

PARENT HANDBOOK
OUR LADY OF THE LAKE SCHOOL
2411 COMMERCE BLVD
MOUND, MN 55364
Office Phone 952-472-8228 – Fax: 952-472-9152
E-mail: bkennedy@schoololl.com Principal
cfranck@schoololl.com (Office)
www.school.ourladyofthelake.com



Our Lady of the Lake School is a Catholic School which operates in conformance with the laws, teachings and doctrines of the Roman Catholic Church. It is committed to teaching the fullness of the Catholic faith, values and practices and to integrating these core values into all academic subject areas. This integration of the Catholic faith and values distinguishes Our Lady of the Lake School from other schools.

-----cut here-----

We/I have received and read the 2017-2018 OLL Parent Handbook with our child(ren) and agree to abide by it.

Parent Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature

(Please tear out this section and return to school by the first day of school.)
The school reserves the right to amend the contents of this handbook.

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OUR LADY OF THE LAKE SCHOOL MISSION AND PHILOSOPHY

Mission Statement

Our Lady of the Lake Catholic School, together with the parish community, provides academic excellence through a Catholic education that guides the growth of all learners while following Christ's example of love and service.

Philosophy Statement

The educational philosophy of Our Lady of the Lake Catholic School is grounded in the principle of developing the total child. The curriculum and teaching staff support all aspects of personal development: spiritual, academic, social, emotional and physical. We believe the uniqueness of each student should be considered in the classroom. Our faculty works hard to ensure that the needs of each student are met.

Our School Culture

Our School Culture is the basis for establishing how we learn, comport ourselves and thrive while in attendance. According to Paul Bambrick-Sanoro, in his book, *Leverage Leadership*, "Student (school) culture makes sure students build the habits of mind and heart that allow their learning to fly. School culture systems are the foundation upon which students develop virtuous action." In defining that culture, there are some root beliefs, some core values, and a shared purpose that we all must embrace.

Based on our faith as a Catholic community, at Our Lady of the Lake School, our root beliefs and core values are:

Root Beliefs:

- God is ever present, Christ is our example
- We are called to serve
- Everyone will learn
- We are a school...we are a family

Core Values:

- Faith
- Joyful Service
- Love always
- Work together
- Knowledge
- Integrity
- Perseverance

The purpose we all share as members of the Our Lady of the Lake School community is to "*Praise God, work hard, love one another!*"

Affective and Cognitive Goals:

1. Place greatest emphasis on faith formation.

A. Message

God's Word comes to us through scriptures. Relate the Bible stories to events in our own lives.

B. Community

The Spirit of God joins us together in faith, hope and love toward one another. Share ourselves with each other in our daily activities.

C. Service

All of us have different talents to share with others. Develop our talents to their fullest as we help those in need around us.

D. Worship

The joyful expression of the loving relationship that should exist between the loving God who created us and we who are made in His image. Celebrate together in prayerful experiences.

2. Provide a consistently supportive environment.

- A. Encourage self-respect and respect for one another.
- B. Establish a positive environment with fair and constructive discipline policies.
- C. Stress accountability and responsibility for one's actions and decisions as a Christian.

3. Provide a curriculum that is challenging, comprehensive and varied, which will serve the needs of each individual student.

- A. Challenge students in their fullest academic capacity.
- B. Provide modifications and guidance for those who need extra help.
- C. Meet and help students expand their different styles of learning with varied and multiple methods.

DAILY SCHEDULE

7:00 OLL+ opens
7:40..... Gr 5- 8 School Begins
8:40 P-4 School Begins



8:45-11:30 Morning Classes
11:30-12:15 Lunch & Recess
2:25 Dismissal Grades 5- 8
3:15 Dismissal Preschool
3:25 Dismissal Grades K-4
3:30 OLL+ Open
6:00 OLL+ Closes

All preschool – 4th grade students who are dropped off earlier than 8:30 will be required to register with and attend OLL+.

July 4: Independence Day

JULY						
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Aug. 21-25: Teacher Workshops
 Aug. 24: Back to School Night
 Aug. 29: First Day of School
 Aug. 29- Aug. 31: Parent Drive Days

Sep. 1-4: Labor Day Weekend – No School
 Sept. 5: First Day of Preschool
 Sept. 14: Curriculum Night

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Oct. 6: Picture Day
 Oct. 18-Oct. 20: No School MEA
 Oct. 18: Teacher PD Day
 Oct. 27: Rake A Thon

Nov. 6: Teacher Conferences 8-7pm
 Nov. 7: Picture Retake Day
 Nov. 15-16: 6th Gr. Baker Park Trip
 Nov. 22: Rake A Thon Goal Day
 Nov. 23 & 24: Thanksgiving Break

NOVEMBER						
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Dec. 14: Christmas Concert
 Dec. 25-Jan. 3: Christmas Break

Jan. 4: Classes resume
 Jan. 15: Teacher PD Day
 Jan. 19: End of Semester
 Jan. 22: Teacher PD Day
 Jan. 28-Feb. 3: Catholic Schools

JANUARY						
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Jan. 28-Feb. 3: Catholic Schools Week
 Feb. 8: State of the School 6:30PM
 Feb. 13 & 15: Conferences 4PM - 8PM
 Feb. 16: Teacher PD Day
 Feb. 19: President's Day – No School

March 23: Teacher PD Day
 March 24-March 31: Spring Break
 March 12-March 16: Wolf Ridge

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April 2: Easter Break
 April 27: Generation Day

May 4: Teacher PD Day
 May 17: Spring Concert
 May 28: Memorial Day No School

MAY						
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June 1: Last Day of School
 June 4: Teacher PD Day

OUR LADY OF THE LAKE SCHOOL COMMUNICATION PROCESS

A. Effective Communication

1. Vision: Our Lady of the Lake School Communication Policy

- Provides a framework for effective communication.
- Promotes understanding and co-operative teamwork between the school, parents/guardians and students.
- Promotes active participation of the whole school community in effective communication
- Contributes to the best learning outcomes for students
- Ensures principles of effective communication are displayed by staff and parents.
- Is based on the collective understanding that parents/guardians, students and staff have a common goal.
- Is evidence that the school community values the enhancement of effective home/school partnerships through good communication.
- Our Lady of the Lake School believes in *The Principle of Subsidiarity*, which is rooted in Catholic Social Teaching. The spirit of this principle states individuals have the right to participate in decisions and discussions that directly affect them in accord with their dignity and with their responsibility to the common good. Communication should be at the level of those who are affected.

2. Key Understandings about Effective Communication:

- Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, and where information is clear and accurate
- All communication needs to be timely, relevant, accurate, well targeted, well delivered, clear and concise, open, honest and frank, reciprocal and interactive.
- As stated in *The Principle of Subsidiarity*, communication must begin with those who are involved first.

3. Communication Procedure:

- OLL will make every effort to provide information regarding school policies, procedures, rules, regulations, schedules, events, curriculum, special programs, health issues, safety procedures, calendar changes, meetings, etc., parents need to be aware of. Means of communication include newsletters, letters, phone calls, e-mails, handbook and meeting minutes.
- School staff will inform parents of any out of the ordinary occurrences during the school day in the classroom, on the playground, in the lunchroom, etc. in a timely manner.
- Parents are expected to communicate any information about their children that is vital for the school to be aware of (absences, family emergency, doctor appointments or other information that would give insight into the child's day).
- Parents are encouraged to contact teachers or administration with questions or concerns. Please be mindful of teacher's schedules. We will make every effort to return calls or e-mails in a timely manner.

B. Conflict Resolution (Informal):

- We know that parents love their children and will be concerned at times.
- Contacting your child's school when you have a concern can be an intimidating experience. Parents need to know that teachers at Our Lady of the Lake School welcome contact with parents.
- In the vast majority of instances where parents call with a concern, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.
- We also know that despite our best efforts, there are times when we need to talk together to communicate, report and solve problems. Therefore, we are suggesting the following protocol:

1. Talk directly to your child's teacher.

- We can't emphasize strongly enough that we know parents care about their children as do we.
- Most concerns can be resolved or explained at this level to the satisfaction of parent and teacher.

2. If, after meeting with the teacher, some concerns still exist parents are invited to contact the school administration.

- Parents are also invited to discuss any administrative concerns directly with the Principal whenever needed.

