strict adherence to the August 18 deadline will be observed.**

Families who have received the **EdChoice Scholarship** are not required to pay tuition electronically. Families receiving the EdChoice Scholarship are required to come to the school during school hours to endorse tuition checks issued by the Ohio Department of Education by the deadline established by Our Lady of the Lake School. Failure to endorse checks in the school office will result in the families being required to pay the balance of the tuition owed in full. **Families who have received the EdChoice Scholarship are expected to pay the difference of tuition not covered by EdChoice;** participate in the service projects and fundraising just as all families who have children enrolled in the school.

### **Statement of Non-Discrimination**

Our Lady of the Lake School admits students of all races, nationalities or ethnic origins to all rights, privileges, programs, and activities. Our Lady of the Lake welcomes students of all faiths.

### **Race and Ethnic Origins**

By law parents/guardians have the option to designate the race/ethnic category. Please use the following as a guide to designate if you wish to exercise this option. This information can be added to *Section D* of the Registration Application. Our Lady of the Lake School does not require this information for enrollment purposes or any other purposes. If you do not wish to

include this information on the Registration Application, please leave *Section D* on the registration application form blank.

White/Non-Hispanic	Persons having origins in any of original peoples of Europe, North Africa, or the Middle East
Black/Non-Hispanic Hispanic	Persons having origins in any of the black racial groups in Africa Person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish Culture or origin, regardless of race
Asian/Pacific Islanders	Persons having origins in any of the original peoples of the Far East, Southeast Asia, The Pacific Islands, or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands, and Samoa
American Indian/ Alaskan Native community recognition	Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or
Multi-racial	Persons having origins in two or more of the above options

**Service Projects**

Our Lady of the Lake School relies heavily on families to perform service projects for the benefit of the overall school program. While deductions from individual tuition plans cannot be made, service projects performed for the benefit of the school help to keep tuition down and provide an enhanced school experience for all students.

**Hot Lunch Program**

Our Lady of the Lake School provides a hot lunch program through the Nutrition Services department of the Office of Catholic Education of the Diocese of Cleveland. Students must order and pay a month in advance for their lunches. Menus and ordering information are provided monthly by Nutrition Services. Students are welcome to bring their lunches from home as well. Students may order hot lunches only on the days they choose and bring lunches when they do not wish to order the items offered. There are some days during the school year that hot lunches are not served at all. **On those days all students need to bring a lunch and a drink.** Hot lunches are not provided for students who forget to order a lunch or bring their lunch. Snack food and a drink will be provided for students who do not have a lunch. Snack food and milk do not need to be pre-ordered and are usually for sale on all days that the hot lunch program is conducted. Federal subsidy is available for all families who meet federal requirements. Information regarding free or reduced lunches will be issued to families on the first day of school.

**EdChoice Scholarship**

The EdChoice Scholarship is available to those students who have been attending or are scheduled to attend public schools listed by the Ohio Department of Education as schools in the program. Students who have been attending schools such as Our Lady of the Lake, which is not in the program, are not eligible. For more information please contact the Ohio Department of



Education or visit their website online, [www.ode.state.oh.us](http://www.ode.state.oh.us) Our Lady of the Lake School does accept the EdChoice Scholarship, but not the Cleveland Scholarship.

**EdChoice Expansion Scholarship**

Does your child meet both of the following criteria?

- Student is eligible to enter kindergarten or first grade for the upcoming school year; and
- Family household income is at or below 200 percent of the Federal Poverty Guidelines

If “YES” Your Child is Eligible TO APPLY for the Income-Based Scholarship. Income Verification is Required to Apply for the Expansion Scholarship.

**For questions about EdChoice or for more information please refer to the EdChoice website at: [www.ode.state.oh.us](http://www.ode.state.oh.us) or call 1-877-644-6338.**

**Students Not Returning to Our Lady of the Lake School for the 2018-2019 School Year**

If your family is not planning to return to Our Lady of the Lake School for the 2015-2016 school year, please indicate the appropriate information in Section F of the Registration Application. The school office will forward a release of records form to you for completion and signature.

Section F does not need to be completed for 8<sup>th</sup> grade students. The high school applications completed and signed in January act as a release of records.

**Completing the Registration Application Process and Eligibility**

Enrollment will be considered complete when:

- completed all forms
- paid the \$100.00 per child registration fee
- provided all required records/documents and completed all processes.

Additionally, enrolling families must be current with all amounts due the school, unless arrangements have been made with the Pastor. All families not meeting established deadlines may forfeit their opportunity to enroll or to re-enroll their child(ren).

*The administration of Our Lady of the Lake School reserves the right to determine eligibility of all applicants. Our Lady of the Lake School admits students of all races, nationalities or ethnic origins to all rights, privileges, programs, and activities. Our Lady of the Lake welcomes students of all faiths.*

<p><b><u>Due Dates</u></b></p> <p>March 1                      Registration Application, \$100.00 Non-Refundable Registration Fee, &amp; *FACTS Form (if applicable)</p> <p>*You will only receive a FACTS form if you are new to our school or changing your plan.</p>
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### **Transferring to Our Lady of the Lake School**

A transfer student is required to sign a request for records release form with the school the child is transferring from or a form is available in the Our Lady of the Lake School office. A transfer student must provide the principal of Our Lady of the Lake with the most recent report card from the school they attended, standardized test results, a birth certificate, and a Baptismal certificate, and the record of immunizations. Once the records required have been received and reviewed by the principal of Our Lady of the Lake a decision will be made as to whether or not the student is eligible to be considered for enrollment at Our Lady of the Lake. Once a student is determined to be eligible for enrollment consideration, the potential student and parent(s)/guardian(s) will be invited to a personal interview. A letter stating that all financial obligations to the previous school have been met may be required. Acceptance will not be complete until all academic and health records are received from the former school, all tuition and fees are up-to-date and all forms have been completed accurately and submitted to the school for review. All new students are on academic and behavioral probation for the first quarter of the school year or for the first quarter following their acceptance at Our Lady of the Lake School. Students who have been expelled from other schools will not be admitted to Our Lady of the Lake School. Students who have failed a grade level in another school are usually not eligible for enrollment at Our Lady of the Lake School. Each transfer case will be handled on an individual basis. Transfers from public school into grade 7 or 8 are not encouraged, but will be considered after a thorough study of the student's scholastic achievement, conduct and motives for transfer. It may be necessary to place the student on a probationary contract.

Generally once a class size of **25** has been reached in grades kindergarten through eight, students will be placed on a waiting list. Registered parishioners of Our Lady of the Lake Parish will have priority for admission from the waiting list. The final decision regarding admission rests with the pastor and the principal.

If a parent voluntarily and arbitrarily withdraws his/her child, that child will usually not be re-admitted except in cases, where the transfer was the result of a family's moving out of the parish, city, or state. The pastor and the principal reserve the right to make all judgments regarding re-admittance and re-registration. Parents and children must agree to follow the policies of the school and uphold the Code of Conduct. Parents must agree to contribute to the support of the parish by use of collection envelopes.

### **Transfer to a New School, Withdrawal from School**

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps need to be taken.

- Send a letter to the school office stating the name and address of the new school as well as the last date on which the student will be attending Our Lady of the Lake School.

- A release of information form must be signed by the parent before the records can be sent to the new school. Our Lady of the Lake School will not release records without the signed permission of the parent.
- The student's personal possessions need to be taken home on the last day of attendance.
- Please contact the principal shortly before the transfer is made.
- A school letter confirming withdrawal will be provided upon request.

In the event that the student transfers before the end of the school year, tuition is adjusted on a percentage basis. All fees are non-refundable. All records except health records will be withheld until all financial obligations have been met.

### **Entrance Age**

Students entering kindergarten must be five years old by August 1st of the year they are entering kindergarten.

Students entering grade one must be six years old by August 1st of the year in which they are entering the first grade. Research indicates that children who are too young for the grade, no matter how intelligent, develop social and emotional problems, even though they may achieve scholastically. Early entrance testing may be requested from the local public school agency, but the results do not guarantee early entrance into Our Lady of the Lake School.

Kindergarten attendance is mandatory for all children in Ohio. It should be noted that "new" kindergarten age admission legislation may apply to Our Lady of the Lake School.

### **Change of Address or Phone Number**

Please notify the school and rectory immediately if you have a change of address or telephone number at home. Notify the school if you have a change of address or telephone number at your place of employment. When withdrawing a child from our school, a form requesting release of his scholastic and health records is to be signed at the receiving school and sent to Our Lady of the Lake School. A request for record transfer can also be completed and signed in the Our Lady of the Lake school office.

### **Attendance**

*Regular attendance and punctuality are absolutely necessary for academic progress. It is a serious obligation for parents to have their children attend school regularly and on time.* All parents should realize that tardy students disrupt their own educational program and that of the other students in the class.

Children between the ages of 5 and 18 are required by law to attend school punctually and regularly. Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life.

It is the legal responsibility of parents to see that their children attend school. Children who are absent from school 5 or more days without the approval of the school principal may be considered truant. Students who are considered truant may be reported to the Cuyahoga County Department of Children's Services. It will be the policy of the school to require a doctor's excuse for excessive or suspicious absence due to illness.

## Absences

### **Excused**

Teachers keep a careful daily check on all pupil absences and tardiness. **WHEN A CHILD IS ABSENT, PARENTS ARE REQUIRED TO CALL THE SCHOOL BETWEEN 7:30 A.M. AND 8:30 A.M. AND GIVE THE REASON FOR THE ABSENCE.** Please call each day your child is absent. If there is no report, the parent will be contacted at home or work. The Missing Person's Act requires that parents/guardians contact the school office in the event of absence or the office personnel must contact the parent at home or at work. **After an absence, a written excuse signed by the parent or guardian and explaining the reason for the absence must be presented to the classroom teacher on the day of the child's return to class.**

**IF STUDENTS DO NOT PRESENT WRITTEN AND PARENT/GUARDIAN SIGNED EXCUSES TO THEIR CLASSROOM TEACHERS, THE ABSENCES WILL BE CONSIDERED UNEXCUSED.**

Absence occurs when a student is missing from school for a whole day or for a portion of the day. Attendance is marked as follows:

<b>1</b>	=	a whole day of school missed
<b>.5</b>	=	a student misses 2 or more hours of a school day
<b>.25</b>	=	a student misses less than 2 hours of a school day for any reason: a doctor's appointment, etc. This can be in the morning or leaving early at the end of the day.

The principal has the responsibility to report truancy to the Department of Children's Services of Cuyahoga County. The principal shall follow the regulations of the Cuyahoga County Health Department concerning readmission of pupils who have had a communicable disease.

