

5/25/2022

# Our Lady of the Lake Roman Catholic School

## Family and Student Handbook



Honor

Valor

Truth

FORMING COURAGEOUS CATHOLICS IN THE VIRTUES OF CHRIST

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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

## **Philosophy**

At the center of our efforts is the Catholic understanding that each human person is created in Divine love, in the image of God. We are made to know, love, and serve Him in this world and to be happy with Him forever in the next. Catholic classical education unites faith, reason, and love to this end. At *Our Lady of the Lake*, the content of our curriculum and the methods of instruction are designed to provide formation in *wisdom* and *virtue*. We help children discover the unity of truth, goodness, and beauty, which are reflections of God. Thus, true education in the fullest sense goes far beyond the acquisition of skills or preparation for a career.

## **Goals of School**

Our committed faculty strives for a proper integration of intellectual and spiritual formation that honors each student as the living “image of God.” Our learning environment seeks to give students fluency in both faith and reason, so that students can develop their God-given intellect, talents, and gifts. Mindful of Bishop Thomas J. Olmsted’s Apostolic Letter *Evangelizing through Catholic Schools*, Our Lady of the Lake:

1. will continue to develop and implement a Classical Catholic liberal arts curriculum so as to assist students to becoming free in the pursuit of truth, goodness and beauty.
2. will nurture a Spirit-filled community by creating opportunities for discipleship for school families and faculty in-union with Our Lady of the Lake Parish at large.
3. will assist parents in preparing students to be Christ disciples in our community to transform the culture.

## **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.

## **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 everyday.

## **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 \$50.00 per student or family is required. All registration fees are due and payable at the time of registration and is non-refundable.

## **After School Care**

Afterschool care is \$10.00 a day per child beginning at 2:45 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 is a discounted fee for Monday to Friday (full week) of \$35.00. Pick up for after care will be no later than 5:00 p.m.

A late fee will be applied for families that are late in picking up their child. You will be billed \$ 5.00 for every 5 minutes after 5:00pm.

Each custodial parent is fully responsible for any accumulated fees due for After Care costs. There will be a \$35.00 fee for any checks that are returned for insufficient funds.

## **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.

## **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.

## **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 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 student’s classroom at 8:00 a.m. Dismissal is at 2:45 p.m.

### *Regular Daily Schedule*

#### *Pre-school*

**Sign In**            **Begins at 7:45 a.m.**—All preschool parents/or guardians will sign in their child(ren)

**Sign Out**           **End of day**—All preschool parents/or guardians will sign out their child(ren).

#### *Kindergarten-Fifth Grade*

**Arrival**            **7:45-8:00 a.m.**

- Arrival prior to 7:45 a.m. will require parent/or guardian supervision.
- Parents will drive through and drop off student at the designated space where students are directed by staff towards their classrooms.
- All children arriving after 8:00 a.m. must be escorted to the front office.
- Parents will sign in their child(ren).
- Morning opening will be in each classroom, student can proceed to join his or her class.
- Pre-Kindergarten child(ren) must be walked to the school office to be signed in.
- If a student is consistently dropped off prior to 7:45 a.m., a Pre-Day Care fee will be charged. This charge is necessary due to additional staff required to provide care.

### ***Dismissal 2:45 p.m.***

- Staff and students will remain in their respective classes for dismissal.
- Students will be dismissed as parents approach the pick-up safety zone.
- All students still on campus at 3:00 p.m. are automatically enrolled in the Afterschool Care program until pick up by a parent, guardian, or parent's designee.
- The Afterschool Care program will charge the family the designated fee for that day.

## **School Office Hours**

School office hours are 7:00 a.m. to 4:00 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.

## **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.

## **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.

Each custodial parent is fully responsible for tuition payment including any accumulated fees due to After Care costs.

## **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](http://www.flocknot.com/ourladylhc) and follow the easy directions, or text THANKS to 84576.

## **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 History. 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.

