

*Our Lady of the Lake
Catholic School*

2026-2027

Parent-Student Handbook



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*Forming Courageous Catholics
in the
Virtues of Christ*

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This handbook contains the policies, procedures, and regulations of the Diocese of Phoenix and Our Lady of the Lake Catholic School. It is important that all parents/guardians and students read and understand the contents of this handbook. Following the procedures presented in this handbook is an integral part of the Our Lady of the Lake Catholic School's successful and safe operation.

This handbook may be amended and/or disciplinary action
modified at the discretion of the administration.

MISSION STATEMENT:

FORMING COURAGEOUS CATHOLICS IN THE VIRTUES OF CHRIST
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 and make Him known forever.

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

Spiritual Formation, which is achieved through:

- frequent, active participation in the Liturgy celebrating the living Christ, the saint,s 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 is 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, which is achieved through:

- excellence and critical thinking skills fostered by a strong academic program
- an 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, which is achieved through:

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

CURRICULUM

This is a traditional Catholic School that emphasizes traditional Catholic values and virtues. The curriculum focuses on the basic skills of reading, writing, and math. Through English grammar development and cohesive writing, students are taught to communicate confidently and effectively. Social Studies provides students with a nuanced understanding of the world and its historical, geographical, cultural, and religious dynamics. Science provides principles and procedures necessary to understand the material world, as well as the ethics that guide those principles and procedures. Technology supplements the curriculum as a tool and is enhanced by current best practices used by teachers. Several after school clubs are also offered each year.

FOCUS ON CATHOLIC TRADITION AND VIRTUES

In addition to the daily instruction in religious education, we use a virtues program: The *Disciple of Christ, Education in Virtue®* is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure and systematic instruction for youth to learn about the virtues so that they can form the habits and dispositions necessary to live as disciples of Jesus Christ.

In the school setting, the call to discipleship is extended not only to the students but also to their parents, the faculty, the staff, and the administration. It is the fruit of a personal encounter with Christ that affects one's intellectual, spiritual, physical, and social life. "The disciple of Christ must not only keep the faith and live on it, but also profess it, confidently bear witness to it, and spread it" (CCC,1816).

CRUSADER MOTTO

Respect God, Others, and Self. Be Kind. Be Responsible. Be a Role Model.

SCHOOL COLORS

Blue and white

SCHOOL MASCOT

Crusader

SCHOOL HOURS

Our Lady of the Lake classes begin promptly at 8:00 AM. Students are dismissed at 2:45 PM. Drop off time starts at 7:45am. Pick up time 2:45pm to 2:55pm, considered late after 3:00pm.

SCHOOL OFFICE HOURS

School office hours are 7:00am to 4:00pm Monday - Thursday, Friday office hours are 7:00am to 2:00 pm. 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. Unless otherwise posted with a sign on the door.

WEEKLY STUDENT MASS

Students in Preschool through Grade 8 will attend the 8:30am Parish Mass once a week on Wednesdays and on Holy Days of Obligation. Students will lector and lead the singing at these Masses. Remember, that this does not take the place of Sunday worship. Parents must take their children to Mass on Saturdays at 4:00pm or Sundays at 7:00am, 8:45am, 10:30am, 12:30pm (Spanish), or 5:00pm

ADMISSION OF STUDENTS

All Parish and Diocesan schools are Catholic schools. 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, religion, or gender.

Our Lady of the Lake Catholic School reserves the right to refuse admittance of students who have been expelled from other schools due to disciplinary issues and students with or without special needs who have disruptive behaviors that would cause interference with the educational process of the school.

New Students

All new entering students and any re-enrolling students Our Lady of the Lake Catholic School as transfer students will be admitted on a probationary basis for their first year. This probationary period allows the school to evaluate each student's academic performance, behavior, social and emotional well-being, and overall adjustment to the school environment to ensure a positive fit for both the student and the school community.

During the probationary year, the school reserves the right to review a student's progress and determine continued enrollment at any time. If concerns arise regarding academic achievement, behavior, attendance, or adjustment, a meeting will be scheduled with the student and parents to discuss the concerns and develop a plan for improvement.

If acceptance is granted and it is later determined that academic, behavioral, social, emotional, or other relevant information was knowingly withheld from the school during the admissions process, the student's enrollment status may be jeopardized or revoked.

All new students are required to complete an entry assessment as part of the enrollment process.

