Our Lady of the Lake Catholic School

Family Handbook

Our Mission

Our Lady of the Lake Catholic School is a welcoming and inclusive community committed to a tradition of excellence by nurturing hearts, inspiring minds and igniting spirits.

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Seattle, WA 98115
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https://school.ollseattle.org

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SCHOOL LOCATION

Our Lady of the Lake is a Preschool through 8th grade Catholic elementary school. It is located at 3520 NE 89th Street, Seattle WA, 98115

SCHOOL VISION STATEMENT

Rooted in faith, guided by love, and inspired by excellence, Our Lady of the Lake Catholic School envisions a vibrant, inclusive community where every child is known, valued, and empowered to grow in mind, heart, and spirit. We strive to nurture compassionate leaders, critical thinkers, and faithful stewards who are prepared to meet the challenges of tomorrow with courage, creativity, and conviction.

HISTORY OF SCHOOL - Our Lady of the Lake Catholic School - *educating since 1949*

For more than 75 years, Our Lady of the Lake Catholic School has been a cornerstone of Catholic education in Northeast Seattle. Since opening our doors in 1949, we have nurtured generations of students—forming hearts, inspiring minds, and building a foundation of faith that lasts a lifetime.

Founded with six classrooms and an auditorium, the school was formally dedicated by His Excellency, the Most Reverend Thomas A. Connolly on June 12, 1949. As our community grew, so did our campus. A major expansion in 1957 added nine additional classrooms to meet the needs of a growing student body.

Originally staffed by the devoted Tacoma Dominican Sisters, Our Lady of the Lake transitioned to an outstanding lay faculty in the 1970s. Over the decades, our programs continued to evolve. A kindergarten was added in the mid-70s, followed by a pre-kindergarten in 2003, and then preschool and additional early childhood classrooms in 2006 to meet growing demand.

In 2013, we completed construction of a beautiful new Events Center, featuring a state-of-the-art gymnasium and a renovated Multipurpose Room—made possible by the incredible generosity of our families and parish community. More recently, in 2020, our main school restrooms were fully renovated thanks to continued philanthropic support.

Today, Our Lady of the Lake is a vibrant, inclusive school community serving families from nearly 20 different zip codes across the greater Seattle area. We remain deeply rooted in our Catholic faith and committed to academic excellence, joyful learning, and developing compassionate leaders who are proud to be *Lakers for Life*.

Mission Statements

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

OUR LADY OF THE LAKE PARISH

Our Lady of the Lake is a welcoming and inclusive Catholic community. Nourished by our faith and sacraments, we strive to live Christ's Gospel by caring for all of God's creation with compassion, mercy, and justice.

OUR LADY OF THE LAKE CATHOLIC SCHOOL

Our Lady of the Lake Catholic School is a welcoming and inclusive community committed to a tradition of excellence by nurturing hearts, inspiring minds, and igniting spirits.

Notice of Non-Discriminatory Policy

Our Lady of the Lake Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to 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 race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

Accreditation

WESTERN CATHOLIC EDUCATION ASSOCIATION

Our Lady of the Lake Catholic School is accredited by the Western Catholic Education Association (WCEA). Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

Covenants

COMMUNITY COVENANT

Our Lady of the Lake Catholic School community strives to be a covenant community. The teachers and staff at Our Lady of the Lake Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship.** The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Our Lady of the Lake Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with

the mission and teachings of the Church. Therefore, teachers at Our Lady of the Lake Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship.
- provide appropriate and challenging academic instruction.
- embrace the diversity of their students and build bridges between all cultures.
- set clear standards for behavior and be fair and consistent in discipline.

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Our Lady of the Lake Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions.
- complete classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.
- demonstrate schoolwide learning expectations
- demonstrate schoolwide behavioral expectations

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Our Lady of the Lake Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Our Lady of the Lake Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the Our Lady of the Lake School Family Handbook.

- accept and embrace the diversity at Our Lady of the Lake Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

Admission and Enrollment Policies

GENERAL INFORMATION

It is understood that Our Lady of the Lake Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Our Lady of the Lake Catholic School. Our Lady of the Lake Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
    a. Current students presently enrolled at Our Lady of the Lake Catholic School.
    b. Students of families who have children presently enrolled in the school.
    c. Students of families who are registered, supporting and active in Our Lady of the Lake Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
    d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
    e. Baptized Catholics who are not covered by the above qualifications.
    f. Non-Catholic students.
    g. When the applicants are equal, the following will be taken into consideration:
        i. Longevity in the Our Lady of the Lake Parish;
        ii. Children/siblings of alumni of Our Lady of the Lake Catholic School;
        iii. Grandchildren of long-time parishioners; and

iv. Results of any interviews deemed necessary by the principal.

h. As in all school policies, the final decision is made by the principal and pastor of Our Lady of the Lake Catholic School.

2. Non-Catholic students will be eligible for admission if space is available after current families have notified the school of their continuous enrollment. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.
3. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
    a. The room capacity determined by the state for state certified preschool/prekindergarten classrooms
    b. 25 in kindergarten
    c. 25 in 1st – 5th grades
    d. 30 in 6th – 8th grades
4. Our Lady of the Lake Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
5. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
6. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
7. Final acceptance will be submitted in writing to all new families admitted for the following school year.
8. A child must be 5 years of age for kindergarten, 4 years old for pre-kindergarten (and toilet trained), and 3 years old (and toilet trained) for preschool by August 31st immediately preceding the school year for which the student seeks to enroll. <u>There are no exceptions made to this requirement.</u>
9. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
10. All new students are accepted on a probationary basis. (Please refer to the policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
11. Registration will begin each year in January.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Our Lady of the Lake Catholic School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Student Support and Accommodations Policy

Our Lady of the Lake Catholic School is a general education Catholic school committed to nurturing hearts, inspiring minds, and igniting spirits in every student. We recognize that students learn in different ways and may require additional support to access the curriculum.

Students with learning differences are given the same consideration as all applicants. Prior to admitting a student with diagnosed learning differences, Our Lady of the Lake Catholic School determines whether it can provide an appropriate education for the student within the resources, staffing, and support structures available in the school.