Students are responsible for material missed due to absence. Teachers are not expected to provide work for students prior to absences, excused or otherwise. It is the responsibility of students to meet with teachers following absences to find out what work needs to be made up. The teachers shall keep a careful, daily check of all students' absences. **When a child is absent from school he/she must present a note from his/her parents/guardians to the homeroom teacher stating the reason for the absence, and an effort must be made by the child to complete all work missed because of absences. The making up of tests after the other students have taken them, will be considered on an individual basis.**

**IF THE ABSENCE IS NOT REPORTED BY A PARENT TO THE SCHOOL OFFICE AND THE STUDENT DOES NOT PRESENT A NOTE EXPLAINING THE REASON FOR ABSENCE, THE ABSENCE WILL BE CONSIDERED UNEXCUSED AND DISCIPLINARY ACTION WILL BE TAKEN.**

**Excessive absenteeism** (more than 12 days during a given academic year) **may** result in the retention of the student in his/her current grade. This may be done at the discretion of the principal on an individual basis after taking into consideration the needs and abilities of the student.

**Tardiness**

Tardiness is disruptive to the classroom and to the child's education plan. A child is tardy if he/she is not present in the classroom by 7:50 A.M. Students who are tardy report directly to the school office for a slip to be admitted to class. Excessive tardiness will be called to the attention of the parent or guardian. After a student has been tardy three times and for each subsequent tardy, a demerit will be issued. Students in kindergarten through fourth grade are not given demerits. Students in grades kindergarten through fourth will receive tardy notices. All instances of tardiness are recorded on the child's permanent record card.

An *excused tardy* occurs if a student is tardy due to public transportation vehicle being late or if the student is detained by another school official and thus arrives late for homeroom. The principal will exercise her discretion in allowing other excused tardies. A tardy is *unexcused* if the student is tardy for any reason other than those stated above.

*Repeated absence and/or tardiness can be a serious threat to learning and can be cause for retention, probation, referral to outside agencies for assistance and/or other disciplinary measures.* More than 5 absences and/or tardies in a school year without doctor verification is considered excessive, and corrective measures may be taken by the school.

**Annual Calendar**

A yearly calendar is sent home in the final report card (for the upcoming school year) and again at the beginning of the school year. Changes in the calendar are given to parents through the monthly calendars, the school newsletter or by special notification. Parents are asked to save these yearly and monthly calendars and refer to them throughout the year. Parents will be kept advised of upcoming events through newsletters. It would be advisable to regularly ask your child if there are any school notices of which you should be aware. Newsletters and notices typically are sent home with students on Fridays.

## **Daily Schedule**

The administration and faculty of Our Lady of the Lake School take very seriously our responsibility to supervise children during the school day. We are also concerned about their safety before school begins. Supervision is provided in the church hall for children between 7:00 A.M. and 7:40 A.M. as a convenience for those parents whose schedule makes it necessary to drop their children off before 7:40 A.M. when the building officially opens.

Classes begin at 7:50 A.M. for students of Grade K - 8. School dismisses at 2:35 P.M.

The school office is open daily Monday through Friday from 7:20 A.M. to 3:00 P.M. After 3:00 p.m. the office phone becomes the Aftercare phone. The principal will be most willing to make an appointment to confer with parents if they wish to do so.

## **Early Dismissal -- Appointments and Emergencies**

When a medical appointment is necessary, the child is to present an appointment notice or letter from custodial parents *before* the day of the actual appointment. All such permissions are given by the principal. It is wise to make any such appointments close to school dismissal. Students are to be picked up at the school office for appointments. Students are required to sign in and out in the school office. Students will not be permitted to leave the school property without parent (or his/her designee) picking the student up in the school office.

In the case of illness or accident, and if the child needs to be sent home, the parents or guardians will be notified and must come to the school to take the child. If the parent or guardians cannot come, they may designate an authorized person to pick up the child in the clinic or school office. Our Lady of the Lake School keeps on file EMERGENCY INFORMATION FORMS on which parents or guardians are to indicate names of persons to contact should it be impossible for the school to reach parents or guardians. No child will be sent home unless a responsible person designated by the parent is at home to take care of him/her.

No child is allowed to leave school grounds during the school day without the permission of his/her parents and the approval of the principal.

- No child who is excused from school due to illness will be permitted to walk home without being accompanied by an adult.
- A child may be released from school only to his/her parents or other authorized persons.
- In the case of family difficulties (divorce, etc.), the child may be released only to the parent who is the legal guardian, provided the appropriate custody papers have been submitted to the school.
- The principal shall determine the validity of the claim made by any other person requesting release of a child.
- Students will not be excused from school to go with a stranger, nor may they be excused by an unidentified telephone message.

## **Vacations**

In situations where withdrawing students from school cannot be avoided, the principal and teachers involved must be contacted. When the student returns to school, he/she should ask for the work that was missed. In order to receive credit all written assignments must be turned in within a reasonable time designated by the classroom teachers. Students will be given the number of days equal to the number of days absent to make up work. All work assigned and scheduled to be due before the student absence or during a scheduled absence is required to be turned into the teacher before the student departs.

## **Illness or Injury**

Please be sure that your child is not ill when he/she leaves for school in the morning. The school is not the place to determine a child's illness. The school nurse and the school health aid do not diagnose illness. The school nurse and/or health aid are not on duty in the school until approximately 9:30 a.m. on school days.

When a child becomes ill or is injured at school he/she may report to the clinic only after notifying his/her teacher who will give the child permission to go to the clinic. Parents/Guardians will then be called to take the child home. Non-parents must sign to have the child released from school, and the school must be clearly directed by the parent or legal guardian as to who may pick up a child. **Be sure that we have an emergency number to call if you are not available, and a current work number for both parents/guardians.**

## **Prolonged Illness**

The school should be notified immediately in the case of prolonged illness or serious illness. Parents are to provide to the school/teacher a note from the doctor advising the amount of time the student will be absent and what type of activity the student is allowed to do. It is required that under such circumstances the parent contact the teacher(s) twice a week to receive/return work for the student.

## **Medication Policy**

**STUDENTS MAY NOT SELF MEDICATE AT SCHOOL.** Medication that is to be taken during a school day **IS TO BE SENT TO SCHOOL WITH THE SIGNED DIRECTIVE FROM THE PHYSICIAN AND PARENT. NO MEDICATION CAN BE GIVEN WITHOUT THESE FORMS FILLED OUT AND ON FILE IN THE SCHOOL CLINIC. NO EXCEPTIONS WILL BE MADE.** The forms are available in the school clinic, and are to be annually completed/updated. **THESE FORMS ARE NEEDED FOR ALL TYPES OF MEDICATION - PRESCRIPTION AND NON-PRESCRIPTION. The forms are needed for medication to be given for one day or for the whole school year.** This includes any and all medications, for example: Tylenol, cough syrup, eye drops, ointments, etc.

The directive will indicate the type of medicine, the dosage, the time, etc. The medication will be locked in the school clinic and the signed directive will be put on file. The student will receive the medication from the health aide or another staff member designated by the principal at the time stipulated on the signed form. Please understand that we must adhere to this policy.

Medication **must be** in the prescription bottle (or original bottle) with label attached containing student name, name of medication, dosage and time to be given. **Do not send medicine** of any sort to school with the child. Children **should not** have medication on their person. Parents should arrange for an adult to deliver medication to the school.

**NO MEDICATION CAN BE GIVEN WITHOUT THE REQUIRED FORMS FILLED OUT AND ON FILE IN THE SCHOOL CLINIC. NO EXCEPTIONS CAN BE MADE.**

### **Our Lady of the Lake After School Care Program**

**Director: Mrs. Debbie Barberio**

#### **PROGRAM PHILOSOPHY**

Our Lady of the Lake School Aftercare Program exists to provide children of Our Lady of the Lake School with a safe, supportive and stimulating environment for families in need of after school care for children. Under the direction of the staff, activities are planned to compliment the philosophy and value system of our school. The program itself replaces neither the home nor the school, but compliments both.

#### **PROGRAM GOALS**

- To provide a flexible and relaxed program of supervised recreational and educational activities.
- To maintain an atmosphere in which each child can grow in self-respect and maturity.
- To maintain an atmosphere in which respect and understanding for others are realized.
- To promote a sense of Christian community through planned group activities.
- To administer the program as a financially self-sustaining program while at the same time keeping fee schedules within the reach of family finances.
  - To provide flexibility of afternoon departures to best accommodate the parents' working schedule.

#### **PROGRAM STRUCTURE**

**HOURS:** 2:35 P.M. to 6:00 P.M.



## **DAILY ACTIVITIES**

- Snack time: Students will be offered a healthy snack each afternoon.
- Homework time: Students will be offered an opportunity to begin working on their homework. This time may also be used for library reading.
- Play time: Students will have an opportunity for supervised physical activities. There will also be time for educational board games, and/or play activities of a quieter nature.
- People time: Students will have the opportunity to interact socially with others.
- Creative time: Students may take time to work on a creative school craft project.
- Quiet time: Students will have the opportunity to rest quietly or engage in restful individual activity.

## **STUDENT CONDUCT**

Every child is expected to abide by the rules of the After School Program and Our Lady of the Lake School. The Code of Conduct for Our Lady of the Lake School is in effect for the After School Program. See Discipline Code outlined in this Handbook. Students may be dismissed from Aftercare for failure to abide by the policies and rules of the Aftercare program and Our Lady of the Lake School.

## **PICK-UP PROCEDURES**

Transportation is the responsibility of the parents. Students will not be released to an unauthorized adult or sent home in a taxi cab. Aftercare supervisors may not drive children home or to any other location. Proper photo identification will be required of all persons not known to the Aftercare staff. Only those individuals authorized by parents/guardians will be permitted to pick children up.

Changes in the ordinary pick-up procedure must be sent in writing to the principal or Aftercare director, Mrs. Debbie Barberio. If a person other than the parent is authorized to sign-out the child, the program staff will ask for a photo identification.

When filling out the registration form, please list anyone who may **EVER** pick up your child/children. If someone comes to pick up your child/children and is not listed on the form, we will not release them without first phoning you for a confirmation of the arrangements. We will check his/her driver's license.

Please keep your file current with one of our staff members.

## **AFTER SCHOOL PROGRAM HEALTH POLICY**

If a child becomes ill at the After School Program, the parents will be notified. It is the parents' responsibility to come within the half-hour or make arrangements for the pick-up of the child. We are unable to keep sick children with the other children.

Program personnel will not administer medication of any kind to a student. A copy of the medical and emergency forms on file in the school clinic will be used for the After School Care Program.

## **FEES AND CHARGES**

**Registration Fee:** \$25.00 per family (non-refundable)

**Hourly Fee:** 1 Child - \$4.00 per hour

## **STUDENT ELIGIBILITY**

All students who attend Our Lady of the Lake School in Grades K through 8 are eligible for enrollment in the After School Care Program.

## **REGISTRATION PROCEDURE**

The After School Program is offered as a special supportive service to Our Lady of the Lake families in need of after school care. Applications for the program will be available in our opening school packet and in the school office.

## **FACILITIES**

The After School Program will be held in the school.