## **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.

## **Dress Code**

### ***Goals of Dress Code***

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene and attire.
2. To nurture the virtue of respect for authority and to prepare students to enter the work place and worship space where standards regarding dress, conduct and appearance are encountered.
3. To reinforce that the Christlike conduct and dignified grooming of students at ***Our Lady of the Lake Catholic School*** create a favorable impression in the community.

## *School Uniforms*

***Children are growing in self-discipline when they wear their school uniform as prescribed every day.***

- Girls are required to wear the uniform polo shirt with khaki or navy-blue shorts or pants, white or black 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.***

- *All uniforms can be purchased from Educational Outfitters. You can find them at <http://phoenix.educationaloutfitters.com>*

***Children not in compliance with the complete school uniform policy will be issued a reminder notice before being charged a non-compliance fee of \$5.00. Funds collected will go towards purchase of items to replenish Our Lady's Closet.***

The procedure for **notifying households for non-compliance with the complete uniform policy** will be as follow:

1. First note:
  - ✓ Notice will be sent home with student by the classroom teacher
  - ✓ Notation will be on file with the school office
2. Second Note:
  - ✓ 2<sup>nd</sup> Notice will be sent home with a \$5.00 charge
  - ✓ Charges will be reflected in student's account balance

## *Weekly Student Mass and School-wide Daily Adoration*

Students in grades ***Kindergarten*** through ***Sixth*** will attend the 8:30 Parish Mass every Wednesday and first Friday of the month. Students will be involved in liturgical ministry to some degree depending on the grade. Pre-Kindergarten students will be joining the rest of the student body during the September or October month and subsequent months.

Daily visitation will be priority for all grade levels to spend time in adoration before the Blessed Sacrament during the school day. This is essential time outside of Mass participation.

Mass participation during the school week does not take the place of Sunday obligation. Parents have the obligation to take their children to Mass on the Sabbath.

### *Student Grooming*

Any distraction in the classroom resulting from grooming habits will not be allowed.

- Hair dye is not allowed. *Students with visible hair dye will be sent home for removal of dye or until natural color is fully visible.*
- No visible or temporary tattoos are allowed
- Post earrings for girls are the only piercings allowed (one per ear), no hanging or large loop earrings.

### **School Field Trips:**

We believe that field trips are essential to enrich your child's learning experiences. All field trips will be announced in advance and an Off Campus Permission slip will need to be signed by the parent.

### **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 for distribution. Please notify the teacher in advance.

### **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.

### **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.

## Grading Scale

<b>A</b>	<b>94-100</b>	<b>(Excellent)</b>
<b>B</b>	<b>93-85</b>	<b>(Above Average)</b>
<b>C</b>	<b>84-75</b>	<b>(Average)</b>
<b>D</b>	<b>74-65</b>	<b>(Below Average)</b>
<b>F</b>	<b>64-0</b>	<b>(Very Poor)</b>
<b>I –</b>	<b>Incomplete</b>	

*(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.

## 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 discuss concerns while transitioning between assigned duties or supervising students. Teachers are not to leave their students to take phone calls or address questions in-person during class time. They will however meet for a conference or return your call as soon as possible.*
- If the issue persists, a conference with the Principal or designee can be arranged.

## Lunch Schedule

All grades will eat lunch in the hall or designated area. Lunch periods are as follow:

Lunch A:	11: 25- 11:55	Kindergarten, First, Second Grade
Lunch B:	12:00-12:30	Third, Fourth, Fifth, Sixth Grade

Pre-K will follow an alternate schedule.

## Lunch and Snacks

*Our Lady of the Lake School does not furnish any foods for students so please be sure your child has eaten a nutritious breakfast before coming to school.*

Our school does not have a hot lunch program. Students in grades Kindergarten and above are to bring a snack, lunch and a refillable container to school. This lunch needs to be a lunch that does not require refrigeration, heating or preparation. It is a ready to consume meal for the lunch period. If a

lunch is not provided you will be contacted by the office to bring a lunch to the school before 11:30a.m. If no lunch is delivered, the school will provide a lunch-able to your child at a cost of \$ 3.00.