C. Conflict Resolution (Formal):

In the event the informal conflict resolution process did not resolve the issue to the parent's satisfaction, we ask you address your concerns formally to the following individuals in the sequence below:

FIRST:	TEACHER/ STAFF MEMBER
SECOND:	PRINCIPAL
THIRD:	SCHOOL BOARD
FOURTH:	PASTOR

The following is the process we ask you to observe when raising Parent-Student issues or concerns:

Step 1. TEACHER

- A. Parent contacts the teacher to communicate concern/issue*.
- B. If necessary, parent and teacher schedule and hold a meeting.
- C. Teacher and parent agree on an action plan to address the issue.
- D. Action plan is carried out. Progress is monitored.
- E. Teacher and Parent determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, teacher and parent may modify action plan as needed.

*To set up the proper time and place, we recommend that you contact the teacher by phone, in writing, or in person, to alert the teacher of your concern and schedule a meeting as needed. Please avoid unscheduled contact during instruction time to respect the learning environment in the classroom. The teacher is expected to notify the principal and appropriately document any significant Parent-Student issues (i.e. requiring meetings with parents, action plans related to students, etc.).

Step 2. PRINCIPAL

The principal will verify resolution of significant Parent-Student issues.

- A. Principal contacts the parent to determine if parent is satisfied with the action plan and outcome of Step 1. If issue is resolved and parent is satisfied, no further action is necessary.
- B. If issue is not resolved / parent is not satisfied, principal will gather additional information individually from parent and teacher.
- C. The principal will then schedule a joint meeting with the parent and the teacher to review actions to date and agree on future action plan.
- D. Action plan is carried out. Progress is monitored.
- E. Principal, parent and teacher determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, principal, parent and teacher may modify action plan as needed

Note: Principal and/or teacher are responsible for notes/summaries adequately documenting issues, action plans and results.

(MOST ISSUES SHOULD BE RESOLVED WITHIN THE FIRST TWO STEPS. MOST ISSUES SHOULD HAVE A WORKING AGREEMENT IN PLACE WITHIN TWO SCHOOL WEEKS.)

Step 3. CATHOLIC SCHOOL BOARD OF OUR LADY OF THE LAKE SCHOOL

If a parent is not satisfied after meeting with the teacher and principal as described in steps 1 and 2, then they may express their concerns to the Catholic School Board.

- A. Send a request to the Chairperson that you wish to express your issue/concern at the next available meeting. It is helpful to the committee if you can include a summary of the issue and any alternate solutions you are proposing.
- B. The Chairperson will respond with information regarding your attendance at an upcoming school board meeting. You will be notified of the time and location.
- C. Attend meeting and voice your opinion. Length of time allotted for discussion with parent will depend on the issue and other school board business to be covered during the meeting. Issues brought to the committee usually cannot be answered immediately. Further discussion and investigation are often required.
- D. You will be informed of the committee's recommended course of action promptly and in writing. If further actions are pending, you will be advised who will be responsible for carrying out related actions along with a timeline for completion.

Step 4. PASTOR

If a parent is not satisfied after meeting with the teacher, principal and school board as described in steps 1-3, then they may express their concerns to Pastor.

- A. Parent contacts the Pastor regarding the situation.
- B. The Pastor will consult with the school principal and other appropriate persons (committee members, etc.) to reach a decision.

Approved: August 1, 2013

EMAIL ETIQUETTE

In order to avoid misunderstandings when communicating by email, please remember these guidelines for email etiquette:

- Be informal but not sloppy.
- Keep messages brief and to the point.
- Use sentence case (using all capitals looks like you are SHOUTING).
- Use the CC appropriately.
- Don't use email as an excuse to avoid personal contact.
- Remember that email isn't private.
- Be sparing with group email.
- Use the subject field to indicate content and purpose.
- Don't send chain letters, virus warnings or junk mail.
- Remember that your intended tone can't be heard in email.
- Use a signature that includes contact information.
- Summarize long discussions.

OUR LADY OF THE LAKE SACRAMENTAL PREPARATION

All families registering for the Sacraments of First Reconciliation, First Eucharist and First and Second year Confirmation must be registered in the parish.

First Reconciliation:

Children in the second grade receive the Sacrament of Reconciliation (Penance) prior to receiving the Sacrament of Eucharist (Communion). Preparation includes an on-site parent and child session, as well as a take-home curriculum that the families work on together. The celebration of First Reconciliation is ordinarily scheduled in January or February.

First Eucharist:

Children in the second grade receive the Sacrament of Eucharist (Communion) for the first time. Preparation includes an on-site parent and child session, as well as a take-home curriculum that the families work on together. The celebration of First Eucharist is ordinarily scheduled in April or May.

Confirmation:

The Sacrament of Confirmation is received in the sophomore year. Immediate preparation is a two-year process in grades 9 and 10, which includes required on-site attendance in faith formation programming, retreats, and service projects.

For more information, contact Kathy Hejna, Faith Formation Coordinator



952-472-8202

khejna@oll.pvt.k12.mn.us

OUR LADY OF THE LAKE DRESS CODE

Uniform Dress Code: General Information

The Uniform Dress Code was created to encourage a community spirit at Our Lady of the Lake School and to enhance school pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors such as clothing.

Our Lady of the Lake students are expected to maintain a neat, clean and modest appearance at all times. All clothing and appearance choices should uphold the spirit in which the Uniform Dress Code is written. Uniforms are required on all school days except when specified by the administration. The appropriateness of clothing, makeup, hair or accessories is ultimately at the discretion of the school. We want to make sure what we wear to school is not a distraction from school.

In general:

- Uniform is expected to be in good condition: items that wear or fade over time should be replaced.
- Clothing is expected to be properly sized to fit.
- Uniform articles are to be worn appropriately (i.e., shirts or blouses tucked in, belts through loops, shoelaces tied).
- All tops are to be of solid color without non-school labels, logos, pictures or wording.
- All bottoms are to be without labels, logos, pictures or wording.
- Hats are not a part of the dress code.

A student who is out of uniform will be sent to the office until a parent can bring a change of clothing. Any class work will be made up and be counted as late. A parent must come within the hour or a used uniform will be provided. If a student is dressed inappropriately on a non-uniform day, a staff member will request they wear a sweater or jacket.

Educational Outfitters and Donald's is our recommended uniform stores. Other outlets are Land's End on line and Donald's in St. Paul and Eden Prairie. **If you choose to purchase at a store other than those above, be sure their uniforms match the stated components.**

Girls Uniform Dress Code

#57 = type of plaid

Tops:

Blouse:	PreK-8	Solid white long or short sleeve woven with collar
Polo:	PreK-8	Solid White, Royal Blue or Light Blue long or short sleeve with collar (Performance must have logo)
	5-8	Solid Navy long or short sleeves with collar (performance must have Logo)
Turtleneck:	PreK-8	Solid White long sleeve
	5-8	Solid Navy long sleeve
Sweater:	PreK-8	Solid navy: crew neck, cardigan, vest, or official letter sweater
Sweatshirt:	PreK-8	Solid navy OLL
½ zip Fleece	PreK-8	Solid Navy must have Logo (available in school office and Donalds)
Blazer	5-8	Solid Navy, with or without school logo

All blouses, Polos, and Turtlenecks must be tucked in when worn with skirts, pants, and shorts

Bottoms:

Pants:	PreK-8	Solid navy (twill or corduroy) classic/traditional fit
	8.	Uniform khaki (twill or corduroy)
Shorts:		May be worn in Sept. to Oct. 15, and Apr. 15 to June only
	PreK-4	Solid navy or plaid: knee length,
	5-8	Solid navy or uniform khaki (twill or corduroy) knee length,
Jumpers:	PreK-8	#57 Plaid, knee length,
Skirt/Skort:	PreK-8	Pleated: #57 plaid or solid navy, knee length
	5-8	A-line or pleated: solid navy or uniform khaki, knee length
Polo Dress:		Navy polo dress (must have log) Found at Educational Outfitters

Accessories:

Tights:	PreK-8	Navy
	5-8	Flesh tone panty-hose
Leggings:	PreK-8	Solid navy worn only under skirts and jumpers (cannot be worn alone)
Belts:	PreK-8	Solid navy, black or brown (if worn)
Shoes:	PreK-8	Tennis or dress shoes having closed toe & heel, heel 1" or less.
Necktie	5-8	#57 Plaid

***Dress Uniform:** (To be worn on Mass days for K-8)

Jumper, skirt, or Navy Polo dress (no pants or shorts)
White top only
Navy OLL Sweatshirt or dress navy sweater (no hoods)

Boys Uniform Dress Code

Tops:

Oxford Shirt	PreK-8	Solid white long or short sleeve woven with collar
Polo:	PreK-8	Solid White long or short sleeve with collar (performance must have logo)
	PreK-8	Solid Royal Blue or Light Blue long or short sleeve with collar (performance must have logo)
	5-8	Solid Navy long or short sleeve with collar (performance must have logo)
Turtleneck:	PreK-8	Solid White long sleeve
Sweater:	PreK-8	Solid navy crew neck, cardigan, vest or official letter sweater
Sweatshirt:	PreK-8	Navy OLL, or plain solid navy
½ zip Fleece	PreK-8	Solid Navy must have Logo (available in school office and Donald's)
Blazer	5-8	Solid Navy, with or without logo

All polo's and turtlenecks must be tucked in.