## **AFTER SCHOOL CLOTHING**

Students in the After Care Program may change into comfortable play clothes. The students are required to wear tennis shoes to play in the gym. Students must dress down according to the Our Lady of the Lake School dress down policy.

## **Hot Lunch Program**

Our Lady of the Lake School offers a hot lunch program daily. The Federal Government subsidizes the cost of meals. Families may also apply for free meals or reduced prices if they fall within the income guidelines set forth by the Federal Government. Forms for applying for such assistance are sent home at the beginning of the school year, however, any family may apply for such assistance later should their income level change during the course of the year. Please contact the school office (216-481-6824) to request additional forms. Students who received free or reduced lunches the previous year may continue to do so until the new forms have been processed and eligibility has been determined. Lunch menus are sent home monthly. Students are encouraged to take advantage of the specially prepared, well-balanced meals that are available.

Children may choose to carry their own lunches to school. Lunches should be brought in a brown bag or lunch box and should be marked plainly with the child's name and room number. Glass containers of any kind are not permitted.

Lunchtime as part of the school day provides an opportunity for children to practice good health habits and proper table manners. Table etiquette is expected of each child. Students are expected to not waste food and to clean up after eating.

The children must abide by the regulations for conduct and must obey the person designated to supervise at all times. The students will be expected to adhere to the cafeteria/recess policies.

**Parents are not permitted to enter the church hall, the classrooms, or the recess area without signing in and receiving permission from the principal.** Lunchtime is not an appropriate time for parents to visit with their children. It is a time for children to enjoy socialization with their peers. Any parent, acting as a lunch supervisor, must be designated to do so by the principal.

### **Cafeteria/Lunch Recess Policies**

The lunch and recess period should be a pleasant time for all. This can be achieved only by proper manners and courteous behavior. Students are to conduct themselves at lunch as they would at meals at home or in a restaurant. All rules and regulations of the school are in effect during lunch and recess. All final decisions regarding lunch and recess policies and procedures will be made by the principal.

#### **Procedures:**

- Students come down to the cafeteria in an orderly and quiet manner and go to their assigned tables.
- Courteous behavior is expected in lines. There is to be no pushing, shoving, moving ahead of others, etc.
- Students are to eat quietly. No banging, yelling, screaming or other loud noises are permitted.
- Students are to eat neatly. No throwing of any objects, no matter how small the object or short the distance, will be tolerated. All rubbish and spills must be cleaned before being dismissed. Put all trash into the proper container. Table and floor are to be left clean.
- All food is to be consumed at tables. It is not permitted to eat leftover food on the playground or in the classroom.
- The students will remain seated after eating and talk quietly until they are asked to line up. Students may not leave their seats without the permission of a lunch supervisor.
- The students will line up quietly and in an orderly way to leave the cafeteria.
- Students will respect the authority of all cafeteria personnel. Disobedience and disrespect are serious matters and will be dealt with accordingly.
- Students not complying with the lunch program policies will receive a lunchtime conduct report to be signed by the parent/guardian and returned to the school office the next day.

During recess students must comply with the following:

- No talking back to or disobeying a recess supervisor.
- Play in assigned areas - within playground.
- No rough play or bullying of any sort.
- Physical contact between students is to be kept minimal. No fighting, pushing, tripping, pulling, etc. in fun or otherwise.

- Only safe, authorized playground equipment is permitted. The principal will make the final decision regarding authorized play equipment.
- No snowballs, ice or hard objects may ever be thrown.
- No unacceptable or foul language.
- No chewing gum or candy is permitted on the schoolyard at lunch.
- Recess ends when the bell rings. Students will walk quietly to designated areas as soon as the bell rings or as soon as signaled by a recess supervisor.

## SECTION V. - GENERAL SCHOOL POLICIES

### **Child Custody**

Our Lady of the Lake School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Our Lady of the Lake School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent with the child to whichever parent currently has care of the child. **It is assumed that this information is shared by the parents and between the parents.** Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. Our Lady of the Lake School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving *clear custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number and the final page bearing the judge's signature are to be submitted to the principal. School communications will be sent home to the/a *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This is the responsibility of the custodial parent and it helps to avoid time-consuming duplication of services and expenses.

Parents must realize that unless restricted by a court order, all non-custodial parents have the right to attend any school activities of their child(ren) which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications.

**In cases of “joint custody” (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.**

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure at Our Lady of the Lake School that *one* conference appointment be scheduled “jointly” if both parents wish to participate. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

In cases when joint conferences are *clearly* neither possible nor desirable by all parties’ involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Our Lady of the Lake School’s legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

At the time of registration and re-registration all families, regardless of custodial status will receive and are to complete and return the “Information Regarding Legal Custody” form as provided in the re-registration/registration materials. This form requires that a copy of the page of the court decision bearing the case number and those sections referring to visitation rights and contacts with school, as well as the page bearing the judge’s signature and court seal. It is also the responsibility of the parents to inform the principal of any subsequent modifications during the child’s tenure at the school.

## **Emergency School Closing Due to Severe Weather**

In severe weather, listen to the local radio or watch television for school closing announcements. Our Lady of the Lake School will be closed if one or more of the announcements below are made:

### **EUCLID CITY SCHOOLS CLOSED**

### **OUR LADY OF THE LAKE SCHOOL CLOSED**

Please note that we follow Euclid City Schools for severe weather only.

**IN CASES OF EMERGENCIES, UNFORSEEN EVENTS, OR EVENTS PECULIAR TO OUR LADY OF THE LAKE, THE MEDIA WILL ADVERTISE THE SPECIFIC CLOSING OF OUR LADY OF THE LAKE SCHOOL.**

If school is cancelled for the day, all school related events, including those to be held after school hours, are also cancelled.

Please do not call the rectory or school for this information since we GENERALLY receive it in the same manner as the parents, i.e., listening/watching radio/television for closing announcements. If possible, an email message will be sent to all those in the school community who have opened a Digital Academy account and submitted an email address to be used by the school.

## **Telephone Calls**

The telephone number for the school office is 216-481-6824.

- If you wish to speak with a teacher during the school day it is best to send a note in to the teacher to that effect or leave a message at the school office. Home phone numbers of teachers or other personnel may not be given out by the office and parents/guardians should not call teachers at home or on their cell phones without their direct permission.
- Please limit the messages you wish to deliver to your child to emergencies and changes in the dismissal procedure only. Students may use the phone only for emergency calls and are not to call home/work to request forgotten assignments, physical education clothing, musical instruments, after school permissions, etc.
- Parents and guardians need to make arrangements with their children at home regarding after school arrangements. Please refrain from calling the school office unless the change in after school arrangements is an emergency.

## **Care of Money**

Money turned in to the school for any purpose should be in a sealed envelope marked with the student's name and homeroom. Money for the various collections listed are collected first thing in the morning. Students should not bring large sums of money for their personal use to school.

### **Visits to School to Observe Student Performance**

Observing the child in the environment of the school can be a rewarding and illuminating experience. Parents are able to visit classrooms after making arrangements with the teacher and principal. During such visits the teacher will not be able to discuss an individual student's progress.

Teachers are available after school until 3:00 P.M. Parents wishing to meet with teachers may do so after school hours. Teachers are not permitted to leave a class to speak with parents. All visitors, including parents, coming to the school for any reason must stop in the school office to sign in and to receive a visitor's badge.

### **Classroom Visits/Teacher Conferences**

If you need to speak with a teacher, we ask that you please call first and schedule the visit. We welcome our parents and encourage your participation, but please be sensitive to time and place. Teachers are busy getting ready for the school day first thing in the morning and have duties during the day and immediately after school. Thank you for your help in this.

### **Communications from School**

The *Falcon Flyer* will be issued bi-weekly, every other Friday. Other school communications and important notices are usually sent home on Fridays. These flyers/letters are meant to inform parents of upcoming activities and events and to advertise opportunities for service. Parents will need to read them carefully in order to stay informed. Please encourage your children to be responsible for bringing home information from school as well as for returning forms to school promptly.

Many announcements are made to students during the course of the school year. Part of student development is for students to pay attention to the announcements and to comply as directed.

### **Access to Student Records**

Any parent/guardian has the right to view their child's records. It is the policy of Our Lady of the Lake School that the parent/guardian gives a 24 hour written request to do so. This review of records must take place in the school office. Transfer of school records to the receiving school is made through the U.S. mail. Parents who have not met all financial obligations will not be permitted to view all records.

### **Educational Excursions (Field Trips)**

Educational excursions are pre-planned, **related to the curriculum** and followed by an evaluation if they are to be worthwhile learning experiences. All classes participate in educational excursions. Students are required to participate in this activities because these will be educational in nature and are part of the school program. Just as in all educational experiences, the cooperation of the student is essential to its success.

1. Written permission is to be obtained prior to each excursion.
2. The permission form includes the following:
  - destination
  - time of departure and return
  - name of faculty member in charge
  - date of excursion
  - reason for excursion
  - type of transportation
  - additional information, accommodations, fees, lunch, etc.
3. Field trips are planned by teachers with the principal's permission.

When a teacher schedules a field trip three policies are adhered to:

- Written permission from parents is given on the proper form.
- Adequate supervision.
- No additional stops are made.

\*\*Educational Excursions (Field Trips) are privileges afforded to students, not absolute rights.

**Our Lady of the Lake School reserves the right to refuse the request to participate in the field trip if a child's misbehavior would constitute a risk for the safety of the group or the success of the excursion. No child will attend the field trip unless the official field trip request signed by parent or guardian is on file in the school office. No exceptions will be made to this policy.**

### **Student Activities**

The following **activities** are among those available to students:

Servers and Readers	Student Ambassadors
Student Council	Athletic CYO Programs
Book Club	Athletic Intramural Programs
Choir	Field Trips
Yearbook	Instrumental Music
Special Assemblies	Scouting Programs
Sewing Club	Speech and Debate

### **Instrumental Music**

Music Alliance offers students in grades 4 - 8 a complete instrumental music program with instruction in the woodwind and brass instruments. Students are scheduled for a weekly 25 minute semi-private lesson on a rotating basis so that they do not miss the same class every week. A group practice is scheduled during the lunch recess on the same day. The fee paid by the parents goes to the Music Alliance organization and is used toward the teacher's salary. Concerts are held at Christmas time and in the spring.



A recruitment program is held in September in the evening so that parents and students can see the instruments and receive details about the rental or purchase of instruments.

### **Snacks, Treats and Parties**

In the interest of good health and in order not to disrupt the educational program, parties and treats are kept to a minimum. Simple birthday treats for children are permitted. Parents are asked to NOT give chewing gum or candy with gum inside as a treat. If a special occasion calls for some type of celebration, permission must be obtained from the classroom teacher at least 24 hours in advance. Room parents are asked to prepare the Halloween, Christmas, and Valentine classroom treats. **Collections may not be taken up for additional parties, gifts, or for any other reason without the principal's knowledge and permission.** Passing out invitations for private parties is not acceptable in class or on school grounds. Parents are not permitted to remain in the classroom for parties or the distribution of treats without the specific invitation of the teacher.