Each student is considered individually. In making this determination, the school may consider:

- the nature, severity, and degree of the student's learning differences or disability
- the level of support or specialized services required
- any equipment, therapies, or related services the student may need
- the school's available resources, including staffing, class size, and facilities
- the accommodations required and the school's ability to provide them
- any existing Student Support Plan (SSP), Individualized Education Program (IEP), or behavioral plan
- the student's ability to participate in and benefit from the school's academic and community expectations
- any additional factors relevant to the specific situation

Students may be accepted when the school determines that an appropriate program within the general education structure can be designed and implemented.

Because OLL is a **general education program**, the school provides reasonable accommodations that support access to the curriculum, but does not provide modified or individualized academic programs that substantially change learning targets, curriculum expectations, or grading standards.

Continued enrollment is determined based on the school's ability to support the student's needs within the scope of the school's program and available resources.

Parents and/or the public school district in which the student resides remain responsible for arranging and providing any additional special education services that may be required beyond what the school can reasonably provide.

Our Lady of the Lake Catholic School will not discriminate against otherwise qualified students on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the expectations of the school's academic and behavioral program.

Final determination of appropriate accommodations within the school's program rests with the school administration.

STUDENT SUPPORT PROCESS

When a student demonstrates academic, behavioral, or developmental needs that require additional support, the school follows a collaborative support process.

Phase 1: Identification

Concerns may be identified through teacher observation, academic performance, behavioral patterns, or parent communication. The school will document concerns and communicate with the student's family.

The school may recommend strategies or classroom supports during this stage while concerns are being explored.

Phase 2: Assessment

If concerns persist, the school may recommend formal evaluation through the local public school district or through qualified private professionals.

Our Lady of the Lake Catholic School supports families in pursuing appropriate assessments and will collaborate with families and outside professionals during this process.

However, formal academic accommodations or a **Student Support Plan (SSP)** require appropriate and complete diagnostic documentation from a qualified professional. The school cannot create or implement an official accommodation plan without complete documented diagnostic criteria being provided to the school.

To ensure that student support plans reflect current needs, families must provide updated professional evaluations at least every three years if accommodations are to remain in place.

Phase 3: Student Support Planning

Once appropriate documentation is received, the school may develop a **Student Support Plan (SSP)** outlining reasonable accommodations that help the student access the curriculum while maintaining the academic expectations of the program.

Examples of accommodations may include:

- extended time for assessments
- breaking tasks into smaller steps
- preferential seating
- structured organizational support

• teacher check-ins for understanding
• reduced distractions during testing
• structured study guides or note supports

Accommodations are designed to support access to the curriculum. They do not alter core academic standards, learning objectives, or grading expectations.

If a student requires a **modified curriculum, individualized academic programming, or therapeutic educational environment**, the school may work with the family to explore alternative educational settings that are better equipped to meet those needs.

ONE-TO-ONE AIDE POLICY

Our Lady of the Lake Catholic School is committed to supporting the diverse needs of our students, including those who require individualized, one-to-one assistance during the school day.

To maintain professional boundaries, ensure objectivity, and uphold our school-wide academic and behavioral expectations, individuals serving as one-to-one aides may not be a family member or relative of the student.
There are no exceptions to this policy.

If a student requires a one-to-one aide as part of their educational support plan, the following guidelines apply:

- The family is fully responsible for hiring, supervising, and financially compensating the aide.
- The aide must be approved by the school administration prior to beginning work on campus.
- The aide must pass a background check, complete Archdiocesan Safe Environment training, and follow all school and Archdiocesan policies, including those related to confidentiality, professionalism, and student safety.
- The aide operates under the direction of school personnel and is expected to support the student's independence, academic engagement, and behavioral goals in alignment with classroom instruction.

This policy is intended to protect the educational experience of the student while ensuring all support provided within the school maintains the highest level of professionalism and integrity.

For further information, please contact the school principal.

PARTNERSHIP WITH FAMILIES

Our Lady of the Lake Catholic School values open communication and partnership with families in supporting student success.

When a student's needs extend beyond what the school can reasonably provide within a general education environment, the school will work collaboratively with the family to determine the most supportive educational pathway for the student.

For further information regarding student support procedures, families may contact the principal.

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Students are automatically re-enrolled for the next academic year unless families notify the school differently via letter to the principal by February 28th (per the OLL Continuous Enrollment Contract).
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Our Lady of the Lake Catholic School of the withdrawal via a letter to the principal.
2. All items on the withdrawal checklist, including financial obligations must be addressed before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

WITHDRAWAL REGARDING FINANCIAL MATTERS

Our Lady of the Lake Catholic School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Our Lady of the Lake Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

The registration/enrollment fee is non-refundable under any circumstances. Families who choose to withdraw must notify the school in writing at least 30 days in advance. Any tuition billed or accrued up to the date of withdrawal is non-refundable.

Tuition for the upcoming school year begins accruing on March 1 of the current school year:

- Families who withdraw on or before February 28 will owe no tuition.
- Families who withdraw in March will owe one month of tuition.
- Families who withdraw in July will owe five months of tuition.

If a student withdraws from the school on or after the first day of school, the family remains responsible for the full remaining tuition balance for the academic year.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

Rights of the School and Relationships

PRINCIPAL PRIVILEGE

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure**.**

USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the school during the registration process via the online system, School Admin/Finalsite.

USE OF SCHOOL/PARISH GROUNDS

Our Lady of the Lake Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

Our Lady of the Lake Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Our Lady of the Lake may require parents to withdraw their children and sever their relationship with the school.

TUITION

General Information

1. The principal and pastoral leader, are responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

Our Lady of the Lake Catholic School Tuition Rates

1. <u>In-Parish Tuition Rate</u>
    a. An Our Lady of the Lake Catholic School In-Parish family is one who is registered in the parish prior to school registration.
        i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
        ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
    b. An Our Lady of the Lake Catholic School In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
    c. An Our Lady of the Lake Catholic School In-Parish family is one who participates in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing at least 30 hours per school year on average for in school/parish service hours.
2. Monitoring of the Our Lady of the Lake Catholic School In-Parish Tuition Rate Privilege
    a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the Our Lady of the Lake Catholic School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith,

but rather as objective ways of establishing a person's commitment to Our Lady of the Lake Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

b. The school uses a tuition management system which provides monthly statements as well as informing families when the account is delinquent. At any of the reporting periods, report cards may be held until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastor, principal, and bookkeeper involved in maintaining and honoring the parish financial records.

c. If there is a financial challenge being incurred by a parish family, the family should notify the school principal directly. There is a process for applying and receiving Our Lady of the Lake scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.

d. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the "In Parish" rate may be moved to "Catholic Out-of-Parish" rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.

