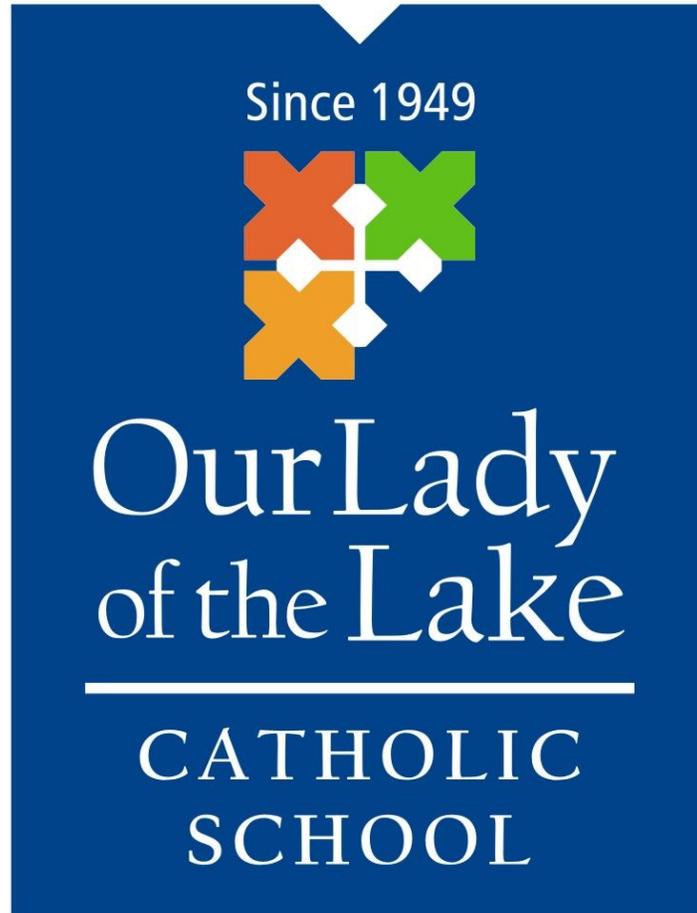


Our Lady of the Lake Parish School Family Handbook



HEARTS + MINDS + SPIRITS

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www.ollseattle.org

Welcome

Dear Parents/Guardians and Students:

The following pages help communicate how we can work together to have a school environment that is safe, organized and respectful. The Family Handbook is prepared for your use, to help answer questions you will have throughout the year. Please read it carefully now, and refer to it as needed. It is expected that each person will make a sincere effort to comply with the School's regulations, and that each family will support the Catholic nature of the School.

Statements made herein reflect Archdiocesan as well as Our Lady of the Lake Parish School policy. This handbook should be considered as part of the family responsibilities at the School. The Family Handbook may be amended at any time by the School Commission and/or Principal. Changes to the Family Handbook will be communicated to families via the school's Wednesday letter.

Neither all situations are described nor every question answered. The school administrators are available to answer questions and are eager to cooperate with you in any way possible. Please feel free to contact the Principal with any questions/comments you have about the Family Handbook. You may access the handbook on-line at the school web site – www.ollseattle.org.

Thank you for all you do for your children.

Daniel P. Mullen
Principal
Our Lady of the Lake Parish School

Our Lady of the Lake Parish School Mission Statement

The mission of Our Lady of the Lake Parish School is to uphold the tradition of excellence in Catholic education by forming minds of children through exemplary academic preparation, developing spirits immersed in the Catholic faith and nurturing hearts through service and prayer.

Philosophy

Together with Parent/Guardian, we build on the individual talents and needs of each child. Our Lady of the Lake Parish School:

- Offers a strong basic education
- Promotes lifetime learning
- Is value-based in Catholic beliefs
- Ensures an atmosphere that fosters individual potential, self-sufficiency, and self-esteem
- Provides the atmosphere that fosters the development of social skills and inclusivity
- Encourages independence

Non-Discrimination Statement

Our Lady of the Lake Parish School admits students of any sex, race, color, national and ethnic origin and provides all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origins in its administration, educational policies, scholarship, athletic or any other school-administered program.

School Accreditation

The Western Association of Schools and Colleges and Western Catholic Educational Association accredit Our Lady of the Lake Parish School.

As an elementary school fully accredited by the State of Washington and the Superintendent of Public Instruction, Our Lady of the Lake Parish School follows all of the rules and regulations governing approval of private schools as required by Washington State Law: (RCW 28A, 02.201 and RCW 28A, 04.120 (4) and WAC 180-90-110 to 160). Our Lady of the Lake Parish School is a member of the National Catholic Education Association (NCEA), the Washington Federation of Independent Schools (WSFIS) and the Association for Supervision, Curriculum and Development.

Learning Expectations

Students of Our Lady of the Lake Parish School will have:

Active Minds that:

- Demonstrate mastery knowledge of academic subjects and learning objectives defined by Archdiocesan and State Curriculum Standards.
- Communicate effectively by listening actively, speaking clearly and writing concisely and correctly.
- Develop organizational and study skills, follow directions, and accomplish goals.
- Employ research skills, think critically, solve problems, and applies concepts to real life situations.
- Display intellectual curiosity.

Faith-Filled Spirits that:

- Model Catholic Christian values.
- Have awareness of Catholic doctrine and prayers.
- Show respect and care for all of God's creation.
- Demonstrate reverence for and participates in sacraments, liturgical celebrations and personal prayer.
- Act justly.

Compassionate Hearts that:

- Respect self and others' property, opinions, beliefs, rights, and cultures.
- Recognize needs of and participates in community service.
- Use interpersonal skills to promote a peaceful classroom, community, and world.
- Demonstrate compassion towards others by words and deeds.
- Choose to make a sacrifice to benefits others.

Our Lady of the Lake Parish School Admission Policy

A. POLICY.

Our Lady of the Lake Parish School is a ministry of Our Lady of the Lake Parish Church. The School exists primarily to provide an education to the children of OLL Parish families committed to their Catholic faith. Nevertheless, OLL welcomes families of all faiths and backgrounds to apply for admission to the School, and, in fact, has a student population that includes a significant number of non-Catholics. In addition, please know that any student admitted to OLL Parish School will have his or her spot secured through the 8th grade, subject to the requirements set forth in this Family Handbook.

B. CRITERIA AND PROCEDURE.

To be considered for admission, prospective families must complete OLL's Application for Admission, provide copies of all relevant school records (if any), and obtain recommendations from former teachers (if any), all as more particularly described in the Application itself. In addition, families interested in joining the School should contact the Principal to schedule an interview. The applying student will be expected to spend a school day with his or her potential class. Prospective students are then evaluated based upon their emotional, academic, and physical needs, together with the resources available to the School to meet those needs, in each case, as determined by OLL's Principal and Pastor. The school and parish leadership reserve the right to amend these criteria at any time throughout the admission process. If admitted, the student's continued enrollment is dependent upon his or her ability to maintain the academic and behavioral standards of the School. Admitted students are accepted on a conditional basis which ends at the conclusion of the first trimester.

1. **Application for Admission.** For those seeking admission at the start of the academic year (typically in September), Applications for Admission will be available on the first Monday of October of the preceding year at www.ollseattle.org. Our Lady of the Lake School has a rolling admission policy for grades 1-8. Pre-school, Pre-kindergarten and kindergarten Applications are due by mid-December. Applications must be accompanied by a non-refundable fee, the amount of which is set forth on the Application.
2. **Additional Information Regarding Admission to Preschool and Pre-Kindergarten.**
 - a. Students seeking admission to preschool must be 3 years old by August 31 of the applicable school year.
 - b. Students seeking admission to pre-kindergarten must be 4 years old by August 31 of the applicable school year.

- c. Students seeking admission to preschool and pre-kindergarten must be potty trained before the first day school.
 - d. **Please note that students enrolled in OLL's pre-kindergarten program are not guaranteed a spot in the following year's kindergarten class.**
3. **Additional Information Regarding Admission to Kindergarten.** Students entering kindergarten must be 5 years old by August 31 of the applicable school year. Please contact the School to obtain information on early admission to OLL's kindergarten program.
 4. **Additional Information Regarding Admission to Kindergarten through Eighth Grade.** Once a student is accepted into kindergarten through the 8th grade, and for as long as he or she remains in good standing, he or she will retain his or her eligibility for continued enrollment.

C. ADMISSION PRIORITIES

Considerations for admission into any grade:

- Current students enrolling for another year
- Siblings enrolled in the K-8 program
- Long-term commitment to the school
- [Parish membership in good standing](#)

Although active participation in OLL Parish is a consideration in the application process, we typically have room for and encourage participation of non-Catholic and/or out of parish families.

Frequently there are more applicants than openings in a particular grade. Applications for students not placed are held in a "wait pool" for the remainder of the school year. As openings become available, all students in the wait pool are considered again for admission in the current school year. Registration fees are refunded in the event we are unable to place your child in Our Lady of the Lake Parish School. The wait pool exists for one school year and does not carry over; applicants must reapply each year if they wish to be considered for future grades.

Pre-School / Pre-Kindergarten. Applications for admission to pre-school and pre-kindergarten will be considered in the following order:

1. Students of families who are registered, supporting and active parishioners of Our Lady of the Lake Parish;
2. Students of families who have children enrolled in the School, Catholic or non-Catholic;
3. Students of families who are registered at Our Lady of the Lake Parish;
4. Students of families who are registered in other Catholic parishes; and
5. Students of non-Catholic families.

Kindergarten. Applications for admission to kindergarten will be considered in the following order:

1. Students of families who have children enrolled in the School, Catholic or non-Catholic;
2. Students of families who are registered, supporting and active parishioners of Our Lady of the Lake Parish;
3. Students of families who are registered at Our Lady of the Lake Parish;
4. Students of families who are registered in other Catholic parishes; and
5. Students of non-Catholic families.

First through Eighth Grade. Applications for admission to grades 1 through 8 will be considered in the following order:

1. Students of families who are registered, supporting and active parishioners of Our Lady of the Lake Parish;
2. Students of who have children presently enrolled in the school, Catholic or non-Catholic;
3. Students of families who are registered at Our Lady of the Lake Parish;
4. Students of families who are registered in other Catholic parishes; and
5. Students of non-Catholic families.