The school reserves the right to dismiss or require the withdrawal of a student for the following reasons:

1. Failure to Support Catholic Mission
 - Persistent refusal by the student or family to participate in or support Catholic teachings, religious instruction, or school activities
 - Actions or behaviors that directly contradict the values and mission of the school
2. Behavioral Concerns
 - Ongoing disruptive behavior that interferes with the educational process
 - Serious misconduct, including but not limited to bullying, harassment, defiance, or unsafe behavior
 - Behavior that negatively impacts the safety, well-being, or learning environment of other students
3. Parental/Guardian Non-Compliance
 - Failure to cooperate with school policies, procedures, or staff
 - Lack of support for disciplinary actions or school expectations
 - Repeated disregard for communication or required meetings
 - Public statements or actions that intentionally damage the reputation of the school, staff, students, or parish community. False or disparaging remark made against the school
4. Previous Disciplinary History
 - Students who were admitted with prior disciplinary concerns and continue to demonstrate similar behaviors that disrupt the school environment

5. Special Circumstances

- Students (with or without identified special needs) whose behavioral or educational needs can not be reasonably met by the school without causing significant disruption to the educational process.

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 the 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 before 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.

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.

REGISTRATION PROCEDURES EACH YEAR:

Registration for the upcoming school year begins during Catholic Schools Week at the end of January. Parents may scheduled appointment to complete all registration paperwork if assistance is needed, including forms related to the use of ESA or STO scholarship funds for tuition.

All registration must be completed by the end of February. Accurate enrollment numbers are essential for determining staffing needs and preparing the school budget for the upcoming year.

TUITION

Financial Responsibility Kindergarten - 8th Grade

Our tuition for new and returning students grade Kindergarten through 4th grade is \$ 7,250.00.
Our tuition for new and returning students grade 5th through 8th grade is \$ 7,300.00.

Our per pupil expenditures continue to increase due to inflation and current market trends.

We have included information about how to apply for Tuition scholarships through the various programs available through the state of Arizona. We have STO (State Tuition Organization) and ESA partners that have provided tuition support to many of our families. Please go to their websites to apply.

Available Choices are:

Option A: Recommended for Kindergarten students

➤ **FACTS**~ <https://online.factsmgt.com/grant-aid/inst/4RHZX/landing-page> for **CEA**

Complete first for Catholic Education Arizona. CEA utilizes this independent review company to determine financial aid needs. (CEA~Catholic Education Arizona
<https://catholiceducationarizona.org>)

➤ **IBE** ~ Institute for Better Education <https://ibescholarships.org/>

➤ **ATC** ~ Arizona Tuition Connection <https://www.arizonatuitionconnection.com/>

Option B: You can apply for Arizona's law that allows funds to follow the student through:

➤ **ESA** ~ Empowerment Scholarship Accounts <https://www.azed.gov/esa/>

Please submit a copy of the completed contract to the school office once approved.

Also, including quarterly payments. Please be aware it is the parent responsibility to submit for payment within the given guidelines of quarterly submission. If the parent does not meet the quarterly submission timeline, they will be responsible for full quarterly payment of \$ 1,825.00 due within 30 days of the quarter end.

Option C: **Self pay** with minimum monthly payment of \$ 700.00 (August - May)

If you are unsure how much you can donate, we recommend speaking with a tax professional to determine your liability.

You can submit a donation to:

Catholic Education Arizona	602-218-6542	https://give.catholiceducationarizona.org/
Institute for Better Education	520-512-5438	https://ibescholarships.org/
Arizona Tuition Connection	480-409-4106	https://arizonatuitionconnection.com/

The State of Arizona provides several options to assist families in paying for your child's Catholic education, including the Empowerment Scholarship Account (ESA) Program and through State Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, and are not managed by the School. Therefore, you are responsible for compliance with all terms, conditions to eligibility, and legal requirements related to any programs in which you participate. Please note in particular that pursuant to state law, if you choose to utilize an Empower Scholarship Account, you may not utilize STO funds (or vice versa).

The School is not responsible for ensuring your compliance with this or any other term, condition, law or requirement relating to tuition assistance programs. Furthermore, please be aware that payment of your child's tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs or options to assist your family. These programs may not cover 100% of the cost of tuition and fees, and therefore any outstanding portion will remain your responsibility.