3. Non-Catholic Tuition Rate
    a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

A. Tuition is due on or before the **fifth (5th) day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
    a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the business manager of the past due amount. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
    b. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.

B. Our Lady of the Lake Catholic School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met.

Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

C. Our Lady of the Lake Catholic School offers four tuition options to school families:
    a. Tuition paid in full August 5th
    b. 2 equal payments
    c. 4 equal payments
    d. 12 equal payments (July through June)

D. Families that are experiencing financial difficulties should contact the principal immediately.
E. Payment plans are set up in School Admin/Final Site

TUITION CONTRACTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Our Lady of the Lake Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school business manager.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All returning families must pay an enrollment fee, (registration fee for New Families) of $385.00 per family. The enrollment/registration fee is used toward the cost of contract processing, supplies, and activities. All enrollment/registration fees are non-refundable. Enrollment/registration fees will be collected via the tuition management company (School Admin/Finalsite). Enrollment opt out date is February 28th.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

Our Lady of the Lake Catholic School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family will also be considered for Our Lady of the Lake Catholic School Financial Aid. The

confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Our Lady of the Lake Catholic School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. Our Lady of the Lake Catholic School families who belong to Our Lady of the Lake Parish receive first consideration for assistance. Families will receive notification from the principal and/or business manager regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

Emergency Financial Aid

Life status changes occur and Our Lady of the Lake Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request to the principal. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a $385 registration fee and $1,000 tuition deposit per family to secure the student's placement at Our Lady of the Lake Catholic School. All registration fees are non-refundable. This registration fee is due with the Our Lady of the Lake Catholic School New Student Registration Application.
2. Registration begins in January for new families.
3. All new students are required to take an assessment to determine if they are eligible to attend Our Lady of the Lake Catholic School.

Existing Student Continuous Enrollment:

Continuous Enrollment Acknowledgement is distributed via School Admin/Finalsite each year in January for families currently enrolled at Our Lady of the Lake Catholic School. The continuous enrollment process is complete when the school has received:

1. Our Lady of the Lake enrollment fee for existing students.
2. Tuition assistance applications are complete and have been submitted, if applicable. (Fulcrum deadline is the 31st of December). Our Lady of the Lake Catholic School has limited scholarship funds available. Determination is based on the information from the Fulcrum application form.
3. Emergency information forms that have been completed in full.
    a. Families who do not complete their Continuous Enrollment Acknowledgement will be automatically moved forward on March 1.

Other Fees:

Beyond registration and tuition, there are additional fees that may be charged:

1. 5th Grade Camp Fee—Details will be provided by the classroom teacher prior to camp.
2. Field Trips—Prices vary due to field trip destination and costs.

FUNDRAISING

Each school family will be required to participate in fundraising.

Auction

1. The auction is Our Lady of the Lake Catholic School's largest fundraiser. It is an annual event dedicated to support the full mission of the school and is held annually. The Advancement Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate or "procure" items for the auction, or they can buy out. Buy-out money is used by the Our Lady of the Lake Catholic School procurement team to purchase quality items for the auction. (Please see Our Lady of the Lake Catholic School Financial Policies for additional information).
2. Our Lady of the Lake Catholic School REVENUE ALLOCATIONS
    a. The proceeds from Our Lady of the Lake Catholic School Annual Auction shall be designated as follows:
        i. 100% for School Operating Account.
        ii. Fund-a-Need: 80% for targeted projects, 20% for Tuition Assistance.

Annual Fund

Every family must financially support the Our Lady of the Lake Catholic School's Annual Fund, which helps with the current and future viability of the school.

SERVICE HOURS

Volunteer Commitment

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 30 hours for a two-parent family and 15 hours for a single-parent family. It is required that at least 4 volunteer hours per family are spent supporting fundraising. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of $20.00 per hour due May 31st each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are required to document their hours via Track It Forward for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, Our Lady of the Lake Catholic School annual auction, Fun Run, St.

Vincent de Paul food drive, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on fieldtrips, attending Parent Club Organization meetings and MORE!

Safe Environment Requirements

Our Lady of the Lake School is required to follow Archdiocesan rules to keep a safe environment for our students. Any adult who wishes to drive on field trips or be in the classroom with students at any time during the year should make sure they have the required paperwork on file in the office well in advance. All required forms are available at the school website under the Parent Resources.

In order to work one on one with students or drive on a field trip, the following is required:

- A background check, current within the last three years
- Proof of current car insurance (for field trip drivers)
- A certificate showing current compliance with your Safe Environment training

A signed statement acknowledging having read the Archdiocesan policies on prevention and response to sexual abuse, misconduct and harassment; the code of professional conduct for church personeel; and reporting suspected abuse or neglect of minors and vulnerable adults.

Our Lady of the Lake Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at Our Lady of the Lake Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Our Lady of the Lake Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Our Lady of the Lake Catholic School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available in the Our Lady of the Lake Catholic School principal's office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

Instruction

The instructional program at Our Lady of the Lake Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Our Lady of the Lake Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Community Service - Each student and class takes part in Christian service activities throughout the year.

Mass - Our Lady of the Lake Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts - The English Language Arts curriculum at Our Lady of the Lake Catholic School is fully aligned with the Common Core State Standards across all grade levels. Our reading instruction is rooted in the Science of Reading, ensuring students build strong foundational skills in decoding, comprehension, fluency, and vocabulary development.

Writing instruction is developmentally appropriate and emphasizes the fundamentals of grammar, usage, spelling, and mechanics. Students practice writing in a variety of forms and for different audiences and purposes, including narrative, informative/explanatory, and argument writing.