### **Sports and Athletic Activities**

The Booster Club organizes and funds all the sports/activities in the parish for the youth. The Booster Club encourages participation of children and families. Some of the activities sponsored are cheerleading, volleyball, basketball, baseball, softball, track and intramural sports. Our Lady of the Lake Parish participates in the CYO program managed by the Diocese of Cleveland.

### **Scouting**

Scouting programs are usually available for children in the school and parish. The school sends home information when requested.

### **Lost and Found**

All student clothing, book bags, books, and materials should be labeled clearly with the students' names and room numbers. A container is provided on the main floor for lost items. Objects of value are brought to the school office. Parents and students are encouraged to check the lost and found as they have the opportunity. Items that have remained unclaimed after a period of time will be donated or disposed of in some other appropriate manner. Students should not bring valuable items to school. The school cannot be responsible for lost or damaged items.

### **Student Cell Phone Policy**

Students may not bring cell phones to school without the permission of their parents. If students bring cell phones to school, the cell phones must be turned off once they enter the building and the cell phones must be stored in the students' lockers for the day. Students may not use cell phones during the school day or at any time while they are in the school. Students needing to make telephone calls during the school day must do so on the school phones under the supervision of school personnel.

Our Lady of the Lake School, Our Lady of the Lake Parish, and the Diocese of Cleveland are not responsible for missing or damaged cell phones. Students and their families assume sole responsibility for cell phones brought to school. Cell phones will be confiscated if students violate this policy.

Confiscated cell phones will be returned to a parent or guardian only. Repeated violation will result in confiscation of the cell phone until the last day of the school year.

### **Finances**

It is necessary that all families pay funds on time to the school in order for the school to be able to pay its bills on time. Families receiving the EdChoice Scholarship are required to sign tuition checks during the time period established by the school. Failure to do so will result in the family being billed the full tuition.

### **Penalties**

A penalty fee **WILL BE CHARGED FOR ANY CHECK RETURNED FROM THE BANK.** Only cash payments will be accepted from that date.

It shall be the policy of the school that report cards will be withheld if all accounts are not paid up to date. No records or transfers will be forwarded if all accounts are not paid up to date. The forwarding of all other school documents will be stopped until all payments and obligations have been met. In order to re-register for the following year, a family's account must be paid in full and all other obligations must be met unless otherwise arranged with the pastor and principal.

It is to be noted that according to the REVENUE ACT of 1987 - School Tuition is **NOT** tax deductible

### **Fundraising**

Fundraising efforts are essential to helping Our Lady of the Lake School meet its financial obligations, provide quality educational opportunities for the students, and keep tuition costs reasonable. Fundraisers are sponsored throughout the year by various organizations, for various purposes. We appreciate your involvement.

Our Lady of the Lake School sponsors two major voluntary fundraisers each year.

- The Magazine Drive/Catalog Sale is held at the start of each school year. We ask that each family save their renewals for this important drive.
- The Malley's Easter Candy Sale is held in the spring. Please let your family and friends know about this sale.

The PTO will conduct fundraisers to finance the projects and programs that the PTO provides for the school community. There are various other fundraisers conducted by student organizations, parish groups, etc. in which all families will be invited to participate.

## **VI. Life on the Lake**

Life on the Lake is a major fundraising event. It is an annual benefit designed to involve our entire community. There are many ways that you can help. Service opportunities are available throughout the year, as well as by becoming an event sponsor or donating items of significant value. The \$10.00 fee on your child's supply list is an important first way that you help with this important event. It will be used to create your child's classroom basket. Past themed baskets have included "Home Improvement," "Playhouse Square," "Gourmet Cooking," and "Parents' Night Out." Volunteers in each classroom select the theme and put the basket together. The baskets are then raffled at the event.

### **What is Life on the Lake???**

Life on the Lake is an annual benefit designed to involve our entire community in supporting Catholic education at Our Lady of the Lake School and in the parish. The benefit is held in February and everyone is invited!!! Bring fellow parishioners, friends, family, and neighbors. Watch the school newsletter *The Falcon Flyer* for more information about the date and location of this event.

All proceeds from the event, which over the years has been over \$500,000.00, directly benefit parish and school children. Past years' funds have been used to purchase all new systems for the computer lab in the school, iPads some of the SMART Boards for classrooms, online subscriptions, iPads, visual arts and choral music teachers and to contribute to the school's operating budget, keeping tuition cost increases low.

### **How does it happen?**

The event is coordinated by a benefit committee (the Life on the Lake Committee) working in concert with the pastor, the school administration, the Parent Teacher Organization and the Our Lady of the Lake Parish Council.

The Life on the Lake Committee plans year-round, which involves organizing hundreds of volunteer hours in soliciting donations, administration, planning and creating the event.

Most of the auction items are donated by parents, parishioners, and local businesses and they are a critical part of the event's success. Items have included: Services (tax preparation, manicures, lawn services, roofing, etc.); original art work; collectibles and antiques; sporting event tickets and memorabilia; jewelry; restaurant gift certificates; and electronics such as iPads, iPods, and Kindles, to name a few. Donations and their solicitations are managed by members of the Life on the Lake Committee, who ensure there is no duplication and that our approach to solicitation is professional.

## **How do the students get involved?**

Your children will hear about Life on the Lake throughout the school year. Watch for news in the Falcon Flyer and in other announcements. Each grade level creates a themed basket of items to be raffled at the event. As mentioned earlier, you will be asked to contribute \$10 and that will be used to create your child's classroom basket.

## **What can parents and guardians do?**

There are MANY ways for you to get involved, and we need your help! You can get involved through participation from home or in the school, as well as by becoming a financial sponsor and/or donating items of significant value. Various skills are needed, including PC/technical, phone and sales, artistic, mail/administrative, writing, and working with children.

Here are some opportunities to consider:

- ✓ Donate an item for the auction.
- ✓ Contact the committee to assist with item solicitation; this is a huge undertaking and we need lots of help.
- ✓ Contribute ideas to the committee for businesses and items to solicit.
- ✓ Assist with classroom basket preparation.
- ✓ Become a \$500 or \$1000 sponsor and encourage others to do so.
- ✓ Become a member of the Life on the Lake Committee.
- ✓ Assist with communication via the web, newsletters, and mailings.
- ✓ Contact your child's teacher or a committee member to find other opportunities to help.
- ✓ Watch the *Falcon Flyer* (school newsletter) for more information about the event and how to get involved.

Closer to the event, there will be several opportunities to assist with preparing brochures, selling tickets, set-up, clean-up, mailings, and a few last minute tasks.

Of course, everyone is invited to attend the event and be part of the excitement! Watch the *Falcon Flyer* and the parish bulletin for announcements about ticket sales.

## **Next Steps**

Each year the Life on the Lake event grows and changes because of the involvement, support, and enthusiasm of the entire Our Lady of the Lake community. We need your ideas, skills, and donations to make this the best event yet. Please consider involving your friends, family and neighbors in this event...this is truly a community effort.

Thank you for your involvement!

## **VII. Dress Code and Uniform Policy**

We believe there is a direct relationship between being well-groomed and properly dressed and having productive work habits for school. The clothing students wear can have a bearing on their external conduct as well as on their internal attitude. The school and the parents establish and support the dress code in a spirit of mutual cooperation. It is the right and duty of the parents to make sure their children are dressed according to code and it is the right and duty of the administration, faculty, and staff to further support that by monitoring the dress code through the school hours. The administration of Our Lady of the Lake School reserves the right to alter the dress code and uniform policy as needed and to use its discretion to determine compliance.

We believe that the focus of the school day is to be on the formation of the whole child; we also believe that while we monitor dress code, compliance with the policy ensures that teachers and students may be freed to pursue our spiritual and educational objectives. To eliminate confusion and insure high standards of dress, the prescribed uniforms may be purchased from Schoolbelles Uniform Company.

Uniforms are to be worn from the first day of school through the last day of school unless the students have been directed otherwise by the school. Dress down and dress-up days are announced. The school uniform is to be worn **TO** and **FROM** school, that is, students may not change their uniforms as they are walking home.

All students are to be neat and clean. Uniforms are to be neat and clean and free of all markings. Torn hems or tears of any sort must be repaired. Students should enter and leave the building attired in proper uniform.

In the best interest of all students, the sharing of clothing, shoes, and grooming items is not permitted.

### **Kindergarten Dress Code**

Kindergarten students wear the Our Lady of the Lake school uniform. Only shoes that the children can take on and off independently and that do not easily fall off or cause slipping may be worn. Open backed shoes, open toe shoes, platform shoes and sandals may not be worn to school. Children are to wear protective clothing as weather-appropriate. This clothing should have labels for identification on them.

SCHOOLBELLES  
4507 Mayfield Road  
South Euclid, Ohio 44121  
(440-449-5487)

## **Boys' Uniform - K-8**

### **TROUSERS**

**NAVY BLUE DRESS OR CORDUROY.** No denim or jean styles. No cargo style pockets. No metal studs or zippers down legs. Belts are to be worn in pants with belt loops. Belts may not hang down; they must be inserted in the loops. Belts must be brown or black with no ornamentation. Pants are to be worn at the waist.

### **SHIRTS**

White, pastel blue or pastel yellow polo knit shirts with a collar, long or short sleeve. No logos.

#### **7<sup>TH</sup> AND 8<sup>TH</sup> GRADE MAY ADD THE FOLLOWING OPTIONS TO THEIR UNIFORM CHOICES:**

- Dress white, pastel blue or yellow dress shirt with dark colored tie and no designs.
- Khaki pants (same notes from above apply)

### **SWEATERS**

**NAVY BLUE ONLY** cardigan or pullover sweater (as shown in Schoolbelles catalog) may be worn over the regular uniform polo shirt.

### **SWEATSHIRTS**

#### **NAVY BLUE OUR LADY OF THE LAKE SWEATSHIRTS PURCHASED FROM THE BOOSTER CLUB OR**

### **SCHOOL**

may be worn over the regular uniform polo shirt. They may not be oversize. Uniform shirts must be worn under the sweatshirt. Hoodies may not be worn as part of the uniform. Only the sweatshirt with the Our Lady of the Lake School logo may be worn on full dress uniform days.

### **SWEATPANTS**

**K – 8 – 2018-2019 – ON GYM DAYS ONLY  
NAVY BLUE OR GRAY OUR LADY OF THE LAKE  
SWEATPANTS PURCHASED FROM SCHOOLBELLES  
ATHLETIC TEAM SWEATPANTS MAY NOT BE WORN.**

### **SHOES**

No platform shoes, sandals, open toe or open back shoes or shoes with Clog style or high heels. Shoes may be leather or leather-like. No slippers or slipper like shoes. Shoes must be dark in color.