Bottoms:

Pants:	PreK-8	Solid navy (twill or corduroy) classic/traditional fit
	5-8	Uniform khaki (twill or corduroy)
Shorts:		May be worn in Sept. to Oct. 15 and April 15 through June only.
	PreK-8	Solid navy, knee length,
	5-8	Uniform khaki (twill or corduroy)

Accessories:

Belts:	PreK-8	Solid black, navy or brown (if worn)
Shoes:	PreK-8	Tennis or dress shoes having closed toe and heel, ht. 1" or less
Necktie	5-8	#57 Plaid

***Dress Uniform:**

(To be worn on Mass days for K-8)

White top only
Pants (no shorts)
Navy OLL Sweatshirt or navy sweater, no hoods

Non-Uniform Dress Code: General Information

On Non-uniform days, all students are to be neat, clean and compliant with the dress code as stated below.

Trousers: Anything, including blue jeans and sweatpants, as long as they are neat and clean, without holes and fraying. No oversized pants.

Shorts/Skorts: Knee length shorts can be worn in September through October 15, and April 15 through June. Biker shorts are to be worn only under skirts or jumpers and should not show under skirt line.

Shirts: Anything except the following: halters, spaghetti straps, bare midriffs, mesh or see-through shirts, and inappropriate words or pictures. Tank tops must follow the 3-adult finger-width rule.

Skirts & Dresses: Appropriate knee length skirts or dresses. No spaghetti straps or strapless dresses.

Footwear: Sport shoes or dress shoes with closed toe and heel, for safety the heel height must not exceed one inch.

Locations

Educational Outfitters, Donald's and Lands' End carried Plaid 57 and our polo choices.

Educational Outfitters

Barb Castagna

358-927-6778

5710 West 36th Street

St. Louis Park, MN 55416

www.educationaloutfitters.com

Barbcastagna@educationaloutfitters.com

Donald's

Barb Williamson

651-776-2723

972 Payne Ave

St. Paul, MN 55130

www.donaldsuniform.com

bwilliamson@donaldsuniform.com

Lands End

1-800-469-2222

www.landsend.com/school

Hair Cuts and Styles: Hair is required to be neat, washed, combed and natural color.

PHY. ED. UNIFORMS

Tennis shoes (white soled) must be worn. (Some indoor non-scuff basketball shoes are acceptable and must be labeled “indoor non-scuff shoe”.) Shoes that don’t specifically say “indoor non-scuff” do scuff the floors. Tennis shoes with Velcro are acceptable and preferred for kindergarten. Appropriate footwear should be worn on PE days in the event the class is held outside. No dangling earrings allowed in phy ed class. Grades 5 – 8 gym shorts and T-shirts purchased from school.

SERVICE HOURS SWEATSHIRTS

Middle School students receive a black hooded sweatshirt after completing the required number of service hours. Stars for the sweatshirt will be awarded for certain hours exceeding the original requirement. Service Hours Sweatshirts may be worn at any time.

Spirit Wear: Unless it is a mass day, every Friday is a Spirit Wear Day. All tops including jackets, shirts, sweatshirts, etc...that has the school name or logo on it is considered Spirit Wear. Students also may opt to wear regular uniforms on Spirit Wear days. Students are expected to wear uniform bottoms on spirit wear school days. Phy. Ed. uniforms and jeans are not considered to be Spirit Wear and should not be worn.

EMERGENCY SCHOOL CLOSING - LISTEN TO WCCO RADIO - 830



Communications between school and home have never been more important for weather notification, emergency alerts or other school closings. Our Lady of the Lake School has implemented a broadcast system which enables school personnel to notify all households and parents by email and text within minutes of an emergency, inclement weather, unplanned event or other school communication. This notification service is provided by School Speak, our student information system. The service has the flexibility to provide text and email messages based upon the contact information we have on file for your student.

Our Lady of the Lake School will also continue to report school closings due to snow or weather on WCCO radio and television (AM Radio 830, or TV Channel 4). These may only identify “Westonka” schools, but OLL will be closed as well.

If a condition arises during the school day whereby school has to be dismissed early for the safety of the students, we will follow the emergency school closing instructions signed by the parent. In those families where both parents are away from home, it will be the responsibility of the parents to arrange for their children to stay with a nearby family or pick up their children at the announced closing time.

On days when school starts two hours late or closes early, OLL+ will open at its regular time.

VISITORS PROCEDURE AND SECURITY

We welcome parents and visitors to our school and, to assure the safety of our students, the following procedure will take place:

- All visitors who go beyond the office, **including parents**, baby-sitters, substitute teachers, delivery persons, contracted maintenance persons, etc., **MUST** sign in at the office upon entering the school. Parents, who are delivering necessary items to a student, please do not go to the classroom. We prefer that you leave them in the office and we will see to it that the child receives them.
- During school hours, access to the school may be made through the front door of the school and the Parish Activity Center door near the elevator by ringing the bell located by each of the doors. The doors are unlocked for a brief time while students are arriving in the morning. Students who arrive late will need to use the front door.

- Use of the elevator is limited and accessible only to people who are handicapped or personnel unable to navigate the stairs with heavy items. When the button is pushed, a bell sounds in the office and someone will send the elevator down from there.

STUDENT ABSENCE AND ATTENDANCE PROCEDURES

Parents must call or email the school office before 9:00 a.m. stating if and why their child will be absent or late. A written excuse stating the reason for the absence should be sent to the office with the student upon returning to school.

A student learns best when receiving instruction daily in the sequence given. New material is learned with difficulty when some part of the sequence is missed. We know, however, that occasional absences are unavoidable. These absences may be of two kinds: **THE EXCUSED ABSENCE** and **UNEXCUSED ABSENCE**.

1. The **EXCUSED ABSENCE**: This means a student is absent some days, or excused for a few hours, for illness, doctor or dental appointments or a death in the family. The teacher is responsible for helping the student make up work, take missed tests and record grades for an excused absence, but it is also the responsibility of the student to make up all missing assignments the teacher may think advisable. If a child is absent because of illness for 2 days or more, a day to make up work will be allowed for each school day absent. Excused absences **do** affect perfect attendance.

2. The **UNEXCUSED ABSENCE**: Unexcused absences include vacations, travel, ball games, entertainment, etc., during regular school time. Parents should be aware that the school cannot accept responsibility for educating students who are not present for class instruction. The classroom contact with teachers is vital in developing critical thinking and evaluative processes. Parents will be responsible for tutoring their children who miss classes due to vacations outside the school calendar. If you deem it necessary to take your child out of school for a trip, or for any reason, **specific assignments will not be given ahead of time.** Upon return, students will receive all work to be made up. All work must be made up within one week after returning. This will be the student's responsibility. The teachers will not remind the students about completion of work. If not completed by the due date, the students will receive zeros. Students who are absent for major tests, projects, or assignments will be expected to make them up at the teacher's discretion.

3. TARDY POLICY: Tardiness affects the continuity of instruction and academic success of students; therefore all students are expected to be on time each school day. Our day begins at 8:40 for PreK-6 and 7:40 for 7 and 8 grades. Tardiness causes an interruption for the teacher and the entire class. When school begins, students are required to be in their desks. Every teacher will adhere to this policy in determining a student's citizenship grade. Punctuality is a measure of responsibility and Our Lady of the Lake School deems it important that all students learn the value of being punctual. Arrival 3 hours after school starts or leaving 3 hours before the end of day constitutes a half day absent.

Tardy Procedure: Students who come to school late must report to the office with a note explaining the tardiness. The note is necessary but will not excuse the student from disciplinary action. An exception to this would be in the event of transportation delays by the district busses. *If a student is consistently tardy the reasons for this tardiness should be considered and measures will be taken to remedy the situation.*

Five times tardy/Semester - Student is given a warning, letter to parent.

Ten times tardy/Semester – Letter to parents' detention for middle school students.

