

Our Lady of the Lake Catholic School

2009-2010

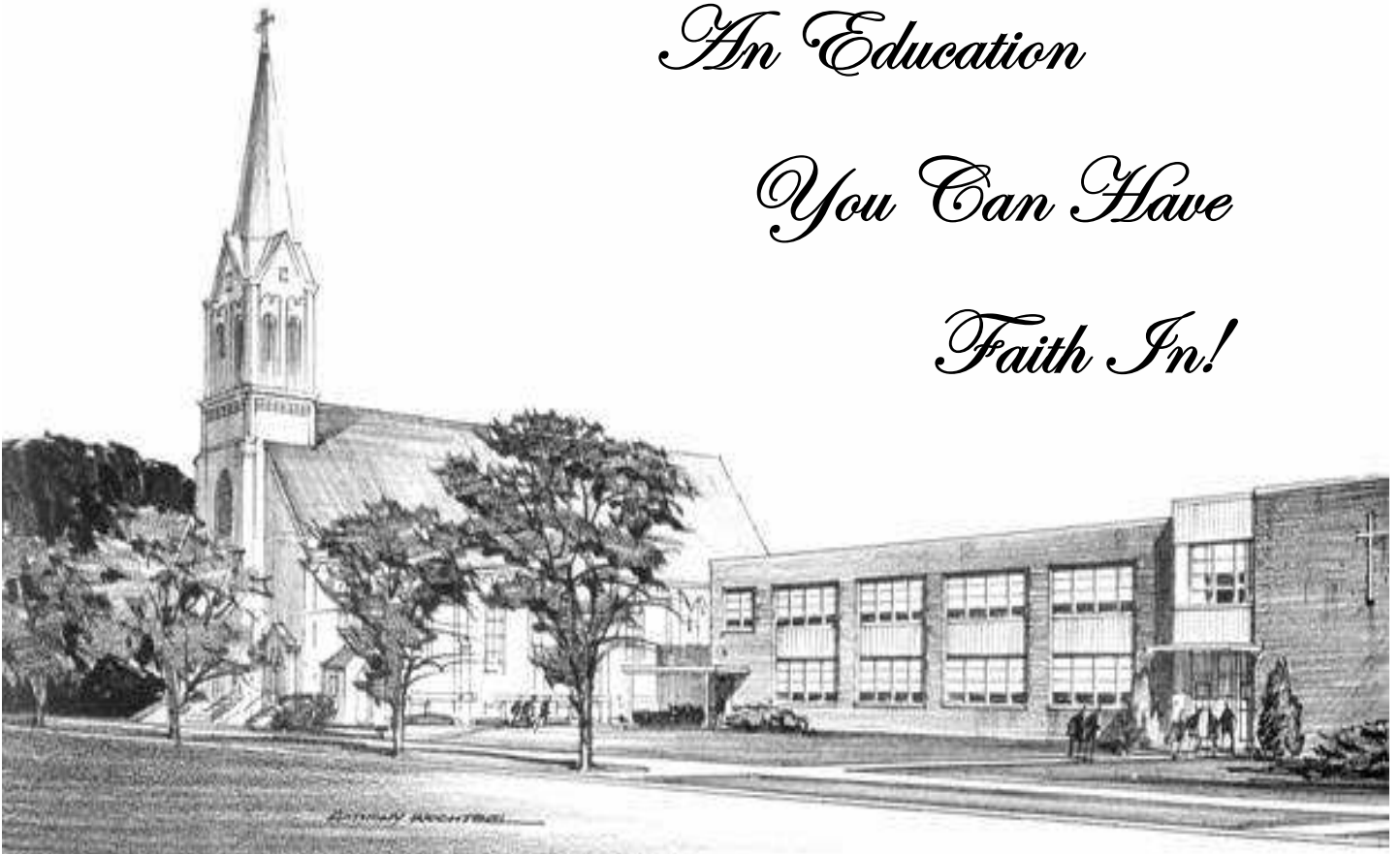
Our Lady of the Lake School
215 Lake Shore Drive East
Ashland, WI 54806

Fr. Henry Willenborg, Pastor
Mr. Dan Bell, Principal

An Education

You Can Have

Faith In!



Handbook for Parents and Students

Updated July 2009



Our Lady of the Lake School

215 Lake Shore Drive Ashland, WI 54806

(715) 682-7622

August 2009

Dear Parents and Students:

I am excited to begin my second year as your principal. We have accomplished a lot last year and over the summer. With our new computers, new curriculum, the accreditation almost complete, and higher student numbers, we are ready for a great year.

It is time to begin gearing up for an exciting and rewarding school year. Our Lady of the Lake is a wonderful school where we believe in our mission to **educate, nurture, and guide students, spiritually, academically, and physically, in the Franciscan Spirit, through the Gospels and teachings of the Catholic Faith.**

Please read the 2009-2010 handbook carefully as it is filled with important information each family needs to know so that the 2009-2010 school year can be great for all involved. As you read the handbook **please note that we have completely revamped the format, modified old/outdated and added new policies.**

Parents are a child's first teacher and we look forward to joining you, or in many cases, continuing our partnership with you, as your child journeys through this important time of growth and learning. Together we will help build a strong foundation for the children of Our Lady of the Lake School and help them soar to great heights.

If at any time during the year you have questions or concerns please feel free to call me at 682-7622 or email me at dbell@ncis.net. I look forward to working with you to make it a great year for the students of Our Lady of the Lake School.

Thank you,

Dan Bell
Principal

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Mission Statement of Our Lady of the Lake Catholic School

Our Lady of the Lake School Community
Educates, nurtures, and guides students spiritually, academically, and physically, in the
Franciscan Spirit, through the Gospels and teachings of the Catholic Faith.

Philosophy of Our Lady of the Lake Catholic School

Our Lady of the Lake Catholic School is designed for the education, development, and spiritual formation of children. This is a partnership of effort between students, school staff, and parents. It is our goal to:

1. Fulfill the academic needs of the individual student with a curriculum that enables the students to develop maximum potential in all subject areas. Emphasis is placed on the student's responsibility to recognize and develop his or her talents to the fullest.
2. Provide opportunities for each student to develop values that are a basis for decision-making and for further growth and development.
3. Create an atmosphere of joy, love, and concern for each individual student, which provides each student with a sense of belonging, thereby helping each student develop a positive self-concept.
4. Help each student learn to appreciate and respect the rights of others so they may become true peacemakers at school, at home, and in the community.
5. Provide clear behavioral expectations based on a model of peace and respect for all.

History of Our Lady of the Lake Catholic School

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

The present elementary building was built in 1957. The junior high building, which houses grades 6 through 8, and the gym, was formerly part of DePadua High School. In 1967, when the high school closed, a portion of the building was converted for use as the junior high.

In the summer of 1990, Holy Family Parish, which was located at the corner of Willis Avenue and Highway 2, and St. Agnes Parish merged. As a result of that merger, the parish and school names were changed to Our Lady of the Lake Catholic Community and Our Lady of the Lake Catholic School.

Policies of Our Lady of the Lake Catholic School

Accident Reports: From time to time students do get hurt or sick during school hours. In the event that the child is too sick to remain in school, the parent(s) will be called. If a parent can't be reached, the alternate number provided on the family card will be called. **It is very important that parent telephone numbers and alternate numbers are kept up-to-date.**

In the event of an injury of some kind, an accident report will be filled out and sent home. This will explain how the child got hurt, where it happened, the apparent extent of the injury, and what measures were taken at school to treat the injury.

Attendance: All students are required to attend school regularly. Our Lady of the Lake Catholic School complies with state law regarding school attendance. All children between the ages of 6 and 18 are to attend school "regularly during the full period and hours, religious holidays excepted..." Section 118.15(1)(a), Wisconsin statutes.

Parents must come to the office if they are picking up their child for an appointment. The office will call the student out of his or her classroom. If the student is returning after the appointment, they must check in at the office and be given a slip for the teacher.

According to state statute, a child is a "habitual truant" if he or she is "absent from school without an acceptable excuse for either of the following:"

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

Sections 118.16(1)(a) Wis. Stats., School Attendance Enforcement.

Parents agree to have their child to school on time. If their child will be late, they need to notify the school office. When the students are not on time, they miss out on the beginning of lessons and classes. Repeated tardiness could lead to truancy.