## **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.

Parents need to notify the school front office if a child will be absent.

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.

### *Incentive for Non-Tardiness*

We will hold an event at the end of each quarter for all students that **Do Not** have any tardy days. Tentative dates are: October 1<sup>st</sup>, December 18<sup>th</sup>, March 11<sup>th</sup>, May 18<sup>th</sup>. More information to come.

### *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.

## **Tax Credit**

Our Lady of the Lake collaborates with three Student Tuition Organizations to manage Arizona State Tax Credits designated to our school. They are CEA (Catholic Education Arizona), IBE (Institute for Better Education) and ATC (Arizona Tuition Connection). 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 \$2,483 for married couples and \$1,243 for singles to Catholic Education Arizona ([www.catholiceducationarizona.org](http://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](http://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.

## Tuition

Tuition is due the 10th of the 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 is determined by what it costs to educate a student. Each household is responsible for tuition payments. It is the responsibility of Parents to be proactive in seeking out any of the State Tuition Organizations (STOs) available for tuition scholarship assistance.***

There will be a \$35.00 fee for any checks that are returned for insufficient funds.

### ***Monthly Tuition Invoices K-6th grade:***

Monthly billing and payment are essential for our school to grow. We ask all parents to make monthly payments toward your child's tuition. The first payment will be Due on August 10<sup>th</sup> and the last on May 10<sup>th</sup>. Payments will begin at a minimum of \$ 150.00 per month and **amounts may Increase or Decrease pending scholarship disbursements**. If you know that you owe more than 25%, we will accept higher payments to avoid a larger final payment in May.

### ***Tuition Payments:***

- You can write a check payable to: *Our Lady of the Lake Catholic School*
- Please make check or cash payments to the school front office.
- If you want to make a Credit Card payment – please call or go to church office.
- If you want to use our Online Giving process – please go to the church website, upper right corner, go to Online Giving (please make an account if you do not have one). It will lead you to a list. There you will find a list of different school related choices (ex: after school care, tuition, donation, etc.).
- Please make sure you select the correct grade for your child's payment. If you have more than one child, please make a payment for each child.

***Active and Registered Our Lady of the Lake Families 2022-2023***

***Tuition: \$6,000 per child***

- are officially registered in the parish
- support the parish financially; with their time and talent
- participate by attending Mass on Sundays and Holy Days of Obligation
- must submit a F.A.I.R. application for determination of need for scholarships
- participate in Tax Credit through Catholic Education Arizona (CEA) or the Institute for Better Education (IBE) or Arizona Tuition Connection (ATC) or any other STO or grant for which they qualify

***Multiple Child Discounts:***

**Holy Family Scholarship Funds** are established through our Parish Family so that larger families are not at a disadvantage when they work to provide Catholic Education for their children. Funding these scholarships also ensures that Our Lady of the Lake parish is fulfilling its mission to form courageous Catholic families at a tuition that they can meet.

Once a family completes an application and registers for OLL Catholic School, these multiple child scholarships will be awarded to families according to the number of K-8th children attending.

First Child Tuition is \$6,000. The tuition for each additional child would be \$4,800.

***\*Additional funding from the Holy Family Fund may be awarded up to the listed amount pending availability of funds for the academic year. These numbers do not include any additional scholarships awarded through our state tuition organization (STO) partners.***

<b>Number of Children Enrolled K-8</b>	<b>Family Tuition</b>	<b>Family Savings <i>(Parish and school assume cost)</i></b>	<b>Additional Funding <i>(If available through the Holy Family Fund)</i></b>
One	<b>6,000</b>	<b>0</b>	<b>0</b>
Two	<b>10,800</b>	<b>1,200</b>	<b>0</b>
Three	<b>15,600</b>	<b>2,400</b>	<b>600</b>
Four	<b>20,400</b>	<b>3,600</b>	<b>800</b>
Five	<b>25,200</b>	<b>4,800</b>	<b>1,000</b>