Fifteen times tardy/Semester – Second letter to parents, conference with Principal and detention for middle school students

4. Excessive absences or tardiness may be considered truancy.

REQUIRED HEALTH RECORDS, HEALTH CARE AND EMERGENCY INFORMATION

By State statute, any child entering school in Minnesota for the first time shall present evidence of all required immunizations. Immunization records are kept on file in the Health Office. Parents are asked to notify the school when immunizations are updated or the student has any surgeries or special health care needs.

To ensure prompt care in case of sickness or injury, each child must have an emergency card on file in the office. Parents are asked to notify the office if there is a change of emergency phone numbers or home address, home and work phone numbers.

A Health Aide provided by the government through the school district is on duty part of every school day. If a child becomes ill or is injured and requires medical attention, parents will be notified immediately. If parents cannot be reached, the person or persons designated as emergency numbers will be contacted. Children may not be sent home without the principal's permission.

MAY WE REMIND PARENTS THAT SCHOOL IS NOT THE PLACE FOR AN ILL CHILD. A child who has had a fever should not return to school until his temperature has been normal for 24 hours. **If a child has been ill during the night (i.e., vomiting, diarrhea, fever, excessive cough), we ask that you keep him/her home the following day to rest.** The school does not have adequate facilities to give proper care to a child that is ill.

Parents are notified in writing of any communicable disease in school.

Vision and hearing screening will be given each child in K-8 during the school year. Scoliosis screening will be given to all students in Grades 5 and 6.

MEDICATIONS: Our Lady of the Lake School must have written permission from the child's parent when it's necessary to administer any medicine during the school day, including acetaminophen, antihistamines, cough drops, cough syrup, etc. Prescription medications must be in their original container labeled with the child's name and dosage. A signed permission form must include the reason for the medication, date to begin and end, exact dosage and times of day to administer. If the medication is for more than a few days, a form must be signed by the physician. Forms are sent home at the beginning of the school year and are available in the health office. A detailed record of a child's visits to the health office, and any medicines dispensed, is maintained in the health office.

We ask that the principal's office be informed of special health needs for individual children at the beginning of the school term or upon enrollment.

If your child cannot participate in Phy Ed, please send a note to that effect, preferably from the doctor.

REPORTING OF CHILD ABUSE/NEGLECT

The staff members of the school are legally required to follow the requirements of Minnesota Law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

1. Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;
2. Abuse can be physical, sexual, or emotional mistreatment.

BACKGROUND CHECKS FOR VOLUNTEERS

Volunteers are important to the operation of our school as well as the safety of our children. The Archdiocese of St. Paul and Minneapolis, along with dioceses across the country, has enacted policies to deal with the problem of sexual abuse. To help protect children, the United States Conference of Catholic Bishops has mandated background checks for all volunteers who come in contact with minors in Catholic parishes and schools. All parish and school employees, regardless of their role, are also required to undergo background checks.

In addition to completing a background check, every adult volunteer must have the "VIRTUS: Protecting God's Children" training. This is an Archdiocesan-wide mandate to assure all adults who have contact with children are trained to spot and report any sign of sexual abuse of our children.

Parents who have not had a background check or VIRTUS training should contact the school or church office to accomplish this.

SCHOOL ORGANIZATIONS

Parent Teacher Organization

The Our Lady of the Lake School Parent Teacher Organization (PTO) is comprised of all parents, faculty and staff. Please refer to the school calendar for exact times. Officers, volunteer chairs, a faculty representative and the school principal are members of the executive board. The purpose of the OLL PTO is to enhance the educational facilities and opportunities for the students at Our Lady of the Lake School that may not otherwise be provided. . PTO meetings are held monthly.

Catholic School Board of Our Lady of the Lake School

The Catholic School Board of Our Lady of the Lake School supports and advises the school administrator in carrying out and fulfilling the Mission and Philosophy of Our Lady of the Lake School. The Board consists of the following members: the pastor, the principal, the president of the Parent Teacher Organization, a Parish Council representative, a teacher representative; and eight other members. The Board meetings are open. Board meetings are held monthly.

SCHOOL ACCREDITATION

Our Lady of the Lake School is accredited by the Minnesota Nonpublic School Accrediting Association. Annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of staff.

GENERAL INFORMATION

CONFERENCES

Conferences will be held twice a year. Times will be scheduled for all students and parents will be notified of their appointment. Conference days missed because of vacations will not be rescheduled and parents will be responsible for scheduling a teleconference with the teacher.

TESTS

Most tests are not sent home for the students and parents to keep. All test results are reported to the parents on line. Parents may contact the teacher to review the tests if they have questions.

ACHIEVEMENT TESTING

Students are tested for achievement through a standardized testing program NWEA. The main purpose for testing is to help with curriculum planning. Students are tested annually in the fall, winter and spring of each year. Parents/Guardians will be notified of the test results.

GRADE SCALE:

The following grade scale will be used:

Grades K-4	Middle School Gr. 5-8
Standards Grading 4 – Exceeds Standards 3 - Meets Standards 2 – Partially Meets Standards N/A – Not Assessed at this time	Subject Grade A = 90 – 100% B = 80-89% C = 70-79% D = 60-69%
	Strand Rating Grading Scale 4 - Exceeds Standard 3 - Meets Standard 2 - Partially Meets Standard 1 - Below Standard N/A - Not Assessed at this time

STUDENT RECORDS

Our Lady recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and protection of the privacy rights of students as provided in state and federal law. Legal guardians have the right to view student records when requested.

PROMOTION

Promotion from one grade to another is determined by academic progress in meeting stated learner outcomes, maturity level, and attendance.

Any inquiries from a parent or student challenging a grade or non-promotion will be referred to the teacher involved. The teacher will then keep the principal informed of this matter.

RETENTION

In spite of all efforts made by the school, any student who fails two or more major academic subjects for the year will be retained in the same grade for the following year. The major subjects are as follows:

Grades 1-3:	Reading, Mathematics and Language Arts
Grades 4-8:	Reading, Mathematics, Language Arts, Social Studies and Science

Religion is also a core subject at each grade level. Faith formation, however, has both subjective (personal) and objective (knowledge) dimensions. It has not been included in the list of major subjects relating to retention because faith formation should not be examined solely from this objective perspective. This in no way, however, lessens the importance placed by the school on the teaching of specific Faith/Church related content.

If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year.

GRADUATION

Before any student may participate in graduation activities, all required work and testing must be completed. Tuition must be paid in full. Promotion will not be granted until the above requirements are met.

TRANSFER STUDENT PROBATION

All incoming transfer students are given a two-month probation period. If the student fails to comply with the school philosophy/core values, code of behavior, or academic expectations, the parents will be asked to withdraw their child from the school. This will occur at a formal conference with the parents after directed help from the teacher(s), parent(s) and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting compatible with some students.

WITHDRAWALS

Whenever a pupil is transferring to another school, the following steps must be followed:

- Notify the school office in writing or in person.
- Return all textbooks, library books, equipment, etc., belonging to the school.
- Pay all outstanding debts (tuition payments, lost/damaged library or textbook fees, etc.).

PARENT COOPERATION

The Catholic Church and OLL recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

SPECIAL EDUCATION

The special needs of students at Our Lady of the Lake School are addressed through the Westonka School District in three ways:

1. Classroom teachers see the needs of their students and consult with the principal. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete, a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at Our Lady of the Lake School. Direct service is delivered at a Westonka site and transportation is provided by the Westonka District.

TITLE I

Title I is a federally funded remedial program available on-site at Our Lady of the Lake School. A part-time Title I teacher provides remedial instruction in math, reading and language to qualified students.

FEDERAL FUNDING

Our Lady of the Lake School participates in the government Federal Funding Grant program. According to the school's enrollment, federal funds are allocated for specific purposes. OLL receives Grant Aid in the following areas:

1. Per Pupil Aid: Textbooks and Instructional Materials
2. Title I: Reading and Math Remedial Instruction
3. Title II: Eisenhower Professional Development Funds (Teacher Training)
4. Safe and Drug-Free Schools
5. Free and Reduced Lunch Program

D.A.R.E.

D.A.R.E. (Drug Abuse Resistance Education) is a program to help the students in Grade 6 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. D.A.R.E. also helps the students learn how violence hurts everyone. The parents/guardians are involved through parent meetings and the student's workbook. This program's instruction is provided by the Orono Police Department.

AFTER SCHOOL ACTIVITIES

For safety reasons, students must be with a parent or VIRTUS trained supervisor during, before and after the after-school activities, i.e. Dance-line, Brownies, basketball, etc. When waiting for a sibling or parent, they must be in an area where they are being supervised. Students may not wait in the gathering space of the PACE center or outside for parents to pick them up unless they are supervised. If there is no one to supervise, the student should wait by the office.