In grades 6–8, English Language Arts and Social Studies are integrated into a Humanities approach. This model allows students to explore literature, history, culture, and current events in a connected and meaningful way. Through the Humanities program, middle school students develop critical thinking, research, discussion, and writing skills that prepare them for high school and beyond.

Mathematics - The mathematics curriculum at Our Lady of the Lake Catholic School is fully aligned with the Common Core State Standards across all grade levels. Instruction is designed to meet students where they are and build on their individual strengths, with flexible groupings that reflect what each student is ready to learn next.

Our math program emphasizes mastery of basic math facts, strong computation and fluency skills, and hands-on activities that make concepts concrete and engaging. Students develop confidence and skill in problem-solving, reasoning, and applying math to real-life situations.

In grades 6–8, students deepen their understanding of mathematical principles while growing as logical, critical, and creative thinkers. The curriculum focuses on the application and transfer of skills across disciplines and in preparation for future learning.

Advanced Math Placement (Grades 6–8)
Students in middle school may qualify for advanced math placement based on a set of clearly defined criteria. To be considered for advanced placement, a student must demonstrate:

- A teacher recommendation reflecting independence and self-motivation
- Mastery of all four basic computation skills time tests
- The ability to solve word problems independently
- Quick recognition of numerical and geometric patterns
- Strong application of mathematical reasoning and thinking skills
- Homework scores consistent with assessment results
- A track record of submitting work on time and showing all steps in problem-solving
- Self-advocacy and proactive communication with teachers
- Consistent attendance with minimal absences
- MAP and other assessment results supporting readiness for Algebra

All students accepted into advanced placement begin the year on a probationary basis to ensure readiness for increased challenge. To remain in the advanced group, students must maintain an average of 85% or higher at the end of the first trimester and sustain a B average throughout the year.

Placement decisions are made at the end of each school year. No changes to placement will be made after the final decision by school administration, and no other criteria will be considered for advanced status.

Social Studies/History - The Social Studies curriculum at Our Lady of the Lake Catholic School follows the Washington State Social Studies Standards to ensure students gain a strong understanding of history, civics, geography, and economics. In the elementary grades, students explore their communities, learn about Washington State and U.S. history, and develop an awareness of diverse cultures and perspectives.

Instruction emphasizes critical thinking, analysis of primary and secondary sources, and respectful discussion of historical and current events. Students build skills in research, map reading, and civic engagement.

In grades 6–8, Social Studies is integrated into our **Humanities** program, where students make meaningful connections between literature, history, and contemporary issues. Middle school students examine ancient civilizations, U.S. and world history, government, and global cultures, while strengthening their ability to think critically, communicate effectively, and understand their role as informed citizens.

Science – Science is taught at all grade levels at Our Lady of the Lake Catholic School, using the Next Generation Science Standards (NGSS) as the foundation of our curriculum. Students explore the core domains of physical science, life science, and earth and space science through inquiry-based learning and hands-on investigation.

STEM (Science, Technology, Engineering, and Math) experiences are integrated throughout the curriculum, giving students opportunities to engage in engineering design challenges, collaborative problem-solving, and real-world applications of scientific concepts. This approach nurtures curiosity, critical thinking, and a lifelong love of discovery.

Music – Music is an important part of the educational experience at Our Lady of the Lake Catholic School. All students participate in a comprehensive music program that nurtures creativity, self-expression, and an appreciation for the arts.

The curriculum includes vocal music, rhythm, movement, music theory, and exposure to a wide range of musical styles and cultures. Students learn to read music, explore instruments, and develop skills in listening, performing, and creating.

Throughout the year, students have opportunities to share their learning with the community through performances, liturgies, and special events, building confidence and celebrating their talents together.

Physical Education - Physical Education at Our Lady of the Lake Catholic School supports the development of healthy bodies, strong character, and lifelong fitness habits. All students participate in regular PE classes that focus on building gross motor skills, coordination, teamwork, and sportsmanship.

The curriculum includes a variety of activities such as movement games, skill development in sports, cooperative challenges, and fitness exercises. Students learn the importance of staying active, setting personal goals, and making healthy choices.

Through PE, children also practice respect, inclusion, and perseverance, developing confidence and a positive attitude toward physical activity that extends beyond the classroom.

Technology - At Our Lady of the Lake Catholic School, technology is an integral part of our educational program and is thoughtfully integrated into all grade levels to prepare students for a world where digital literacy is essential.

In grades K–2, technology is incorporated into daily learning centers and cross-curricular activities. Young students use age-appropriate tools to build foundational skills in problem-solving, early research, and digital literacy while reinforcing concepts in reading, math, and other subjects.

In grades 3–5, students participate in a dedicated Technology class. The curriculum focuses on:

- Digital Citizenship: learning to use technology safely, ethically, and responsibly
- Keyboarding: developing accurate typing technique and speed
- Research and Information Literacy: locating, evaluating, and using digital information effectively
- Productivity Tools: creating documents, spreadsheets, and visual presentations
- Basic Coding and Programming: exploring introductory coding concepts
- Major Operating Systems: becoming familiar with Windows, iOS/Apple, and Google platforms

In middle school, technology is fully interwoven into all subject areas. Students apply technology to research, collaborate, create multimedia projects, and demonstrate learning in innovative ways. They

develop advanced skills in data analysis, digital communication, and responsible online behavior that prepare them for high school and beyond.

Technology allows teachers to reach each student at their own level, pace, and interests, supporting differentiated instruction and creative expression. By using a variety of tools and platforms, students gain confidence and adaptability that will serve them in their educational and vocational futures.

All students and families sign an annual technology agreement outlining expectations and responsibilities for the use of school electronic devices. Internet access is provided strictly for educational purposes, and staff actively monitor student use to ensure a safe and appropriate learning environment. Any damage to devices caused by improper use will be the responsibility of the student and their parent or guardian.

Library Skills – Kindergarten through 5th grade students visit the school library once per week and are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating resources, and extracting information from those resources.

Art - At Our Lady of the Lake Catholic School, the Visual Arts program inspires students to explore their creativity, develop artistic skills, and express themselves in meaningful ways.