A student is considered tardy if they are not in the classroom or under the supervision of the teacher at the time of the 8:20 am bell. Tardy students must stop at the office before going to class.

Absences:

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

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

Excused Absences – parent notifies school by phone, e-mail, or note with an acceptable excuse.

Examples: illness, death in the family, medical appointment, etc...

Unexcused Absence – no notice is given for absences.

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

Truancy: this means any absence of part or all of one or more days from school during which the ... "principal or teacher has not been notified of the legal cause of such absence by a parent or guardian of the absent pupil and also means the intermittent attendance carried on for the purpose of defeating the intent of s. 118.15" Section 118.16(1)(c) Wisconsin Statutes.

Any continued problem with habitual truancy will cause the school to refer the matter to the appropriate human services department and/or the appropriate district attorney. Habitual truancy that remains a problem after discussion with the parent or guardian, or due to the parent or guardian's failure to respond to the principal's request for a discussion on the matter, is likely to result in the student's expulsion.

Absences: If a student will miss school due to illness, please notify the school office anytime between 7:00 a.m. and 8:30 a.m. Please call the school office during these times if a child will be late for school due to an appointment or other reason.

Budget of the School: The school budget is reviewed by the pastor and principal each year. The parish finance council ultimately sets the budget for each school year.

Bus Conduct: Lake Shore Buses have guidelines for behavior on the buses. These include no hitting, fighting, or teasing. Also students should not stand on the bus, or stick their hands, or heads, out of the window. Most importantly, students are to obey the bus driver at all times. School rules extend to the bus. If there is a serious problem with behavior on the bus, the bus company will provide a report of the misbehavior to the principal. This will be forwarded to the parents and the principal will discuss the behavior with the student. The principal has the authority to suspend a student's bus privileges for serious, or repeated, misbehavior on the bus.

While waiting for the bus or ride:

- No one is allowed on the playground unless there is parental supervision.
- Everyone waiting for a ride (either the bus or from a parent) must wait inside. No exceptions!
- Teachers will stay inside with the children waiting.
- Kindergarten will leave early; everyone else will be dismissed at the bell in order to give the supervising teacher time to get there.

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

Child Abuse and Neglect: The Child Abuse and Neglect Act (Section 48.981 of the Children's Code of the Wisconsin Statutes) specifies that all school personnel and administrators are mandated reporters. Any person having reason to suspect that a child has been abused or neglected, or reason to believe that a child has been threatened with an injury and that abuse will occur, may report the matter to the human services department of the county in which the child resides.

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

Code of Student Conduct: A good learning atmosphere requires orderliness. Students should be at their desks and ready to begin when the bell rings. Courtesy requires that they listen attentively, follow directions, and do not disturb other students. Students are required to keep their hands and feet to themselves at all times. Also, students are expected to cooperate in creating a good learning environment by not disrupting class or otherwise interfering with the teacher's responsibility to teach, or other students' right to learn.

Our school family should constantly strive to be peacemakers. Christ said, "Blessed are the peacemakers, for they shall be called children of God." Therefore, we expect students to treat each other with kindness and respect at all times.

Behavior such as name-calling, bullying, lying, cheating, rudeness, profanity or other foul language, and harassment of any kind, is not acceptable. Likewise physical aggression toward others, such as hitting, kicking, tripping, pushing, fighting, spitting, or any other type of physical harm, is not acceptable.

One of the most basic expectations we have at Our Lady of the Lake Catholic School is respect. We expect students to respect themselves, respect their classmates, and respect their teachers and other adults. Primary importance is placed on respect for the pastor, and all other religious with which the students come into contact. We expect students to respect all adults, including bus drivers and substitute teachers, who are those most often challenged by students.

Likewise, we expect teachers and other adults to treat children with respect. While we must maintain discipline in the school in order to provide a good learning environment, it is important that students be treated with respect, even at the most challenging times.

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

Computer Instruction: The school has a computer lab with about 18 PCs. Beginning in third grade, students use the typing tutorial software *Type to Learn*. The goal is to make them proficient enough by the middle of 8th grade to pass the

typing test given by the school district to all 8th grade students prior to high school. Students also learn practical application through such activities as creative writing projects, newsletters and PowerPoint presentations.

The computer lab is equipped with an Internet hub that allows for high-speed Internet access on all computers in the elementary building. Each elementary classroom is equipped with at least one computer connected to high-speed Internet. The Junior High Building has its own computer lab for classroom use.

Consequences: Disciplinary action can cover a wide spectrum of options. Each child is an individual, with different problems, and different needs. They also respond to different attempts to redirect them toward good self-discipline in different ways. That being so, however, some typical disciplinary methods are:

First Offense: Verbal warning

Second Offense: A yellow slip will be given and the student will take it to the principal for action. The principal will follow up with the student(s), teacher(s) and parent(s) as needed. Students will be given consequences that “fit the offense.”

Offenses occurring habitually will result in steeper disciplinary action to be used.

Conferences may also be called for by the teacher to address the behavior of a child with their parent(s)/guardian(s). If the offense occurs while the student is in a specialist class (Phy. Ed., Music, Library, Computer, etc.,) that teacher may also be at the conference along with the principal.

Curriculum: The curriculum of the school is the total of all the experiences a student encounters during the school day. To ensure that those experiences adhere to basic standards, Our Lady of the Lake Catholic School follows Diocesan curriculum guidelines, which are based upon State of Wisconsin Academic Standards. Textbooks are evaluated based upon how well they present the diocesan curriculum and State Standards. Teachers are certified by the Wisconsin Department of Public Instruction.

In their daily class work, students of Our Lady of the Lake Catholic School study the usual spectrum of elementary courses – Reading/Language Arts, Math, Science, and Social Studies – within the context of a Christian value system. Textbooks for these subject areas are often the same as those used in the Ashland public school.

Discipline: Positive concepts of discipline are built on a belief in the dignity of each person. Self-direction, rather than external control, is the aim of true discipline. A climate of mutual respect and trust should be cultivated in order to promote self-discipline.

Each teacher is responsible for the discipline in his or her individual classroom. Likewise, outside of the classroom, discipline will be handled by the supervisor of that area. It is important for parents and students to remember that outside of the classroom every teacher has the right to discipline that goes with the responsibility to supervise. Students must treat every teacher with respect, and respect the authority of every teacher to maintain discipline in areas under their direct supervision.

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

The dress code is designed to:

- remind the students to take their studies seriously
- help students avoid distractions
- be a guideline for parents as they discuss what is appropriate for certain occasions
- reduce competition or teasing due to how children are dressed
- show respect for human dignity, decency, and equality

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

These types of clothing are NOT permitted:

- Shirts with words or pictures having to do with drugs or alcohol
- Shirts with words or pictures which may be degrading, demeaning, or hurtful to others

- Tank tops for either boys or girls
- Sundresses or tops with spaghetti straps
- Overly tight or revealing (low cut shirts or low riding pants) clothing
- Mini-skirts, or other skirts that are not to the knees, are not allowed.
- Baggy pants
- Chains

NO skin should be exposed around the mid-area.

Outdoor clothing, especially heavy winter boots, is not allowed to be worn in class (an exception: jackets may be worn in the junior high building if the building is cold)

Shorts and Flip-flops may be worn to school for the months of September, May, and June. The principal may allow shorts to be worn at his discretion. Shorts should not be worn on days we have liturgy. Shorts should be to the knee. Flip-flops are allowed, but students must bring an extra pair of shoes to school in addition to their gym shoes.

Baseball caps may be worn during recess only.

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

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

Parents will be contacted if their child is not dressed appropriately for school.

On days we have liturgy, children should dress up - they may change afterwards.

Children are encouraged to wear an Our Lady of the Lake Catholic School shirt or sweatshirt to all school Liturgies, particularly Sunday Liturgy.

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

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

All of the students in grade PreK-2 are encouraged to bring a change of clothes to keep in their locker. Students in all grades are encouraged to leave an extra sweater or sweatshirt in their locker in case it is needed. Elementary age students are encouraged to bring a change of pants and socks, in case they get wet or muddy.

Winter Dress: During the winter months it is very important that the students in preschool through 8th grade have appropriate outside clothing including: winter coats, snow pants, hat, mittens/gloves, and boots. Except in extreme cold (0° or below) or rain, students will have outside recess and be expected to have appropriate outside clothing.