COLD WEATHER

All students are required to go outside for recess, if the air temperature and wind-chill factor are zero degrees or higher. Parents are encouraged to dress the children properly during cold weather. Outside boots, hats, mittens are required for outdoor use on cold/snowy days for students in grades P-8. Snow pants are also required for students in P-4. Thermostats are set lower during the winter months, so children should dress accordingly.

INDOOR RECESS

If the temperature outside is below zero or if it is raining, students will have indoor recess after lunch. Students are required to spend this time in their classroom, with a quiet activity at their desks and are monitored by the playground volunteers.

TEXTBOOK DAMAGE

A flat fee will be charged for damaged and lost textbooks. If not paid, parents will be billed for lost and damaged books through the parish business office.

PETS AT SCHOOL

Due to risks to students with severe allergies, pets will not be allowed at school unless permission is granted by the principal.

HOT LUNCH PROGRAM

Our Lady of the Lake School serves hot lunch every day to the students as provided by Dist. #277. Lunch prices are determined by the District and will be announced at registration time. Extra cartons of milk may be purchased for those students who carry a sack lunch or wish another carton. A la carte items may also be made available. The cost of these items is deducted from lunch accounts. It is important for parents to keep a close watch on their children's accounts. Children will be refused items if they have a negative account and may be served an alternate lunch. Parents are encouraged to visit and have lunch at school. **If you wish to do this, please call the office and let us know by 9 a.m. on the day you would like to come.** Information is given to each family at the beginning of the school year regarding eligibility for free meals and milk or reduced price meals. Families wishing to apply are asked to notify the school office or the District Food Service (952-491-8088) at any time during the year to receive

an application form. Applications are confidential and will be reviewed and notice of approval or denial will be sent to you. If at any time during the year your family size or income changes and you wish to apply, please let the office know.

FIRE DRILL, LOCK DOWN AND TORNADO OR EMERGENCY EVACUATION PLANS

In order to teach proper procedure for evacuating the building, the school holds five fire drills per year. No pupil is allowed to reenter the building before the proper signal is given. Tornado and Lock Down drills are also held as required.

FIELD TRIPS

Field trips can be valuable learning experiences for students. Guidelines for proposed field trips include:

1. Have an educational purpose
2. Approval of the principal
3. Signed parental permission
4. Adequate supervision must be provided for all trips.
5. Effort must be made to avoid conditions that may be hazardous to students. Distances traveled should be realistic in terms of the age of students, cost and time involved.
6. Transportation and fees must be assumed by the students.
7. A student may be denied the privilege of partaking in a field trip by reason of his/her misconduct or studies not completed.

THE SCHOOL LIBRARY

The library is the heart of the school. We have close to 9000 fiction and nonfiction books, in our library. Our library aide guides the students in using the library as a source of reference and of recreation. Use of library materials includes the following guidelines:

1. Students will conduct themselves in an orderly and quiet manner in the library.
2. Students in grades K through 8 are allowed to check out 2 books at one time. Preschool may check out only 1 book at a time.
3. Any student with a book overdue will not be allowed to check out another book until the overdue book is returned or a fee has been paid.
4. Everybody reads at a different pace. There will be no late fines for overdue books. However, please be courteous and respectful to others wanting to read the book.
5. If a book is not returned two weeks before the last day of school, the book is considered lost and a flat fee will be assessed. If a book is damaged beyond repair, a fee will also apply. A new copy of the book may be purchased by student/parents and given to the library in lieu of the fee.
6. Books are the responsibility of the students and their parents once they leave the library. Volunteer librarians and teachers are not responsible for books checked out by students.
7. Books must be properly checked out.
8. Students must be supervised by an adult when in the library.
9. Books will be returned to the shelves by a teacher or library volunteer. Students will not put books back on the shelves.

NEWSLETTERS/COMMUNICATION

The *OLL School News* will be sent home from the school office on a monthly basis via email or placed on the website. If you do not have access to a computer, you are asked to contact the school office to have a hard copy sent home. The newsletter serves as a good tool of communication between parents and school activities. We ask that you read the newsletter to keep informed.

SCHOOL WEBSITE AND SCHOOL INFORMATION SYSTEM

OLL also communicates via the school page on the school website. Parents may also access their children's grades and assignments. OLL uses School Speak as a means of grade accountability and reporting. Parents and students assume the responsibility of checking grades on School Speak in a timely manner. For more information or questions regarding passwords, etc., please contact the school office.

PARTIES

All grade levels may plan simple parties for All Saints, Christmas, Valentine's Day. Other occasions must be approved by the principal.

BIRTHDAY PARTIES

Please mail or distribute birthday party invitations outside of school. If invitations are given out in school, and not all classmates are invited, hurt feelings result. Also, if a child is given the invitation at school, there is a risk that it may be lost in the transition home.

PHONE USE

Part of growing up is developing responsibility and organizational skills; therefore, student use of the telephone is restricted to emergencies, illness and discipline and should not be used for forgotten band instruments, homework, for after school plans, etc.

CELL PHONES, TECHNOLOGY DEVICES

Cell phones and other personal devices (iPods, PDA's, etc.) must be turned off and kept in backpacks during the day. They will be confiscated and returned to parent if seen, used or heard during the school day.

REGULATIONS FOR BUS RIDERS

Parents make sure the children know the regulations for conduct on a bus. The following rules apply to all Our Lady of the Lake students:

1. No loud talking or profane language. The school district will not tolerate disruption, abusive language, aggressive or dangerous behavior, vandalism and chemical usages, including smoking on school busses.
 2. Behavior and safety for children to and from and at all bus stops away from the school are the responsibility of the parents, either individually or in concert
 3. Behavior and safety of children boarding or departing busses at the school are the responsibility of the principal.
 4. When the student boards the bus, the driver is responsible for student behavior and safety. When the students arrive at the school, the principal assumes the responsibility. When the student arrives at the bus stop, the parents assume the responsibility.
 5. School employees and other citizens are encouraged to report intolerable bus rider behavior to the bus driver, who is obliged to report misbehaving students in writing to the transportation coordinator within 24 hours.
 6. The transportation coordinator maintains files of all referrals of student misbehavior from the bus drivers, and notifies the principal without delay.
 7. The principal investigates reports of student misbehavior and validates them through witnesses or admissions.
 8. The principal is responsible for enforcing and recording bus rider discipline in the following procedures:
 - 1st validated report:** Principal meets with the student and notifies the parents.
 - 2nd validated report:** Principal bans student from the bus for two (2) days.
 - 3rd validated report:** Principal bans student from the bus for some period no longer than the remainder of the school year and student calls parents.
- If a student is misbehaving but does not receive a validated report from the bus driver, that student is subject to the same consequences as one who receives a report.

BIKERS / WALKERS

Any student who wishes to walk or bike to school must have written permission from the parents. A copy of that note will also be kept in the office. Bikers and walkers are expected to report directly to school in the morning and go straight home at school dismissal.

COUNSELOR

The school offers a part-time counselor to provide services for students and staff. Counselor services include individual and group sessions in areas such as family change, grief supports, friendship and social skills, behavior management, drug education and self –esteem.

OLL+

The purpose of OLL+ is to provide safe, affordable, quality before and after school care for P-8th Grade students.

The program will provide recreational and supervised activities which can include: free play, planned activity, quiet or study time, and other events scheduled for conference and vacation days.

OLL+ is a place to enjoy friends, have fun, relax or choose an activity in a safe secure environment.

USE OF STUDENT PICTURES

Our Lady of the Lake School uses candid pictures of students or classes engaged in learning activities or projects on the website, social media or in the local news media. If you do not wish for your child to be included in any, or all of these pictures, please inform the OLL principal in writing by the first day of school.

STUDENT CONDUCT

PHILOSOPHY

Our Lady of the Lake School believes in *Discipline With Purpose*, a developmental approach to teaching self-discipline. The program is based on 15 self-discipline skills that provide adults and students with a common way to talk about growing and becoming self-directed. The skills are developmentally appropriate in teaching students how to relate to one another in a positive manner.