Students engage in a variety of art experiences including drawing, painting, sculpture, ceramics, collage, and mixed media. Lessons introduce age-appropriate techniques and concepts such as color theory, composition, perspective, and the elements and principles of design.

Art instruction also emphasizes appreciation for diverse artists, art history, and cultural traditions, helping students understand how art connects to their own lives and the wider world.

In middle school, students have opportunities to participate in more in-depth projects and explore advanced materials and processes, including a dedicated pottery curriculum. Across all grades, the Visual Arts program fosters creative problem-solving, confidence, and a lifelong love of artistic expression.

Personal Safety - Our Lady of the Lake Catholic School uses an Archdiocesan required safety program in PreK through 8th grade.

Assessment

Our Lady of the Lake Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Progress reports are sent home to parents three times a year and report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (MAP) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They 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.

Teachers will notify families in advance of these trips**. All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Our Lady of the Lake Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Our Lady of the Lake Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020

    - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
    - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
    - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
    - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

2.9(N): All chaperones and volunteers who have unsupervised contact with students must be at least 18 years of age and must complete a background check and Safe Environment training. High school volunteers must also complete a background check and Safe Environment training and may not be left unsupervised with younger students.

2.9(R): The supervising staff member must ensure student medications are brought on the trip and used according to doctor's instructions (i.e., inhalers, EpiPens, etc.).

Children not enrolled in the school shall not accompany the class field trip.

If a student does not attend a scheduled field trip, families are responsible for keeping the child at home for the day, as on-campus supervision will not be available

ENVIRONMENTAL EDUCATION

The Outdoor Education Program at YMCA Camp Seymour is a part of the 5th grade curriculum at Our Lady of the Lake Catholic School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Seymour is owned by the YMCA of Tacoma and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively.

Environmental Education is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3rd trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 5th grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to Our Lady of the Lake Catholic School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 5th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Our Lady of the Lake Catholic School and Camp Seymour; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 5th grade teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 5th grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

STUDENT SERVICE HOURS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform service hours of community service per year. Service is giving of one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. The students will record their hours and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the third trimester. Students in PreK – 2nd grade need to complete 5 hours; students in 3rd – 5th grade need to complete 10 hours; and students in 6th – 8th grade need to complete 15 hours.

HOMEWORK

The Our Lady of the Lake Catholic School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 10 – 20 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

1. Students in 3rd – 8th grade are responsible for writing down their homework for each class in an assignment notebook.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

For middle school, students are expected to complete their homework assignments by the due date. Incomplete work may need to be completed in lunch study hall. Teachers will communicate final deadlines for summative assignments. In K - 5th grade, the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day. In the case where a family decides to take a vacation outside of our school break schedule, teachers are not responsible for providing homework in advance of the absence. The student will make up any missed assignments and work upon their return from vacation.

GRADING

Students in the primary grades (K-5) are assessed using a tiered grading scale based on meeting the academic standards for their grade level. Students in grades 6-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be pre arranged between the teacher, assistant principal, and the principal in conjunction with parents.

GRADING SCALE FOR GRADES K - 5:

3	Meeting standard
2	Approaching standard
1	Below standard

GRADING SCALE FOR GRADES 6- 8:

A	93 – 100%	C	74 – 76 %
A-	90 – 92%	C-	70 – 73 %
B+	87 – 89 %	D+	67 – 69 %
B	83 – 86%	D	64 – 66 %
B-	80 – 82 %	D-	60 – 63 %
C+	77 – 79 %	F	0 – 59 %

3	Meeting standard
2	Approaching standard
1	Below standard

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home once per trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences are held at the end of the fall and spring grading periods. The purpose of these conferences is to provide an up-to-date and personal evaluation of each student's work and progress and to discuss ways parents can support their child's learning. Conferences also give parents an opportunity to ask questions and learn more about school activities.

Fall conferences are student-led for grades 3–8, and spring conferences are student-led for grades K–8. Conference registration is completed online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Our Lady of the Lake Catholic School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Our Lady of the Lake Catholic School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Preschool through 8th at Our Lady of the Lake Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at Our Lady of the Lake Catholic School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

Corporal Punishment

The use of corporal punishment in any form is prohibited at Our Lady of the Lake Catholic School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the Our Lady of the Lake Catholic School Handbook.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Behavioral Reflections

Behavioral reflection forms are used to help students reflect on their behavior and make positive changes. These forms are not a punishment but a tool for self-reflection, communication, and behavioral improvement.

After appropriate classroom warnings have been given or if a behavior requires more thorough attention, the student will receive a behavior reflection form. The student should complete the form with support of the staff member who issued it. If that staff member is unavailable, another staff member will assist the student with their reflection.

Parent or guardian signatures are required on all behavior reflection forms, and the signed form must be returned to school the following day. This process is part of our commitment to fostering positive behavior and aligning with our schools philosophy of supporting ongoing personal and social-emotional growth.

If the form is not completed or returned as required a meeting with the staff member who issued the form and/or the principal may be necessary to ensure alignment and support. Follow-up communication via email, phone call, or conference may also be requested to establish a collaborative relationship and provide additional support.

Behavior Intervention Plans

There are various behavioral interventions and strategies available for both whole classes and individual students. Teachers are encouraged to utilize a range of reinforcement-based strategies to promote positive classroom behavior. If a behavior consistently impairs a student's ability to learn, disrupts the learning environment, or endangers the safety of the student, other students, or the environment, a behavior intervention plan may be implemented. This plan will be developed by the principal, assistant principal, or counselor in collaboration with faculty, the student, and the student's family.

The plan will include clearly defined behaviors, behavioral replacements, and expectations, along

with antecedent strategies. It will often incorporate classroom accommodations as needed and clearly defined consequences. These consequences will include both reinforcement for desired behavior and specified methods for correcting or responding to inappropriate behavior. Corrective measures may range from age-appropriate actions, such as completing work before engaging in a preferred activity or organizing the lost and found, to more serious consequences like in-school suspension, out-of-school suspension, or in extreme cases, expulsion.

The plan may also require additional support through outside providers, which may include, but is not limited to, pediatricians, therapists, or participation in community-based programs or play groups. A student's continued enrollment may depend on adherence to the behavior intervention plan by both the student and the family. These plans are closely monitored by the teacher and the Student Support Team (SST) and are reviewed as necessary with teachers, the family, and the student.