Education Committee: The Education Committee meets every second Monday of the month, except for the months of June and July (unless needed). Meetings are in the Pastoral Center Large Meeting Room at 6:00 p.m. The committee is made up of the pastor, principal, bookkeeper, Parish Council representative, and parent members.

Emergency School Closings: The local radio stations, WATW and WJJH, will carry our school closing announcements. Any school closing announced for the Ashland Public Schools also apply to Our Lady of the Lake. These announcements are usually on the Duluth television stations as well as local radio.

In most instances, announcements will be made prior to 6:30 a.m. Please do not call the school. Listen to the radio, or watch the Duluth stations for an announcement.

If there is going to be a school closing during the day for any reason, it will be announced on the local radio stations. Again, any announcement for the Ashland public schools applies to Our Lady of the Lake as well. If Our Lady of the Lake needs to close during the day for any reason not affecting the public schools, there will be an announcement on the

radio and school staff will try to reach each family by phone.

Family Envelope: Messages from school that require a reply, or which ask for something to be returned, will usually go home in a brown envelope. Please be sure to go through this information and return what is requested. Please ask your child from time to time if something was sent home, in case he or she forgets to tell you.

Field Trips: Field trips are an important part of instruction and for enjoyment. Field trips are considered any activity off school grounds and/or outside of school hours. Written permission slips will be sent home in a timely manner for you to grant your child permission to attend. Students not receiving written permission are not allowed to attend the field trip.

Chaperones are also needed and will be arranged by the teacher. Normally, a minimum of one adult is required for each ten children.

Drivers will also be needed on occasion and should be arranged by the teacher. All drivers must fill out a Volunteer Driver information sheet which the teacher will give to you.

Lunch: If a field trip is during the school lunch period each student will have the chance to sign up for a school bag lunch as part of the permission slip. The lunch will be deducted from the student's lunch account in place of a hot lunch. Other arrangements by the teacher may also be presented for a lunch outing, but all students/families have the right to sign up for a school bag lunch.

Overnight field trips required a lot of additional work and permission. It is likely that very few, if any overnight field trips will be approved. All repeat overnight field trip must be approved by the principal. All new field trips must be approved by the principal/pastor/school committee.

Fire Drills: Fire drills are held throughout the school year. Fire exit notices are posted in all classrooms. Parents visiting the school should look on or near the classroom door for fire exit instructions.

Food Services

Hot Lunch: A hot meal is served every day in the Social Hall. The school participates in the free and reduced hot lunch program and receives subsidies from the Department of Public Instruction through that program. **Free or reduced lunches** are available to children in qualifying families. Applications are available at the school office and are also sent home to all families during the first week of school. One 1/2 pint of milk is included with hot lunch. Additional servings can be purchased.

Milk: Milk is available to all students at lunch. It is available for a small cost to those who do not take hot lunch, or those who want additional milk. The children in grades K-2 also have a milk break in the morning. There is a separate fee for milk break that can be paid by the year or by the semester.

Breakfast: The school now offers breakfast each morning in the classrooms. Breakfast typically consists of cereal, milk, juice, and/or fresh fruit. Students receiving free or reduced lunch qualify for free or reduced breakfast.

Fundraising: In order to avoid raising tuition to the point where it equals 40% of the school budget, Our Lady of the Lake Catholic School has many fundraisers. Most large parish fundraisers are for the direct benefit of the school. This includes bingo, the Holiday Bazaar, the Bay Days raffle, the Palm Sunday bake sale, the magazine sale, candy sales, and Hugo's pizza sale. Our school is one of the most successful fundraising schools in the diocese, and that helps keep tuition down. It is very important that every family participate in the fundraising activities of the school and parish. One important way to help is by working at bingo at the times you are scheduled. Bingo is every Tuesday evening starting at 7:00 p.m. Most families are scheduled to work at bingo two or three times a year. This help is greatly needed.

Grievance Procedure/Resolution of Difference: It is expected that the complainant and the school principal will try to resolve a grievance through informal discussion. If no resolution can be found, the complainant must put their grievance in writing and present it to the principal. The follow step will be taken:

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

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

Harassment Policy: All students of the parish Catholic Schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment. Thus, the purpose of this policy is to provide, as far as possible, a safe, pleasant, nondiscriminatory, and humane atmosphere for learning.

This policy applies to the conduct of all pupils of the school while at school, on any school premises, or while under the supervision of a school authority, or for conduct while not at school, but at some event which is a school sponsored event. For purposes of this policy, a “school sponsored activity” shall include, but not be limited to, school field trips, athletic contests, musical, artistic and intellectual events wherein the school is a participant, no matter where those trips, contests or events are held, including the period of transportation to and from those trips, contests and events, and the transportation to and from school.

Definition of Student Harassment: Any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. “Unwelcome verbal or physical contact” includes, but is not limited to, “the deliberate, repeated making of unsolicited gesture or comments, or the deliberate, repeated display of offensive or sexually graphic materials which is not necessary for school purposes.”

Complaint Procedure: Any student who believes that he or she is being harassed, including sexually, shall report immediately such information to the school principal. The school principal shall report immediately such information to the pastor and Diocesan Superintendent of Schools. Any information reported shall be treated as confidential. All claims of harassment shall be promptly and thoroughly investigated by the school principal after consultation with the Diocesan Superintendent of Schools.

If warranted, any student who engages in harassment, including sexual harassment, shall be subject to appropriate corrective action, including discipline.

Health Care: The health, safety, and well-being of students and staff are always the primary concern of the school. When children become ill at school, a health room is provided for them to rest. If it is apparent they cannot return to classes. The parent will be notified and asked to pick up the child. In the event of accidents, especially if it seems that a doctor should see the child, we also try to contact parents. If necessary, in an emergency, children may be taken to the clinic or emergency room by ambulance, although it is better if parents can handle this themselves. This school shall cooperate with local health officials in complying with state and local regulations regarding physical examinations and immunizations.

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

Medications can be administered by school office personnel (school secretary and principal) with written guidelines from a parent or doctor, **See Medication Permission Slip.**

Parents will be called for other health needs of their child.

Home and School Association: All school parents and teachers are members of the Home and School Association. From time to time Home and School hosts dinners and informational programs. Home and School also conducts some activities/fundraisers. Each year Home and School also hosts a Teacher Appreciation lunch and has in the past hosted other lunches for teacher in-service days.

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

Items Brought to School: Students are asked to remember that the safety of everyone at school is tremendously important. Therefore, we cannot have items brought to school that may threaten anyone's safety. Knives of any kind, pins, needles, fire crackers, smoke bombs, any aerosol spray, or any other chemicals, and water guns are prohibited.

These items will be confiscated immediately, and if used to do harm, may result in expulsion. Likewise cigarettes, alcohol, or drugs, will be confiscated and are likely to result in suspension or expulsion.

Sports equipment brought to school should be labeled with the student's name. Improper use of this equipment, particularly use that may threaten or harm another, will result in its confiscation. Roller blades, scooters, bikes, and skateboards may not be used on the playground. They should be stored in a locker, or in the school office, until after school.

Gum is not allowed in any of the buildings.

CD Players, MP3s, or any other Electronic Devices, and Cards of All Kinds are NOT allowed at school, including before and after school and on the playground. If any of the said items are brought to school and seen by a member of the staff, it will be confiscated by the staff member and returned to the parents from the principal upon the parent's request.

Cell Phones: We recognize that for many parents it is a convenience for their child to have a cell phone in school. Many children are asked to call home when they need to be picked up from after school activities. Cell phones should **NOT** be left on during school hours and should not be used during the instructional day. If they are seen or used, they will also be confiscated.

Internet and Other Technology Safety

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

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

General Guidelines:

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

Please see page 25 for the Internet agreement signature form.

Kindergarten: The State of Wisconsin requires that a child be at least five years old by September 1 of the year he or she starts kindergarten. Our Lady of the Lake School provides DIAL-R Kindergarten Screening in the early spring of each year. The screening is designed to give parents more understanding of their child's readiness to enter kindergarten in the fall. The school staff strongly recommends that children with late spring and summer birthdays wait until the following year to begin kindergarten. This allows them to be more fully prepared socially, academically, and developmentally for kindergarten and gives them a much greater chance of success and enjoyment throughout their school careers.