## ***Families that are not active in Our Lady of the Lake Parish & or School***

Families      2022-2023      Tuition: \$7,000 per child\*

\*Discounted rate applied for families that have been at ***Our Lady of the Lake Catholic School*** since Pre-Kindergarten although not active. Not active families are:

- are not registered in the parish
- do not regularly support the parish financially nor with time and talent
- do not attend Mass regularly on Sundays or Holy Days of Obligation

***We invite families to take a step of faith and become active members of Our Lady of the Lake Parish by:***

- registering as a parishioner
- attending Mass regularly at Our Lady of the Lake
- returning a tithing of time to grow spiritually and strengthen your relationship with God and others
- returning a tithing of your talent to serve the greater community in at least one ministry
- returning a portion of your treasure by regular support of the parish financially (using envelopes)
- participating in the Tax Credit through CEA , IBE, or ATC

## ***Discipleship Hours 2022-2023***

Parent service to the school enhances our family spirit and enriches the opportunities offered to our students. This service is as important to our school's success as tuition and fundraising revenue.

All families are required to serve 24 hours of discipleship hours to the school per year. This is above and beyond any participation in parish ministries or activities. Discipleship hours are to be logged and verified by the school office. Log forms and information about what help is needed will be supplied each year at registration time or you can request at the school office. Parents **MUST** take the Safe Environment Training in order to volunteer in the school and these hours will be credited toward discipleship hours. Parent involvement in our school is priceless; however, parents who choose not to serve the discipleship hours will pay \$480 at the time of registration in lieu of service.

All discipleship hours will be due by the end of April, you will receive a bill for the remaining hours owed to the school. Example: you volunteered 14 hours per the year, you did not meet 10 hours of your agreement. You will receive a bill showing: 24 hours – 14 hours met = 10 hours X \$20.00 = \$ 200.00 you will be billed. There are many opportunities available to fulfill your 24 hours.

## **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 (928) 855-0154, 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.

## **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.

## **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.

## **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.

## **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.

## Holidays

Our Lady of the Lake Catholic School will NOT be open for all holidays which the Diocese of Phoenix recognizes:

† Labor Day	† Martin Luther King Jr.
† Veteran's Day	† President's Day
† Day before Thanksgiving	† Good Friday
† Thanksgiving	† Easter Monday
† Day after Thanksgiving	† Memorial Day

## 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.

## 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.

## *Pre-Kindergarten and Preschool Guidelines*

**•Pre-Kindergarten Age and Enrollment of Child:**

Children must be 4 years of age by September 1, 2022. Children must have on file, prior to their first day of enrollment, a record of complete physical, an updated immunization record, a completed registration form and any other state requirements that may apply.

**•Preschool Age and Enrollment of Child:**

Children must be 3 years of age by September 1, 2022. Children must have on file, prior to their first day of enrollment, a record of complete physical, an updated immunization record, a completed registration form and any other state requirements that may apply.

All registration materials must be completed prior to enrollment. It is the responsibility of the parent to update the personal information in their child’s file. This information includes but is not limited to address, home phone number, and pick-up authorizations.

**Sign In/Out:**

Your child must be signed In and Out each day with a full signature. All children must be picked up by their parent, guardian or an authorized pick-up person. Only persons listed on the authorized pickup form will be allowed to remove a child from our care.

**Toilet Trained:**

The child is required to be toilet trained prior to enrollment. Due to our Safety Environment policies, your child needs to be self-sufficient in the bathroom. We understand “accidents” happen from time to time, so we request that parents provide a change of clothing for their child. If in the event of consistent accidents, for the benefit of the child, we will ask you to remove him/her from our program. This child can be re-enrolled at a future point when they have exhibited sufficient self-control, but there will be a waiting period of at least 3 months.

**Uniforms:**

**Children are to wear their school uniform every day.** *All uniforms are to be purchased from Educational Outfitters online only. You can find them at <http://phoenix.educationaloutfitters.com>*

- Girls are required to wear the uniform polo shirt with khaki or navy-blue shorts or pants, solid white or black socks or stockings and solid 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, solid white or black socks and solid white or black shoes. Boys are to wear navy blue pants with their polo shirt and solid black shoes when attending Mass.