Suspension

In-School Suspension

Two or more serious infractions for behavioral reasons in a trimester will result in an in-school suspension and the implementation of a behavior intervention plan. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from Our Lady of the Lake Catholic School.

Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Our Lady of the Lake Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARASSMENT/INTIMIDATION/BULLYING

Our Lady of the Lake Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Our Lady of the Lake Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Our Lady of the Lake Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Our Lady of the Lake Catholic School will review and investigate such matters in a professional and timely manner.

1. Our Lady of the Lake Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Our Lady of the Lake Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.
3. Our Lady of the Lake Catholic School explicitly teaches about bullying and normal peer conflict, and provides students and staff with tools to prevent bullying, both in our school and in the community. Based on the latest field research, Our Lady of the Lake Catholic School uses Friendzy Curriculum/lessons and teaches Kindergarten–Grade 8 students how to recognize, report, and refuse bullying.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through the Friendzy curriculum, children learn to exercise self-control, establish boundaries, and to recognize the difference between natural conflict and harassment, intimidation, or bullying. Students are taught and given the opportunity to practice the skills of recognizing, reporting, and refusing bullying.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

A. Physically harms a student or damages the student's property;
B. Has the effect of substantially interfering with a student's education;
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, and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
   (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
   (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
   (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time**.

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.

2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

VIOLENT BEHAVIORS

Our Lady of the Lake Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.
The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Our Lady of the Lake Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.
Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish -sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of $250.00.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Hazing

Hazing in any form or of any type is not allowed at Our Lady of the Lake Catholic School and can result in suspension or expulsion from school.

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

Leaving School Grounds without Permission

Any Our Lady of the Lake Catholic School student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

ACADEMIC HONESTY

Our Lady of the Lake Catholic School School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.
Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of

something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

SEARCHING STUDENT'S BELONGINGS

Our Lady of the Lake Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

Weapons

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object 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 is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items. Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first, then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.

4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

School Policies

DAILY SCHEDULE

School begins promptly at 8:20 AM each day and dismisses at 2:15 PM on Monday and 3:15 PM Tuesday, Wednesday, Thursday, and Friday. Children may arrive prior to 8:15 AM if they are attending X-Care, participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 8:15 AM since there is no supervision prior to that time. Children arriving before 8:15 AM or staying past 3:15 PM and not participating in before or after-school programs will be sent to the Extended Care (X-Care) program, and parents will be billed accordingly. On inclement weather days, students are invited inside the building and students will go to their assigned classrooms to sit quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The school year calendar is sent home via the school newsletter and can be found on our website. Should you not receive the calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via the School Newsletter and through the school's website.

ATTENDANCE

Absences

School hours are from 8:20 AM to 3:15 PM Tuesday-Friday and 8:20 AM to 2:15 PM Mondays. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office 206-525-9980 or emailing attendance@ollseattle.org before 8:45 AM. If there is no contact from the parents, the school will call or email for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this

will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration**.**

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

Tardiness

The school day starts at 8:20 AM and a student is considered tardy if he/she is not in his/her classroom at 8:20 AM. All students arriving after 8:20 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. Excessive tardiness will result in a letter from the principal requesting a meeting to rectify the situation.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the *school calendar* to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at Our Lady of the Lake Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via our emergency text Remind and email. Please check for text messages and emails. Please do not send students to school or **Extended Care (X-Care)** until it is confirmed that the school is open. **Extended Care (X-Care)** will open 15 minutes before the announced school starting time.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORMS

Policy

Our Lady of the Lake Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions.

Where to Purchase

New uniforms are available through Tommy Hilfiger, Tommy Hilfiger Website, or Lands' End, Lands' End Website. Used uniforms are available by contacting the Office Manager or Vickie Kush.

Expectations

Parents are expected to help children keep the school uniform code. At Our Lady of the Lake Catholic School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. “Full uniform” means uniform sweater, vest or sweatshirt (not athletic) as part of the uniform.

Three uniform infractions mean a loss of a non-uniform “free dress” day.

Appearance

Make-Up - May not distract from the learning environment.

Hair - Hair must be neat, clean, natural hue, and well groomed. Hairstyles or colors that distract from the learning environment are not acceptable. Hair must be kept out of the eyes and face to avoid distraction to the student and others. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

Shoes - Shoes must be close-toed, weather appropriate, not distracting from the uniform, and not extend more than 3" above the ankle. We do not allow sandals, open toed, backless or sling back, any water shoe, high boots, flip-flops, or heels.

For inclement weather, rain and/or snow boots may be worn outside, but inside shoes are needed for the classroom.

Coats - Weather appropriate coats/jackets are necessary during recess. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

General Appearance Code

1. General Appearance Uniforms
    a. OLL uniforms are to be worn to school every day, except for designated "Non-Uniform" days.
    b. OLL dress (full) uniforms are to be worn on Mass days and other designated occasions.
    c. All clothing must be clean, neat, proper-sized, and in good repair.
    d. Shorts, jumpers, skorts, and skirts must be no shorter than 4" above the knee.
    e. Hats, outerwear, and non-uniform sweatshirts may not be worn in the building. They are allowed when at outdoor recess.
    f. The collar on uniform shirts must be visible.
    g. Shirts must be tucked in.
    h. Plain matte navy, white or black leggings or tights may be worn under a skirts, skort, or jumper.
    i. Leggings may not be worn as pants.
2. Hair and Jewelry
    a. All students' hair should be neatly groomed and should not distract from learning.
    b. Jewelry should be minimal and not draw undue attention.

Non-Uniform Days

Non-Uniform Days

1. Occasionally the school will announce non-uniform days. Students must always be properly attired on non-uniform days. A student who arrives out of compliance with non-uniform dress code may be asked to change into a uniform from the uniform exchange for the day. Repeat offenses may result in loss of future non-uniform day privileges.
2. On non-uniform days:

a. Regular uniform policy guidelines apply to shorts, skirts, and dresses (falling no more than 4" above the knee), as well as to shoes.
b. Shoulders and mid-drifts must be covered.
c. Clothing should be free from holes (no ripped denim) and in good repair.
d. All clothing must be in keeping with our Catholic values. Please check with your child's teacher in advance if you are unsure if an item of clothing will be considered inappropriate.