### **SOCKS**

All uniform socks must cover the ankle and be white, navy, or black in color. Socks with logos, such as Nike Elite must be in the

black/white color combination. The cuff of the sock must be at least one inch above the top of the shoe.

**BOOTS**

Students should wear boots or an alternate pair of shoes for recess in inclement weather. Shoe boots are permitted only if shoes are brought to be worn in the classroom.

**Girls' Uniform**

**GRADES K - 3**

**REGULATION JUMPERS from Schoolbelles**

All styles sold at Schoolbelles are permissible.

**GRADES 4 - 8**

**REGULATION PLEATED, KILT OR SPLIT SKIRT from Schoolbelles, no shorter than 1 inch above top of knee for all girls.** All the styles sold at Schoolbelles are permissible.

**REGULATION NAVY BLUE SWEATER VEST from Schoolbelles**

**BLOUSE**

WHITE, PASTEL BLUE OR PASTEL YELLOW TAILORED OR OXFORD, long or short sleeve (No lace, embroidery or trim). It is required that all girls wear blouses even under sweaters or sweatshirts.

**WHITE TURTLENECKS MAY BE WORN UNDER BLOUSE.**

**SWEATERS**

**WHITE, NAVY OR FOREST GREEN** cardigan or pullover sweater (as shown in Schoolbelles catalog) may be worn

over the

regular uniform blouse.

**SWEATSHIRTS**

**NAVY BLUE OUR LADY OF THE LAKE SWEATSHIRTS PURCHASED FROM THE BOOSTER CLUB OR**

**SCHOOL**

may be worn over the regular uniform. They may not be oversize. They may not be hoodies. Uniform **blouses must be worn under sweatshirts.**

**SWEATPANTS**

**K – 8 –2018-2019 – ON GYM DAYS ONLY NAVY BLUE OR GRAY OUR LADY OF THE LAKE SWEATPANTS PURCHASED FROM THE BOOSTER CLUB OR SCHOOL. ATHLETIC TEAM SWEATPANTS MAY NOT BE WORN.**

**SOCKS**

**WHITE, NAVY, HUNTER GREEN, OR BLACK** knee hi, crew or tights. All uniform socks **must cover the ankle** and be one inch

above the top of the shoe. NO PEDS OR NO SHOW SOCKS.

## **SHOES**

No platform shoes, sandals, open toe or open back shoes or shoes with Clog style or high heels. Shoes may be leather or leather-like. No slippers or slipper like shoes. Shoes must be dark in color and not shiny or glittery.

## **BOOTS**

Students should wear boots or an alternate pair of shoes to be worn for recess in inclement weather. Shoe boots are permitted only if shoes are brought to be worn in the classroom.

### **Optional Slacks Uniform for Girls in Grades K-8**

Navy blue dress or corduroy slacks are permitted **with the exception of liturgies, prayer services, and special activities designated by the school.** The girls in Grades K - 8 may wear the slacks with polo shirts or uniform blouses and **uniform shoes.** The regulation navy blue sweater vest may be worn with the uniform blouse. If the pants have belt loops, students must wear the regulation black or brown belt with no ornamentation. It is not required that students wear the regulation vest, sweatshirt or sweater over the white polo shirt or white uniform blouse.

### **Optional Walking Shorts Uniform for Boys and Girls** **Seasonal Uniform Item – May be worn in the Fall until October 15** **and in the Spring beginning on April 15. – Tennis shoes may be** **worn to school when choosing this option.**

Navy blue walking shorts and skorts of **Schoolbelles** type will be permitted **with the exception of liturgies, prayer services, and the honors assembly.** The students in Grades K - 8 may wear the walking shorts (girls – skorts) with polo shirts or uniform blouses and regulation uniform shoes. Shorts must fit properly, be knee length and the waist band must be worn at the waist. If the shorts have belt loops, the regulation belt must be worn with the shorts. Cargo pockets are not acceptable on uniform shorts.

### **Physical Education Uniform for Boys and Girls**

- GOLD OUR LADY OF THE LAKE T-SHIRT
- NAVY BLUE OR GRAY OUR LADY OF THE LAKE GYM SHORTS
- WALKING SHORTS OR SKORTS (SEE NOTE ABOVE FOR TIME FRAME)
- WHITE OR BLACK SOCKS
- TENNIS/ATHLETIC SHOES (ANY TYPE)
- OUR LADY OF THE LAKE SWEATPANTS

**The physical education uniform may be purchased from: SCHOOLBELLES**



## **Dress and Grooming Code for Students in Grades K through 8**

We believe that there is a direct relationship between being well-groomed and properly dressed and productive work habits for school. We take into consideration personal hygiene, development of good habits of grooming and propriety, or that which is correct and in good taste for a particular situation. We also believe that it is important for students to be dressed safely, particularly when it comes to the style of shoes worn to school. We stress that:

- Uniforms should be worn proudly and students should enter and leave the building attired in **proper uniform**.
- A parent note is required if it is necessary for a child to be out of proper uniform.
- A student who is not in proper uniform may be given a uniform violation.
- Students should strive for a neat and clean appearance at all times. On days when other than the school uniform may be worn, extremes in style or design are not permitted.
- Unusual dress or hairstyles are not permitted for either boys or girls. Hair is to be clean and well groomed with styles appropriate for school, which shall be determined by the school's administration. **Students must maintain their own natural hair color**. Boy's hair must be cut so that it is above the eye brows and above the shirt collar. Girl's hair must not hang over the eyes. No peculiar or fad hairstyles are permitted, including mohawks. Students will not be permitted in class if their hair does not comply with this policy. Students may not have their heads shaved nor may they have designs of any sort cut into their hair. Hair decorations such as head bands, hair clips, ribbons and beads should be limited so as not to be a distraction. Parents will be called to take their child home if they are not in compliance. Please check your child before he/she leaves for school.
- In general, jewelry is not a part of the uniform. Wristwatches are permitted. No necklaces may be worn outside of the shirt or blouse. **For safety reasons, dangling earrings and hoops are not permitted.** One pair of small stud earrings are permitted for students, worn in the ear lobe only. Excessive or distracting jewelry is inappropriate for school wear.
- **Make-up is not acceptable** during school hours and may not be brought to school. This **includes colored lip gloss**. Students may not bring hair spray to school. Hair spray is considered a hazardous item.
- Boys are to be clean shaven.
- Blouses, shirts, and knit shirts are worn **tucked completely into slacks, skirts, and shorts**. The **skirt length is one (1) inch above the knee for all girls**. Slacks and shorts are to be worn at the waist level; **belts must be worn through the belt loops**.

**Colored** T-shirts or T-shirts **with writing**, other than the physical education T-shirt **are not permitted** to be worn under blouses or shirts.

- **No low-rise** pants, skirts or shorts are to be worn as uniform, dress down or dress up apparel.
- Uniforms are to be worn each day unless notified. Please mark all apparel (boots, coats, gloves, etc.) with the child's name. Parents are welcome to search through the lost and found box if items are lost.
- On days we celebrate school liturgies, students who will be attending Mass are to be in full dress uniform:  
K-6 boys are to be dressed in regulation white, yellow, or blue knit shirt; long navy blue dress or corduroy pants  
7-8 boys are to be dressed in regulation white, yellow or blue knit shirt or dress shirt and tie; long navy blue or khaki dress or corduroy pants  
  
K-3 girls are to be in the regulation blouse and jumper;  
4-8 girls are to be in the regulation blouse, skirt, and navy blue sweater vest.

Students are **not** to wear shorts, non-regulation athletic shoes, or sweatshirts on days we celebrate a school liturgy, prayer service, or attend special events.

### **Dress Down Days**

Dress down days will be announced. Clothing for these days must be appropriate and in good taste. Students must wear clothing such as pants or skirts that are not torn, ragged, or excessively tight. If legging type pants are worn, the top (shirt or sweater) must be long enough to cover appropriately. T-shirts with inappropriate illustrations or language, spandex/yoga pants, miniskirts, tank or net tops, sleeveless shirts of any type, and bare midriffs are not permitted. Skirts and shorts should be 1-2" above the knee or longer. No sandals, flip flops, backless shoes, or slipper like shoes are to be worn. Hats may not be worn in school. Violations of these uniform policies may be determined by the principal and/or teacher. Parents will be called to bring a change of clothing. Students, who fail to follow the guidelines for dress down attire, will lose the privilege to dress down.

Students who do not comply with the dress code, uniform policy, and grooming policy may not be permitted in class.

### **Dress Up Days**

The purpose of dress up days is to provide an opportunity for students to wear more formal clothing to school for specific purposes such as school picture taking. On dress up days, students may not wear jeans of any sort (blue or otherwise), athletic shoes, athletic apparel or sweat clothes. If students do not wish to dress up on designated days, they are required to be in the full dress uniform.

## Uniform Exchange and Donation Program

A uniform exchange and donation program is conducted. Parents who wish to donate used uniforms are to launder and press uniforms. These uniforms are gathered for exchange several times during the school year. Additional directives are sent home as the time for uniform exchange/donation arrives.

## Cold Weather

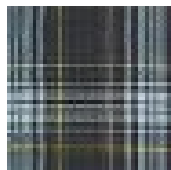
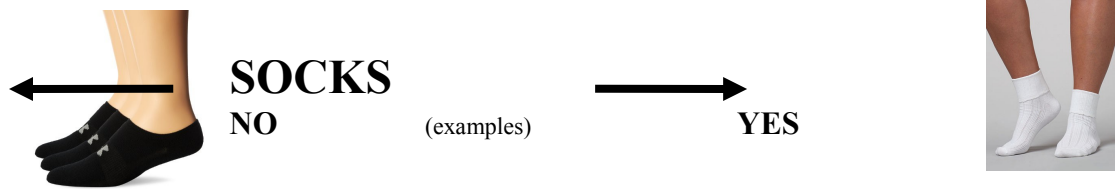
In the best interest of the students, they should always be dressed for the weather. Generally, when the temperature is 20°F or above and the parking lot is clear of ice and snow, recess is held outdoors. Students should be dressed for recess outdoors. This includes a warm coat, hat, gloves, and boots.

## Uniform Violations

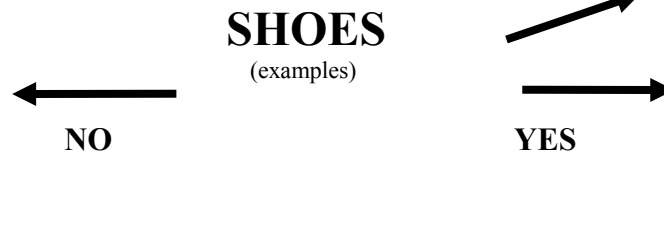
Students are expected to comply with the uniform and dress code policies. Students may be issued one warning regarding these policies. Repeated failure to obey these policies may result in a disciplinary referral.