FYI: We will be changing our SIS (Student Information System) from Gradelink to FACTS Tuition Management. More information to follow.

REQUIRED DISCIPLESHIP HOURS FOR PARENTS *Discipleship Hours 2026-2027*

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 30 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. Go to our website, <https://ourladylhc.org/> Safe Environment, if new please select Register for a Foundation Class to register or if you have taken before please select Renewals. Once your class has been completed please print out certificate and bring to school office or you can email to Barbara at bpalmieri@ourladylhc.org

SCHOOL- AGE REQUIREMENTS

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 before 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 age requirement in appropriate cases.

STUDENT ATTENDANCE

Regular attendance is essential to a student's academic success. Arizona's Compulsory Education Law (A.R.S. §15-802) requires children to attend school unless they are ill or there is a family emergency. The Arizona Department of Education requires schools to maintain documentation for all absences and tardies.

When a student is absent or tardy, a written note signed by a parent or guardian must be submitted upon the student's return to school explaining the reason for the absence or tardy. Parents are also requested to notify the school office at (928) 855-0154 whenever a student will be absent.

Persistent absenteeism creates a hardship for students and may significantly affect academic progress. Students who accumulate eighteen (18) or more absences during a school year may be considered for retention.

Excused Absences

- Absences will be considered excused when proper communication is provided and the absence falls within one of the following categories:
- Illness or injury that prevents school attendance
- Contagious illness requiring the student to remain at home
- Death of an immediate or extended family member
- Medical, dental, or therapeutic appointments that cannot be scheduled outside school hours
- Religious observances, including Mass, sacraments, retreats, and other approved religious activities
- Family emergencies or other circumstances approved by the administration

Unexcused Absences

Absences will be considered unexcused when they do not meet the criteria for an excused absence or when proper notification and documentation are not provided.

Examples include, but are not limited to:

- Oversleeping
- Missing transportation
- Non-emergency appointments scheduled during school hours
- Family vacations or trips that have not received prior approval
- Failure to provide appropriate notification or documentation

Pre-Arranged Absences

Parents are encouraged to schedule vacations, trips, and other non-essential activities during school breaks whenever possible. Family vacations during the school year are strongly discouraged due to their impact on student learning. When a pre-arranged absence is unavoidable:

- Parents must notify the school and classroom teacher(s) at least one week in advance.
- Administrative approval may be required.
- Teachers are not obligated to provide assignments before the absence but may do so when feasible. **Completion of all missed work remains the responsibility of the student.**

Make-Up Work

Students are responsible for completing all assignments missed during an absence.

- For excused absences, students will be allowed one school day for each day absent to complete missed work.
- For absences extending beyond two consecutive school days, parents may request assignments from the teacher by 9:30 a.m. Requested work may be picked up in the school office at dismissal time. Requests received after 9:30 a.m. may not be available until the following school day.
- For unexcused absences, credit for missed assignments may be reduced or denied at the discretion of the teacher or administration.
- Students and parents are expected to communicate with teachers upon the student's return to obtain and complete all missed assignments.

- Please note that there are no make-up days or tuition refunds for student absences.

Tardies and Late Arrivals

Students are expected to arrive at school on time each day and prepared for learning. Tardiness disrupts classroom instruction and may negatively affect academic performance.

Parents should make every effort to ensure students arrive on time. Excessive tardiness may result in disciplinary action and may affect eligibility for academic recognition, including Honor Roll status. Four (4) or more tardies in a quarter may affect Honor Roll eligibility.

Students arriving after the designated start time must report to the school office and obtain a pass before proceeding to class.

Early Dismissals and Appointments During School Hours

Parents are encouraged to schedule medical and other appointments outside school hours whenever possible. If a student must leave during the school day, a written note from a parent or guardian is required. Parents or authorized adults must report to the school office and sign the student out before the student may leave campus. The reason for the early dismissal will be recorded.

Release and Return of Students During the School Day

If a student must leave campus during the school day, a parent or authorized adult must come to the office and sign the student out. If the student returns before the end of the school day, the parent or authorized adult must accompany the student to the office and sign the student back in before the student returns to class.

Sick Day Guidelines

Parents are discouraged from sending an ill child to school. A child who is not feeling well cannot fully participate in learning and may expose classmates and staff to illness.