The Fifteen Self-Discipline Skills

Basic Skills 1. Listening

2. Following Instructions

Prompted Birth-K 3. Questioning

Internalized Grs. K-3rd 4. Sharing: Time, Space, People and Things

5. Exhibiting Social Skills

Constructive Skills 6. Cooperating with Others

7. Understanding the Reason for Rules

Prompted Grs. P-3rd 8. Independently Completing a Task

Internalized Grs. 3-7 9. Exhibiting Leadership

10. Communicating Effectively

Generative Skills 11. Organizing: Time, Space, People, Things 12. Resolving Mutual Problems

Prompted Grs. P-7th 13. Taking the Initiative in Problem Solving

Internalized Grs. 7-12 14. Distinguishing Fact From Feeling

15. Sacrificing/Serving Others

Grouping the Skills

The first five skills are called Basic Skills. They are difficult for children in preschool through the end of grade 3 to demonstrate on their own without help. The most basic of all skills is listening. The symbol for Basic Skills is the handshake. It reminds us that people need people in order to get along in an institutional environment.

The next five skills are called Constructive Skills. Children in grades 4-7 are developmentally ready to learn these 5 skills. The symbol to represent the second set of skills is the liberty bell, since learning the rights and responsibilities expected of members of our society requires citizens to use Constructive Skills.

The last five skills are called Generative Skills. The demonstration of Generative Skills requires a more comprehensive world view. People are motivated to demonstrate these higher level skills when the needs of others can be recognized and are considered to be important. The symbol of the transmitter reminds us that people who want to make changes in the institutional or democratic environments must transmit what they know to transform the world in which we live.

Minor Infractions

At the beginning of each school year, your child's teacher will send home a guideline on classroom behavior. Discipline for minor misconduct or infractions will be managed by the classroom teachers. Repeated occurrences may result in detention, suspension, or expulsion.

Major Infractions

Infractions of the severity listed below may result in detention, in-school suspension, out-of-school suspension or expulsion. These more serious infractions include but are not limited to the following and may include police referral:

- Theft
- Property destruction or vandalism
- Leaving the school grounds without permission or a pass
- Fighting
- Inappropriate or profane language
- Bullying
- Harassment
- Violation of OLL stated policy

DEFINITIONS: DETENTION, SUSPENSION, EXPULSION

Detention:

Detention is time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served before or after school.

1. First Offense – One hour of detention, parents/guardians are contacted, and suspension from extracurricular activities
2. Second Offense – Two hours of detention, parents/guardians are contacted, and suspension from extracurricular activities
3. Third Offense – Two hours of detention, parents/guardians are contacted and conference with administration, and suspension from extracurricular activities
4. Fourth Offense – One day in-school suspension, parents/guardians are contacted and conference with administration, and suspension from extracurricular activities
5. Further Offenses – Out of school suspension or expulsion at the principal's discretion and removal from all extracurricular activities.

Suspension:

In-House Suspension

In-house suspension is removal of a student from his/her classroom by the principal for a period of time. The student shall be relocated to a distant classroom space, usually for not more than one day. Work will be assigned and completed.

Out-of-School Suspension

Out-of-school suspension is the temporary removal of a student from school by the principal. While at home, work will be assigned and completed. The readmission process will require a family conference with the principal.

Suspension Process:

1. The Student will be informed about the violation and resulting suspension
2. Parents/guardians will be notified of the student's violation and resulting suspension.
3. A conference may be scheduled with the principal, student and parents/guardians to discuss the incident.

Expulsion

Expulsion means the permanent exclusion of a student from school. Expulsion may be the consequence of serious or repeated offenses which disrupt the daily academic process, or if the student's presence poses danger to him/herself or other persons or property.

Expulsion Process:

1. Notify the student of the punishable violation.
2. Notify the student's parents/guardians of the punishable violation.
3. Arrange for a consultation of appropriate school personnel (teachers, counselor, etc.)
4. Take action as recommended by the appropriate staff members.

In addition to responses made by the administration of Our Lady of the Lake, offenses involving violations of civil or criminal law will be referred to the appropriate authorities.

POLICY ON PLAGIARISM

Definition

Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another. There are two basic forms of plagiarism:

1. Using someone else's work as your own, without citing the source. This includes direct copying, rephrasing, and summarizing, as well as taking someone else's idea and putting it in different words.
2. Not indicating directly quoted passages or ideas even while citing the work as a general source.

Penalties

Each case shall be treated on its merits. Minor first infringements may be corrected by counseling or by the imposition of a penalty, as appropriate. Depending on the circumstances, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the principal.

Where a penalty is imposed, the parents/guardian will be notified and a written note will be placed in the student's file. Before imposing a penalty for plagiarism, the student's file should be checked to determine whether the offence is a first or subsequent offence. For a subsequent offence, the penalty should be more severe.

DRUG POLICY

If any student attending Our Lady of the Lake School is found

1. buying, selling, or giving away mood altering chemicals*,
2. under the influence of mood altering chemicals or,
3. in possession of mood altering chemicals while on Our Lady of the Lake School grounds or attending any school sponsored event, this same student will face immediate suspension by the principal.

The principal, in such an instance, will

1. immediately notify the parents/guardians of their child's suspension,
2. keep the student under suspension until he/she is released to his/her parents/guardians,
3. schedule a conference time with the parents/guardians and student to discuss the incident, and
4. refer the parents/guardians and student to an appropriate counseling agency for evaluation.

Before the suspension is lifted, the parents/guardians and student will be required

1. to provide valid proof that the student is receiving professional help from a drug counseling agency as per evaluation,
2. to agree to being placed on six (6) months' probation at Our Lady of the Lake School (If summer vacation intervenes, the probationary period will extend to the next school year.), and
3. to agree to immediate expulsion from Our Lady of the Lake School if a second offense against the above mentioned drug policy should occur.

If the principal receives a substantiated report that any student attending Our Lady of the Lake School is

1. buying, selling, or giving away mood altering chemicals,
2. under the influence of mood altering chemicals, or
3. in possession of mood altering chemicals,

Even though this student is not on school grounds or attending any school sponsored event, the principal will

1. notify the parents/guardians of this student about the report and
2. schedule a conference with the parents/guardians and student to discuss this report.

Following the conference, the principal has the option of

1. taking no further action,
2. suspending the student until he/she receives a professional evaluation from an appropriate counseling agency,
3. placing the student on six (6) months' probation after drug counseling has been received, or
4. expelling the student from Our Lady of the Lake if circumstances warrant expulsion and/or parents/guardians or student refuse to cooperate with the rules of the above policy.

*Mood altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

TOBACCO POLICY

The use of tobacco or possession of tobacco in any form by Our Lady of the Lake School students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal as follows:

- 1st** offense The parent/guardian will be notified of the offense. A \$20.00 fine will be imposed to discourage the use of tobacco. Suspension from school may be recommended.
- 2nd** offense A disciplinary conference with student, parent/guardian, and principal will be called. Suspension from school may be recommended.
- 3rd** offense Immediate suspension from school.

NO WEAPONS POLICY

Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit or use any instrument that is considered a weapon or a look alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events. Items included are:

- All firearms, whether loaded or not
- Other guns of all types including pellet or B-B
- Switch blades or automatically opening knives or pocket knives
- Explosives, including firecrackers, live ammunition
- Any object that could be used as a weapon or cause injury to another person.

Immediate suspension, expulsion or police referral may be given at the discretion of the principal.

TRANSPORTATION POLICIES

Almost all students ride to and from school on school buses. Any exceptions to this must be requested in writing by parents and be approved by the principal. The dates and times to be covered should be stated in the requests.

Anyone taking the activity bus to Westonka must have written parental permission.

The students may ride bicycles if parents request it in writing. The school will not assume the responsibility of protecting the bikes. Bicycles are to be parked in the racks upon arrival. Riding bikes on the playground is not permitted. Those children not abiding by this will no longer be allowed to bring their bikes to school the remainder of the year.

Children who walk to school or whose parents bring them, are urged to arrive after the busses begin arriving. (Arrival time determined by Dist. #277 and will be announced).

If there is an issue involving an OLL student on a transfer bus with other OLL students or Westonka students, the person in charge at the transfer point will deal with the issue and notify the OLL principal. OLL parents will be notified by the OLL principal.

If a bus does not arrive when scheduled, please call the Transportation Office at 952-491-8280 or 952-491-8283.

Children will be permitted to leave the bus at another regular bus stop **only with prior permission of the parent, bus driver and school principal**. To avoid possible errors, last minute changes are discouraged. Bus drivers will permit a student to leave the bus only at his normal stop unless written permission is given to the driver. **Written permission is required.**

STUDENT TO STUDENT SEXUAL HARASSMENT POLICY

Sexual harassment is against the law and will not be tolerated at Our Lady of the Lake School. Sexual harassment includes, but is not limited to, the following behavior:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect
- Unwelcome sexual comments, including jokes or stories.
- Any conduct of a sexual nature, either direct or indirect, which contributes to an overall offensive or intimidating environment.