There is a kindergarten open house in the spring of the year. Registration materials are available at that time. Prior to starting kindergarten a physical examination form, immunization record, and dental form are required. An eye exam is recommended. A tuition contract and family card need to be completed in the school office to enroll your child. Kindergarten operates all day during every regular school day.

Latchkey: Our Lady of the Lake Catholic School offers morning latchkey beginning at 7:30 a.m. After school latchkey is also available until 5:00 p.m. There is a separate hourly fee for latchkey, except for preschool students. For preschool students, morning and afternoon latchkey services are billed with the preschool fees.

Leaving School Grounds: Students are not permitted to leave the school grounds before, during, or after school. Students are specifically prohibited from going to Burger King or Holiday. The office must be notified in advance of any student that will be leaving for an appointment.

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

Library: The school library is located on the second floor of the elementary building. Each class has library time and library skills, including locating books, and research, are taught by the school Media Specialist. Educational programs are occasionally viewed in the library. The library has a growing video collection for classroom use.

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

Lost and Found: Items found on the playground, and throughout the school, are put on the small couch outside of the school office. This is usually full of items. Students and parents are encouraged to check here regularly. At the end of the year, all remaining lost and found items will be donated to charity.

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

On days when there are funerals going on in church during the lunch hour, the students will be expected to be as quiet as possible out of respect for the family. Also, the following rules always apply to the lunchroom:

- No running
- Students should remove jackets, coats, hats, etc.
- Students should stay seated until dismissed
- Speak quietly
- No throwing food, paper, or anything else
- Do not take food out of the lunchroom unless specifically permitted
- Use good table manners
- Pick up after yourself when you are dismissed and push in your chair.
- Students are asked to scrape off their trays and not to bang them on the garbage containers.

It is important for students to remember that the teacher supervising the lunchroom has the responsibility for maintaining order and for making sure lunchroom rules are being followed. Whether a teacher is the student's classroom teacher or not, that teacher has the authority to discipline any student under his or her supervision in the lunchroom. It is in the lunchroom that students most often forget that they are to treat every teacher with respect.

Medication Permission Slips: If your child is to take any kind of medication during the day, including over-the-counter medications, please complete a medication permission slip giving the school staff authorization to administer the medicine. These slips are available in the school office and need to include the type of medicine, times it is to be administered, and dosage. Any special instructions should also be included.

Music: Music fundamentals are taught twice each week. As an application of the fundamentals, students learn songs for the weekly liturgies, as well as for the semi-annual programs. Beginning in second grade, students are introduced to the piano in class. Individual piano lessons are also available. Piano instruction continues in third grade. In fourth grade, students can begin individual instruction in various musical instruments. The school has a combined 5th through 8th grade band. There is also a choir for grades 5 - 8. Participation in band is optional and participation in choir is optional for grades 6-8.

Musical programs are put on for Veteran's Day, Christmas, and in the spring.

Newsletters: Monthly newsletters go home during the week containing the last school day of the month. The newsletter will have information about upcoming school events. A monthly calendar and the hot lunch menu for the month will be attached.

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

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

Permission Slips: For each field trip there is a permission slip that is sent home. These slips will tell the parent(s) of the date and time of the field trip, the destination, and the purpose of the field trip. The slip will also say whether or not there is any cost for the trip. These slips should be signed and returned, with any necessary payment, as soon as possible.

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

Preschool: The philosophy of Our Lady of the Lake Preschool is to provide a warm, caring environment in which children can develop an understanding of Jesus and the love of God. We create an atmosphere of joy and love which provides each child with a sense of belonging. In order to help children develop positive self-esteem, we encourage sharing and cooperation. Our goal is to help each child learn to appreciate and respect the rights of other children and adults. Along with plenty of playtime, the children learn some simple prayers and songs. In a playful atmosphere they are introduced to early reading and math skills. In preschool the children are also introduced to some basic school rules about politeness, cooperation and respect.

The preschool program is for children 3 years old to 5 years old. The preschool opens for morning latchkey at 7:30 a.m. The regular school day begins at 8:30 a.m. The preschool is open every day of school. Preschool ends for the day at the same time as the other grades, about 3:08 p.m. There is after school latchkey available.

The preschool charges a separate fee unrelated to the rest of the school tuition. This fee is about the same as other local daycares or preschool programs. Hot lunch is included in the preschool fees. Families are encouraged to sign up to bring snacks a few times a month.

Preschool is available full days or half days, and is available every day, three days a week (M-W-F) or two days a week (T-TH).

Physical Education: All grades participate in physical education. The emphasis is on physical fitness and on learning skills that make fitness fun, now and later in life. In the earlier grades effort is made to build skills that will help children with overall coordination and balance. In order for your child to sit out, the teacher must be presented with a written doctor's notice indicating reason for and length of time. The teacher has the right to require a different assignment to be completed in place of participation. All students must have a pair of shoes to be worn only for gym. (Indoors)

Playground Behavior: At Our Lady of the Lake Catholic School we believe that students must respect each other, and treat each other with kindness, even on the playing field. Recess is a time for children to release energy and share fun with friends. It is not the place to "win at all costs." We hope to instill in the children a sense that when they all play together, and they all share, they can all have fun. These rules are made so everyone can have fun and be safe:

- Just as everywhere else, there is no hitting, fighting, or any other physical violence.
- No teasing, or name-calling; this can often hurt worse and usually leads to fighting.
- Students are not allowed to go behind the Title I building or into the streets.
- Students are not allowed to go off of school property.
- Students are not to go back into the building without first asking permission.
- There is NO woodchip or snowball throwing or pushing on the snow.
- Tackling is not allowed.
- Students may not have food on the playground unless specifically permitted that day.
- No running/walking up slides or climbing on top of equipment.
- Normal sliding on the slides only. No face forward or on tummy.
- One student at a time on the slide.
- No riding on top of the "carriage." (Pre-4)
- Gr. 5-8 not allowed on the "carriage".
- There should be no "gladiator" or dangerous acrobatics on the monkey bars.
- Students can only be on the tri-level bar if they can reach it from the ground.
- No playing tag on the jungle gym.
- Only regular swinging on the swings is allowed.
- Only sitting on the benches on the picnic table - no climbing or moving the table.
- Discipline to offenders will happen immediately with a time out on the black top from the teacher in charge.

Snow banks: If snow banks have water or mud around them, then they are off limits. Sliding is not allowed on the east end of the playground (by Excel Energy) or under the basketball hoops.

Safe and Sacred Environment: All students must attend at least one (1) hour safe environment training session each year and one that is age appropriate. In addition, students should have opportunities to practice skills throughout the year. Parents must give their written permission for their child to attend these classroom lessons. A record of student training and attendance will be recorded by the office for submitting to the Diocese. Parents choosing to opt their child out of this training will receive a copy of *Diocese of Superior Creating Safe and Sacred Place for Children and Youth: Parent Resource Guide* to help educate them and to cover safe environment issues with their own children.

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

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

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

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

Sacramental Preparation: Parish programs in preparation for the sacrament of Holy Eucharist and Reconciliation are included in grade two. Children of other denominations are excused from sacramental preparation.

Liturgies: An important part of religious education is the celebration of the Eucharist together. Every week there is an all-school liturgy on Wednesdays at 9:00 a.m. It is occasionally necessary to change this schedule due to vacation days, Holy days, or the priest's schedule. Any change is usually noted in the parish bulletin, and students are informed at school in advance.

Grades take turns preparing liturgies and participating by lectoring, singing in the choir, and reading intentions. Kindergarten students attend liturgies from the beginning of the year, but do not take turns preparing the liturgy. They do occasionally help the first grade by singing in the choir. Each grade will have Mass buddies that sit with them during church (K and 6th, 1st and 5th).

Students are to dress appropriately for Mass (Sunday best – No jeans for boys or girls). Students should wear dress pants and dress shirts or OLL sweatshirts or polo shirts. Parents will be called if their child is dressed inappropriately.

Parents and grandparents are invited and encouraged to attend the school liturgies. Songbooks will be provided and we stress participation by the student and all those in the congregation as we teach children about Mass.

The school will also celebrate a number of Sunday Masses throughout the school year. Those dates will be given out to students and families in advance.

Holy Days of Obligation: School will be in session for most Holy Days of Obligation. These feasts may be properly commemorated by scheduling an appropriate liturgy for the school children on these days.