D. ADMISSION DECISIONS. Admission decisions are typically mailed out once registration of current families is complete. Families must notify the School of their enrollment decision within two weeks of their receipt of acceptance. A non-refundable registration fee is required per family to hold their child(ren)'s position in the applicable class or classes. If families do not meet these requirements within the prescribed timeframe, then their child(ren)'s spot(s) may be offered to another family without notice.

E. RE-ADMISSION FOLLOWING DEPARTURE. Families who transfer out of the School, or do not register by the applicable deadline, and later seek to re-enroll their child(ren), must meet with the Principal to discuss the possibility of re-enrollment, and will not necessarily receive priority status on the School's waiting list.

F. PARENTING PLANS AND CUSTODY DISPUTES.

1. Upon acceptance to OLL, or as soon as possible after becoming available, families must deliver to OLL copies of any parenting plans currently in effect.

In the event of child custody disputes, the School will adhere to the policies and procedures set forth by the Archdiocese of Seattle.

G. STUDENT ACCEPTANCES

All students accepted to Our Lady of the Lake School are accepted on a conditional basis. Enrollment is finalized at the end of the 1st Trimester.

H. ADMISSION OF STUDENTS WITH SPECIAL NEEDS

A Catholic school will accept any child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child is to be considered for admission based upon his/her emotional, academic and physical needs and the resources available to the school in meeting those needs. The local school site determines continued enrollment based on these factors. **POLICY OF THE ARCH. OF SEATTLE 4.1(G)**

I. CHANGES TO ADMISSION POLICY.

OLL's Principal and Pastor reserve the right to make exceptions to OLL's admission policy at any time.

Our Lady of the Lake Parish School Annual Registration Requirement

OLL requires all families to formally register their kids with the School annually. Students are re-evaluated each year to determine their eligibility for re-enrollment in the next academic year. OLL determines continued enrollment based on the same factors described in OLL's Admission Policy, above. Re-enrollment eligibility will be confirmed by mid-March of the current school year. Families must notify the School by the prescribed due date of their intent to register their child for the upcoming school year. Re-Registration, or continued enrollment, is also based upon each family's compliance with all financial and volunteer obligations and responsibilities. Registration fees are non-refundable.

Tuition

Tuition

The School Commission is responsible for setting fees and yearly tuition. Report cards and school records will be withheld until all tuition and fees are paid. Tuition and fees must remain current to ensure a student's registration for the following year. Tuition and fee obligations for eighth graders must be paid before graduation. If assistance is needed with respect to any of the foregoing, the family must contact the Principal as soon as possible to resolve the situation.

Tuition Payment Policy

Our Lady of the Lake Parish School uses FACTS Tuition Management to oversee all family tuition accounts. Parents/Guardians must enroll in FACTS Tuition Management, unless tuition is paid in full prior to the start of the applicable school year. Tuition payments are due on the fifth or twentieth day of the month beginning in July and ending in June, unless an approved written tuition payment plan is on file in the school office and with the Pastoral Assistant for Finance.

If payment is not received by the 15th of the month, the Parent/Guardian will be notified that their tuition is in arrears, and that a late fee has been assessed. The Parent/Guardian must notify the Principal immediately of the date on which their tuition will be paid. Parents/Guardians are responsible for all fees associated with delinquent tuition.

In the event an account falls two or more payments behind, then the school reserves the right to take whatever action it deems appropriate including ending the student's enrollment at Our Lady of the Lake Parish School. Any unpaid tuition, fees and related charges may be turned over to a collection agency for collection.

In-Parish Tuition and Non-Parishioner Tuition

School tuition and all fees are paid according to one of two payment rates.

Families receive the in-parish tuition rate because they:

- Family is registered as members of Our Lady of the Lake Parish.
- Student(s) Baptismal Certificate on file in the School office.
- Family has a Stewardship Pledge Card on file at the parish office. The pledge card must state a pledged dollar amount.
- Family attends Mass regularly at Our Lady of the Lake Church.
- Family is involved to some degree in parish life.
- Family financially contributes regularly to the parish.

Our belief in Jesus Christ, in sharing the Eucharist, in good works as expressed in stewardship contributions and participation in the communal life of the Church, are seen as basic to being a "parishioner". These criteria are established to be as objective as possible so they can be monitored, but not in such a way that would stand in judgment of a person's depth or quality of faith.

The Parish notifies parishioners in writing once or twice a year of the total dollar amounts donated to the parish. Parents/Guardians may call at any time to inquire about status of stewardship.

Non-Parish Tuition:

This rate is established for families who are not active parishioners at Our Lady of the Lake Church.

Qualification of Tuition Rate for New Parishioners:

Families who do not presently qualify for the in-parish tuition rate will qualify for the parishioner rate if they meet one of the following criteria:

1. Provide a written statement from their previous Pastor/PLD about worship and Sunday envelope commitment that is satisfactory to the Parish office; or
2. The family has been registered in Our Lady of the Lake Parish, and meets the criteria set forth under the "In-Parish Tuition Requirements".

Financial Assistance

A limited amount of financial assistance is available for families who are unable to meet the full cost of tuition and fees.

- Those seeking financial assistance must apply the spring before the next school year or as early in the school year as possible or when an emergency arises.
- Parents/Guardians will be required to apply for aid from the Fulcrum Foundation first (due in the school office by early March each year) and then from the Our Lady of the Lake Parish School Scholarship Fund.
- The application for tuition assistance is considered complete when the applicant has successfully completed a Fulcrum application and OLL Tuition Assistance application.
- Our Lady of the Lake Parish School scholarships are distributed by the end of June for the upcoming school year.

An alternative to financial assistance, is applying for an extension of time to pay required tuition and fees. It is the responsibility of Parent/Guardian to contact the Principal to make the necessary arrangements. In all cases, all accounts should be cleared by July 1.

Parish Subsidy

After tuition, fundraising and fees have been applied to the school-operating budget, Our Lady of the Lake Parish subsidizes the educational cost of each parish child.

Withdrawal Policy (adopted 2016)

Families who decide to withdraw must notify the school in writing. If a family withdraws after May 15 for the upcoming academic school year, you will be charged a \$1,000.00 fee. For special circumstances, exceptions may be made by contacting the pastor and/or principal.

Academics and Enrichment

Curriculum

Our Lady of the Lake Parish School offers a challenging curriculum that is rooted in the Catholic faith. As a result, the teachings of Jesus Christ are an inseparable, and paramount, part of OLL's program, with Christian attitudes and actions integrated throughout the day. Core classes include Religion, Mathematics, Reading, Language Arts, Social Studies, Science, Family Life, Music, Physical Education, Library Skills, Art, Computer Education, Steps to Respect and Second Step. OLL's curriculum complies with Washington State and Archdiocesan requirements.

Faith Formation

Sacramental preparation is done with the Parish Faith Formation program. But it is Parents/Guardians who exercise the greatest influence over their child's faith formation. Attendance at weekend Mass is expected of all Catholic families. As part of the third- through eighth-grade curriculum, students attend Mass every Friday. In addition, the entire student body participates in weekly para-liturgies, as well as Eucharistic Celebrations on holy days and on other special occasions.

Student Testing

Assessments are used to change instruction so as to meet the academic needs of students. For example, the MAP and DIBELS tests are administered to students throughout the building. Student performance on these assessments are used to improve teaching and student learning. Results of these assessments are shared with families throughout the year.

Student Report Cards

Report cards are issued to students in grades K through 8 each trimester. Percentage grades are given in grades 4 through 8. In the primary grades, teachers use a 1/2/3 system to indicate whether a student is performing below/near/at grade level. If there is a question about a grade on your child's report card, the Parent/Guardian should contact the student's teacher within one week of receiving his or her report card. Report cards are generated via Powerschool, which is the School's student-information management system.

Interim / Progress Reports

Progress reports are sent to families only in the event a student is performing below grade level. This report may come in the form of an email, a report generated by the teachers or a printed report from Powerschool (grades 4 through 8). The purpose of this report is to make families aware of a student's performance and detail the steps the student, parent or teacher should take to achieve satisfactory performance.

For middle school students, communicating student progress is done primarily through the use of PowerSchool, which also gives families online access to their child's grades. Accordingly, middle school families should check Powerschool regularly to stay apprised of their child's academic performance. If any concerns should arise, the School strongly encourages the Parent/Guardian to initiate a conference with their child's teacher.

Promotion and Retention

Students are promoted once a year in June if they satisfactorily fulfill the requirements of their current grade. Students whose academic performance is not at grade level may be asked to attend summer school, complete assigned work over the summer or repeat his/her grade.

Students whose academic performance is below grade level may be placed on Academic Probation for a period of time. If placed on Academic Probation, any student will receive a detailed explanation of the School's academic expectations, when such expectations should be achieved, and suggested ways for achieving them. In the event that a child fails to meet the requirements of the Academic Probation, he or she may be denied advancement to the next grade level.

If a student is advanced to the next grade against the judgment of the Principal and teachers, Parents/Guardians will be required to sign a document stating that they know such placement is against the advice of the professional educators involved and that they accept full responsibility for the consequences of the placement.

Homework Policy

Homework is given to supplement and reinforce classwork. Homework assignments are an extension of classroom work and should be completed by the student independently. Parental support (in terms of reinforcement, encouragement and interest) is most valuable, not only for student productivity but also for personal growth in responsibility, initiative and creativity. Much can be accomplished if the Parent/Guardian fosters consistent home study habits and provides adequate study space, lighting and an environment that is free from distractions.

Homework is assigned on a regular basis for all grades on Monday through Thursday. At times, long-range assignments are given and students may choose to work on them during the weekend. The amount of homework is associated with grade level, but should generally fall within the following ranges:

- Grade K: 10 to 15 minutes

- Grades 1-3: 15 to 30 minutes
- Grades 4-5: 30 to 60 minutes
- Grades 6-8: 60 to 90 minutes

Individual teachers will communicate their grade level expectations to families with regard to their respective homework policy and procedure.

Attendance and School Schedule

Daily Schedule

- The first bell rings at 8:15 am.
- Class begins with the tardy bell at 8:20 am.
- School is dismissed on Monday, Tuesday, Thursday and Friday at 3:00 pm.
- School is dismissed at 2:00 each Wednesday for Teacher in-service time.
- Early dismissal dates and times will be noted on the monthly calendar.
- The daily schedule for preschool and pre-k is 8:30-12:30 Monday through Friday.
- Students should be at their desks ready for class to begin when the tardy bell rings at 8:20 am.

Absence and Tardiness

Regular attendance is necessary to achieve academically. The school expects its families to make every effort to schedule any appointments outside of school hours.