Students wearing jewelry not permitted in this code will be asked to remove it, place it in an envelope labeled with the student's name and hand it to the homeroom teacher for safe-keeping until the end of the day.

## Specific Uniform Examples



**Our Lady of the Lake School Plaid**



## **VIII. CODE OF CONDUCT, DISCIPLINE, BULLYING, SEXUAL HARASSMENT, STUDENT PROPERTY, GANG VIOLENCE, WEAPONS**

### **Code of Conduct**

Our Lady of the Lake School provides a Catholic atmosphere where each child can grow. The faculty and staff work together to protect the rights of each child and work to eliminate whatever disturbs the peace-filled learning environment. We strive to encourage self-discipline where well-ordered thinking and acting allows real learning to place. Respect for God, self, and others is what motivates us to make choices that contribute to a Christian learning environment. Students are assisted in learning that self-discipline is part of total growth and that they are responsible for their choices. To this end we ask each child:

#### ***TO STUDY ABOUT AND BE COMMITTED TO FOLLOWING THE TEACHINGS OF CHRIST BY***

- *taking an active part in religion classes and liturgies*
- *participating in Sunday Mass or church services*
- *acting in a Christian way toward others*

#### ***TO WORK HARD TO LEARN AND TO PROTECT EACH OTHER'S RIGHT TO LEARN BY***

- *taking an active part in class*
- *listening well and asking questions*
- *being prepared with books, supplies, and assignments*
- *attending school when not sick and being on time for school*
- *following class rules*
- *not disrupting the class*
- *having a positive attitude*
- *believing in your ability to succeed*

#### ***TO SHOW RESPECT TO ALL MEMBERS OF OUR SCHOOL COMMUNITY BY***

- *being honest, truthful, and kind*
- *treating others fairly*
- *obeying teachers and others in authority*
- *being polite and caring (not booing, insulting others, or using bad language)*
- *observing rules of courtesy in hallways, assemblies, or any other gatherings*
- *developing a basic attitude of thoughtfulness and consideration*
- *being welcoming to all members of the school community and guests*

#### ***TO RESPECT THE PROPERTY RIGHTS OF THE SCHOOL AND ALL OTHER***

### **INDIVIDUALS BY**

- *taking care of books and materials*
- *leaving the cafeteria clean and in good order*
- *not stealing or using another's property without permission*
- *not damaging or destroying property*
- *not chewing gum and/or disposing of it carelessly*
- *not littering the school or parish grounds*
- **TO MAKE OUR SCHOOL A SAFE PLACE BY**
- *eliminating all violence (physical, verbal, and emotional)*
- *keeping all drugs, alcohol, or weapons of all kinds off school grounds*
- *not leaving the school grounds without permission*

### **TO WEAR THE SCHOOL UNIFORM WITH PRIDE BY**

- *observing the uniform and dress code policies*
- *taking good care of uniform clothing*
- *observing proper hygiene and health practices*

### **Discipline**

Discipline is one of the keys to effective teaching. As children grow intellectually and physically, there should also be a growth in self-discipline. Students must learn that the rules of the school are made to safeguard them. School regulations are made to ensure that everyone has the freedom to learn and grow and no student's actions can hinder this growth and self-expression.

Rules are established and students are made aware of them and will be expected to follow them. Failure to do so will result in correction, demerits, detention, suspension or expulsion.

Students are to refrain from any activity which could endanger themselves or other students, damage or destroy school property or property of others, interfere with the rights of teachers and other students, or show any disrespect or disdain for adults, other students or themselves.

We at Our Lady of the Lake School expect the children to help promote an atmosphere conducive to learning and Christian living. Actions considered in violation of the discipline policies of Our Lady of the Lake School include but are not limited to the following:

- Disrespect and/or disobedience to authority.
- Destroying, defacing, or theft of school or other's property.
- Indecent or disrespectful language or gestures.
- Threatening or harassing other people.
- Having weapons, look-alike weapons, knives, or any dangerous objects.
- Having smoking materials, drugs, medicine on your person.
- Unexcused absence or truancy.
- Chronic violation of any lesser school regulation.
- Incomplete uniform.
- Homework assignments neglected, incomplete or late.

- Loud and disruptive talking in school areas.
  - Not keeping hands, feet, objects, etc., to self at all times.
  - Chewing gum on the playground or in school.
  - Running on the stairs or in the halls.
  - Shouting, loud talking or loitering in the lavatories.
- 
- Throwing snowballs or other dangerous objects.
  - Rough contact games on the playground.
  - Loitering around the building after school.
  - Talking during a fire drill.
  - Not prepared with the necessary learning materials.
  - Vandalism in the restrooms, halls, classrooms.
  - Cheating

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. A record of the student's visit may be made by the principal. The principal will discuss the reason for the referral and will allow the student ample opportunity to respectfully explain his or her behavior. Referral to the principal may result in disciplinary action. Parents may receive notification by phone or in writing. When severe disciplinary actions are taken, such as suspension or expulsion from school, parents will be notified by phone and in writing.

It is in the best interest of the students and the school that the parents and the school work together for the child's education. We will be in close contact with parents concerning the progress of their children in school.

**All children are entitled to their privacy regardless of whether they are an offender or a victim. The school administration and the teachers will discuss individual students with their parents only. Disciplinary action for students cannot be made public. Parents and students are asked to respect the rights of all students and to refrain from speculating regarding disciplinary actions.**

## **Demerit and Detention System**

### **Consequences**

All choices involve consequences. The following disciplinary measures may be used when self-discipline is lacking, depending on the offense or frequency of the offense. The demerit system aims to make students responsible for accepting the consequence for their inappropriate behavior. If students choose to break a rule, they choose the result. Demerits and detentions also serve to keep parents abreast of their children's school conduct, progress, and cooperation. Parents and guardians are asked to keep in mind that disciplinary actions are a private matter between the school and the student being disciplined and his or her parents/guardians. The privacy and dignity of all children will be respected. Parents/guardians are asked not to engage in discussions or speculations regarding the status of students in the school.

*Most of the disciplinary forms issued by the school require a parent's signature to confirm parent acknowledgement of disciplinary action. A parent's signature does not imply agreement or disagreement with any disciplinary action, nor does it imply agreement or disagreement as to student involvement in any particular incident or activity. Parents are asked not to communicate in writing on any disciplinary forms, but rather to write questions, concerns, objections, etc. on separate pieces of paper and to enclose them in sealed envelopes addressed to specific school personnel involved.*

The following actions will be taken in the best interest of the students involved. Actions may be taken by teachers, licensed aides, the principal or the pastor. The discretion of school personnel will be exercised in using the most appropriate and helpful disciplinary action in dealing with students and the individual situations.

**Personal interview with the student:**

Students will be asked to reconsider their actions, to search for alternate ways of handling problems, to make proper amends as is necessary, and to observe the proper code of conduct. This typically is the first step in assisting a student.

**The general procedure may include:**

student's explanation for behavior, verbal warning, time out, referral to teacher / principal / appropriate personnel and consequences which may include issuing of a discipline referral form to be signed by parents and returned to school where it is kept on file for the year.

**Loss of privileges:**

Students using inappropriate language or conduct in the cafeteria or on the playground may lose the privilege of using the cafeteria or recess. Inappropriate behavior may also result in being excluded from assemblies, field trips, and other school related activities. Loss of privilege may also include *temporary* removal from a class or play area to a supervised location.

**Making of restitution:**

Students who destroy property, mar or deface property, classrooms, cafeteria, lavatories, etc., will be required to clean, fix, repair, or replace damaged items, which may include financial payment.

**Demerits:**

Demerits can be given for failure to comply with the school code of conduct and rules. Parents are asked to sign the slip and return it to school the following day.

Teachers will provide students and parents the individual demerit policies as they are appropriate for children at different grade levels.

**Detentions:**

Three demerits will result in a detention. This is also to be signed and returned the following day. For a more serious offense, an automatic detention will result. Any child receiving a detention slip must remain after school for ½ hour. The exact date to be served will be marked on the slip so students and parents will know when a child will be detained.

**Conferences with parents:**

Students who repeatedly disregard rules will attend a conference with a teacher or appropriate personnel and one's parents

**Probation:**

In case of repeated discipline problems, a child may be placed on probation. This is to be considered a warning that unless there is improvement he/she will not be invited to register for the next term. Children registering for a new school year under probationary terms may be asked to leave the school at any time if conduct or cooperation with policy during the new term is unacceptable and problems persist.

**In-School Restriction**

In the case of a serious offense, a student may be restricted to the school office or other supervised area in the school to complete work independently. In the case of an in-school restriction, the offending student will not be permitted to participate in any classroom or school activities. Classroom work will be provided by the teachers for the student to complete while on restriction and will be graded. Missed classroom work must be made up by the student within 5 school days of the end of the in-school restriction. Failure to make up work within the 5 days will result in 0's for all the missed work.

**Suspension / Expulsion:**

If strong corrective measures are needed, the pastor and principal may employ suspension / expulsion. A suspension will be used as a disciplinary measure if the behavior of a child is considered dangerous or extremely undesirable or if it is destructive to the learning atmosphere. During an in-school suspension, the student works in a classroom other than his or her own. Out of school suspension excludes the student from school. A conference involving the parents or guardian, the child, the principal, and the teacher may be held to determine the necessary steps to be taken in order for the child to continue at Our Lady of the Lake School.

**Suspension / Expulsion will be used for but not limited to the following:**

- Physical violence or excessive verbal abuse toward another student or any other person on the premises. All parties are subject to suspension/expulsion.
- Threat of physical assault on any students/person.
- Fighting on school grounds or enroute.
- Open or persistent defiance of authority and/or school rules and regulations.
- Theft of money or other items.
- Profanity or abusive language.
- Leaving premises without authorized permission.
- Disruption of the learning atmosphere of the classroom.
- Malicious destruction or damage of school property or another student's personal property.
- Possession, distribution, or use of alcohol, drugs, cigarettes, or weapons or objects that



- could be used as such on the school property.
- Possession and/or distribution of indecent literature or pictures.
- Abusive or insulting language, threats made on social media.

**Expulsion:**

When in the judgment of the pastor and principal there is danger to other students, physical or moral, and when behavior is such that it is not possible to maintain a learning atmosphere, students will be asked to withdraw. Expulsion of a student from school is a serious matter. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. Continuous suspension or probation for severe offenses described above may end with the expulsion of a student or the student not being invited to register for the following year.

**The following may be some but not all reasons for expulsion:**

- Threatening, striking, or assaulting a school employee.
- Refusal to comply with school policies and rules.
- Character attacks on anyone and in particularly upon anyone in the school community.
- Continued disruption of the educational process.
- Incurability and persistent irregular attendance.
- Possession, distribution or use of any illegal drug or alcohol in the school, on school/parish grounds, and at school related or school sponsored events.
- Immoral behavior.
- Lack of cooperation/support on the part of parents regarding school discipline procedures and policies.
- Psychological or behavioral problems that make it impossible for a child to operate successfully in a disciplined atmosphere.