3. Appearance Guidelines for Free Dress
    a. Shorts, skirts, and dresses must be no shorter than 4 inches above the knee.
    b. Tops must cover to the shoulder, no spaghetti straps, halter tops, or off-the-shoulder shirts are permitted.
    c. Midriffs and undergarments must not be visible.
    d. Clothing must be clear, neat, and in good repair (no rips, holes, or frayed edges).
    e. Images, words, and logos on clothing must align with our Catholic values and community standards (no references to alcohol, violence, inappropriate language, etc.)
    f. Closed-toe, safe, and weather-appropriate shoes must be worn. Sandals, flip-flops, and high heels are not allowed.
4. Free Dress Passes
    a. Free Dress Passes may only be redeemed on Tuesdays and Thursdays.
    b. Students must present to pass to their homeroom teacher at morning check-in.
    c. Students in Free Dress must meet the school's appearance guidelines.
        i. Students who arrive at school in clothing that does not meet the guidelines may be asked to change into a uniform from the school's supply or call home for a change of clothes.
        ii. Free Dress is an opportunity to celebrate school spirit and individuality while still honoring our shared mission to be respectful, responsible, safe, and inclusive Lakers.

Generally each Friday is an "OLL Pride Wear" Day. It is the parents' responsibility to send their children in appropriate, approved Pride Wear for school. Pride Wear is defined as OLL Merch from our OLL Merchandise line which launched in the 2024-25 school year. No CYO or extracurricular merchandise may be worn on Pride Wear days, unless approved by the principal.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, Our Lady of the Lake Catholic school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Our Lady of the Lake Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) 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 right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Our Lady of the Lake Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. 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 right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Our Lady of the Lake Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District 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, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Our Lady of the Lake Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Our Lady of the Lake Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have 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.

Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones and Personal Electronic Devices (including any device that makes or receives calls or messages, accesses the internet, or contains digital games or other entertainment features)

Students are not to use devices at school unless approved by the teacher or administration. The device is to be kept completely off and in a designated area in the classroom. Students who abuse the device rule will have their device confiscated and returned at the discretion of the principal.

1. Any device use without the permission of a teacher or administrator, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of devices and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any device use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via device is permitted.
5. Devices may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

Office Phone Use

The School Office is open from [8:00 AM to 3:30 PM]. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only.

ELECTRONIC DEVICES

The use of electronic devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. Chromebooks, iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Our Lady of the Lake Catholic School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a school bulletin. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, CYO forms, and other materials may be sent via email to every family each week on Wednesday. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call or email.

With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents/Guardians are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents/Guardians are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

Electronic Communication

Whether occurring within or outside of Our Lady of the Lake Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Directory

The Our Lady of the Lake Catholic School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The Our Lady of the Lake Catholic school directory is intended solely for the use of Our Lady of the Lake Catholic School families and employees to strengthen their mutual support and the education of Our Lady of the Lake Catholic School students, and any other use of the information in this directory is strictly forbidden.

Emails

Our Lady of the Lake Catholic School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Our Lady of the Lake Catholic School students and their parents must adhere to and sign the Our Lady of the Lake Catholic School Student Computer and Internet Agreement.

HEALTH CARE

Health Room

A Health Aid room is located in the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health screenings, and maintain student health records. All medications will be kept in the office.

Medication

Our Lady of the Lake Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Our Lady of the Lake Catholic School

must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Our Lady of the Lake Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an Epipen), may be allowed to accompany the student throughout the school day only after is has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an Epipen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Immunizations

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents/guardians will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern.

Since we do not have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialogue with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the school office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

School and Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency, Department of Children, Youth, and Families (DCYF) or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

"Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Our Lady of the Lake Catholic School School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via Remind text messages and email. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until

all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Emergency Drills

Drills are held once per month and include Fire, Earthquake and Lockdown. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

Earthquakes

1. Instructions on what to do during an earthquake:
    a. Remain calm and think through the consequences of any action you take.
    b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
    c. If in a **CLASSROOM or MPR, GYM, or CHURCH** you should: Get under desks or tables and begin counting, "One, Two, etc. up to sixty. Face away from windows.
    d. **DROP-** Crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
    e. Remain in place until ordered to evacuate or until the **"ALL CLEAR"** signal is given.
    f. If in **CHURCH, MPR or GYM** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
    g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
    h. If **OUTDOORS –** Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until the **"ALL CLEAR"** signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
    a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
    b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
    c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
    d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
    e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
    f. Do not spread rumors. They often do great harm following emergencies.
    g. Keep the streets clear for passage of emergency vehicles if necessary.
    h. Be prepared for additional earthquake shocks called **"AFTERSHOCKS."** Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
    i. Respond to requests for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
    j. Cooperate fully with Public Safety officials.

Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

SAFETY AT SCHOOL

Our Lady of the Lake Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Our Lady of the Lake Catholic School.

Carpool Safety

A Car Pool Plan has been created to keep drop-off and pick-up times safe and orderly for all students and families. It is very important that everyone follows these guidelines.

Definition of Car Pool:
Any car bringing one or more students to or from school.

Car Pool Schedule:
Monday:

- Morning Drop-Off: 8:05–8:20 am
- Afternoon Pick-Up: 2:15–2:25 pm

Tuesday, Wednesday, Thursday, Friday:

- Morning Drop-Off: 8:05–8:20 am
- Afternoon Pick-Up: 3:15–3:25 pm

Drop-Off and Pick-Up Procedures

- Carpool Lane:
    - Enter the school playground from 38th Ave NE to join the carpool lane.
    - Drop students off along this lane.
    - After drop-off, exit through the exit gate, and turn left onto 89th St.
    - Students picked up by car should wait in the lower playground area.
- Pedestrian Safety:
    - No U-turns, off-street pedestrian traffic, or parking in the schoolyard.
    - Do not pull up to the school door to drop off your student without parking.
    - Do not allow children to cross NE 90th St. in the middle of the block.