Arrival of Students / Extended Care

Students should not arrive at school before 8:00 AM or stay later than 3:15 PM unless they have a class, are in extended care or are participating in an authorized school activity that is supervised by an adult. Students must remain outside the building until the first bell at 8:15 AM. Supervision is provided on the playground before school starting at 8:00AM by after school OLL Staff. Any student(s) arriving before 8:00 a.m. or left at school after 3:15 p.m. will be sent to Extended Care and charged \$5 per hour.

Absence

If your child will not be attending school one or more days, it is the responsibility of the Parent/Guardian to notify the School before 8:00 a.m. on the day of the absence(s). If the Parent/Guardian does not notify the school to report the student's absence(s), the School will call the Parent/Guardian at home or work to verify the absence(s).

Excused absences from school include:

- Illness (doctor's note may be required)
- Illness in immediate family (with limitations)
- Death of a loved one
- High School visits (2 allowed)

Excessive absences (13 per trimester) may result in the loss of credit, and the student may be required to repeat the grade. Notification will be sent to Parent/Guardian when a student reaches nine (9) absences. When a student reaches thirteen (13) absences, a Parent / Student / teacher / Principal conference will take place to determine credits earned.

Tardiness

Timeliness is a necessary requirement in order for the student to be successful. Late arrivals disrupt class and cause loss of instructional time. Students should be at their desks ready for class to begin when the tardy bell rings at 8:20 a.m. It is important that both Parent/Guardian and child accept responsibility for arriving at school on time so that the students are ready to begin the day.

If the student arrives to class after the 8:20 a.m. bell, the student should go to the office and present a written note from his or her Parent/Guardian stating the reason for being late or the student provides an explanation to the school secretary. The student will be given a tardy slip and is expected to proceed promptly to class and give his or her teacher the tardy slip. The school secretary will document the student's tardiness.

If a student receives five tardy slips within one trimester, the Principal will communicate with the student and Parent/Guardian to resolve the problem.

Appointments

Whenever possible, appointments should be made outside of school hours. If the appointment is necessary during school hours, parents should notify the school of the purpose of the withdrawal from school. The student is to be picked up *in the school office only*. Since the school is legally responsible for each student's whereabouts, the parent/guardian is asked to come to the school office to pick up the student. *Please do not disrupt the classroom*. It is required that a Parent/Guardian sign the student "out" of school and back "in" again upon the student's return to school.

Vacations Taken During School Time

Taking vacations during school is strongly discouraged. Students miss important instruction as well as the introduction of new class material.

If a student is going to miss school due to a planned absence, the Parents/Guardian should notify the school of the absence at least one week beforehand if possible. Teachers are not required to supply work ahead of the planned absence. Upon return to school, the student must consult with the teacher in order to receive the list of missing assignments and is expected to complete them within a reasonable amount of time.

If a student is going to miss more than 10 school days, the Parents/Guardians should notify the principal and teacher at least two weeks before the absences so as to arrange a proper course of study while the student is away.

Students Leaving School Grounds During School Hours

No student is allowed to leave school grounds during school hours without explicit *written* permission from his or her Parent/Guardian. Students who leave without permission are considered truant. No member of the staff will release any student to any person who calls at the School unless the release is to the Parent/Guardian or delegate and is verified in writing. Important: No member of the school staff will release any student to any person who calls at the school unless the release is to the student's Custodial Parent or Legal Guardian or their delegate and is verified in writing.

Our Lady of the Lake Student Discipline Policy

Foundation of our Discipline Policy

OLL School seeks to create a Christian school environment by:

- Proactively creating and positive learning environment through rigorous, relevant and relational instruction.
- Expecting, modeling and teaching appropriate behavior.
- Reinforcing and redirecting values through positive means.
- Partnering with Parents/Guardians to support the moral and ethical development of children.
- Using misbehavior as an opportunity for children to learn and grow.

OLL Goals

When the foundation is established, these goals will be achieved:

- Promote healthy positive relationships with and among students.
- Model and teach etiquette and expectations in classrooms and shared spaces.
- Engage students in meaningful and relevant instruction.
- Partner with other staff and the Parent/Guardian to support a child's moral/ethical development.
- Consistent and judicious enforcement of expectation.

OLL Behavioral Expectations

School Behavioral Expectations

OLL School expects students to:

- Be respectful.
- Be safe.
- Be responsible.
- Be inclusive.
- Be ready to learn.

In order to accomplish these objectives, the student will observe the following standards of behavior:

- Model Christ's teachings about love for one's neighbor in all interactions with others.
- Arrive at school on time; in proper attire, and prepared with all necessary books and supplies.
- Obey all school rules.
- Behave in a respectful and friendly manner toward all school personnel, volunteers and visitors.
- Respect all property including books, desks, bathrooms, school buildings and playgrounds.
- Oppose behavior in students whose behavior does not conform to these standards.
- Use acceptable and appropriate language.
- Act honestly.

Parent/Guardian Expectations

The greatest influence on a child's is his/her Parents/Guardians. The school depends heavily on the active support of Parents/Guardians in achieving all its goals, in particular the discipline goals. It is the Parents/Guardians responsibility to encourage a positive attitude toward learning in their child, and to guide the child in becoming a responsible, caring human being. Parent/Guardians are asked to:

- Support the spiritual development of your child by attending Sunday Mass together weekly, or if non-Catholic, attending weekly services of your own faith.
- Foster in your child a Christ-like concern for all classmates; their feelings and reputations.
- Send your students to school on time and in proper attire.
- Uphold the rules and policies of the school.

- Support the authority of school personnel by not criticizing or questioning their judgment in the presence of children.
- Consult the Teacher or Principal before forming a final opinion regarding any situation in which the student seems to be treated unfairly.
- Take personal responsibility for your child before and after school as well as at any and all school or social functions.
- Be available for conferences.
- Seek professional counseling and/or diagnostic evaluation when recommended by school personnel.

Discipline

Types of Behavior and Responses

1. Level 1 – defined as unnecessary, low level disruption
The intensity/frequency of the behavior is low, as is the school's response.
 - o Unnecessary behavior that disrupts the school and/or classroom environment. Examples include, but are not limited to:
 - Pushing
 - Shoving
 - Out of uniform
 - Inappropriate banter
 - Unnecessary comments and/or sounds that are distracting
 - Use of cell phones during school day.
 - o Teacher responses to such behavior include, but are not limited to
 - Ask student to self-correct
 - Redirect child away from activity
 - Remove student from situation
 - Separate students
 - Speak with students
 - Time out
 - Take object away from student
 - Notify Homeroom Teacher
 - Ask student to fix/solve the problem she/he created
2. Level 2 – defined as inappropriate behavior
The intensity/frequency of the behavior escalates as does the school response
 - o Inappropriate behavior that disrupts the school and/or classroom environment examples include, but are not limited to:
 - Continued intentional and disruptive behavior
 - Cheating
 - Oppositional defiance (behavior is willful and/or grossly reckless)
 - Bullying/Harassment/Abuse
 - Destruction of Property
 - Recklessness
 - o Teacher responses to such behavior include but are not limited to:
 - Referral to homeroom Teacher
 - Time out
 - Removal from classroom
 - Meeting with student
 - Student completes behavior self-evaluation form
 - Loss of recess

- Parent/Guardian is contacted
 - Behavioral plan instituted
 - Loss of privilege
 - Referral to Principal
 - Suspension / Probation
3. Level 3 – defined as grossly inappropriate, seriously disrespectful and/or damaging to the reputation of the school. The intensity and frequency of the behavior requires an immediate and significant response by the school.

Grossly inappropriate and seriously disrespectful behavior that disrupts the school, classroom environment, goes contrary to the mission of the school and negatively impacts the reputation of the school or any member of the OLL community.

- o Grossly inappropriate and seriously disrespectful behavior examples include, but are not limited to:
 - Serious interpersonal violence
 - Ongoing bullying
 - Possession of weapons
 - Possession of alcohol and/or drugs
 - Intentional malice
 - Ongoing cheating
 - Intentional or grossly negligent destruction of school property
 - Ongoing and serious bullying/harassment/abuse at school or off-campus through the use of technology
 - Criminal acts
- o School responses to such behavior include, but are not limited to:
 - Mandatory Parent/Guardian meeting
 - Referral to Principal
 - Required Professional Intervention
 - Suspension / Probation
 - Expulsion

Probation is the implementation of a behavioral plan that outlines the concerns of the school and lists the steps the student must take to remain enrolled at OLL School. Failure to adhere to this plan may result in expulsion from OLL School. Expulsion is the removal of a student from all affiliation with the school.

Procedure in Case of Dissatisfaction with School Policy or a School Decision

If a problem or misunderstanding should arise, the Parent/Guardian should take the following steps:

1. *Contact and meet with the appropriate staff member.*
2. *If further action is desired, contact and meet with the vice-Principal or Principal.*
3. *If resolution has not been achieved, the procedures outlined below may be requested:*
 - *The parent submits in writing his/her concerns to the Principal/Pastor.*
 - *The Principal/Pastor reviews the concerns and determines the fairness of any actions.*
 - *The Principal/Pastor responds to the family by writing or meeting with them*

- *If the Principal/Pastor determines that a hearing is necessary, all parties involved must be present for the hearing*
- *Within three school days following the hearing, the Principal/Pastor states and sends the findings in writing to those present at the hearing.*
- *The decision of the Pastor is final.*

Conduct both in and outside of school that is detrimental to the life of the school and/or goes against the mission of the school is grounds for disciplinary action.

The philosophy of discipline at Our Lady of the Lake School flows directly from our educational philosophy that the school exists to provide a Christian atmosphere whereby the total person is developed. Children require adult role models whose lived values and actions are in accord with our Catholic Christian philosophy. Our approach to discipline considers the needs of the unique person while attempting to balance the common interests of whole community. We also believe that the process of learning is a life-long journey consisting of a series of choices with respective consequences.

School Safety

Controlled Substances Policy

Our Lady of the Lake Parish School recognizes that the use or abuse of alcohol and other drugs is a societal problem that may impair the normal development, well-being and academic performance of students. It is the requirement of Our Lady of the Lake Parish School that students will abstain from possessing, distributing, selling, using or giving evidence of having used alcohol or other drugs. Our Lady of the Lake Parish School will maintain a zero tolerance policy for the use, possession, selling or transmission of drugs or look alike drugs.