Please keep your child at home if he or she:

- Has a fever of 100.4°F (38°C) or higher
- Has vomited or experienced diarrhea
- Has symptoms that prevent meaningful participation in school activities, including:
 - Excessive fatigue or lack of appetite
 - Persistent or uncontrolled coughing
 - Moderate to severe headache, body aches, or ear pain
 - Severe sore throat
- Students may return to school when:
 - They have been fever-free for at least 24 hours without the use of fever-reducing medication.
 - At least 24 hours have passed since the last episode of vomiting or diarrhea.
 - Symptoms have improved sufficiently to allow participation in normal school activities.

Parents should contact the school office at (928) 855-0154 to report illness-related absences.

STUDENT ILLNESS/EMERGENCY AT SCHOOL

It is very important that we have current phone numbers where you can be reached in an emergency. CHANGES IN HOME OR WORK NUMBERS MUST BE GIVEN TO US FOR EMERGENCY USE!

If your child becomes ill at school or has an accident that we determine is serious enough to go home, you will be called 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 from 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 office. Students may not carry medications. Other than EPI-PENS if needed.
- The official school medication form must be completed and signed by a parent each year.

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 school administration 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 their child has lice and treatment at home is needed, the student will be sent home until he/she is lice free.

PICK UP and DROP OFF:

Parents are encouraged to utilize the designated drop-off and pick-up line during morning arrival and afternoon dismissal. A staff member will be present to assist students during both drop-off and pick-up.

Preschool parents must park their vehicle and accompany their child into the school building each morning and at pick up time. Parents are required to sign their child in upon arrival and out at pick up.

Students who walk to school or ride bicycles, e-bikes, or scooters will be dismissed after all car-rider students have been released. A staff member will escort these students off school property to help ensure their safety.

AFTER-SCHOOL CARE and OTHER PROGRAMS:

After-school care forms are available in school office. ASC (after school Care) fees: \$15.00 drop in per day, \$ 50.00 per week or \$175.00 per month. Afterschool time is from 2:45pm to 5:00pm. You must come into school to pick up your. Final pick up is at 5:00 PM, if you are late you will be charged \$5.00 per every 5 minutes of time.

Other clubs will run throughout the school year based on various interests for students. Information will be given about these ahead of time.

SCHOOL UNIFORMS: NO LOGO'S of any type to b worn

Order uniforms through <https://denver.educationaloutfitters.com/our-lady-of-the-lake-arizona/>
Children are expected to wear their everyday school uniform each day. Except Mass Days.

Everyday Uniforms:

Girls are required to wear the blue uniform polo shirt with khaki or navy shorts, pants or skirts. White or black plain socks, need to wear shoes that are black, white, or combination of black & white and athletic-type shoes. No Sandals, Slip-ons, Slippers or Crocs will be allowed.

Boys are required to wear the blue uniform polo shirt with navy or khaki shorts or pants. white or black socks, need to wear shoes that are black, white, or combination of black & white and athletic-type shoes. No Sandals, Slip-ons, Slippers or Crocs will be allowed.

Mass or Holy Days Uniforms:

Girls uniforms consist of a school Plaid Jumper with a Peter Pan white shirt collar with biker shorts under the jumper. Dress shoes for Mass black, white or combination. **No sneakers for Mass.**

Boys are to wear navy blue pants with their white dress shirts(tucked in) and plaid school ties, and black dress shoes and socks when we are going to Mass. **No sneakers for Mass.**

Please label all your child's clothes and personal items for easy identification.

Students may NOT wear outerwear in the classroom.

If needed, cardigan-type sweaters or sweatshirts that **zip down are permitted with NO Logos on them.** Suggested colors: blue, black, gray, white, beige, tan or khaki.

Outerwear can be the parent's choice, **however no outerwear (winter Jackets) can be worn inside the classrooms.**

No hats of any kind are to be worn inside the building (If hats are worn outside for the sun, they must be worn with brim facing forward, not to the side nor in back)

Hair: Hair should be clean and should not cause a distraction to the student or others.

Examples of distracting hair may include full Mohawk cuts, extreme spikes/other extreme designs. Hair may not have primary crayon colors, Kool-Aid colors, or hair that would not be a naturally growing hair color, including gels or accessories. Boys hair should be no longer than collar length. If longer needs to be restrained in a ponytail.

Accessories: Nail polish should be neutral colors, nails should not be excessive in length.

Jewelry should not be loose or long to prevent damage when in activities. Earrings should be small in size and not dangling.