Behaviors may also include but are not limited to:

touching - gestures - jokes - verbal comments - leers - cartoons/pictures - name calling - notes - extreme aggressiveness - spreading sexual rumors - pressure for sexual activities - too personal conversation - sexual assault or attempted sexual assault - inappropriate sexual phone calls during or after school hours - encouraging sexually inappropriate behavior in others - kissing or inappropriate hand holding or body contact.

bring forth such allegations without fear of ridicule or reprisal from staff and/or students. The identity of the claimant, alleged harasser, and witnesses will be protected as confidential and will be shared only on a need to know basis. Our Lady of the Lake teachers and guardians shall make sure that students understand what to do if they are sexually harassed. A clear and assertive statement by the victim, "I DON'T LIKE WHAT YOU ARE DOING (OR SAYING) AND I WANT YOU TO STOP" may be an appropriate first response.

Our Lady of the Lake employees shall be careful to maintain a high standard of conduct for themselves and their students. Our Lady of the Lake teachers and guardians shall make sure that children understand what is appropriate and inappropriate behavior. Even though a student thinks their behavior is harmless or inoffensive it can be perceived as sexual harassment by other students and such conduct will be dealt with appropriately.

If a student believes he/she has been sexually harassed by another student, or if a student witnesses an incident of sexual harassment, the student shall take the following steps:

- A. The student must immediately report the incident to the classroom teacher or appropriate staff member.
- B. The classroom teacher or staff member shall document the incident and the principal shall be notified.
- C. If necessary, the principal will conduct a timely and proper investigation.
 1. A third party shall be present at all interviews. Every effort shall be made to have the same third party present at all interviews with respect to each incident.
 2. Detailed notes will be taken throughout the course of the investigation.
 3. Interviews of the claimant and the alleged harasser shall always be conducted separately, in a comfortable and private place. All parties shall be treated with respect and concern.
 4. If any student interferes with the principal's investigation, or refuses to allow an interview, a letter will be sent home advising that the disposition of the complaint will be made without the student's input and informing the guardians that the student may be subject to disciplinary action.
 5. Guardians of the claimant and guardians of the alleged harasser shall be notified within a reasonable amount of time of the complaint and investigation. When guardians of the claimant are notified, then every effort shall be made to notify guardians of the alleged harasser at the same time, and vice versa.
- D. The principal shall make conclusions in consultation with the third party present during the interviews.

- E. The principal shall take appropriate corrective action according to the facts and circumstances of each particular situation, but is not limited to, one or all of the following:
 - 1. Conference with teacher, parent, principal and student
 - 2. Detention.
 - 3. Note home to parents.
 - 4. In house suspension.
 - 5. Conference with local police officials.
 - 6. Out of school suspension.
 - 7. Expulsion from school.

- F. The principal shall advise in writing the claimant, alleged harasser and their respective guardians, of the outcome of the investigation and its conclusion.

- A. After the principal's investigation, if the claimant and/or the alleged harasser determine that inadequate action has been taken, a grievance report should be submitted to the chairperson of the Board of Education pursuant to Our Lady of the Lake's grievance policy. The written grievance shall be submitted within ten (10) working days after each party receives the principal's written report.

BULLYING PROHIBITION PURPOSE AND POLICY

- A. Our Lady of the Lake School strives to maintain a safe learning environment for students and staff that is free from bullying. The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is our intent to take action to investigate, respond to, remediate, and discipline those acts of bullying which have not been successfully prevented.

- B. Bullying activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.
 - 1. This policy applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of OLL or the safety or welfare of the student, other students or employees of the school.
 - 2. This policy applies to any misuse of technology including, but not limited to conduct that is: teasing, intimidating, defaming, threatening, or terrorizing.
 - 3. This policy applies to any misuse of technology that directs the conduct identified above toward any student, teacher, administrator, volunteer, contractor or other personnel of the school.
- C. No student, employee or other personnel of OLL shall plan, direct, encourage, aid or engage in bullying.
- D. No employee or other personnel of OLL shall permit, condone or tolerate bullying.
- E. It shall be a violation of this policy to retaliate against any person who:
 - 1. makes a good faith report of alleged bullying,
 - 2. acts as a witness in any fact finding,
 - 3. assists or participates in any fact-finding or investigation.
- F. Submission of a good faith report of bullying by an employee or student will not affect the reporter's future employment, future grades or work assignments.
- G. OLL School shall act to investigate all reports of bullying.
- H. The school shall discipline or take appropriate action against any student, employee or other personnel of the school who is found to have violated this policy. Discipline shall be consistent with the requirements of applicable school policies and regulations.

HOMEWORK POLICY - GRADES P-8

Students who attend OLL are expected to complete all homework on time. Each time a student does not have a lesson prepared they will follow the guidelines set by the teacher.

Homework is appropriate for all aged students. The research done on effective schools tells us that homework should be assigned on a regular basis, should be reinforcement or practice instead of new materials, and should not be used as punishment. Homework is assigned not only for the academic benefit but because it develops motivation,

obligation, diligence, responsibility and persistence. These are lifelong skills and are qualities needed for the workplace.

At OLL, we will follow these guidelines:

- Homework can be assigned for completing unfinished work at the student's ability level.
- Homework can be an enrichment activity that extends the classroom activities.
- Spelling practice words are considered homework.
- Teachers regularly assign drill and practice activities.
- Homework can vary with the child and the grade level.

Parents are encouraged to check for completion of work, although the primary responsibility is the student's.

TECHNOLOGY POLICY

Computer Policy

1. Use of computers in school is for an educational purpose to improve understanding of material taught in class. Teachers and students will use the technology resources provided to enhance and diversify the curriculum mapped out for each subject matter as seen necessary.
2. The use of electronic equipment and/or internet, and email access is a privilege, not a right. Inappropriate/irresponsible use of technological system or devices by anyone while at OLL may result in one or more of the following consequences: cancellation of use or access privileges, removal of equipment, payment for damages/repairs, and/or disciplinary actions (including suspension, and expulsion).
3. Students will be given access to computers during class when following the rules provided by the classroom teacher. If a student has lost technology privileges and cannot access needed materials at home, they are asked to come in early, stay late, or use computers during an available time during the day under supervision of a teacher.

Internet

Our Lady of the Lake has a **Student Acceptable Use Policy for the Internet**, which is required to be read and signed by the student and parent before access to the Internet will be permitted. This signed agreement form is kept in the student's file. The specific guidelines are as follows:

1. Use of the Internet is for educational purposes only.
2. Student use is only permitted if the student receives written permission from a parent or legal guardian. Students will only use the Internet under direct supervision and will be trained on the proper uses of the Internet.
3. No personal information will be disclosed over the Internet. This includes, but is not limited to, full names, photographs, and/or any other identifying information. Revealing personal information about yourself or others will be grounds for suspension from the Internet.
4. Users may not download information without permission from the teacher. Information will be saved into a word processing document and then printed. Printing directly from the Internet is prohibited.
5. Use of the Internet to defame or demean any person is prohibited.
6. Observe network etiquette. Use appropriate language. Be polite. Inappropriate symbols are prohibited. Any form of harassment, discriminatory remarks and other antisocial behavior is also prohibited.
7. Students will use no e-mail functions outside of communication with teachers using your OLL school email. Students will not use chat rooms.
8. Purchases or sales of any kind are prohibited.
9. The illegal installation of copyrighted software for use on laptops or school owned computers is prohibited.
10. Uses of the network to access or process files or databases that threaten the security of the network are all prohibited.
11. Users shall not violate the privacy of others on the network by accessing or modifying other user's Password, identities, data, or files.
12. Our Lady of the Lake shall be the final authority, with guidance from the Technology Committee, on the use of the network.
13. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Student Internet Acceptable Use Policy.

OUR LADY OF THE LAKE SCHOOL MEDIA POLICY

Technology is changing rapidly allowing new possibilities to continually present themselves, especially regarding how quickly and easily information and images can be communicated across the world to virtually anyone with access to the internet. It is because of this, and out of respect for our families and staff, that we have adopted the following media policy effective immediately.

Written consent must be provided before photos, videos, or information regarding Our Lady of the Lake students or staff, as part of a school event, including but not limited to plays, sporting events, talent shows, fundraisers, and events during the school day, may be published on the internet in any form. This policy applies to all members of the OLL community, including those connected to students and/or their family.