Our Lady of the Lake Parish School provides a tobacco free campus. In addition to the school and parish facility the campus is defined to include drop off zones, playfields, and surrounding streets and school sponsored off site activities and transportation. Faculty, students, and guests will not use tobacco products on campus.

The primary obligation to seek assistance rests with the student and Parent/Guardian. Staff development will be provided for faculty to disseminate information regarding signs of use and addiction. Faculty will work with Parents/Guardians and community resources to:

- Assist in referral to appropriate alcohol and drug education programs.
- To reasonably facilitate cooperation with out of school treatment programs.
- Provide reasonable support for students and their families consistent with our Christian values and the needs of the total community.

If a student is found to possess or to have used controlled substances within school campus or at school sponsored events off campus, the Parent/Guardian will be immediately notified to assume custody for the student. Depending on the severity of the action, disciplinary actions may include probation, suspension, expulsion, community service and usually alcohol/drug assessment is a professional agency. If it is determined that a students continued presence at school would be detrimental to the good of the whole, then we believe that it is consistent with our values and traditions to ask the student to leave Our Lady of the Lake Parish School.

Selling or distribution of controlled substances may result in immediate expulsion. If schools personnel have evidence that a student is attempting to sell or give alcohol or other drugs to others, the incident will be reported to the Parent/Guardian and to law enforcement officials for their investigation. Appropriate school disciplinary action will be taken regardless of law enforcement action.

Weapons at School

Archdiocesan Policy and Procedures Manual – Student Guidelines 10.11 (Policy 5.17)

- Any object used to intimidate, threaten or cause bodily harm must be considered a weapon. If the Principal determines that a weapon falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation.
- Any knife used to threaten, intimidate or injure should be treated as a dangerous weapon.
- Likewise, a facsimile of any weapon used to threaten, intimidate or coerce should be treated as a real weapon.
- Some fireworks, such as M-80s and other high-powered fireworks should be considered dangerous weapons as they are capable of causing grave bodily harm and are basically small bombs. They should be treated as dangerous weapons and the fire marshal should be notified in addition to the police referral.

Search and Seizure

The school reserves the right to search anything brought onto campus.

Lockers are the property of the school. They may be opened and inspected at any time. Searches are done if there is individualized particular suspicion, or reasonableness, and/or totality of the circumstances. Searches will also happen in each case where there is a suspected violation of school rules, and/or commission of a crime on school premises. Searches are done to ensure the safety and security of all members of the OLL community. Students may not use personal locks on lockers. In the event of suspected drug use, the police will be called to investigate the situation.

In-House Suspension at School

In-House Suspension may be the consequence for a breach of behavior. In order for a student to be separated from peers and still be supervised by a Teacher, the in-house suspension time will be spent in a classroom whose students are not his/her peers or in the Principal's office. Lunch and any recess times will be spent away from peers.

Harassment

Our Lady of the Lake Parish School, as part of the Catholic Archdiocese of Seattle, is committed to a positive and productive community environment free of harassment. It is the explicit policy of Our Lady of the Lake Parish School to prohibit harassment or intimidation whether committed by student, staff member, volunteer and/or Parent/Guardian. Allegations of harassment will be taken seriously, and will be reviewed and investigated in a timely manner. Such allegations will be treated in as confidential a manner as possible, and where appropriate, Our Lady of the Lake Parish School will address the complaints as necessary.

According to the policy outlined by the Archdiocese of Seattle, harassment is defined as verbal or physical conduct towards an individual because of his/her race, color, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology or that of his/her relatives, friends or associates. The full Archdiocesan Harassment Policy is available in the office.

Bullying

As a matter of both school policy and religious obligation, it is recognized that bullying behavior is not tolerated at Our Lady of the Lake Parish School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feeling of safety as they pursue their academic and social lives, often resulting in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. The OLL Parish School seeks to create an environment of learning, compassion and safety by educating the Parent/Guardian, Teachers, staff and students concerning respect. All members of the OLL

community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical or psychological abuse.

Examples of bullying behaviors include, but are not limited to repeated instances of the following:

- A pattern of intimidation
- Threats
- Menacing
- Taunts
- Teasing
- Spreading of rumors, and other psychological abuse
- Physical contact aimed at either provoking a defensive or aggressive response
- Causing bodily injury
- Pattern of deliberate isolation or exclusion of another with the intent to be hurtful

This section is intended to serve notice to students, their Parent/Guardian and all members of the OLL Parish School community, that bullying conduct is an immediate cause for intervention consistent with the disciplinary policy outlined in the School Handbook. In addition, we seek in the section to alert all concerned parties – whether students engaged in bullying behaviors (and their Parents/Guardians); victims of bullying (and their Parents/Guardians); or witnesses to the victimization of another by a bully – that bullying is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective response if and when it occurs. The Archdiocesan Bully policy is available in the school office.

"Drop-Off and Pick-up" Plan

A Car Pool Plan has been set up to allow for the orderly and safe "dropping-off" and "picking-up" of students. To ensure the safety of children and their families, it is expected that everyone will follow this plan. *"Car pool" is defined as any car with one or more students being driven to, or picked up from, school.*

The "Plan" is in effect from 8:00 to 8:30 am and 3:00 to 3:15 pm (Monday, Tuesday, Thursday and Friday) 8:00 to 8:30 am and 2:00-2:15 pm (on Wednesday) as follows:

- Students driven to, and picked up from school by car may be dropped off in the car pool lane. Entering the school playground from 38th NE forms this car pool lane. Students who will be picked up by car are expected to meet their driver on the lower playground area.
- After dropping the student(s) off, cars should proceed out through the exit gate. If you are waiting for students please park on the street or in the space in the lower parking lot.
 - No off-street pedestrian traffic, U-turns or parking in the schoolyard please.
- Students, who enter the school yard from the east side of the school, may enter the lower playground from 89th St. and enter the school building through the east entrance.
 - Students may not use the entrance used by cars entering the schoolyard in the car pool lane unless accompanied by an adult.
- Those who wish to enter the building with the student should do so at either the NE 90th St. entrance (or the east entrance before and after school). Parents/Guardians entering the building from the NE 90th St. entrance should park their cars in the designated parking strips only. If Parents/Guardians park on the north side of NE 90th, they must walk the student across the street and into the school building.
 - Do not pull up to the school door and allow your student to leave the car without parking or allow them to cross NE 90th in the middle of the street.
- Preschool and Pre-K and Extended Care drop offs are to be in the parking lot on the east side of the school or, Parents/Guardians may park and bring their student into the school.

- Children must be supervised – at all times – especially during dismissal time. Please do not allow your child to wander the playground unattended.

Emergency Procedure

Earthquake / Other Natural Disasters

In case of an earthquake or any other natural disaster it is important that certain safety precautions be followed. Our goal is to maintain a safe environment for all students and adults at school. Please review this list carefully. *Please cooperate fully with Public Safety officials.*

- An Emergency Closure Directions Form will be distributed at the beginning of the school year. The original of this form is returned to the school office.
- A copy at the back of this booklet should be filled in with the same information.
- Pertinent emergency contact form information should be kept current at all times.

Parent Procedures

- Do not telephone the school. The phone is to be free for emergencies.
- Listen to the emergency radio stations for pertinent general information.
- If possible, we will update the school website with situation specific instructions.
- If the school has been evacuated, do not attempt to enter the building after the earthquake or disaster has occurred. Go to the lower playground area to meet your child(ren).
- Never take a child from the premises without checking out the child in writing in a designated “office area” with the staff member or adult in charge.
- Earthquake Emergency Kits are available at the exits to the school.
- Make sure the Emergency Form and Out-of-State Contact Phone Numbers are current. These forms will be kept in the school office.
- School personnel will remain to supervise students.
- If the school has not been evacuated, check in at the office first. Do not go to a classroom until you have checked in at the office. We sometimes get overwhelmed with too many helpers in some classrooms and not enough in others. If you wish to check in with your child please go to the office. We are more than happy to call students to the office to talk with Parent/Guardian. We cannot have Parents/Guardians going to the classrooms as it causes too many disruptions as we try to calm the children.
- Students are not to call out on school or other phones.
- The school and parish continue to add to and upgrade emergency supplies to be used by students and parishioners (if an emergency were to occur during a parish function). They include food for up to three days, temporary shelter, medical supplies and other basic supplies.

Lockdown Procedures

If conditions warrant, the school will be locked down in order to best manage the situation. Access to your child and his/her classroom will not be available, depending upon the situation. The school doors will be locked and no admittance will be allowed until the Principal has determined that situation is safe. Notices will be posted on all of the doors instructing families to return to your cars and that the school is in Lockdown.

All parish and school staff receives ongoing training in standard first aid to manage emergency situations. Again, our goal is to maintain a safe environment for all those present, which is why we appreciate your cooperation during emergencies.

Release of Children following a Major Emergency or Disaster

In the event of a major emergency or disaster, when the school building has been evacuated the Parent/Guardian should be familiar with procedures that will be in place when picking up students.

- Upon arriving to pick up students, the Parent/Guardian should look for signage directing you to designated “Child Request Point” and “Child Release Point”. These signs will be near the main entrances. If the school has been evacuated, the “Child Request Point” and “Child Release Point” will be located in the lower playground area.
- At the “Child Request Point” the Parent/Guardian will complete a list of all the children they want released to them. Emergency cards on file with the school will be checked to make sure that adults picking up children have parental permission to pick up the requested children. If the person at the table does not personally recognize the adult picking up children, photo ID may be required before children are released.
- The Parent/Guardian will wait for their children to be brought to them at the “Child Release Point” table.
- When children are released to an authorized adult, that person will sign that they have received the child(ren) and have been informed of any injuries or emotional situations that may have occurred.
- In the event of serious injuries or emotional trauma qualified staff will talk with Parent/Guardian and children before they leave if possible.
- Parent/Guardian may volunteer to stay to help with the emergency by completing a volunteer form at the “Child Request” table. Volunteers will be given assignments based on need and qualifications of the volunteer.

Health Issues

The health of the students and staff is a high priority at Our Lady of the Lake Parish School. As stated in the Archdiocesan Policy & Procedure Manual Student Guideline:

- *4.10 – Student health care is the primary responsibility of Parent/Guardian. School personnel will cooperate with Parent/Guardian and medical and dental providers and comply with Washington State law in matters regarding student health.*

At least two staff members are trained and certified to administer First Aid. First Aid will be given in accordance with Washington State Law, for minor injuries that occur at school.

