

Our Lady of the Lake Catholic School

2018-2019

Parent-Student Handbook



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Mission Statement

Saved, Changed and Called

Through spiritual, intellectual, and social formation in the Catholic tradition, we empower our children to be courageous Catholics, formed in the virtues of Christ, to know Him, love Him and make Him known forever.

Spiritual Formation is achieved through:

- frequent, active participation in the Liturgy celebrating the living Christ, the saints and the liturgical year
- prayer, scripture, doctrine, and the lives of the saints integrated into the daily curriculum
- a conviction that every child's identity begins in the love of God, is rooted in virtue, and expressed openly in society
- partnering with families to carry out the teachings of Christ to strengthen that same growth for the family home

Intellectual Formation is achieved through:

- excellence and critical thinking skills fostered by a strong academic program
- a strict atmosphere of fair and consistent discipline that respects the child's God-given dignity
- a caring environment which enhances self-esteem, self-confidence, self-motivation and inner-directed behavior that is Christ-centered

Social Formation is achieved through:

- opportunities for students to witness and serve in parish activities which teach responsibility, compassion and justice
- the example of dedicated teachers, parish leaders, and committed and involved parents

By Catholic Tradition we mean:

- the living practice of the faith in the lives of the faithful

By Courageous Catholics we mean:

- strength of heart to live the faith with boldness as we see in the lives of the saints and our Fathers of the Faith

Student Admission

All Parish and Diocesan schools are Catholic schools. As such, they shall admit only those students who sincerely seek a Catholic education. For admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of the Parish. By applying for admission, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith and acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a parish or diocesan school because of race, color, national origin, or gender.

Registration Requirements

Parents or legal guardians must complete standard registration documents prior to the admission of the student to the school. Parents or legal guardians must provide the school with the following:

- Proof of age of the student, either by furnishing a certified copy of the student's birth certificate or an original passport
- Baptismal certificate for all baptized Catholic students
- Immunization record
- A photocopy of the student's birth certificate or passport shall be placed in the student's file and the information on the student's birth date and baptism date (if applicable) shall be entered on the student's permanent record, but only when verified by the official document. In extenuating circumstances, parents or legal guardians of a student may provide an affidavit explaining the inability to provide a copy of the birth certificate or passport, along with other reliable proof of the child's identity and age, such as:
 1. the child's baptismal certificate (if a Catholic student);
 2. an application for a social security number;
 3. original school registration records; and
 4. a letter from the authorized representative of an agency having custody of the student, certifying that the student has been placed in the custody of the agency as prescribed by law.
- All schools shall comply with Arizona law, AAC Title 9, Chapter 6, Article 7 (*R9-6-701*), on immunizations for Vaccine Preventable Diseases. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law.

Home-Schooled Students

Parents or legal guardians who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendation from the leadership of the home school, copy of curriculum used by the home school with the student, and grade level/subject testing. At the school's discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

Admittance of non-Catholic students

Parish and diocesan schools may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his or her parents or legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents or legal guardians of non-Catholic students acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By Applying for admission to a parish or diocesan school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings.

A registration fee of \$25.00 for each student is required. All registration fees are due and payable at the time of registration and is non-refundable.

Non-discrimination of Students

Parish and Diocesan schools shall not discriminate against any student on the basis of race, color, national origin or gender in the administration of their educational policies, personnel policies, admission policies, scholarship programs, athletic or other school-administered programs. The sole exception to this non-discrimination policy shall be that single sex schools shall be permitted to refuse admission on the basis of gender.

Student Motto

“We are courageous Catholics, formed in the virtues of Christ, to know Him, love Him, and make Him known forever.”

School Colors

Blue and white

School Mascot

Crusaders

School Hours

The academic day at Our Lady of the Lake is deliberately structured to foster student learning by placing different activities in a particular order. Morning opening is held in the main hall promptly at 8:00 a.m. Dismissal is at 2:30 p.m.

Regular Daily Schedule

Pre-school

- | | |
|------------------------|---|
| <i>Sign In</i> | <i>Begins at 7:00 a.m.</i> –All preschool parents/or guardians will sign in their child(ren) |
| <i>Sign Out</i> | <i>End of day</i> —All preschool parents/or guardians will sign out their child(ren). |

Kindergarten and First

Drop Off ***7:45-7:55 a.m.***

- Parents drop off their children in the designated gathering space where students are then directed by staff to assigned line area.
- All children arriving after 7:55 a.m. must be escorted to the front office.
- Parents will sign in their child(ren).
- Parents are to remain with their child(ren) until the conclusion of the morning opening.
- After the morning opening, your child(ren) may proceed to join his or her class.