**Holidays:**

Our Lady of the Lake Catholic School will NOT be open for all holidays which the Diocese of Phoenix recognizes:

- |                          |                          |
|--------------------------|--------------------------|
| †Labor Day               | † Martin Luther King Jr. |
| †Veteran’s Day           | † President’s Day        |
| †Day before Thanksgiving | † Good Friday            |
| †Thanksgiving            | † Easter Monday          |
| †Day after Thanksgiving  | † Memorial Day           |
| † Independence Day       |                          |

### **Pre-Kindergarten/Preschool Tuition:**

School is Monday through Friday 8:00am to 2:45pm. Tuition is \$150.00 per week or \$600.00 per month. Tuition is due on the **FIRST DAY OF EACH WEEK**. Tuition is the same regardless of vacations, absences or the number of weeks in the school year. **Tuition will NOT be charged during *Spring Break, Summer Break, Christmas Break (includes New Year’s Day) and Staff Days.***

If you are on a DES assistance program, the DES Co-payment is due by the last day of the month. If you have any concerns, financial difficulty or questions, please call or see the director.

### **Preschool and Pre-Kinder After Care Program:**

Afterschool care will be available for Preschool and Pre-Kindergarten at a rate of \$10.00 a day per child beginning at 3:00 p.m. Families will only be charged for days used. Payment for the days used will be due the Friday of the last day of the month. There is a discounted fee for Monday to Friday (full week) of \$35.00. Pick up for after care will be no later than 5:00p.m. A late fee will be applied of \$ 5.00 for families that are late in picking up their child after every 5 minutes.

### **Preschool and Pre-Kinder Snack and Lunch:**

Please make sure your child has been given a full and nutritious breakfast before attending school.

One snack will be provided in the morning and one in the afternoon. Students are required to bring a lunch and refillable container. ***It is important to let us know if your child has any known or suspected food allergies.*** A snack menu will be posted on the parent bulletin board.

### **Lunch and Snacks:**

*Our Lady of the Lake School does not furnish any foods for students so please be sure your child has eaten a nutritious breakfast before coming to school.*

Our school does not have a hot lunch program. Students in grades Kindergarten and above are to bring a snack, lunch and a drink to school. This lunch needs to be a lunch that does not require refrigeration, heating or preparation. It is a ready to consume meal for the lunch period. If a lunch is

not provided you will be contacted by the office to bring a lunch to the school before 11:30a.m. If no lunch is delivered, the school will provide a lunch-able to your child at a cost of \$ 3.00.

**Preschool and Pre-Kinder Admission Requirements:**

The following forms **MUST BE COMPLETED** for each child **BEFORE** entering school; otherwise, the child cannot be admitted to the program: Registration Form, Emergency Information & Immunization Form, Media Release form, Behavioral Policy and Acknowledgement of Receipt of the Policy Book Form. You **MUST** also have turned in Immunization Records, Birth Certificate and any Custody papers if applicable.

**Please allow 24 hours after submitting your completed paperwork before your child may attend school.**

**Statement of Rights – Licensing:**

Our Lady of the Lake administrator retains the right to change, modify, cancel, suspend or interpret any of the Parent-Student Handbook policies and practices without advance notice, within its sole discretion and without statement of cause of justification subject to the approval of the Pastor.

Inspection & Licensing reports are available for review upon request.

Our Lady of the Lake Catholic Pre-kindergarten is regulated by:

**Arizona Department of Health Services:**

**150 N. 18<sup>th</sup> Ave. suite #400, Phoenix, AZ 85007; [www.azdhs.gov](http://www.azdhs.gov).**

**State Evaluation forms are available upon request at the School Office.**



## Acknowledgement of Receipt of the 2022-2023 Parent-Student Handbook

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I acknowledge that I have received, read, understand and will abide by the Our Lady of the Lake Catholic School Policy and Guideline handbook.

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Parent/Guardian

Signature of  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Administration: \_\_\_\_\_ Date: \_\_\_\_\_