Building Entrances

- East Entrance:
    - Students arriving from 89th St. can enter the lower playground and go into the building through the east entrance.
    - Students may only use the carpool entrance if accompanied by an adult.
- NE 90th St. Entrance:
    - Parents/Guardians entering the building should use the NE 90th St. or NE 89th St

entrances.
    - Park only in designated parking areas.

Supervision

- Children must be supervised at all times, especially during dismissal.
- Do not allow your child to wander the playground unattended.

Pedestrian Safety

Students walking home are required to have a completed “Walkers” Permission Slip on file in the main office before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

Safe Environment Curriculum: Circle of Grace

Circle of Grade Safe Environment Curriculum for grades P4 through grade 8 is taught our of concern for all God's people and in the response to the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People. This is a curriculum for the safe environmental education of children and young people supported and mandated by the Seattle Archdiocese. This curriculum is called Circle of Grace and aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This curriculum helps children and young people to understand their own (and other's) dignity in mind, body, and spirit.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

Our Lady of the Lake Catholic School offers a before and after school program, referred to as Our Lady of the Lake Catholic School Extended Day (X-Care). This program is located in the lower level of the building.

The primary focus of Our Lady of the Lake Catholic School Extended Day is to provide onsite quality supervised care for Our Lady of the Lake Catholic School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Our Lady of the Lake Catholic School Extended Day Assistants that are employees of Our Lady of the Lake Catholic School. Our Lady of the Lake Catholic School Extended Day assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Our Lady of the Lake Catholic School Extended Day assistants are under the supervision of the Our Lady of the Lake Catholic School Extended Day Director. Day-to-day management of the Our Lady of the Lake Catholic School Extended Day is the responsibility of the Our Lady of the Lake Catholic School Extended Day Director, who reports to the principal.

There is a separate charge for students attending the Our Lady of the Lake Catholic School Extended Day program. Registration for Our Lady of the Lake Catholic School Extended Day program is handled by the school office.

Preschool and PreK do not have a before school care program and have a separate after school program (Kids Club). Please refer to the Preschool Handbook for more information.

Policies and Procedures

Extended Day (X-Care) is open in the morning from 7:00-8:05 AM and in the afternoon from 2:15 - 6:00 PM Mondays, and 3:15 - 6:00 PM Tuesday through Friday.

- Parents must sign in their student(s) in the morning session of Extended Day. At 8:05 AM, the Extended Day staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the Extended Day staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the Extended Day door.

A copy of the student's emergency form is kept on file at Extended Day. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Extended Day.

Open Times

Mornings – 7:00 - 8:05 AM
Afternoons – 2:15 - 6:00 PM Mondays, 3:15 - 6:00 PM Tuesday - Friday
Early Dismissal Days – 12:00 Noon - 6:00 PM unless otherwise posted

Extended Day is open during conferences, early dismissal, and various other days unless otherwise noted. Extended Day is not open on federal holidays.

Extended Day will open **15** minutes before the announced school starting time on day with a late start due to inclement weather.

Fees

Please refer to the school's website for current rates.

Extended Care bills on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

LUNCH PROGRAM

Our Lady of the Lake Catholic School contract with an outside provider to provide a hot lunch option for families. You can find information about this program on the school website.

Lunch Room Rules:

- Come to the Multi-Purpose Room (MPR) for lunch quietly and respectfully.
- There is absolutely no running in the MPR.
- Use a normal conversation voice, no yelling or shouting is allowed.

- Do not throw food or objects.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess or after school detention.

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

Students are not allowed to climb on the concrete barriers or hide under the stairs. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the playground areas.

The BIG TOY, Slide, and Play structure are available for use upon the discretion of the Playground Supervisor when there is enough adult supervision on duty.

RELEASE OF STUDENTS

Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, Our Lady of the Lake Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Our Lady of the Lake Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students To Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without

parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Our Lady of the Lake Catholic School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT CLUB/ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

VISITORS

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

ROOM PARENTS

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Emailing parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

PARTIES

Students are welcome to bring birthday treats for each student in their class. Healthy snacks are preferred. Please do not bring in cakes or other types of treats that take time to prepare and/or need utensils. Please do not bring in beverages with the birthday treats. Adhere to any and all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult the parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Our Lady of the Lake Catholic School students are allowed at classroom parties.

PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8th grade graduation.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to school. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

Our Lady of the Lake Catholic School typically hosts at least one middle school dance for the North Region Catholic Schools. Our Lady of the Lake Catholic School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by Our Lady of the Lake Catholic School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Our Lady of the Lake Catholic School.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

SPECIAL POLICIES AND INFORMATION

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Our Lady of the Lake Catholic School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

The Commission is consultative in that its members act in collaboration with the Pastor and Principal and shall only make decisions for the parish school with the approval of the Pastor and Principal. The Commission responsibilities are in the following areas:

Governance and Policy

- establishing a mission statement for the school;
- establishing Commission goals for the year;
- establishing future plans for the school;
- formulating policies and guidelines which give general direction to the Pastor and Principal;
- satisfying itself that such policies and guidelines are properly implemented.

Operational Vitality and Finance

- developing plans/means to finance school programs including: tuition, tuition assistance, fundraising, and new construction mortgage;
- allocating resources according to the budget;
- approving and monitoring the budget;
- monitoring the endowment portfolio.

Advancement and Marketing

- ensuring future development through fundraising, donations, endowments, etc.;
- promoting the school to the parish and parents through events and publications;
- recruiting students in the admissions process.

Evaluation

- determining whether the Commission goals and plans are being met;
- evaluating the Commission's own effectiveness.

Membership

Members of the School Commission consist of:

- The Pastor;
- The Principal;
- The Advancement Director;
- Eight to ten (8-10) persons who are members of Our Lady of the Lake and/or neighboring Catholic parishes which support the school

The Pastor, Principal, Advancement Director are ex-officio non-voting members of the Commission.

PARENT CLUB/ORGANIZATION

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

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All funds raised by the Parent Club/Organization, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the Parent Club/Organization and the School Commission. If a problem arises, the School Commission will make the final decision.

The Parent Club/Organization will be an advocate for the school. They will promote the school for the parish and parents.