DRESS DOWN DAYS and SPIRIT DAY

Throughout the school year, Our Lady of the Lake Catholic School may offer special Dress Down Days, Spirit Days, themed dress days, or Pay-to-Dress-Down fundraisers. Participation in these events is a privilege, and students are expected to dress in a manner consistent with the values and standards of our Catholic school community.

General Expectations

All clothing must be clean, neat, modest, and appropriate for a Catholic school environment.

The following are **not permitted** on Dress Down Days unless specifically approved for a designated theme day:

- **Jeans unless specifically designated**
- **Spaghetti strap tops**
- **Strapless tops or dresses**
- **Crop tops or clothing that exposes the midriff**
- **Low-cut tops**
- **Clothing with excessive rips, tears, or holes, bagginess**
- **Short shorts or skirts that are not school-appropriate**
- **Leggings worn as pants without an appropriate-length top**
- **Sandals, flip-flops, slides, Crocs, slippers, or open-toed or open heeled shoes**

- **Clothing displaying inappropriate language, symbols, images, alcohol, drugs, tobacco, vaping products, violence, weapons, or offensive messages**
- **Pajamas (no form of pj's) unless specifically designated as a Pajama Day**
- **Hats worn indoors unless approved for a special event**

Administrative Discretion

The administration reserves the right to determine whether clothing is appropriate for school. If a student's attire is determined to be inappropriate, the student may be required to:

- **Change into school-issued clothing if available**
- **Contact a parent/guardian to bring appropriate clothing**
- **Return to the standard school uniform**
- **Lose future Dress Down Day privileges for repeated violations**

Students should remember that Dress Down Days are a privilege, not a right, and are intended to promote school spirit while maintaining a respectful, modest, and faith-filled learning environment.

LOST and FOUND: If parents write the child's name inside clothing and clearly visible on lunch boxes or other items then they can be returned easily. Items not marked can be found in a blue bin at the school. Items will be donated bimonthly if not claimed. Personal items such as keys or glasses can be found at the front office.

LUNCH AND SNACKS

Our Lady of the Lake does not have a hot lunch program. Students in grades Kindergarten and above need to bring their own lunch, including a drink, to school. This needs to be a lunch that does not require refrigeration or any heating up or other preparation, but is ready to eat at lunchtime. If you are dropping off lunch please bring by 10:30am. A mid-morning snack should be included separate from their lunch. The school does not furnish any food for students, so be sure your child has eaten a nutritious breakfast before coming to school. Also need to bring a refillable water bottle that contains leak proof lid.

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

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 items that they may not want to share or that could get lost. Our Lady of the Lake will not be responsible for lost or broken items.

COMMUNICATION

In addition to any regular letters sent by teachers, Our Lady of the Lake Catholic School uses FLOCKNOTE for direct email and text communication reminders. To sign up go to www.flocknote.com/ourladylhc and follow the easy directions. Teachers also use Class Dojo to communicate with parents. You will be given instructions on how to access this.

HANDLING CONCERNS

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

- Go FIRST 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 cannot leave their students to take phone calls or see you during class time but they will return your calls as soon as possible.*
- If the issue has not been resolved, a conference with the principal can be scheduled through the school office.
- School issues should be handled at the school, not during schools hours unless a prearranged appointment is made. It should not be addressed at any outside sporting events, gathering, etc.

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 to and from classes. 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. 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 and Phonics, Math, Science, and Social Studies. Opportunities for exposure to Art, Music, and Physical Education will be provided as available.

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 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.

SACRAMENTAL PREP ROLE

While Catholic schools provide religious instruction and spiritual formation, the preparation and celebration of the Sacraments are coordinated through the student's home parish, in accordance with diocesan guidelines. Families are expected to communicate and collaborate with their parish regarding sacramental requirements and timelines.

Family Responsibility: Parents/guardians are the primary educators of the faith and are responsible for:

- Registering students for parish sacramental preparation programs
- Attending required parish meetings or parent sessions
- Ensuring completion of parish sacramental requirements

- Communicating with both the parish and school regarding sacramental timelines

School Role: Our Lady of the Lake Catholic School will:

- Support sacramental learning through religion instruction
- Foster a faith-filled environment centered on Catholic teachings
- Encourage active participation in liturgy, prayer, and service
- Collaborate with parishes when appropriate to support student formation

However, the school does not independently administer sacramental preparation programs.