Injury

If a student is seriously injured or falls ill while at school, the Parent/Guardian will be notified immediately. Emergency 911 or a doctor will be called as needed.

- Be sure the emergency number you leave in the office is current, and that the number is for a person who can come to school to pick up the student quickly if needed.
- Be certain you have an agreement with this person before you send the name and number to school.
- Be sure your student knows the designated person and is comfortable with him/her.

Illness

Children who are ill must be kept home until they have recovered sufficiently to return to the regular school routine. General guidelines for keeping children at home would include:

- Student should not return to school until the student has been treated with antibiotics as needed for 24 hours.
- The student's temperature is normal for 24 hours.
- The student's vomiting / diarrhea has stopped for 24 hours.
- The student is exhibiting symptoms that require ongoing treatment, staff intervention and/or personal discomfort greater than what is typically dealt with by students /staff on a regular school day.

If your student is feeling ill, please keep them home so as to avoid spreading the illness to others in the school. Even if s/he is not exhibiting a fever, a student's illness may make for an uncomfortable school day that could be best remedied by an absence from school.

Lice

In the case of lice, the Public Health Department recommends that students not be sent home from school if lice is suspected or found. However, the school urges the Parent/Guardian to keep their child home from school until they are "nit" free to ensure that the lice are completely gone.

Reporting Child Abuse

Washington State Law requires school employees to report suspected child abuse or neglect.

- *"It is not the educator's responsibility to determine if abuse or neglect has occurred; that duty belongs to the police and social services departments. It is, however, the clear responsibility of school personnel to report any situations that raise reasonable suspicions in their minds". (RCW 26. 44)*

Infectious Diseases and / or Life Threatening Illnesses (including AIDS)

The Archdiocese of Seattle considers infectious diseases and/or life-threatening diseases as a medical condition and considers it as a disability. Catholic schools in this Archdiocese do not discriminate on the basis of these diseases. However, there may be some particular situations in which limitations may be placed on the admission/retention of a student with infectious and/or life-threatening illnesses that is medically justifiable. Education on infectious diseases and/or life threatening illnesses will be current in content and consistent with the moral teaching of the Catholic Church. A complete copy of Archdiocese of Seattle Health Care Policy, which directs OLL School Health Care Policies, is available in the school office.

Medications Policy: see enclosed policy at back of handbook

Special attention to this policy is needed for overnight field trips such as Outdoor Education. A copy of both the Medication Policy and Medication Authorization Form are found at the back of this booklet.

School Closure Procedure

The school uses a texting / email system called REMIND to communicate with parents in the event of a change to the school day (ie. snow day) or school emergency (ie. lockdown). Families must subscribe to this. Please contact the school Principal / secretary with more information about this.

When possible, Extended Care will be open on school closure days. Please call the Extended Care line at 525-5584 to check on the status of Extended Care.

School Activities and Enrichment

Enrichment Activities offered at Our Lady of the Lake Parish School include:

- Altar Serving
- Science Fair
- Student Government (see special section)
- Boy and Girl Scouts (grades 1-8)
- Annual Spring Musical (8th grade)
- Competitive Speaking (grades 6 - 8)
- Math Counts (grades 6 - 8)

- The Art Program (includes classroom art activities K - 8)
- Group Band Lessons coordinated through Blanchet High School (grades 5 – 8)
- See the school website or family letter for other activities

Student Government

The purpose of Student Government is to:

- Promote leadership and to encourage good citizenship throughout the school.
- To create a bond of unity, school spirit, and pride among students.
- To promote more understanding between students and Teachers, and to encourage greater cooperation among all members of the school.
- To plan events and projects that promotes the welfare of the school.
- To make students more aware of the world beyond the school and to respond to the needs of the world around them.
- To give students experience in student government and in wise decision-making.

Students in grades K through 8 are active members of the Student Body. They are represented through the Student Council. The Student Council is composed of elected Student Body Officers and Class Representatives from all grades. Representatives of organizations sponsored by the school are also voting members of the Student Council.

Advent Program

The annual school Advent Program is a mandatory school event.

Catholic Schools Week Mass

Students are expected to attend this Sunday Mass scheduled on one of the Sundays of Catholic Schools Week. The date of this event is listed in the school calendar

School Families

In addition to Student Council activities, each eighth grader acts as the head of a "School Family". Students from each grade are grouped to make up a "School Family". Various activities are planned for the families throughout the school year including community awareness efforts (such as the Thanksgiving food drive) and school spirit activities (such as Jr. Olympics games).

Extra-Curricular Athletics

- CYO Sports Soccer
- CYO Cross Country
- CYO Basketball
- CYO Volleyball
- CYO Spring Track

Team registration fees are collected for each event. Registration forms (and other CYO information) can be obtained by contacting the school office or CYO coordinator. Concerns about CYO are to be addressed to the coach, then to the CYO coordinator. If issues are not resolved they are handled at the CYO Office at the Archdiocese of Seattle Chancery building. Children, who are enrolled in Our Lady of the Lake School or are registered parishioners at the parish, may be eligible to participate in CYO sports.

Playground Use

Playground Use Policy

Students and teachers know and use the OLL Playground Rules. These exist to ensure the safety of our students while out at recess.

- School staff, support staff, or volunteers will supervise the playground during arrival time in the morning, during recesses, and at dismissal time.
- Playground equipment policy.
 - Hardballs or baseball bats are not allowed at school unless the baseball game is being supervised by an adult.
 - Jump ropes are to be used for jumping only and used in a manner which will not interfere with other games, or cause harm to anyone.
 - Swinging rope overhead or playing "horse" is not allowed.
- Students may bring their own athletic equipment from home under the following conditions:
 - Children accept responsibility for their own equipment.
 - Other children may not be excluded from games whether the recess equipment is from school or home.
 - Children ask permission.
- Playground rules are designed to ensure the safety of all students and to provide an environment in which children can enjoy their playtime with classmates.
- The classroom Teacher explains playground rules to the students throughout the school year.
- The playground is off limits during drop off and pick up.
- Students may not be left unsupervised on the playground.

School Lunch

Lunches / Hot Lunch

Students bring their lunches to school or buy hot lunch. If a student forgets his/her lunch, the Parent/Guardian may leave the lunch in the school office with the student's name clearly marked on the bag. Children should be advised to come to the office to see if lunch has been delivered. *Please do not deliver the lunch to the classroom.*

QueenAnn Catering

Is an outside company contracted to serve hot lunch Monday, Tuesday, Wednesday and Friday each week. Menus and cost for a lunch card is sent home in the family envelope. Parents/Guardians are to order lunch cards; students order lunch on days of choice in the classroom at 8:30 a.m. Punch card is punched when lunch is served.

OLL Traditional Hot Lunch

Volunteer Parents serve Hot Lunch on most Thursdays. Menu items can be found printed on the monthly calendar. Meals are purchased in advance each trimester. Watch the family envelope for the order form. *Federal Aid is NOT available for either Hot Lunch program.*

Milk Program

Milk is available for purchase by the year paid for in September. Information about this program will be handed out in the initial package received in September.

After School Care

Extended Care Program

Our Lady of the Lake Parish School offers extended care to enrolled students during the school year and during the summer. Hours are from 7:00 am until 6:00 pm. Registration is required. Contact the school office for more information regarding enrollment, cost, etc.

Kids Club

This program is available for students in preschool and pre-k and is provided Monday – Friday from 12:30 – 3:00 p.m. on an as needed basis (minimum number of students required). Contact the school office for more information regarding enrollment, cost, etc.

Communication

Good communication between home and school is an important factor in living out our school mission and implementing our school's philosophy of Catholic education.

Directory Information

Each year, the school prints a School Directory. Directories may not be given to anyone outside the school community or be used for business reasons beyond OLL School. The first directory is free, and additional directories are available for a nominal charge. Items considered directory information include: students' name and school activities, family members' names, addresses and telephone numbers. This information may NOT be given to anyone outside and/or unaffiliated with the school. The school will not share this information with anyone other than our parents unless it is for school approved agencies (ie. Archdiocese of Seattle, Powerschool, ITBS).
. *The Parent/Guardian will need to notify the school by September 10th of each year of information they do not wish to release.*

Family Newsletter - School Communication to Families

Family Communication E-letters are emailed each Wednesday to all families. Registration materials are used to determine the recipients of these E-letters. Non-custodial Parents, Guardians and others who wish to receive school communication must contact the school secretary.

All letters sent through the school must have administrative approval. Provide the administration at least 48 hours (school days) for approval. Parts of the Principal's letter and announcements are posted each week to the school web-site @ www.ollseattle.org

Procedure for Contacting Teachers

There are two suggested ways to contact Teachers: by phone or email. You may call the school office and leave a message for the Teacher on his/her voicemail. The Family Directory and website list the Teacher extensions.
Teachers are not to be expected to access e-mails and voice mails during the teaching day (8:15-3:00). Please be considerate of student learning time. OLL faculty and staff should not be contacted at their home unless the staff member gives prior permission for such calls.

Procedures in Case of Dissatisfaction with School Policy or Decisions

Problems are not always solved the first time and in order to allow the Teacher time to work on problems adequate information and time is needed. Please allow at least three conferences with a Teacher prior to moving to a higher level.

1. Contact the individual Teacher involved. It is fair and reasonable to consider that 2-3 conferences with the Teacher will be needed to solve a problem. Those conferences should result in plans to remedy concerns.
2. If you have made those efforts and not been satisfied the Principal should be contacted.
 - o In exceptional cases the Parent/Guardian may need to request the Principal be present at meetings with Teachers and the Parent/Guardian.
 - o When in doubt please ask the Principal for guidance.
 - o Parents/Guardians, who wish to speak with the Principal about their concerns, should expect the Teacher to be present when appropriate. It is in the best interest of all parties to have the situation resolved by the Teacher and parent/guardian.
3. In the rare situations where the procedures (1) and (2) do not result in a satisfactory resolution, a hearing procedure may be requested:
 - o The Pastor acts as the hearing officer to review facts and determine the fairness of the action.
 - o Pastor, Principal, Teacher, and Parent/Guardian /Guardians are present at the hearing.
 - o Within three (3) school days following the hearing, the Pastor states the findings and evaluations of the issues involved.
 - o These findings and evaluation are sent in writing to the following: Parent/Guardian, Student, Principal and Teacher.
 - o The decision of the Pastor/PLD is deemed final.