Dismissal ***2:30-2:45 p.m.***

- Staff will walk students to the designated gathering space for dismissal.
- Students will be dismissed as parents approach the pick-up safety zone.
- All students still on campus at 2:45 p.m. are automatically enrolled in the Afterschool Care program until picked up by a parent, guardian, or parent’s designee.

- The Afterschool Care program will charge the family the appropriate amount for that day.

School Office Hours

School office hours are 7:30 a.m. to 4:30 p.m. The Office will maintain regular business hours from the first full week of August through the first full week following the end of classes for the academic year.

Lunch Schedule

All grades will eat lunch in the hall area at 12:00 noon.

Weekly Student Mass

Students in grades Kindergarten and above will attend the 8:30 Parish Mass every Wednesday and will be involved to some degree depending on the grade. This is an enriching experience and does not take the place of Sabbath worship. Parents have the obligation to take their children to Mass on the Sabbath.

Tuition

Tuition is due the first each month beginning on the first day of class until May. If tuition is late, more than two weeks, an overdue fee of \$25.00 will be added. The monthly tuition rate per student is \$500 a month beginning the first day of school.

Tuition rates are due in advance of attendance. Non-payment of more than two weeks will result in suspension until other arrangements or payment is made.

Afterschool care is \$10.00 a day per child beginning at 2:30 p.m. Families will only be charged for the days used. Payment for the days used will be due the Friday of the last day of the month.

There will be a \$25.00 fee for any checks that are returned for insufficient funds.

Tax Credit

Our Lady of the Lake uses two Student Tuition Organizations to manage Arizona State Tax Credits designated to our school. They are DEA (Catholic Education Arizona) and IBE (Institute for Better Education). You can contribute your Arizona State tax liability to Our Lady of the Lake Catholic School. Tax credits reduce the amount of the tax you pay to the state dollar-for-dollar up to your tax liability.

A contribution may also reduce your Federal tax if you itemize your deductions. Please consider a contribution of \$2,213 for married couples and \$1,107 for singles to Catholic Education Arizona (www.catholiceducationarizona.org) for scholarship support of students with financial need. Family and friends who wish to contribute their tax dollars specifically for your child should contact IBE (Institute for Better Education) www.ibescolarships.org to recommend a child with their state tax dollars. Corporations receive a dollar for dollar credit against their state tax liability through either CEA or IBE. There is no maximum giving amount. For more information contact either of the above STOs.

School Age Requirement

The Diocese of Phoenix shall follow the state of Arizona's school age requirements.

Arizona law provides for compulsory school attendance of all children between ages of eight (8) and sixteen (16) years. (refer to A.R.S., sec. 15-802) A student entering Kindergarten must be at least five (5) years of age prior to September 1 of that school year. There shall be no exception to this Kindergarten age requirement.

A student entering the First Grade must be at least six (6) years of age prior to September 1 of that school year. The principal of the school shall have the discretion to grant an exception to this First Grade age requirement in appropriate cases.

Student Attendance

Arizona's Compulsory Education Law (A.R.S. 15-802) requires that children be in school unless they are ill or there is a family emergency. The Arizona State Department of Education requires a written note to be kept on file for all absences and tardiness. Therefore, after being absent, your child must bring a written note signed by you explaining the absence or tardy.

When a child has been absent, he/she has ONE school day for each day absent in which to make up work. If your child is ill for an extended period of time (more than two days) you may request work to pick up. Homework must be requested by 9:00 A.M. and can be picked up in the office at dismissal time.

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Eighteen (18) days of absence within one school year is also cause for consideration for retention.

Tardy and Late Arrival

Parents need to make every effort to have students at school on time. Tardy students are a disruption to the instructional process in the classroom. It may also become an academic problem. Being habitually late and missing instruction will affect a student's grades and honor roll status. Excessive tardiness is defined as 4 or more unexcused tardies per quarter.

Pre-arranged Absence

Parents are encouraged to take vacations, trips or family engagements during the scheduled school break times. In the event that parents do this, parents may write a note requesting advanced lessons to take with them. It will be at the discretion of the teacher what can be given in advance. Please give the teacher(s) one week advanced notice for this.

Early Dismissal and Appointments

Thank you for taking your students out of school for legitimate reasons only. You will be required to give that reason when signing out your child. Parents are encouraged to make medical appointments at times other than school hours. However, we realize that this is not always possible. If your child is to be dismissed for any reason during school hours, a written note is required.

Release and Return of Student During School Day

If you need to take your student out during the school day, you **MUST** come in and sign him/her out at the office. If a student returns during the school day, you **MUST** come in with your child and sign him/her back in at the office.