The Family's Role: The most important part of our religion curriculum involves the family. It is the example of the family that will establish the life-long attitudes and practices of each child. Each family is encouraged to go to church each weekend. If the family does not go to church on the weekend, this will be seen as unimportant to the child later in life. While attendance at our Catholic school is an important step on the road of each child's faith journey, it should not be their only faith experience. If you don't show your children that faith is important to you it will be very hard for us to convince your child that faith should be important to them.

Family Life and Human Sexuality: As set for by the National Conference of Catholic Bishops in *To Teach as Jesus Did*, students are taught about family life and are offered a guided, consistent, faith-filled approach to human sexuality, as informed by Christian faith. This is a life-long goal, but intermediate goals of a Christian study of human sexuality include:

- Students will learn an appreciation of their own uniqueness, goodness, and physical and psychological development.
- Students will learn to appreciate and respect the purpose of Christian marriage, the role played by sexuality, the importance of healthy relationships with others, and to respect the dignity of other persons.
- Parents are invited to review the books used and to consult with the teachers at anytime.

Report Cards: The first report card for the year will be discussed at the parent/teacher conference. All other report cards will be sent home with the student. Parents, please watch for the end of the quarter of the school calendar, and ask to see your child's report card. Report cards are to be signed and returned to school as soon as possible.

Respect of Property: Related to respect for persons is respect for property. We expect everyone in the school family to respect the property of others. Students caught stealing, or deliberately destroying, or defacing the property of others will be expected to replace or repair such property. Students are expected to remember that this includes school property. Students want to attend school in a well-maintained facility. It is therefore important that they not do anything to damage the school property.

Retention: As partners in the educational process, parents need to be kept actively informed of the progress their children are making. Their efforts at home can be increased by knowledge of what is happening at school. This will be done by quarterly report cards, progress reports, and informal conversations. At the end of each school year, teachers shall make a recommendation on the retention or promotion of a student from one grade to the next. Retention is only to be considered

after all other options have been explored. Reasons for retention might include readiness, maturity, and academic reasons. Academic reasons should never be the sole reason for a recommendation to be retained. Parents have the right to refuse the teacher/school's recommendation for retention.

All documentation and communication regarding a recommendation to retain, agreement of or disagreement of by parents must be in writing and should be kept in the student cumulative file. (5502R)

Schedule: The first bell rings at **8:10 a.m.** for grades K-8 at which time they will be escorted into the building. At 8:20 a.m. the second bell rings at which students should be in their classroom ready to start their day. Students should not arrive at school until 7:50 at which time supervision is available on the playground for the elementary and junior high students. All students must be dropped off at the North Entrance.

School is dismissed at **3:10 p.m.** Students must have a written note from a parent/guardian if their normal routine is to change. Students remaining after the last bus has left are sent to the office to wait for their ride or will be sent to Latchkey, if they are not with a teacher working on some extracurricular activity. Students will not be allowed across the parking lot to get to a parent waiting in a car. The parent must come and get the students.

School Pictures: Pictures are taken in the fall and pictures are usually back well before Christmas. Parents and students will be notified about school pictures about ten days in advance. An envelope will be sent home explaining the various packages available. Picture money should be returned to school in that envelope. Each child should have his or her own picture envelope.

Sports: We have a basketball program for grades 3 through 8. Some of our students also play on local traveling teams. We also have a relatively new, but very successful, volleyball program for the 6th through 8th grade girls. The girls compete in both area matches and tournaments.

All participants in parish or school sponsored sporting activities must submit a Parent / Legal Guardian Permission Slip and Indemnity Agreement signed by their parents / legal guardian before they can participate in any sporting activity. No person shall be allowed to participate unless a signed form is on file with the school office for the current year.

- We have a Booster Club made up of parents who support our athletic program. The Booster Club has been responsible for such improvement to the gym as: wall padding, painting the gym, having volleyball standards installed, and putting in a new sign with the OLL Bruins logo. The Booster Club usually meets on the 2nd Wednesday of each month at 6:30 p.m. in the Pastoral Center meeting room.

Student Participation in Sports: Student participation in sports here at Our Lady of the Lake is conditioned upon the maintenance of an acceptable grade point average. While each student is encouraged to participate on our athletic teams, our greater commitment is to the academic success of each student. Therefore, it is required that students maintain a C average in order to participate on one of our athletic teams. Sports practices and games can take up a great deal of a student's time. For those who are struggling academically, this time should be spent on their studies.

Student Insurance: Student insurance, (accident and dental) is available for families who want this. Parents pay a minimal premium for coverage during the school year, or year-round. Forms for this coverage are sent home during the first week of school. If a covered student is injured in an accident, please notify the school and a claim form will be provided.

Student Records: Student Cumulative Records are kept in the school office. Cumulative records are considered the property of the school. Their purpose is to provide a general history of student placement, progress, medical fitness, and special needs. Upon transfer or graduation of a student, records will be transferred directly to the new school. Records shall not be released to the custody of a parent for transfer.

Support-A-Student: Tuition Assistance is awarded each year to families that sign up for Support-A-Student (SAS). SAS money will only be paid out once the families' share of tuition has been paid. SAS does not go towards hot lunch. SAS money remains available as long as the family is making "Good Faith" payments towards their tuition bill.

Supply Lists: At the end of each school year, a list of supplies needed for the following year is sent home with students. This list is also provided by Wal-Mart.

Suspension and Expulsion: The reasons justifying expulsion from a Catholic school should be as serious as they are rare. Even when such reasons exist, other avenues will be explored before a decision to expel is reached. There are two general situations which may lead to expulsion:

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

In most instances, an out-of-school suspension will precede an expulsion, but there may be behavior which is so serious and so detrimental to the safety of others that an immediate expulsion is necessary.

In most instances, the principal will communicate with the parent(s) by telephone or in writing when it becomes apparent that there is a serious, ongoing problem. The principal will attempt to meet with the parent(s) prior to a suspension or expulsion. This meeting is contingent upon the parent's cooperation, and the parent's refusal, or avoidance, of such a meeting will not prevent disciplinary action from proceeding.

The principal makes the final decision to suspend or expel a student and will communicate that decision in writing through the mail. The principal will notify the pastor and the diocesan superintendent of schools of a decision to expel. The principal will also notify the public school superintendent of the student's expulsion so the school district administrator knows to expect the enrollment of that student, and knows to follow-up any truancy issues.

Teacher in Charge / Absence of Principal: The principal is required to attend meetings and events that will take him away from the office. Meetings/events held in the building, the principal will be a radio, intercom, phone call away. The principal shall designate a person to be in-charge in his absence when attending meetings/events that are held off ground. The principal is always available by phone.

Telephone Usage: Cell phones are not allowed to be used during school hours. If needed, students may come to the office to use their cell phone or make a telephone call. Telephone calls should have an educational purpose and be quick in nature.

Testing: Our Lady of the Lake participates in a standardized testing program as directed by the Diocese of Superior. This program consists primarily of administering the Iowa Tests of Basics Skills and Cognitive Abilities Tests to students at various grade levels. The specific grade levels tested varies from time to time based on Diocesan requirements. The testing program helps monitor the performance of our curriculum, and assists in modifying instruction as appropriate for individual students. Parents receive test results which explain how their child performed on the test in comparison to their grade peers.

Title I & Speech Services: Title I reading services are available to a limited number of students in the lowest grades. Services are provided by a public school district Title I teacher in a separate building located right next to our playground. Speech services are also available for our students as young as preschool.

Tornado Drills: Once a year the school has a tornado drill as part of the statewide drill. Students are instructed what to do during this drill and many classes practice prior to this drill.

Tuition: The school committee sets the tuition for each subsequent school year. Tuition tends to increase by about \$50 per student per year to keep pace with rising expenses. Each year there is a minimum tuition set for Catholic students and non-Catholic students. There is a difference in the tuition for Catholic and non-Catholic students due to the fact that Our Lady of the Lake Parish covers the remaining cost to educate each child. The tuition for Catholic children is therefore lower based on the presumption that Catholic families contribute to the parish in other ways as well as through tuition.

Our Lady of the Lake expects that each family will pay their tuition in a timely manner. Great effort and faith is entrusted to every family in order to help them pay their tuition; monthly payment stubs, invoices, phone calls, and other reminders. We understand that full monthly payments might not be possible for all families at all times during the year. However we expect families to make "Good Faith" payments of what they can each month. Currently families are only allowed to carry over two (2) previous years back tuition in addition with the current year.