In summary, we at Our Lady of the Lake School, believe that for a student to become the best he/she can be with strong Christian values, he/she must:

- ✓ Accept responsibility for his/her actions.
- ✓ Develop a basic attitude of thoughtfulness and consideration.
- ✓ Remember that good manners, courtesy, and proper language are a way of showing that Christian values are becoming a part of our lives.

In order to maintain a Christian learning environment, Our Lady of the Lake School firmly and fairly endorses the above discipline code. It is operative on school property, the playground,

cafeteria, and at all school related or school-sponsored functions, including sports events, field trips, etc.

The administration and faculty continually evaluates and revises the discipline policies of the school in the best interest of the students and the school itself. Our Lady of the Lake School reserves the sole right to make changes to the discipline polic

## **Conduct on the Way to and from School**

Adherence to the school code of conduct is required to and from school. The school cannot assume responsibility for the children outside of the school grounds. However, all students must use caution when crossing streets regardless of the presence of crossing guards. Parents must be responsible for a child's conduct on the bus (a disruptive child loses the right to ride on the bus), for damage to lawns, shrubs, and public or private property along the way to school; for fights, snowballs, and other annoyances to students from neighboring schools.

## **Anti-Harassment, Intimidation and Bullying Policy**

Our Lady of the Lake School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance.

The principal will provide staff development in bullying prevention and cultivate acceptance and understanding in all students and staff to build and maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation or bullying behavior by any student/school personnel at Our Lady of the Lake School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "harassment, intimidation or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-sponsored transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Our Lady of the Lake School will not tolerate behavior that infringes on the safety of any student, school employee or volunteer. Student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

### ***Definition***

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other , and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as cyberbullying”), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photos of students and posting them online; and,
  - Using Web sites to circulate gossip and rumors to other students;
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### ***Procedure for the Alleged Victim***

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did
    - Witnesses to the harassment
    - What the student said or did, either at the time or later;
    - How the student felt; and,
    - How the harasser responded.

### ***Complaint Procedure***

Our Lady of the Lake School expects students and/or staff to immediately report incidents of bullying to the principal or her/his designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator and the complainant will be asked to provide a written statement. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete a written statement. Information received during the investigation is kept confidential to the extent possible. Our Lady of the Lake School prohibits retaliatory behavior against any complainant, witness or participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

### ***Investigation Procedure***

It is imperative that harassment, intimidation or bullying be identified only when specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### ***Resolution of the Complaint***

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

### ***Points to Remember in the Investigation***

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### ***Conflicts***

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

## **Sexual Harassment and Sexual Violence Policy**

Our Lady of the Lake School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Our Lady of the Lake School expressly prohibits sexual violence in the school environment. This policy re-emphasizes the personal dignity to the individual and fosters positive sexual attitudes and respect for others.

### **Sexual Harassment**

For the purposes of this policy, sexual harassment includes but is not limited to the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; communicating in writing or illustration sexual material or innuendos, and any other inappropriate behavior of a sexually

explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

### **Sexual Violence**

Some acts of sexual violence / sexual harassment may also be criminal in nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). Department of Children Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C.2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

*"The Policy for the Safety of Children in Matters of Sexual Abuse,"* applies to everyone affiliated with the Catholic Diocese of Cleveland. Adhering to the U.S. Conference of Catholic Bishops *"Charter for the Protection of Children and Young People,"* this Diocesan policy also guarantees an effective response to all allegations regarding the sexual abuse of minors and assures accountability for our procedures. Our Lady of the Lake School will adhere to all directives as they apply to the school, the employees, contractors, third party employees and all volunteers.

Details regarding this adherence will be added to this handbook as needed, and students and parents/guardians will be notified by the school office and/or the parish office regarding changes to and implementation of this policy.

All employees and volunteers who have contact with children more than four hours a month or more than once a month are required to receive, read and sign for a policy book. All employees and volunteers are required to attend a three hour VIRTUS training session and complete a one year web-based tutorial. In addition, all employees and volunteers are subject to a criminal background check by the Bureau of Criminal Identification and Investigation (BCII). In addition, all employees and volunteers who have not been living in Ohio will be subject to checks by the Federal Bureau of Investigation (FBI). All employees and volunteers may be subject to reference checks. All employees and volunteers must be in compliance with this policy in order to work with children of Our Lady of the Lake School and Our Lady of the Lake Parish.

## **Searches Conducted by School Personnel**

### **A. Searches of School Property**

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

### **B. Searches of Student's Person and Personal Property**

The search of a student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, hallucinogen, controlled substance, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

### **C. Conducting the Search**

1. School administrators must always have another school authority present when a search is conducted.
2. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained until parents are contacted and arrive.
3. Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.
4. If a weapon or other dangerous ordnance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
5. If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.



## **Youth and Gang Violence**

### **A. Procedures for Responding to Gang-related Incidents and Suspicion of Gang Involvement**

#### **LEVEL ONE: Incidents of Violent Crime**

**Examples:** Assault, fighting, other critical incidents or imminent danger.

#### **RESPONSE:**

1. Immediately contact area police department.
2. Summon involved individual(s) to administrator's office.
3. Begin documenting incident in administrator's personal, private file. Be sure to include all available information at this time.
4. Individual(s) must remain isolated from the student population or parish youth activity until further direction from Legal Office to prevent escalation.
5. Notify parents/guardians of allegations.

#### **FOLLOW-UP:**

1. Once incident is determined to be gang-related, immediately exercise right to search individual lockers and desks and/or personal effects for evidence of gang involvement.
  1. Copies or photographs should be made of any evidence of gang membership, membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.
  2. If the individual is not subject to immediate expulsion from the school or PSR program, or  
Dismissal from the parish youth activity, referrals may be made to:
    - Youth gang agencies
    - Department of Children Services
    - Other appropriate counseling (personal and/or family).

This referral will be predicated on parent/guardian(s)' agreement to a behavior contract. The behavior contract will specifically outline the conditions for the individual's continued attendance at the school or participation in the parish program.

#### **LEVEL TWO: Incidents of Other Illegal Activity**

**Examples:** Intimidation, extortion, possession of beepers, cellular phones or weapons; arrest or detainment by police in company of known gang member.

#### **RESPONSE:**

*Note: If possession of a weapon is suspected, contact the local police department, and await their arrival before confronting the individual(s) to insure the safety of all concerned.*

1. Summons involved individual(s) to administrator's office.
2. Begin documentation of allegations in administrator's personal, private file.
3. Notify parent(s)/guardian(s) of allegations.

FOLLOW-UP:

1. Same as Level One.

LEVEL THREE: Suspicion of Gang Involvement and/or Activity

Examples: Any manner of grooming, hair style, clothing, jewelry or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school, parish or personal property; reasonable suspicion of the above.

RESPONSE:

1. Begin documentation in administrator's personal, private file of reasons for suspicion. Interview other teachers, administrators, and/or parish personnel in confidence for their observations.
2. Remove any graffiti from school or parish property after recording by photograph, if possible, any and all gang insignia. Parents and children should be liable for the damage and cost of removal.
3. Immediately confiscate items known to be gang-related and hold until parent(s)/guardian(s) are notified.

FOLLOW-UP:

1. Same as Level One.

**B. Suggested Policy on Youth Gangs - Schools**

***Youth Gangs***

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style, and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, possessing literature that indicates gang membership, fighting, assault, hazing, having gang tattoos, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### ***Consequences***

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Children Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs or treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

### ***Jurisdiction***

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### ***Related Policies***

- In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:
  - Dress code and uniform policy as defined in the School Handbook.
  - Discipline policies and consequences as defined in the School Handbook.
  - The right of school authorities to search lockers, student desks, and upon request, personal property, if suspicion of gang involvement exists.
  - Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
- 
- Policies and procedures established relative to participation in and attendance at

school/parish sponsored athletic functions whether held on parish property or at other public facilities.

- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

### ***Prevention***

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to D.A.R.E., guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish based youth ministry activities, etc.

### **Weapons Policy**

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Our Lady of the Lake School has a policy that expressly prohibits the use, transmission, possession, sale, or discharge of any weapons or explosive devices in the school, on the school/parish grounds, or at school sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, weapon, object used as a weapon, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carries, or used as a weapon" (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents of the offenders shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in-or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with Diocesan Legal Office

## **IX. HEALTH, SAFETY, SECURITY**

### **Health Services**

#### **School Nurse, Health-Aid/Medical Assistant**

The purpose of our health services program is to protect and maintain your child's health. To assist us in this task, a health-aid is on duty at Our Lady of the Lake School on a daily basis. A registered nurse, certified in school nursing, conducts examinations in the areas of hearing, vision, and posture.

The health-aid, nurse, or medical assistant will provide immediate care/supervision for those who become ill or injured during school hours. This care is not intended as a substitute for medical care. State law prohibits nurses and health-aides from practicing medicine, which includes making medical diagnoses of illnesses and injuries and prescribing medication. This is your physician's responsibility.

The health-aid or medical assistant can be a liaison between educational and medical personnel. It is essential that parents keep the health-aid informed about their child's medical condition. A physician's report gives a more complete account of conditions and what measures need to be taken. The parents need to request this report from the physician.

#### **Vision Screening**

Vision screening is done on students in grades K, 1, 3, 5, 7, and all transfer students. Children recommended by teachers may also be screened. All hearing impaired children are re-tested every year. The health-aid will notify parents if their child does not pass the vision screening and needs to be examined by an eye doctor.

#### **Hearing Screening**

Hearing tests are given to students in grades K, 1, 3, 5, and all transfer students. All children who have not previously passed the hearing test with no documented follow-up will be screened, regardless of grade. Teacher and parent recommendations may also be screened. The nurse will inform parents if their child does not pass the hearing test and needs to be examined by an ear doctor.

#### **Immunizations**

Records of students' immunizations are kept on file as part of the students' health files. Ohio State Law requires that any child who does not meet minimum immunization requirements cannot be admitted to school. Documentation of this fact must be provided. The required vaccines are listed:

- 3 doses oral polio vaccine. [If third dose was received before 4th birthday, a fourth dose is required.]
- 4 doses DTap, DTP DT or any combination (diphtheria, tetanus, whooping cough). [If received before 4th birthday, a fifth dose is required.]
- 3 doses of Hepatitis B vaccine before entering Kindergarten.

- 2 doses measles (Rubeola) vaccine - first dose must be received after the 1st birthday and the second dose at least 28 days later.
  - 2 doses German measles (Rubella) vaccine - first dose should be received after the 1st birthday, second dose at least 28 days later.
    - 2 doses mumps vaccine - first dose must be received after the 1st birthday and the second dose at least 28 days later.
- OR** Two (2) doses of MMR [Measles, (Rubeola), Mumps, and Rubella (German Measles)] vaccine are required. The first dose must have been received on or after the 1st birthday and the second dose at least 28 days after the first dose.