Conferences

Formal student-involved conferences are scheduled in the fall. Students are an integral part of the learning process and these student-involved conferences encourage students to show responsibility for their learning. These conferences are mandatory. Other Parent/Guardian conferences are encouraged and can be requested at any time by the Parent/Guardian or Teachers. To schedule a conference, Parents/Guardians may call the school or send a note to make an appointment to see the Teacher. Preschool and Pre-K will have parent-Teacher conferences.

We believe it would build the best foundation for Teacher/student/parent relationships if the parent would inform the Teachers of any physical, emotional or learning needs that affect a student's learning within the first few weeks of school or when identified.

Teachers are not available for conferences before or after school without a previously scheduled appointment. Unless initiated by the Teacher, contacting him/her at home regarding student issues is discouraged.

Student Records

School Records

Washington State Law, under the direction of the State Superintendent of Public Instruction, requires each accredited school in Washington State to maintain certain school records. Our Lady of the Lake Parish School complies with the law in keeping the following permanent records.

Attendance Records

Student attendance is recorded daily. Permanent attendance records are kept on file at the school.

Permanent Record Cards

A Permanent Record Card is kept for each student. These records show the student's grades and attendance while they attended Our Lady of the Lake Parish School. The Record Card is photocopied at the time of graduation or transfer. The originals of this permanent record are never destroyed.

Health Records and Immunization Records

Washington State requires Health Cards and Immunization Records for each student. A current and updated Certificate of Immunizations Status Form **must** be on file for all students before entering school.



Parents: Are Your Kids Ready for Child Care or Preschool? Required Immunizations July 1, 2016 – June 30, 2017



Instructions: To see which vaccines are required for child care or preschool, find your child's age and look only at that row going across to find the vaccines and number of doses required.

	Hepatitis B	DTaP (Diphtheria, Tetanus, Pertussis)	Hib (<i>Haemophilus influenzae</i> type B)	Polio	PCV (Pneumococcal Conjugate)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
By 3 Months	2 doses	1 dose	1 dose	1 dose	1 dose		
By 5 Months	2 doses	2 doses	2 doses	2 doses	2 doses	Not given before 12 months of age	Not given before 12 months of age
By 7 Months	2 doses	3 doses	3 doses	2 doses	3 doses		
By 16 Months	2 doses	3 doses	4 doses	2 doses	4 doses	1 dose	1 dose OR Healthcare provider verified child had disease
By 19 Months	3 doses	4 doses	4 doses	3 doses	4 doses	1 dose	1 dose OR Healthcare provider verified child had disease
By 7 Years or Kindergarten	3 doses	5 doses	Not given after 5 years of age unless child has medical condition	4 doses	Not given after 5 years of age unless child has medical condition	2 doses	2 doses OR Healthcare provider verified child had disease

- Children must meet minimum intervals and ages to be in compliance. Please talk with your healthcare provider or child care or preschool if you have questions.
- Find information on other vaccines recommended, but not required, for child care/preschool attendance: www.immunize.org/cdc/schedules/

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711).

DOH 348-425 December 2015

Parents - Are Your Kids Ready for School? Required Immunizations for School Year 2016-2017



Parent/Guardian Resource

Instructions: To see which vaccines are required for school, find your child's grade and look only at that row going across to find the vaccines and number of doses required.

	Hepatitis B	DTaP/Td/Tdap* (Diphtheria, Tetanus, Pertussis)	Polio*	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
Kindergarten – 5th Grade	3 doses	5 doses	4 doses	2 doses	2 doses OR Healthcare provider verified child had disease
6th – 12th Grade	3 doses	5 doses DTaP <i>AND</i> 1 dose Tdap	4 doses	2 doses	2 doses OR Healthcare provider verified child had disease

*Vaccine doses required may be fewer than listed.

- Students must meet minimum intervals and ages to be in compliance with the requirements. Talk to your healthcare provider or school staff if you have questions about school immunization requirements.
- Find information on other recommended vaccines not required for school: www.immunize.org/cdc/schedules/

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711).

DOH 348-295 December 2015

**** Laboratory evidence of immunity for measles, mumps or rubella may be substituted for the vaccine. Medical exemption to this policy requires a physician's signature and titer results.**

The Principal is responsible for ensuring that the Immunization Program as defined by Washington State Law is implemented in each school. RCW 28A.210.060-170.

Educational Records

Education records are available to the Parent/Guardian. The school will grant Non-Custodial Parents or Legal Guardians the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the school office. The court certified *Custody Section* of the divorce decree or the *Legal Guardian documents* must be filed with the school Principal.

- Rights with respect to the student's education records are:
 1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. The Parent/Guardian or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The parent or eligible student has the right to request the amendment of the student's education records they believe are inaccurate or misleading. The Parent/Guardian of eligible students may ask the school to amend a record that they believe is inaccurate or misleading.
 - o They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - o If the school administration decides not to amend the record as requested by the parent or eligible student they will be notified of the decision and advise them of their right to a hearing regarding the request for amendment.
 - o Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The parent has the right to consent to disclosures of personally identifiable information contained in the student's education record.
 - o One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
 - o A school official is a person employed by OLL as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Commission; a person or company with whom OLL has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - o A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - o Upon request, OLL discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Student Transfer Records

If a student is transferring to another school, his/her records will be sent to the receiving school following a written release by parent/guardian. All financial accounts must be brought current before the records are released.

Withdrawal

Families who decide to withdraw must notify the school in writing. If a family withdraws after May 15th for the upcoming academic school year, you will be charged a \$1000.00 fee. For special circumstances, exceptions may be made by contacting the pastor and/or principal. In the event a student is withdrawn from the school mid-year, please contact the school office in writing so that tuition and fees and records can be appropriately completed.

Student Support Services

In order to support students, families maybe expected to provide and pay for 3rd party support for their child(ren) during the school day. This expectation of the family is based on the needs of the child(ren) and the school. The school reserves the right to approve or reject any person who, though employed by the family, works in the school. Any 3rd party support must comply with all the requirements set forth by the Archdiocese of Seattle.

Uniform Policy (Grades K-8)

Infractions to the policy will result in disciplinary action.

The standard uniform choices for students at OLL are as follows:

All Students:

- Sweatshirts and Sweaters: School sweatshirt with OLL insignia (Navy Blue k-5th grade; Gray or Navy Blue 6-8th grade).
- Navy Blue cardigan with OLL insignia.
- Shoes: Students should wear shoes with a closed toe and a back to the shoe. Sturdy dress shoes, tennis shoes or dress boots are acceptable types of shoes. Shoes should be clean and laces tied at all times. Velcro is acceptable. No lights or wheels are allowed on shoes. Sandals, flip-flops, **cumbersome** hiking boots, high-heeled boots and cowboy boots are also not allowed.
- Fleece vests with the school logo.
- Socks must be worn at all times.

Boys:

- Bottoms: Navy blue pants or shorts. No cargo or corduroy accepted.
- Tops: White polo shirt (long or short sleeves). Shirts must be tucked in for assemblies, prayer services and school masses.
- Undershirts, if worn, must be white.

Girls:

- Bottoms: OLL plaid jumper or skort (k-5th grade), OLL plaid skirt or skort (6-8th grade). Navy blue pants, shorts, skirt or skort. No jeggings or capri pants, cargo or corduroy material, or shorts, skirt or skort shorter than 3 inches above the knee.
- Navy blue, white or black full-length tights or leggings to the ankle under skirts or skorts are acceptable.
- Tops: White polo shirt (long or short sleeves). Shirts must be tucked in for assemblies, prayer services and school masses.

The complete uniform (including sweatshirt/sweater) is to be worn at all school Masses and assemblies.

Spirit Wear (or Pride Wear) Days

Spirit Wear dress days are noted on the monthly calendar. On Pride Wear Days, students are allowed to wear "Pride Wear" which is school produced logo wear clothing items in lieu of uniform items. This may include shirts, sweatshirts, sweatpants, and shorts. Students may also wear CYO sports uniforms which have the OLL logo. Students may wear a complete outfit of Pride Wear (top and bottom) or choose to wear only a single piece of Pride Wear (with the remainder being the daily uniform - top or bottom); for example, Pride Wear sweatshirt and uniform shorts, pants or skirt. Pride Wear Days are not Free Dress Days. Students not wearing Pride Wear on Pride Wear Days should wear the daily school uniform. Jeans are not appropriate attire during Pride Wear Days nor are green and gold clothing items. Pride Wear is sold several times a year.

Free Dress Days and All School Related Events

Free dress days are noted on the monthly calendar. Students are allowed to wear clothes that are appropriate for school. The following is a list of appropriate and inappropriate choices for Free Dress Days and All School Related Events:

- Appropriate
 - Neat, clean, properly fitting, age and event appropriate.

- Clothes that fit comfortably without being over-large or sag fashion.
 - Slacks, pants, sweatpants, jeans, shorts and overalls.
 - Shirts, blouses, sweaters, sweatshirts or T-shirts (see T-shirt restriction below).
 - Dresses or skirts (shorts are recommended to be worn underneath). Dresses, shorts, skirts or skorts should be no shorter than 3 inches above the knee.
 - Students should wear a shoe with a closed toe and that completely encloses the foot.
 - Rain boots or waterproof footwear is acceptable if fieldtrip location dictates.
- Inappropriate. *Wearing any of the following will result in disciplinary action.*
 - No shirts allowed that display any tobacco, drug or alcoholic product or bear any subject matter inconsistent with our Catholic teachings or the school's educational philosophy.
 - No tight fitting, spandex, sheer or otherwise revealing clothing, including leggings, excessively short skirts, or shorts (no shorter than 3 inches above the knee).
 - No tops or dresses that are tank tops, tube tops, spaghetti straps or thin shoulder straps. No exposed shoulders, any part of the trunk of the body, or underwear (or manner of wearing clothes that exposes underwear).
 - No clothing more than two sizes too large or too small.
 - Full length dresses or skirts are not recommended for safety reasons.
 - Any clothing or manner of wearing clothing, which is distracting, creates a safety or health issue or reflects "gang" styles, is not allowed.