Families who are not able to make payments are asked to meet with the principal/pastor immediately. Accounts where no payment is received and/or no meeting with the principal/pastor was held – will not be allowed to register for the next year. Upon graduation, accounts with tuition debt will be required to continue making monthly payments until the debt is gone. Accounts that make no payments will be notified of our intent, given opportunity to respond and sent to collections if not efforts are made.

Visitors: Visitors to our buildings are asked to stop by the Elementary School Office and register. The school office will make contact with the teacher/classroom you are visiting.

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

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

Staff

Fr. Henry Willenborg, OFM	Pastor	Fr. Paul Par'e, OFM	Associate Pastor
Mr. Dan Bell	Principal	Mrs. Sara Bichanich	Secretary
Mrs. Amanda Westlund	Preschool	Mrs. JoAnne Schmidt	Preschool aide
Ms. Kerrey Smith	Kindergarten	Ms. Tresa Betzold	Music and Phy. Ed.
Mrs. Sheila Urling	Grade 1	Mrs. Nancy Grymala	Cook
Mrs. Sue Newago	Grade 2	Mr. John Bitzer	Head of Maintenance
Mrs. Diane Punjak	Grade 3	Mrs. Bernadette Bietka	Maintenance
Mrs. Sarah Worrall	Grade 4	Mrs. Robyn Lulich	Fundraising
Mrs. Janna Levings	Grade 5	Mrs. Barb Whiteaker	Bookkeeping
Mrs. Wendy Shields	Junior High	Ms. Valerie Gurske	Library & Computer
Mrs. Nancy Marita	Junior High	Ms. Sherry Pezderic	Kitchen Aide
Mrs. Betty Swiston	Junior High		

Contact Information:

Our Lady of the Lake Catholic School
 215 Lake Shore Drive E.
 Ashland, WI 54806

Phone: (715) 682-7622

Fax: (715) 682-7626

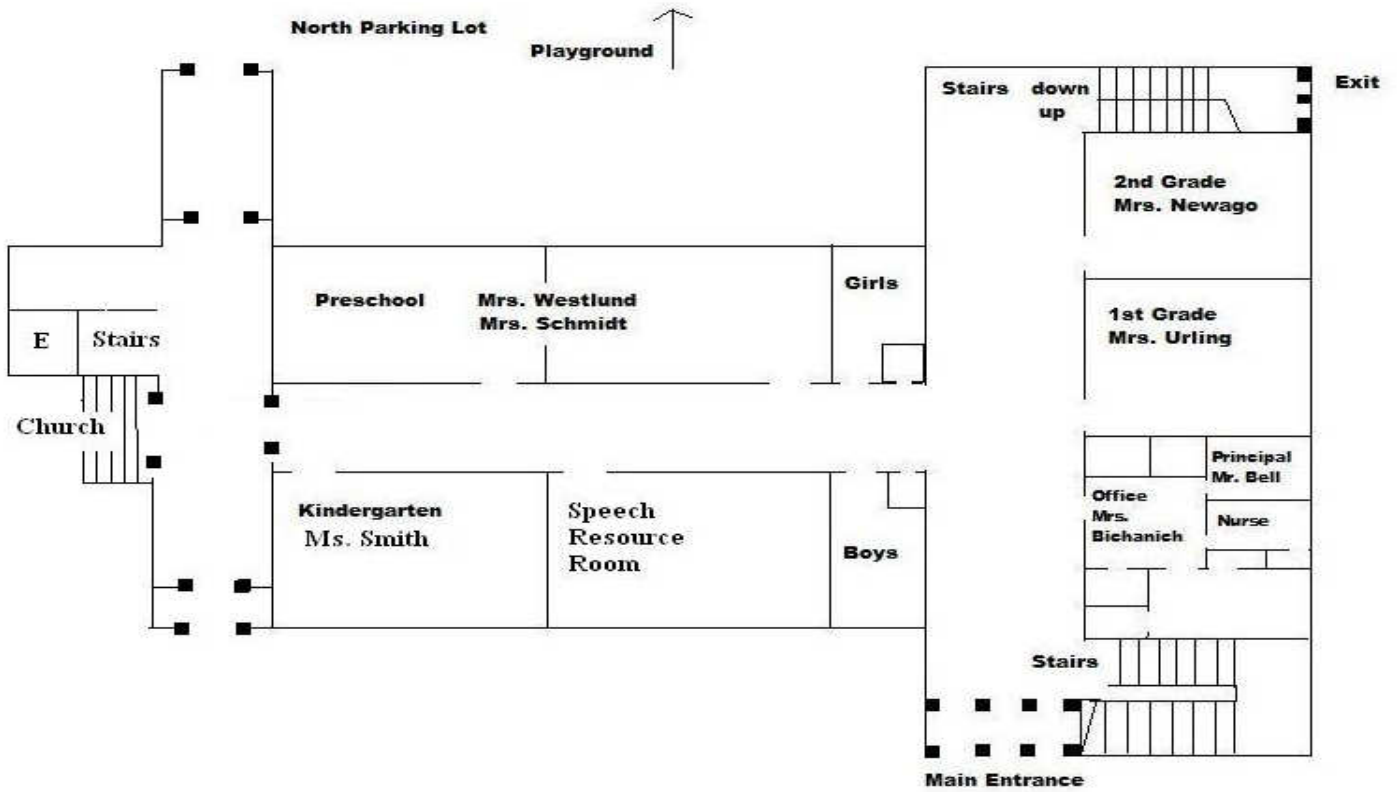
Web Site: www.ourladycs.org

2009-2010 School Calendar

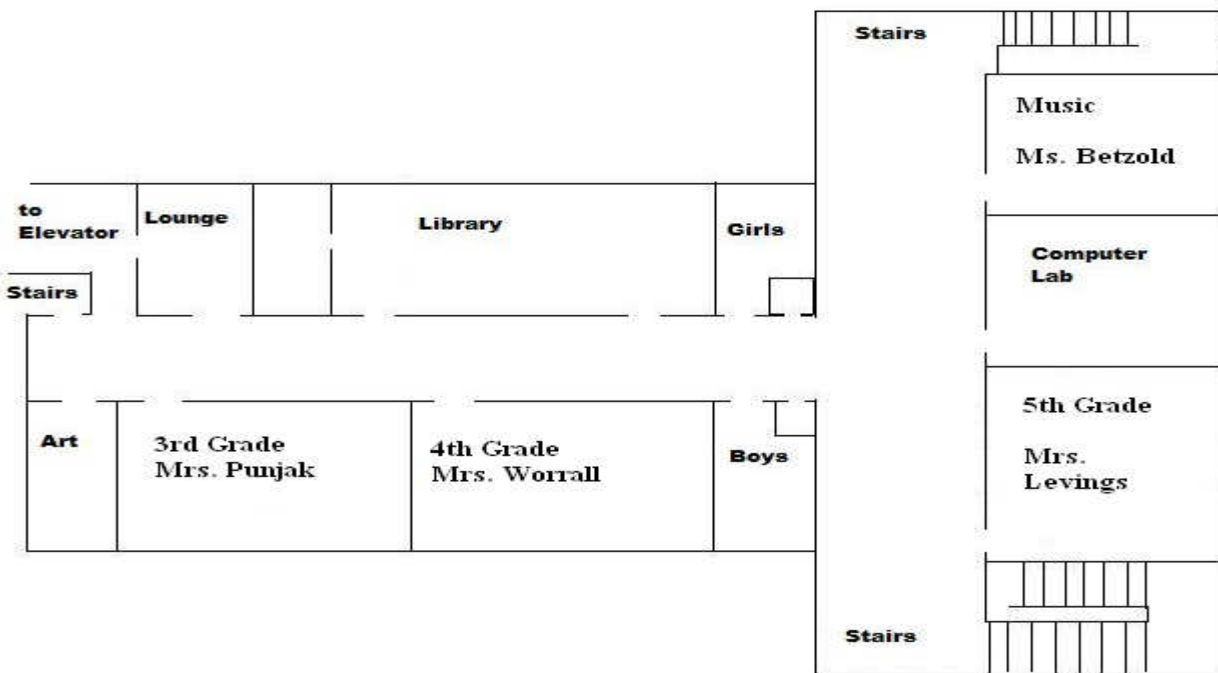
August	26 & 27	Teacher Inservice
September	1	Students Report Back to School
September	7	Labor Day – No School
October	7	No School for Students - Diocesan Inservice
November	3	End of 1 st Quarter
	4	Early Release at 12:00
	23-27	Thanksgiving Vacation
December	23	Christmas Vacation Begins
January	4	School Resumes
	21	End of 2 nd Quarter End of 1 st Semester
	22	No School – students
February	15	Holiday Break (weather make-up day)
	22	Early Release at 12:00
March	12	No School
	29	Early Release at 12:00 End of 3 rd Quarter
April	2	Good Friday – No School
	5	Easter Monday – No School
	6 – 7	No School – NCEA Convention
	8	School Resumes
May	31	No School – Memorial Day
June	4	Early Release at 12:00 Last Day of School End of 4 th Quarter
		End of 2 nd Semester