In the 2015-2016 school year, one (1) dose of Varicella vaccine will be required for grades 2-5 entry. This requirement is progressive, therefore extended to students in grades 3-6 in 2016, etc.

In the 2015-2016 school year, and progressively thereafter, all children entering kindergarten and grade 1 are required to have two (2) doses of varicella vaccine. The first (1<sup>st</sup>) dose of vaccine must be given on or after the child's first birthday, and the second (2<sup>nd</sup>) dose at least 28 days following the first dose.

Grade 7: One dose of Tdap (Tetanus, diphtheria and acellular pertussis, adolescent and adult formulation) or Td (Tetanus and diphtheria, adult) vaccine shall be required prior to entry into the 7<sup>th</sup> grade. This dose is intended to be administered as a booster dose for students who have completed the required doses of the initial series of DTaP/DT/Td vaccine.

### **Scoliosis Screening**

Scoliosis is a sideways curvature of the spine in the chest and/or lumbar, and it is most commonly found in adolescence. Scoliosis screening is done on students in grades 5, 6, 7, and 8. The physical education teacher may also refer students for this screening. The nurse will inform you if your child does not pass the screening and needs to be seen by your doctor for possible spinal x-rays. Scoliosis in the immature spine can be corrected without surgery; therefore, it is very important to detect scoliosis before the spine is finished growing.

### **Pediculosis (Head Lice)**

The main symptom of head lice is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to look for nits. Close examination of the scalp, especially at the back of the neck and above the ears, will reveal small, grayish-white eggs. These nits can sometimes be mistaken for dandruff, but they cannot be easily brushed away.

Please contact the school if you suspect a problem. Precautionary measures include examining your child's hair on a weekly basis and reminding your children to avoid sharing combs, brushes, hats, scarves, and coats.

If a case of head lice is reported, all the children in the class and all siblings will be checked by the health-aide. If a child does have head lice, he/she may be excluded from school until proper treatment is received and/or all nits and live lice are removed. Treatment includes shampooing with special lice shampoo and the removal of *all* nits (eggs) from the hair by using a fine toothed comb. This process is the responsibility of the parents and not school personnel. The child may return to class once *all* the nits have been removed. Please contact your child's physician or the school health aid at 481-6824 for further assistance.

### **Contagious Illnesses**

To help control the spread of contagious illness, you are asked to keep your child home if he/she appears to be ill. Symptoms such as a cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are some good reasons to keep your child at home and then take him or her to a physician for diagnosis.

Please report any communicable illnesses to the school. Such illnesses as flu, chicken pox, measles, mumps, strep throat, conjunctivitis (pink eye), impetigo, scabies, etc., need to be reported and diagnosed in writing by a physician.

Please do not send your child back to school until he/she is free of symptoms for 24 hours.

**If your child is too ill to go out for recess or noon play, he/she is too ill to attend school.**

Please do not send notes requesting that your child stay in for these activities as there is virtually no supervision for students in such circumstances. The only exceptions would be for serious reasons such as severe asthma or broken bones.

### **Speech and Hearing**

The services of a speech and language therapist are available through Auxiliary Service Funds in the modular unit. The therapist instructs students at Our Lady of the Lake School who qualify after obtaining permission from the parents.

### **Testing and Counseling**

Our Lady of the Lake School has a school counselor available through Auxiliary Service Funds. Teachers and/or parents may refer a child for assessments, counseling, consultations and other related services through the school psychologist. Such requests should be in writing and directed to the school psychologist. The school psychologist may not provide services without parental permission.

### **AIDS Policy**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 at Our Lady of the Lake School shall be permitted to attend school or parish religious education programs in regular classroom settings provided:

- The health of the child, as documented by his/her physician, allows participation in regular academic school activities.

- The child behaves acceptably, that is, in a manner that would not cause spread of the disease or in any way put others at risk.
- The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
- There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The pastor and principal will confer with the appropriate persons before the pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome); ARC (AIDS Related Complex), or other illnesses caused by HIV (Human Immune Deficiency Virus, the virus that causes AIDS, also known as HTLVIII or LAV).

In order to protect confidentiality when a child with AIDS is admitted to school, the information provided to the school personnel, and the school personnel who need to be aware of the child's condition, will be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school or a parish school of religion program shall be provided with an alternative means of catechetical instruction.

### **Possession, Sale, Attempted Sale, Transmission, Use or Abuse of Drugs, Hallucinogens, Controlled Substances or Alcohol**

Alcohol and drug abuse is a serious societal problem, which does not respect any group or age. The dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family and not the school.

As educators in the Church, we in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as individual welfare of our pupils. Continuing educational programs for parents, teachers and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substance.



## **Pregnancy Policy and Procedures**

Two sets of principles are to be applied in the situation of adolescent pregnancy in the Catholic setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management. The complete policy and procedures for pregnancy is available upon request from the principal

## **School Security**

In an effort to ensure the safety of our students, only the south rear doors of the main building may be used for entrance into the building. All other doors remain locked after the school day begins.

The south rear doors of Our Lady of the Lake School are equipped with and monitored by a security system. Please ring the bell located to the right of the doors. Ring it as a doorbell - that is, press once and release. You will be asked to identify yourself. You do not need to press anything to be heard; simply speak loudly and clearly. Please respond with your name and the purpose for your visit. Please stand directly in front of the doorbell unit so that you can be seen. **The right door will then be released from the school office and you may enter through the door and report directly to the office. DO NOT open the door for other unidentified persons. Anyone who is not a student or a school or parish employee must sign in the school office and wear a visitor's badge provided by the school secretary.**

**No visitors including parents may go directly to classrooms to deliver lunches, papers, and so forth.** Parents must leave such items at the office for delivery to classrooms. Parents who wish to contact teachers should do so by writing a note or email to the teachers or making such a request at the school office. Teachers are not permitted to confer with parents either personally or by phone during class sessions. The school secretary is not able to deliver messages to children during school hours except in cases of extreme emergency.

**Please be sure to give needed instructions to your child before he/she leaves for school.**

## **Safety Procedures**

Safety rules are an essential part of any program. Safety rules should be taught in the home and reinforced in the school. There are particular rules and regulations that apply to the school buildings and surrounding areas, and the children are advised of these at the beginning of the school year. At any time the school may initiate or change school policies regarding safety.

***There is no SKATE BOARDING OR ROLLER BLADING/SKATING permitted anywhere at any time on church/parish/school property.***

***Students may not ride bicycles in the school/church parking lot or on the sidewalks in front of the school or the church during school hours, at arrival time, or at dismissal time.***

## **Assembly Conduct**

Assemblies are scheduled throughout the school year. It is the students' responsibility to be courteous and to show respect for any assembly.

All students shall enter the assembly area in good order. They will be prepared to be courteous and attentive to speakers and performers, recognizing the efforts of those giving the presentation. Booing, whistling, stamping of feet are inappropriate responses for such gathered assemblies and are causes for disciplinary referral.

Students exit assemblies as directed by those in charge of them. School policies and appropriate behavior are to be observed by all students during any and all school related programs.

## **Bicycles**

Children from the fourth through eighth grades are permitted to ride bicycles to and from school. They must be locked and kept in an orderly fashion in the area designated. The school is not responsible for theft or damage. **Once on school property, students must dismount their bikes and walk them.** Obey all traffic rules and be respectful of the crossing guards.

## **Walkers**

Walk on the sidewalks. Cross only at intersections. Refuse to enter a stranger's car. Be respectful to school guards. Obey all traffic safety regulations.

**TRY TO WALK WITH OTHER CHILDREN - NOT ALONE**

Our Lady of the Lake School has an emergency disaster plan tailored specifically to Our Lady of the Lake School. This plan was created with the assistance of professionally prepared materials, the Office of Catholic Education, local safety forces, Homeland Security, and the faculty and staff of Our Lady of the Lake School. The plan is continually revised using the most current information and advice available.

## **Biohazards**

Our Lady of the Lake School has on file a Biohazard Exposure Control Plan which deals with safety precautions advised for dealing with infectious waste, internal body fluids (blood, urine, etc.) and vomit. Faculty and staff receive in-servicing in this area yearly. As part of the protection, faculty and staff are provided with gloves and appropriate kits for handling emergencies.

Students are to observe the following cleanliness precautions as part of this plan:

- Wash hands with soap and water after using the toilet. Wash for at least 15 seconds under running water.
- Dry hands with disposable paper towels. Throw paper towels in the plastic bag-lined containers available.
- If there is body fluid spill such as vomit, urine, feces, or blood-- DO NOT TOUCH--tell an adult immediately.

## **Safety Drills**

### **Fire and Tornado Drills**

Students in each grade are instructed in the proper procedures in the cases of fire or tornadoes. Practice for fire drills are held once a month; tornado drills are held throughout the spring months (April - June).

Other safety drills, such as intruder drills and rapid dismissal drills, are conducted annually in accordance with any laws that may apply.

Our Lady of the Lake School maintains a safety plan that is drilled and implemented in times of crisis. Our Emergency Operations Plan has been submitted to the Office of the Attorney General and to local public safety agencies. The plan is both detailed and comprehensive.

## **School Safety/Emergency Operations Plan Ohio Attorney General School Safety Task Force June 2013**

Ohio schools must have a comprehensive school safety plan that addresses their response not only to severe weather and natural disasters, chemical accidents and medical emergencies, but also to school violence and various types of terrorist threats.

This recommended School Safety/Emergency Operations Plan includes comprehensive information and descriptions of the overall concept of operations, organization, roles and responsibilities, along with checklists, to guide schools and school personnel in addressing various emergency hazards that may affect the safety of our children and school community.

The checklists and national best practices, outlined in the annexes of this plan with details of what to do in the event of various emergencies, are suggestions meant to assist schools in the development of their own customized School Safety Emergency Operations Plan (School EOP).

Policies and procedures related to or contained in the plan should be modified based on a school's unique circumstances and resources. In order to be an effective tool to manage an emergency event, a School EOP must include response procedures that are developed through threat assessments, safety audits, and planning and training before an incident occurs.

Planning, conducting live drills, and participating in table-top exercises with law enforcement, fire, emergency officials, and other members of the school community will ensure the sustainability of the School EOP. Building these relationships and community engagement are vital to a safer school community.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community

**Scope of the Plan**

The School EOP provides guidelines and procedures for dealing with existing and potential school incidents. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

**Coordination with Emergency First Responders**

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, safety, fire, emergency agencies, as well as mental health and other community organizations. An important component of the School EOP is advanced planning with various federal, state, and/or local agencies and community service providers to aid in timely communication and response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. If mutual aid agreements are created, a copy should be maintained with other important documents related to this emergency management plan. Advanced planning should specify the type of communication and services provided by one agency to another.