EXAMPLES VIOLATING THIS MEDIA POLICY:

- Uploading OLL's events that reveal the identities of Our Lady of the Lake students or staff to **any** video streaming site including YouTube, God Tube, and Facebook;
- Posting Our Lady of the Lake student photos or student information (other than those of immediate family) to Facebook or any photo sharing site such but not limited to as Picasa, Instagram or Flickr;
- Including Our Lady of the Lake student last names, or other identifying information, in blogs, online comments, or twitter accounts (other than those of immediate family).

SPORTS POLICY

All students participating in Our Lady of the Lake Co-curricular activities must maintain a cumulative 2.0 grade point average ("C") with no "F's"; and will be required to sign a Code of Ethics Agreement to be eligible to participate in the activity. Participation for extracurricular activities below these requirements will be at the sole discretion of the principal or pastor.

Students may be suspended from participation in a program as a result of unacceptable behavior directly or indirectly related to their participation in the program.

Students who are in detention or suspended from school are automatically suspended from participation in any sports program during the period of their detention/suspension.

Coaches may set stipulations for practice and play as long as these are clear to the students before they are applied and reasonable for participation in the program.

Students who do not attend school because of an unexcused absence/illness may not come to school to practice or participate in a game that day.

Parents are responsible for transportation to and from games and practices.

INSTRUMENTAL MUSIC LESSON POLICY

Students will be allowed to leave their regularly scheduled academic and/or specialist classes for one-half hour period per week for private music lessons. Lesson times are permissible on a set schedule and cannot be changed without permission of the classroom teacher.

Students are required to take full responsibility for work and assignments missed during their music lesson. Make-up lessons, if required, must take place during recess or during non-school hours. Extra practice times must be approved by the principal.

The school discipline and behavior policies will be enforced during music periods by the music instructor, principal or classroom teachers.

REPORT OF INFECTIOUS DISEASE

Our Lady of the Lake follows the infectious disease information and exclusion policies provided by MN. State Health Department. Parents are required to inform the school within 24 hours (exclusive of weekend/holidays) when

their child has been diagnosed as having any infectious disease. Written information is sent home with the students in the classroom when there is an incident of infectious disease

REGISTRATION / TUITION POLICY

Registration requires a \$250.00 nonrefundable deposit fee per child, with a maximum of \$500 per family. This fee must be paid at the time of registration to guarantee placement and is not refundable. The registration fee is applied to tuition. This policy is intended to let the principal know how the registration stands and how to economically plan for the next school year. Registration takes place in February.

Families may select one of three payment options:

- One Installment due August 1, 2014
- Two installments, Payment due August 1 and January 1
- Monthly installments – payments made through the Automated Clearing House for TADS. There will be a one-time fee of \$45 payable to TADS for installment options. An automatic Tuition Payment Agreement must be submitted at the time of registration.

TUITION AND FEES: 2017-2018

Tuition for all students (Full-time Preschool, Kindergarten through 8th grade) is **\$4850**.

- The following discounts apply for any Kindergarten through 8th grade student's initial 2 years at OLL.
- First Year 50% discount, final tuition of **\$2425**
- Second Year 25% discount, final tuition of **\$3637.50**

Pre-Kindergarten tuition (priced per month for 9 months, September - May):

- Class A: T/Th Morning (8:45 - 11:30) \$1700 (**\$189.00/month**) - Recommended for 3 year olds.
- Class B: T/Th Full Day (8:45 - 3:15) \$2200 (**\$245.00/month**) - Recommended for 3 year olds.
- Class C: M/W/F Morning (8:45 - 11:30) \$2300 (**\$256.00/month**) - Recommended for any age.
- Class D: M/W/F Full Day (8:45 - 3:15) \$3100 (**\$345/month**) - Recommended for 4 year olds.
- Class E: M-F Full Day (8:45-3:30) \$4850 (**\$539/month**) - Recommended for any age

The Following Multi-Child discounts are available (includes full-time Pre-K):

- \$250.00 discount for 2 children
- 3+ Children maximum discount of \$12,500 per family.

Discounts cannot be combined and are subject to conditions in the tuition agreement.

Registration fees for Students in Pre-Kindergarten through 8th grades \$150. There is a cap of \$300 for families of more than 2 children. This fee does not apply towards your tuition.

A \$275 fundraising fee is required for students enrolled in Kindergarten through 8th grade, as well as students enrolled in full time Pre-Kindergarten.

A \$100 fundraising fee is required for students enrolled in part time Pre-Kindergarten.

OLL+ Tuition Information: 2017-2018 School Year

- Kindergarten-8th grade: \$2,200 per year (\$245/month) for full-time care, inclusive of before school care, after school care, and care on most "school's out" days, September through May.
- PreK: \$2,500 per year (\$278/month) for full-time care, inclusive of before school care, after school care, and care on most "school's out" days, September through May.
- \$35 per day for dropping in on "school's out" days.
- \$15 per use for dropping in for before school care or for after school care.

ADMISSIONS POLICY AND PRIORITY

Kindergarten:

1. Retention from previous OLL Kindergarten.
2. Siblings of OLL K-8: Parishioner, according to parish registration date.
3. Siblings of OLL K-8: Non-Parishioner, according to registration date in school.
4. Current parishioner Our Lady of the Lake Preschool students, age eligible, according to Parish registration date.
5. Parishioners registering first child and current non-parishioner Our Lady of the Lake Preschool students, age eligible, according to registration date in school or parish.
6. Children of benefit eligible school and parish staff by employment date.
7. Open, based on application date and time stamp.

Kindergarten registration begins at Kindergarten Roundup and closes two weeks thereafter.

Grade 1-8

1. Retention of current OLL students.
2. Current students enrolled at OLL Grades K-7.
3. Sibling of current student and graduates at OLL: Parishioner, according to registration date.
4. Sibling of current student and graduates at OLL: Non parishioner, according to registration date in school.
5. Active parishioners, according to date of parish registration.
6. Children of benefit eligible school and parish staff by employment date.
7. Catholic non-parishioners, based on application date.
8. Open, based on application date and time stamp.

Children starting Kindergarten must be 5 years old by September 1 of the new school year.

Grade 1-8 registration begins at the State of the School evening and closes two weeks thereafter.

NONDISCRIMINATION POLICY

It is the policy of Our Lady of the Lake School to comply with all state and federal laws prohibiting discrimination. No person shall be denied or excluded from enrollment or participation in any educational program or activity operated by Our Lady of the lake School on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance or disability.

Every effort will be made to provide each student from the participating parishes the opportunity to attend Our Lady of the Lake School regardless of the financial situation of the family. Families should seek the advice of the Pastor or Principal if a financial problem arises.

GUIDELINES FOR FINANCIAL AID

1. The Financial Aid Program is financial help given to needy families; the money is received from donations to the Help-A-Student fund.
2. All families requesting financial aid or any such reduction in tuition must complete the financial need assessment form. Completed forms are due by May 1 and will be sent for evaluation to TADS, an outside firm who will give objective recommendations to the school.
3. The Financial Aid Committee, which consists of the principal and pastor, will review the request forms and TAD's recommendations and administer the program.
4. Eligibility:
 - A. Parents must be supporting members of OLL parish and/or school.
 - B. Judgment will not be made primarily on salary, but the individual and personal circumstances will be considered in awarding assistance on a one- year basis.
 - C. Normal requests for assistance must be made before registration. Should an unforeseen circumstance occur during the year, requests may be made through the proper channels.
 - D. This is an assistance program. Complete funding will not be given for total tuition amount.
 - E. You are requested to present your federal income tax return to PSAS. All self-employed families must include business tax schedules, regardless of the amount of net money earned in the business. The documents will be used to verify your reported annual income.
 - F. Previous year's tuition must be paid in full.
5. Notification: Parents will receive notification of assistance granted in written form from the Financial Aid Committee.
6. Payment Schedule:

Full tuition, minus your financial aid, will be paid according to the school payment policy

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our school personnel may apply pest control materials inside or on school grounds as needed. The school district also utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school kitchen and storage area. Their program consists of:

- Inspection and monitoring to determine whether pests are present and whether any treatment is needed;

- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking and screening; and
- Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Our Lady of the Lake, Mound, has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the school shall continue to maintain a safe and healthful environment for our community’s youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by Our lady of the Lake, Mound, were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Our Lady of the Lake, Mound, has completed the 3-Year Re-inspections required by AHERA. Our buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Our Lady of the Lake, Mound, has a list of the location(s); type(s) of asbestos containing materials found in the school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., at 952-890-3452 or by contacting Our Lady of the Lake, Mound, at 952-472-8228.



Whatever you are, be a good one.

~Abraham Lincoln