Sick Day Guidelines

Here are guidelines for keeping a child home:

- Has a fever of 100.4 degrees or higher
 - ✓ *The fever should be gone for 24 hours without medication before returning to school*
- Has been vomiting or has diarrhea
 - ✓ *Keep child home 12-24 hours after the last vomiting or diarrhea episode*
- Has symptoms that keep him or her from participating in school such as:
 - ✓ *Very tired or lack of appetite*
 - ✓ *Cough that he or she cannot control*
 - ✓ *Moderate to severe headache, body aches or earache*
 - ✓ *Severe sore throat (could be strep even without a fever)*

Please notify the school office at 716-2685 or 855-2685, if your child will be absent due to illness or will be missing class. Please note that there are no make-up days or tuition refunds for your child's absences. Parents are discouraged from sending a child who is ill to school. A child who does not feel well cannot profit from instruction and also endangers the health of classmates and teachers. Remember, your child must be fever-free for 24 hours before sending him/her to school.

Student Illness and Emergency at School

It is very important that we have current phone numbers where you can be reached in an emergency. ***Please inform us immediately of any changes in work or home contact phone numbers for emergency purposes.***

If your child becomes ill at school or has an accident which is determined to be serious, your child will be sent home. You will be contacted to come and pick up your child. We do not have a school

nurse. If your child is in an emergency situation at school, we will take immediate action to get your child emergency help by professionals. The school requires that parents complete the ***Medical Release*** portion of the ***Emergency Information Form***. This is intended to facilitate prompt medical attention for a child in the event that parents or guardians are not present or cannot be contacted to give authorization for emergency medical treatment.

Medications

Students should not be carrying any type of medication. If it is necessary for your child to take medication during school hours please observe the following:

Prescription Medications

- The medication must be given to the school office in the prescription container. It will be stored in the school office. Students may not carry medications other than inhalers or epi-pens.
- The official school medication form (from the school office) must be completed and signed by a parent.

Over-the-counter Medications

- The medication must be given to the office in the original, properly labeled container. It will be stored in the office. Students may not carry medications.

Communicable Diseases

Students with a communicable disease will not be permitted in school until the contagious period is over or until a physician recommends a return. Please discuss any issues with your child's doctor before your student returns to school.

Lice (Pediculosis)

If a student is found to have pediculosis, (*lice infestation*) the parent or guardian will be notified that his/her child has lice and treatment at home is needed. The student will be sent home until he/she is lice free.

School Uniforms

Children are expected to wear their school uniform every day. Girls are required to wear the uniform polo shirt with khaki shorts or pants, white socks or stockings and white or black shoes. Girls are to wear the Plaid Jumper with Peter Pan white shirt collar on days that the children go to Mass. Boys are required to wear the uniform polo shirt with khaki shorts or pants, white or black socks and white or black shoes. Boys are to wear navy blue pants with their polo shirt and black shoes when attending Mass. Please label all your child's clothes and personal items for easy identification.

Lunch and Snacks

Our Lady of the Lake School does not have a hot lunch program. Students in grades Kindergarten and above are to bring a lunch and a drink to school. This needs to be a lunch that does not require refrigeration or additional heating or preparation. It is a ready to consume meal for the lunch period. A mid-morning snack break will be given, so please include a snack for your child to enjoy. *The school does not furnish any foods for students so please be sure your child has eaten a nutritious breakfast before coming to school.*

Personal Items at School

Children must leave personal items at home unless designated by the teacher as an item pertaining to the lesson. Parents are asked to help their child understand that it is not wise to bring personal items that may be damaged or lost at school. Our Lady of the Lake will not be responsible for lost or broken items.

Communication

In addition to the Our Lady of the Lake Parish website, Our Lady of the Lake Catholic School uses FLOCKNOTE for direct email and text communication reminders. To sign up go to www.flocknot.com/ourladylhc and follow the easy directions, or text THANKS to 84576.

Handling Concerns

When you have a concern about any issue, please follow this procedure:

- Please **FIRST** go to your child's teacher.
If you would like to meet with your child's teacher, please contact your child's teacher to set up an appointment for a conference. Teachers cannot talk to you while they are bringing kids in first thing in the morning or when they are teaching or supervising students. Teachers are not to leave their students to take phone calls or see you during class time. They will however return your call as soon as possible.
- If the issue persists, a conference with the Principal or designee can be arranged.

Atmosphere

Our Lady of the Lake has a structured atmosphere for education. Students are expected to conduct themselves in a quiet and orderly manner in the classrooms, hallways, and during transitions. The fact that we stress our faith in God means that we emphasize Christian treatment of one another in all respects. We are committed to a strong emphasis on our Catholic teachings; however, religious education does not end with the daily Religion classes. We strive to reflect Christ in all we do all day.