Grooming and Dress Code Guidelines

- Hair
 - For both boys and girls, only natural hair colors are allowed.
 - No hair dyeing is allowed.
 - No unnatural hair coloring e.g. bleached hair, colored gels or other applications.
 - Boy's hair should be no longer than their shirt collars.
 - Any cut, color or style considered distracting by the administration is not allowed.
- Hair Decorations
 - The Uniform Store sells a scrunchie and headband in Rampart Plaid.
 - Other types of hair decorations are also allowed unless they are large or distracting in which case they are not allowed.
- Jewelry
 - Religious medals and watches are allowed, but must be removed during P.E.
 - Students may wear small hoop or post earrings, one earring per ear only.
 - No other jewelry may be worn.
- Makeup
 - No makeup is allowed.
 - This restriction applies to all school days, school functions and tournaments.
- Nail Polish
 - Only clear nail polish is allowed.
 - No other nail colors or coverings may be worn.
 - This restriction applies to all school days, school functions and tournaments.
- Tattoos
 - No visible tattoos are allowed.
 - This restriction applies to all school days, school functions and tournaments.

- P.E. Clothing
 - Clothing should be weather appropriate, appropriate to the sport being taught, or per the Teacher's instruction
 - P.E. clothes should be brought to school on P.E. days.
 - If P.E. is the **first** period of the day, students may wear their P.E. clothes to school and bring their uniform to change into after P.E. class.
 - Generally this means tennis shoes and socks, sweatpants or shorts - basketball shorts or long soccer shorts (**please no yoga pants, spandex, or shorts that are shorter than 3 inches above the knee**), and a T-shirt with sleeves and fully covers the trunk of the body (please adhere to the appropriate shirt guidelines under the Free Dress section above).
 - The school uniform shorts may be worn for P.E., but sport shorts are preferred.
 - The school sweatshirt can be worn on cold days.
 - See P.E. Teacher's specific requirements in beginning of year letter for grade level expectations.

School Commission

Our Lady of the Lake Parish School has an active School Commission. Members serve a three (3) year term, with one third of the approximately nine (9) Commission members selected yearly. Its meetings are held monthly. Portions of the meetings are open to all school Parents/Guardians, Staff or Parishioners. Some of the Commission's meetings may be closed; therefore anyone wishing to address the Commission regarding matters under the School Commission's purview should contact the Chairperson or the Principal two weeks in advance with a written statement of the matter to be discussed.

The primary purpose of the School Commission is to advise and support the Pastor/PLD and the School Principal in the formation of a strategic plan for Our Lady of the Lake Parish School. The Commission also recommends school policies within the context of parish priorities and goals, and is consulted before the parish administrative team makes decisions.

Parents Club

Research has shown a high correlation between parental involvement in a school and the level of success their children attain in the education process. Many programs at Our Lady of the Lake Parish School are supported by the funds raised through the volunteer services of the school families. All Parents/Guardians of children at the school are members of the Parent Club.

Parents Club serves many functions at OLL, including spearheading fundraising opportunities and offering and opportunity for open communication from Parents/Guardians to faculty and staff.

Parents Club Goals:

- Raise funds for the betterment of the Our Lady of the Lake Parish School.
- Encourage and coordinate volunteerism by school families.
- Provide educational opportunities for Parents/Guardians.
- Obtain close cooperation and communication between the school and home.
- Cooperate with the Pastor, school Principal, Teachers and staff.
- Stimulate a greater appreciation of Catholic education. Provide opportunities for community building and fellowship

Fundraising

Recognizing the need to raise funds for the benefit of the Our Lady of the Lake Parish School, the Our Lady of the Lake Parent Club has adopted our annual gala auction as our primary school fundraiser. Families are required to donate/procure a minimum of \$250 of goods for the school auction. The following set of fundraisers to help support our school's monetary needs:

- Annual Gala Auction
- SCRIP program (*each family is required to buy \$500 of SCRIP annually*)
- OLL Development Fund
- Matching Gifts

The money raised by these fundraisers goes directly into the Parent Club account. From this account the Parent Club makes an annual contribution to the school's operating budget. Overall, approximately 60% of the funds raised by the Parent Club go directly towards the school operating budget, which helps lower tuition costs for all school families. The remaining 40% of funds are used to support expenses incurred as part of the annual Parent Club operating budget. This budget is reviewed with the general Parent Club membership at various times throughout the year.

Annual Gala Auction

Each year, the parents Club at Our Lady of the Lake Parish School hosts a gala auction that provides direct support to the schools operating budget. This endeavor is significant, in that, all members of the parent community have some role in this event. All parents are expected to procure an item for it, many work the even in a supportive role, and even more attend the event to bid on auction items. *Each school family is required to help support the school by procuring a minimum of \$250 item/items for the Gala Auction each year.*

OLL Fundraising request policy

1. All requests for any type of fundraising must be directed to the Principal and the Development Director for approval.
2. All requests must align with the mission of the school.
3. All requests will be considered in light of the school's development calendar. Priority is given to the established development activities. When in the opinion of the Principal/Development Director, the proposal interferes with the development calendar, the request may be denied.
4. Priority for approval is given to fundraising efforts that directly support Catholic institutions and/or causes.

SCRIP

The SCRIP program is a year-round fundraiser. With this program, you buy gift cards/certificates from the Parent Club at face value. The Parent Club purchases these gift cards/certificates at a discounted price. The difference between the actual sales price and the purchase price is the SCRIP profit, and goes directly to the school.

SCRIP is a unique fund raising program in that it does not cost the purchaser anything or require them to spend beyond their normal household budget. For each \$1 of SCRIP that someone purchases, they receive a gift card / gift certificate worth \$1 of merchandise. On average the sale of SCRIP produces a 5% profit margin. Thus for every \$100 of SCRIP that is purchased, the school realizes approximately \$5 in profit.

Scrip purchasing information is distributed to students every Monday.

Each school family is required to help support the school by purchasing a minimum of \$500 worth of SCRIP during the year.

Matching Gifts

Many businesses match the financial gifts and/or volunteer hours of their employees. Please check with your employers' Human Resources Department to initiate the process. These businesses include, but are not limited to:

- Microsoft
- Boeing (and Boeing retirees)
- Kimberly-Clark
- Federated Stores
- Wells Fargo Bank
- U.S. Bank

Donations may be made to the Development Fund; school operating budget or a gift may be restricted to a donor's request that is in line with the school mission and vision

Volunteer Program for Parents/Guardians of Students in Grades K-8

Our Lady of the Lake Parish School is part of a very active parish community and both the school and parish need volunteers to complete many tasks throughout the year.

The Volunteer Hours Program is an effort to:

- Build and foster community
- Keep tuition/fees as affordable as possible
- Encourage Parents/Guardians to become involved in their child's education

Parents/Guardians recognize that active parent involvement in volunteering and fund-raising is a high expectation at Our Lady of the Lake Parish School. Volunteer hours can be earned in a variety of ways (at school and parish) and can be earned by Parent/Guardians well as Grandparents and other relatives. While the school does not mandate volunteer hours, we certainly encourage it strongly.

Volunteers must:

- successfully complete a background check
- comply with the Safe Environment Policies outlined by the Archdiocese
- provide service that respects the privacy of the students and staff

Field Trips

In compliance with Archdiocesan guidelines, "*all field trips must have the enrichment of the curriculum as their core purpose*" (Catholic Schools Policy Manual). Field trips and Outdoor Education, as an extension of classroom experience, are encouraged provided that adequate supervision and insurance coverage are assured.

Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements upon recommendation by the Teacher to the Principal. The Principal will have final authority.

The following Field Trip Guidelines will be used:

- Written Parent/Guardian permission is absolutely necessary for all students participating in the field trip. Students who do not return a signed Archdiocesan Field Trip Parental/Guardian Consent Form

and Liability Waiver will not be allowed to go on the field trip (no exceptions). Phone calls will not be accepted in place of the written permission form.

- Each student must have a *Student Emergency Information Form* on file in the school office. This form must accompany the student on the field trip.
- Money collected for field trips is non-refundable unless the trip is canceled.
- Drivers must carry a copy of the signed Archdiocesan Field Trip Parental/Guardian Consent Form and Liability Waiver and Student Emergency Information Form with them during the field trip. These forms are returned to the office when the students are checked back into school.
- Under normal circumstances, carpools will be used for transportation and Teachers will assign carpools.
- Field trip drivers must have a current Field Trip Driver Information Form on file in the school office. All drivers must present proof of insurance in order to be able to drive on a school field trip. The school does not carry liability insurance for injuries to passengers or damage to the car. Drivers will be responsible to see that students assigned to their car leave and return, seat-belted or otherwise appropriately restrained, in the same car.
- No additional stops are allowed.
- Drivers returning from field trips should park in the marked parking spaces on NE 90th St. The driver must accompany students into the building and personally check their group through the Teacher.
- Drivers must return all Archdiocesan Field Trip Parental/Guardian Consent Form and Liability Waiver and Student Emergency Information to the office or the Teacher.
- Field Trip Drivers are required to have appropriate passenger restraint in accordance with Washington law for each Student transported.
- The payment of any ticket received by the Field Trip Driver for violation of the law is the responsibility of the Driver.

Child Passenger Restraint/Booster Seat Policy

Effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

The following procedures shall also apply.

- It is the responsibility of the Parent/Guardian to determine whether their child requires a booster seat under the law.
- Neither the School nor the Field Trip Drivers are responsible to determine whether a booster seat is or is not required for any student.
- Field Trip Drivers are required to have appropriate passenger restraint in accordance with Washington law for each Student transported.
- Payment of any ticket for any violation of the law by a Field Trip Driver, including improper passenger restraint, is the responsibility of the Driver.

Miscellaneous

Lost and Found

Students are encouraged to have all personal belongings marked with their names, especially school sweaters, vests and sweatshirts. Found items are collected in the school office. They can be retrieved by the student or Parent/Guardian during the school day. Periodically, after due notice, items in the lost and found box are donated to St. Francis house.

Use of School Grounds

Our Lady of the Lake Parish School or Parish is not responsible for any accidents occurring on the school grounds during weekends, vacation days and before or after school. Accidents occurring during school time that are due to failure to follow the safety rules are not the responsibility of Our Lady of the Lake Parish School. Permission to use the school during/after school hours must be approved by the Principal and/or Parish Administrator.

Bicycles/Scooters/Skateboards

Children who ride a bike to school must observe all bike safety rules *including wearing an approved bicycle safety helmet*. Bike racks are provided and students are required to park and *lock* their bikes at this location. Bikes and other bike equipment are brought to school at the student's risk and the school is not responsible for lost or stolen items. Students using scooters/skateboards must follow the school handbook rules for riding a bicycle at school. Scooters/skateboards should not be ridden on school grounds and helmets should be worn for your child's safety. Students are to fold up the scooters and put them away upon arriving in the classroom.