School Maps

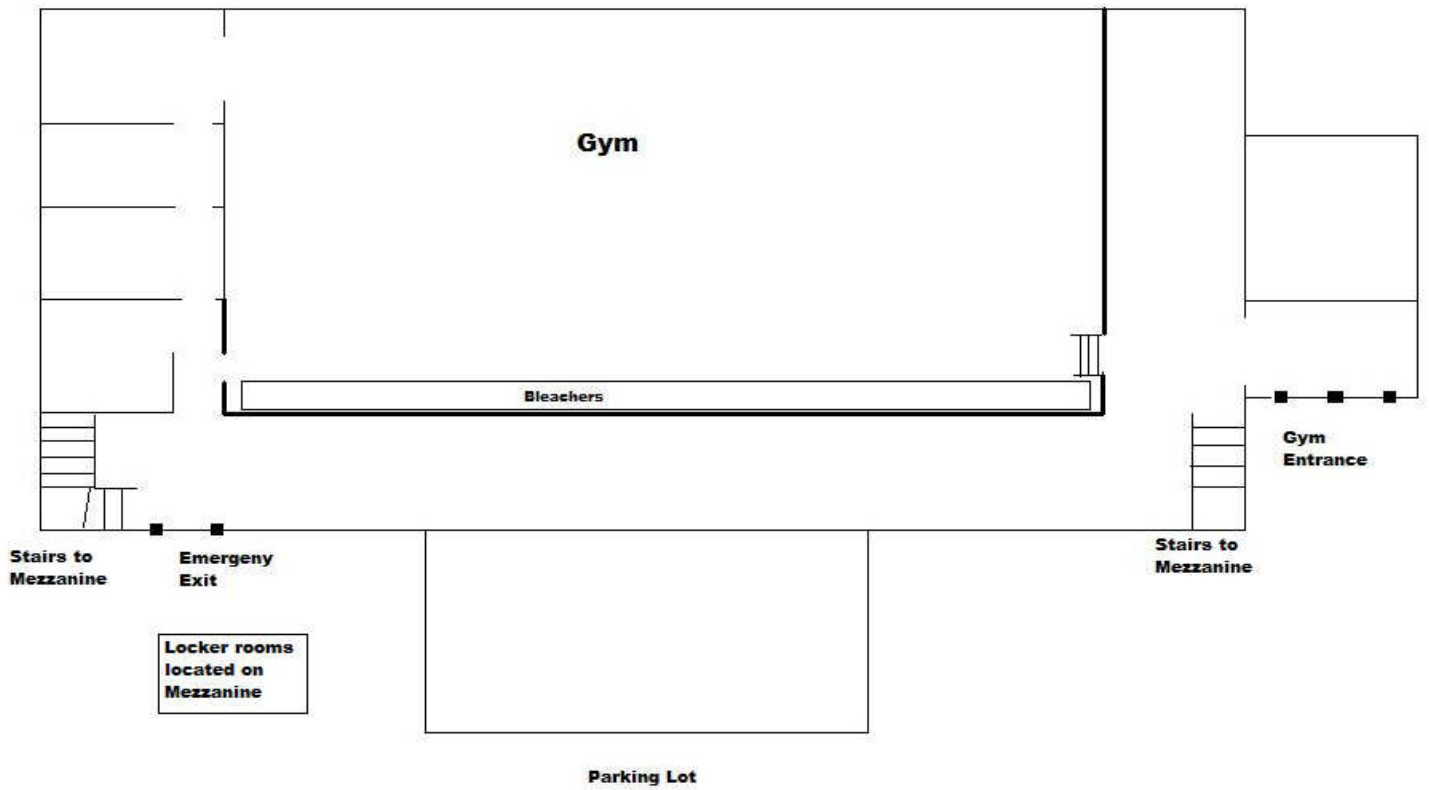
Elementary First Floor



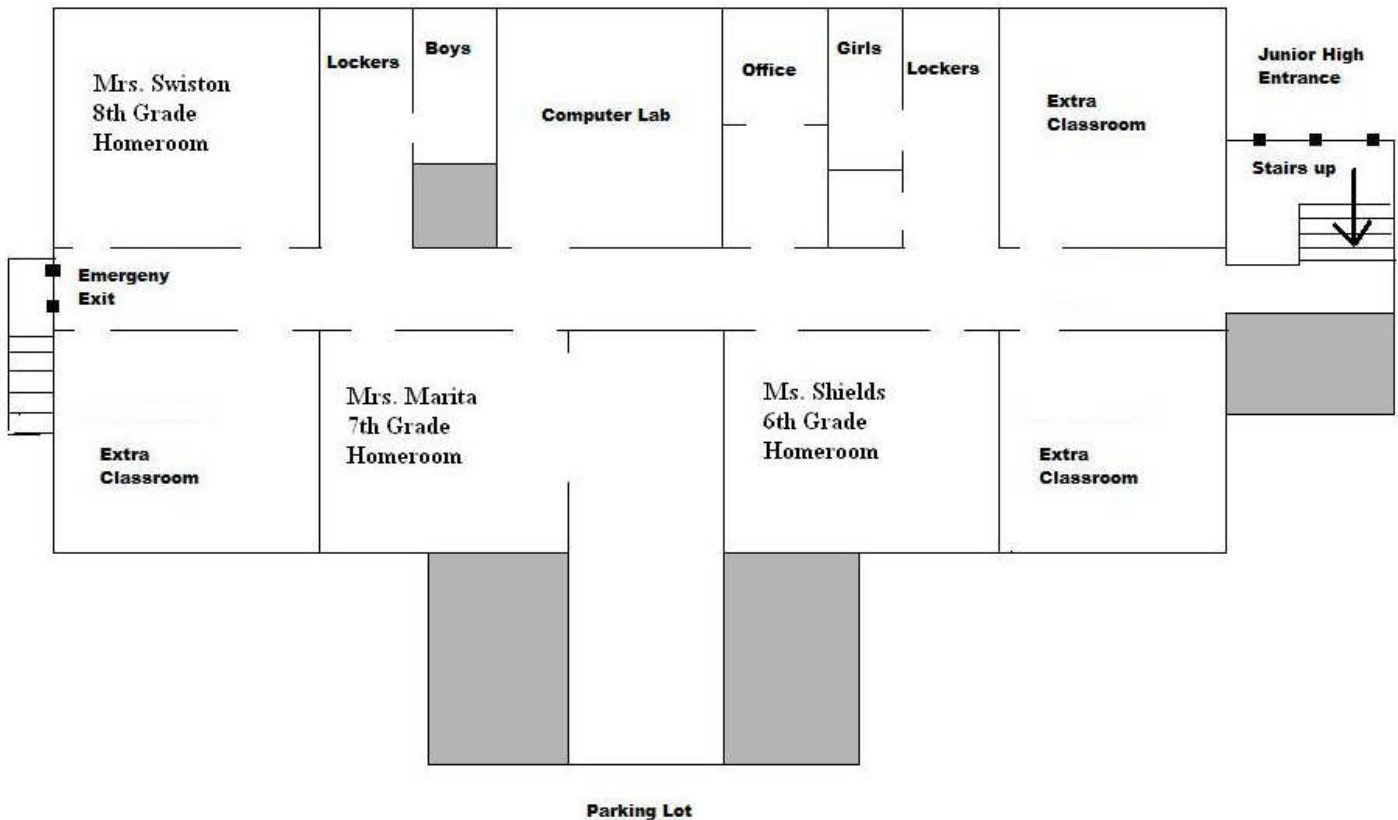
Second Floor



Junior High Building – Gym

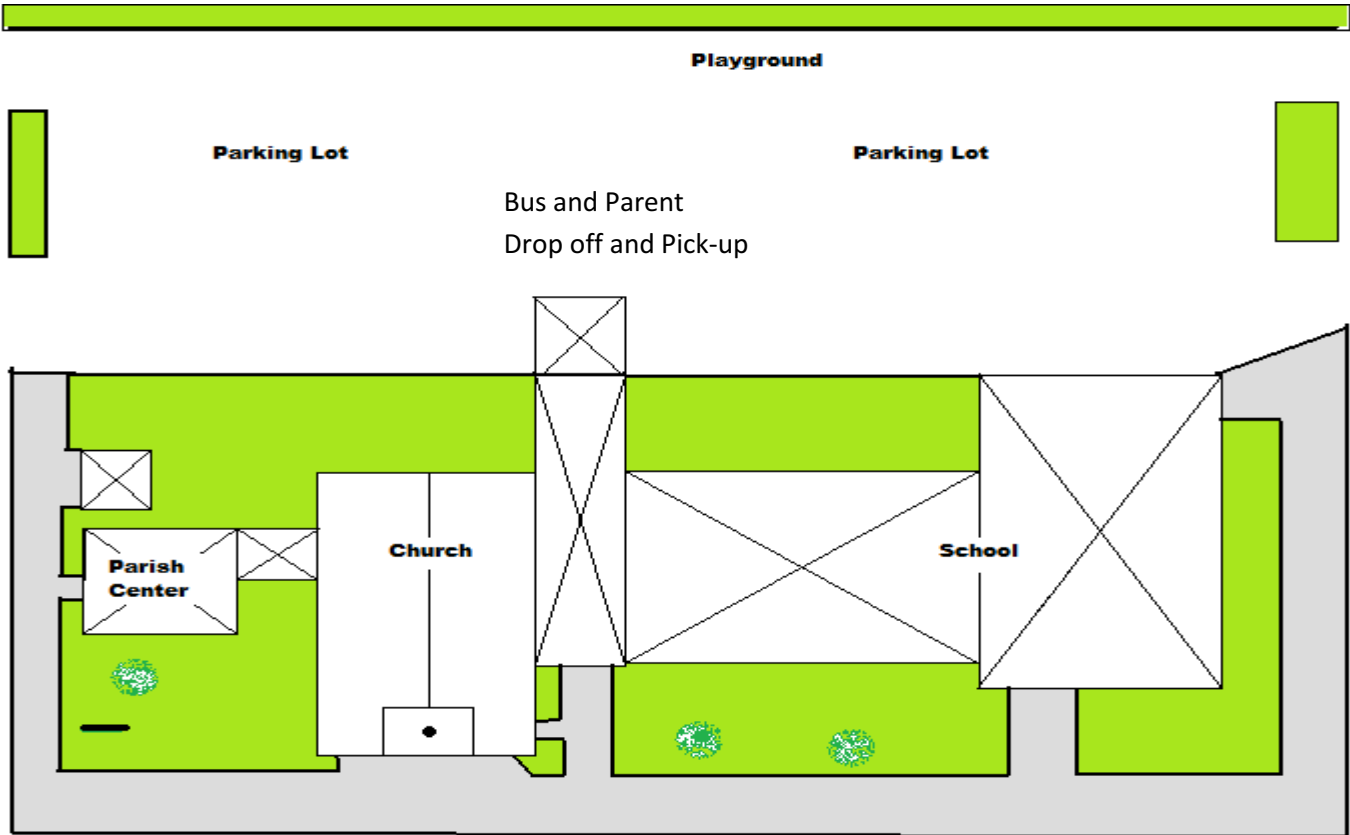


Second Floor

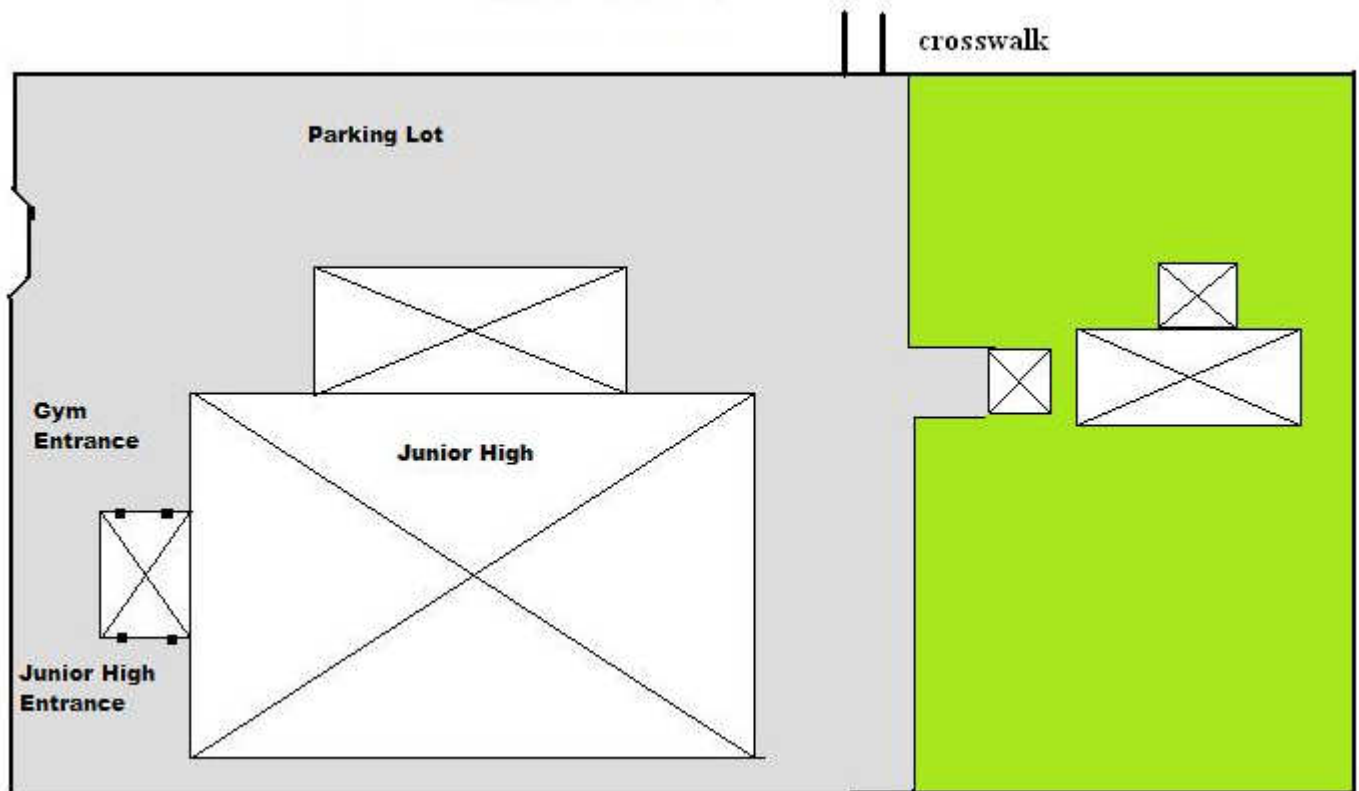


Parish Grounds

maps not to scale



**Preschool Drop off and Pick up
use School Main Entrance**



Please read, sign, and
return to school the next
2 sheets
with your child.

Acknowledgment of Receipt

- This form only indicates that you have received the Parent/Student Handbook for the 2009-2010 school year. Your signature does not mean that you agree with everything here.

INTERNET TERMS AND CONDITIONS

- This form indicates that you and your child understand the use of and rules regarding Internet use at Our Lady of the Lake Catholic School and agrees to abide by these rules.

Acknowledgment of Receipt

Dear Parent(s)/Guardian(s),

Please return this page to your child's homeroom teacher the first week of school. The school needs a signed document from each parent stating that they received a handbook from Our Lady of the Lake School.

Be sure to review this handbook with your child.

"I have received the
Our Lady of the Lake
Handbook for Parents and Students
for 2009-2010"

Parent Signature: _____

Student Name: _____

Date: _____

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

INTERNET TERMS AND CONDITIONS

I agree to the following terms:

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

Student Name Printed

Student Signature

Parent/Guardian Signature

Parent/Guardian Signature

Date

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