Curriculum

Our Lady of the Lake Catholic School provides a structured program of academics including Religious Instruction, Spelling, Grammar, Language Arts, Reading, Math, Science, and Social Studies. Opportunities for exposure to Art, Music and Physical Education will be provided as available during our growth as a school.

The Standards and Curriculum for Our Lady of the Lake Catholic School is provided by the Diocese of Phoenix Office of Catholic Schools. A planned instructional program will lead to discovering and developing the abilities and talents of each student. Instruction is intended to enable each student to achieve the goals and objectives of the curriculum. Our Lady of the Lake Catholic School may not be able to provide instruction to students with disabilities.

Instructional Objectives:

The instructional objectives of each school shall be consistent with the Diocesan curriculum standards, and shall be based on the spiritual, intellectual, social, emotional, physical and learning needs of the student.

Textbook Selection:

Textbooks and other materials are selected from a list of approved texts and materials supplied by the Diocese of Phoenix Office of Catholic Schools. Parish Schools, in their role of supporting parents as primary educators of their children, are committed to mature and appropriate literary study while maintaining the dignity of each and every person created in the image and likeness of God. All books or other reading materials that are selected for use by Parish Schools are to be consistent with the Diocesan curriculum.

Textbooks

Students are issued textbooks and workbooks. They should have a non-adhesive cover on these books and take good care of them. **PAPER BAGS ARE THE BEST BOOK COVERS.** Loss or damage of any kind will be assessed and the student will be charged the amount for replacing the book.

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60
I –	Incomplete

(In special cases where work may still need to be completed; if not completed within guidelines this grade automatically becomes an F.)

Honor Roll

A student is placed on Honor Roll with all A's and B's on the report card. A student is placed on the Principal's Honor Roll with only A's on the report card.

Student Retention

In the state of Arizona, the decision as to whether a child is promoted or retained in his/her current grade is the **DECISION OF THE TEACHER**. Parents will be involved in meetings with the teacher and administration as soon as it becomes evident that this is a possibility for your child. This may be determined due to academic, age, attendance or social reasons and is always considered only in the best interest of the particular child.

Birthday and Other Treat Policy

If a parent wishes to bring in a special treat for a Birthday, only edible items that come from a licensed kitchen may be brought into the classroom. No homemade items of any kind are permitted.

If a child is planning a birthday party outside of school, invitations may NOT be passed out at school unless the ENTIRE class is being invited. If so, the teacher will arrange for a time to pass these out.

School Visits

We want parents to feel welcome at our school. However, parents as well as any other visitors **MUST** check in at the front office before going anywhere in the building.

Drills

Fire drills and lockdowns are held frequently throughout the school year. The school is not required to provide parents with notice of these drills before, during or after the drill.

Discipline

The staff models positive behavior and uses positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation among children. By setting reasonable limits, we help the children understand what is expected of him or her. To teach your child to be self-disciplined takes time, patience and guidance. Our policy concerning unacceptable behavior (defined

as a behavior that physically or verbally hurts another) is to treat the child with love and dignity while confronting him/her. The child showing verbal or physical harm towards another will result in a conference with the parents/guardians and if it continues suspension for one week or termination of enrollment depending on severity.

Termination of Enrollment

In certain circumstances, it may be necessary for the Principal or designee to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child, the other children in the class and the overall operation of the school to terminate enrollment. Every effort will be made to correct problematic situations before a final decision is made. Termination of enrollment may be the result of any of the following:

- 1. Verbal and/or Physical Abuse of the children, staff or property*
- 2. Continued violation of policies*
- 3. Disruptive or dangerous behavior*
- 4. The school's inability to meet the child's needs*
- 5. Three weeks of Non-payment of tuition*

Withdrawal Procedure

In order to withdraw from the program, we require a two-week written notice. Verbal notice is *NOT* acceptable. Any refunds or adjustments will be made if applicable. If you choose to withdraw during the months of December and/or June, there will be no adjustments made.

Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. ***UNLESS YOUR COURT ORDER IS ON FILE WITH US, WE MUST PROVIDE EQUAL RIGHTS TO BOTH PARENTS.*** Further, the school cannot be used as a venue for visitation rights of a non-custodial parent.

Child Abuse and Neglect

All school personnel ***ARE REQUIRED BY LAW*** to report any suspected cases of child abuse or neglect to the appropriate authority. Parents need *NOT* be informed by the school of any action taken in this area. As Mandated Reporters, our concern is always for the safety of our children.

Request for Records

Educational records requested by other schools in writing will be forwarded to those schools in which the student seeks or intends to enroll. Federal Law 99.31 – No parent signature required for educational records to be sent to another educational agency.