School Visitors

All Parent/Guardian /Guardians and visitors are required to report to the school office upon entering the building to sign in and receive a Visitor's Pass if they are going to be anywhere in the building except the school office. School personnel may occasionally escort a visitor to his/her destination. Please return the Visitor's Pass and sign out when leaving the building. The exception to this request applies to Hot Lunch workers who will have a designated Hot Lunch badge. If you see unauthorized adults on the school campus please do not hesitate to greet them and request their destination.

Pets Brought to School

Please do not bring your pet into school unless approved by the Principal and/or teacher in advance. Some people may experience a serious allergic reaction if they come in contact with certain animals. Please check with the Teacher at least one (1) day in advance before bringing any animal to school.

Money Sent To and From School

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's full name, homeroom, purpose and amount enclosed. Students should not bring money to school unless needed. Likewise, students should not be asked to bring cash home from school e.g. contributions for class projects, fundraisers etc.

Checks should be used and made out to OLL. When necessary, large amounts of money can be checked in at the office. The school is not responsible for lost or stolen money brought to school for any reason. Parents/Guardians may not bring home any school related monies to count or store for safe keeping. All money must be stored in the school safe. A Parent/Guardian seeking reimbursement for approved expenses must use the required Check Request forms in the office.

Parties

The Teacher and room parents plan all classroom holiday parties. The Teacher will advise the Parent/Guardian by Curriculum Night as to how classroom birthdays will be handled.

Invitations to *private parties* such as birthday parties or graduation parties *may not be distributed at school* unless the whole class is invited. Likewise, students and families must check with the Teacher when planning for treats so as to be aware of any food allergy in the class. Generally speaking, when families bring in treats, they are suitable for students with any type of nut allergy.

Staffroom

The staff room is generally reserved for OLL faculty and staff. Please note that this area is usually off limits to non-staff personnel.

Cell Phone and electronic devices

This policy applies to the use of electronic devices including but not limited to cell phones, digital cameras, camera phones, personal digital assistants, pagers, entertainment devices, e-readers, apple watches, etc., When these devices are used during and/or after school in ways that, in the opinion of the administration, affect students, staff and school programs, personal privacy, student learning, the school behavior policy and/or learning environment, the school will take appropriate action.

Before 8:20 AM, all student cell phones and electronic devices are to be turned in to the homeroom teacher and the teacher will store them in the homeroom or office for the school day. Thereafter, the student's phone will be turned off and not used during the day except when permission is given by the principal. If a student is leaving school early, he/she may pick up his/her phone from the office and/or his/her teacher.

Students may not take pictures at school unless they have received permission from the principal. Since cell phones could be used for academic cheating through text messaging and photographing classroom materials, they are not allowed to be within sight, in a backpack, in a student's desk, or on the student's person (clothing) at any time during the school day. Parents may contact students during the school day by calling the school office. Students may use a school phone when important necessary communication is needed, therefore parent/student communication should never be an issue during the school day. When a cell phone or device is used during the day without permission, the device will be confiscated and a parent/ guardian and student will need to meet with the principal to retrieve the device. Students who violate this policy repeatedly may lose the privilege of bringing any electronic device to school for a period of time. Our Lady of the Lake is not responsible for the loss or damage of any electronic device. Faculty and staff/immediate supervisors reserve the right to confiscate any electronic equipment believed to be disruptive to the educational process.

Oral Medication Policy

The policy for oral medication is strictly enforced. In order to ensure the welfare of students and staff, this policy must be strictly adhered to. The policy and medication authorization forms may be found in the school office.

Instructional Technology Use Agreement

Our Lady of the Lake School Instructional Technology Use Agreement

This agreement governs all technology equipment used by students here at OLL and behavior that, in the opinion of the administration, interferes with the learning environment and/or runs counter to the mission of the school.

Students are expected to use technology, including the Internet, school provided email and social networking sites, responsibly and for school-related purposes only. Use of the OLL School network and technology are a privilege. Violations of conditions of use may result in that privilege being taken away in whole or in part by school personnel. All other related student policies are applicable and other consequences, including suspension or expulsion, may follow. (See the OLL School Family Handbook for more discussion of expectations and possible consequences.)

As a condition of my right to use the technology at OLL School, I understand the following:

OLL students will use computing resources responsibly

- I will use the Internet and other computer resources for academic activities only.
- I will only play educational games when authorized by school staff.
- I will follow the guidelines for printing set by my teacher or school.
- I will only save materials that are appropriate for educational use in my folder.
- I will not post anything with expressed permission consent of the teacher
- I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.
- I will not use technology (at school or outside of school) which is in violation of civil law or the reasonable rights of others.

I will use computing resources safely

- I will not give out my name, a classmate's name or the school's name, pictures, addresses, e-mails, passwords or any other personally -identifying information online without parental/school permission.
- I will only access appropriate social media sites and I will only post to an Internet site with explicit teacher permission.

I will use technology respectfully and responsibly

- I will not use technology (at school or outside of school) to harm any student/teacher in any way. This includes spreading rumors, sending inappropriate content, misrepresenting myself, or ANY action that could possibly be harmful (physically and/or emotionally) to another person.
- "Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to an act shown to be motivated by any characteristic in RCW 9A.36.080(3), or other distinguishing characteristics, exhibited by the intentional or reckless electronic, written, verbal, or physical act:
 - (a) Physically harms a student or damages the student's property; or
 - (b) Has the effect of substantially interfering with a student's education; or
 - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (d) Has the effect of substantially disrupting the orderly operation of the school.
- I will not deliberately attempt to harm or destroy data on any system on the network or internet.
- I will not damage computer equipment or alter computer settings.
- I will not access or alter other students' files.
- I will not use technology (at school or outside of school) to which brings discredit upon the school or is in conflict with the values for which OLL stands.

I will use computing resources in a manner that respects the intellectual property of others

- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources.

I understand the following:

- I am responsible for what I do
- I cannot use technology to violate school policies, federal and state laws.
- School personnel have the right to review any material sent, mailed, or accessed through a school computer, school provided email address or student computer used on school property. School personnel have the right to inspect all material stored on school computers and servers. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a school computer or school-provided email.
- School personnel can edit or remove any material that they believe to be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- The school does not promise that the functions of the internet service will meet any specific requirements you may have, or that the Internet service will be error-free or uninterrupted.
- School administrators have the final say on what constitutes a violation of Internet policies. Those violations include but are not limited to all bulleted points in this agreement.
- Use of the school internet and technology tools and email provided by the school are a privilege that can be revoked by the school when, in the opinion of the school, the student violates the responsible use policy.

This agreement is revised each year and presented to student and parents on the day of Curriculum Night.

Student signature: _____

Parent signature: _____

Oll School

September 2018

Volunteer Handbook

Welcome

Family volunteers are one of Our Lady of the Lake's most valuable resources. Our children learn through our example, and recognize that we are part of a greater educational, social and religious community. Each year, we demonstrate our commitment to this idea through our service to the school and the parish. The stronger our community, the more benefits our children receive.

The opportunities for volunteering at OLL are vast and varied. We have over 50 different groups and activities that you can choose to help. Children love seeing and knowing that their parents and families are doing something special at school.

Commitment

We ask that each OLL family commit to 36-hours of volunteer time in an area of your choice.

Volunteer Requirements

For the safety of our children, and in accordance with the Archdiocese of Seattle (and Washington State Patrol) background checks are required to be on file for all volunteers who supervise students. In addition, Volunteers must attend the "Protecting God's Children" training sponsored by the Archdiocese. Your completed attendance certificate and background check must be on file with the school secretary before you may volunteer at the school. This process allows for a "safe environment" for our students. Each school/parish has a Safe Environment coordinator should you have questions.

The Archdiocese of Seattle directs all volunteers to the VIRTUS website (www.virtusonline.org) to set up and manage the following:

- Background checks (required every three years)
- Acknowledgement of Policies in regards to prevention and reporting of abuse.
- Registration for a "Protecting God's Children" class to be taken within 90 days of beginning service. (required to take an online updated course every three years)

After attending the class, participants will receive a confirmation certificate via email. Please provide this certificate to the school and/or parish.

To register and to complete the requirements for school volunteers please do the following:

- Register for the "Protecting God's Children" class using VIRTUSonline.org.
- Complete the online information to initiate your background check. A copy of your completed background check will be sent electronically to the school or parish Safe Environment Coordinator.
- Read and electronically sign in VIRTUSonline.org the three Safe Environment Policies.
- After attending the "Protecting God's Children" class, participants will receive a confirmation certificate via email. Please provide this certificate to the school and/or parish.

Once this is done, participants may begin volunteering in the school.

Important Note: If you already attended the "Called to Protect for Ministries" class in previous years, you may bring a copy of your class completion certificate to the school and/or parish office. Completion of the Called to Protect for Ministries class will be credited and you do not have to take the "Protecting God's Children" class unless you wish to attend.

Thank you for helping keep our school and parish community safe for everyone.

Volunteer Opportunities

Please see the OLL website for an updated list of volunteer opportunities.

(<http://school.ollseattle.org/index.php?page=opportunities>).

Volunteer Procedures

- Please sign-in in the office on the volunteer log
- Pick up name tag and wear at all times on campus or with field trip
- Please sign out and return name tag when leaving

Volunteer Responsibilities

- Familiarize yourself with the rules and routines of the school and classroom. Please ask questions if unsure about a direction or routine.
- Respect the teaching learning process by not using your volunteer time for an informal parent-Teacher conference or conversation.
- Be aware that the staff room is often a workroom for Teachers and children are not allowed in this area.
- When volunteering in classrooms or on field trips make other arrangements for siblings.
- Be open and honest in your communication to the staff and administration. If you feel a problem exists, help to identify the problem and communicate your concern directly to a staff member.
- As a volunteer you are not expected to be responsible for the actions of the children or for administering discipline. If a student is disruptive seek assistance from the Teacher or administrator.
- In the course of your volunteer work at our school, you may learn confidential information about students, Parent/Guardian or Teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
- There are times when student confidences cannot be kept. If a student confides a desire to commit suicide to a volunteer, that confidence must be reported. If a child reports any type of abuse to the volunteer that must be reported to the administration, who may ask you for a statement to be forwarded to Child Protective Services. The guideline to follow is: Any information which, if shared with parent and/or administrators may save someone from harm must be shared.