TEXTBOOKS

Students may be issued textbooks and workbooks. They should have a non-adhesive cover on these books and take good care of them. Loss or damage of any kind will be assessed, and the student will be charged the amount for replacing the book, up to \$50.00 per book.

INTERNET and DIGITAL ACTIVITIES

At Our Lady of the Lake Catholic School, we are committed to promoting the safety, integrity, and well-being of our school community—both on and off campus. Students are expected to act responsibly online and to demonstrate good digital citizenship at all times. This includes the appropriate use of social media, websites, and digital tools, as well as conduct that reflects positively on the school and its values.

If a student is found to have shared or posted content online—through platforms such as TikTok, Instagram, Facebook, YouTube, or any other digital space—that depicts or promotes inappropriate behavior (including, but not limited to, the possession, use, or promotion of drugs or alcohol; sexual content; harassment; hazing; bullying; illegal activity; or threats of violence), the school reserves the right to investigate and take disciplinary action as deemed appropriate.

Consequences may include detention, suspension, probation, or required withdrawal from the school.

TECHNOLOGY

Our Lady of the Lake Catholic School provides students with access to technology, including iPads, Chromebooks, and other devices, to enhance learning and support academic growth. Technology use is a privilege and must align with school curriculum, legal standards, and responsible digital conduct. Students are expected to use devices respectfully, maintain privacy, and follow proper etiquette both on and off campus. Inappropriate use, including vandalism, unauthorized access, or misuse of AI tools, will result in disciplinary action and possible replacement costs. All activity may be monitored, and families are responsible for school-issued devices. This policy ensures a safe, ethical, and productive digital learning environment. A contract will be signed and kept on file by both the student and the parent.

Prohibited Student Actions

Students are strictly prohibited from:

- **Recording teachers during instruction without explicit permission**
- **Recording other students in classrooms, hallways, restrooms, or any school setting without authorization**
- **Taking photos or videos of staff or students without consent**
- **Recording audio of classroom instruction or conversations without permission**
- **Live streaming or broadcasting any school activity, event, or classroom content**
- **Sharing, posting, or distributing school-related images, videos, or audio online without prior approval from the school**

Social Media and Online Posting

Students may not:

- **Post photos, videos, or audio recordings taken at school or school events without permission**

- **Share images or recordings of students, staff, or school activities on social media platforms**
- **Create or distribute content that includes other students or staff without written consent from the school and, when applicable, parents/guardians**

This includes platforms such as Instagram, Snapchat, TikTok, YouTube, and similar services.

Approved Use

Recording or photography may be permitted only when:

- **Approved in advance by a teacher or administrator**
- **Used for instructional or school-approved projects**
- **Conducted in a way that respects privacy and maintains a safe environment**
- **In compliance with any parental consent requirements**

Artificial Intelligence (AI) Use

Artificial Intelligence (AI) tools, including but not limited to ChatGPT, Grammarly AI, Gemini, Copilot, and similar platforms, may only be used when expressly authorized by the teacher.

Students may not:

- **Submit AI-generated work as their own.**
- **Use AI tools to complete assignments without teacher permission.**
- **Use AI during quizzes, tests, or assessments unless specifically approved.**
- **Present AI-generated responses, essays, projects, or artwork as original student work.**

When AI use is permitted, students must follow teacher guidelines and appropriately acknowledge the use of AI too

Students 5th - 8th grade will be assigned a laptop and locker. There should be no stickers, labels or names added to these items. No personalization. These items are school property.

DEFINITION of ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to:

- **Cheating on quizzes, tests, assignments, projects, or other academic work.**
- **Copying another student's work or allowing another student to copy one's work.**
- **Sharing answers before, during, or after an assessment when prohibited by the teacher.**
- **Using unauthorized notes, electronic devices, websites, or materials during an assessment.**
- **Plagiarism, including presenting another person's words, ideas, images, or work as one's own.**
- **Submitting work completed by another individual, including family members, tutors, or classmates.**
- **Falsifying academic records, signatures, grades, or school documents.**
- **Altering graded assignments or assessments and resubmitting them for additional credit.**
- **Misrepresenting participation in group projects or collaborative assignments.**

Consequences for Academic Dishonesty

The teacher and administration reserve the right to determine consequences based on the severity and frequency of the offense.

HOMEWORK and ASSIGNMENT EXPECTATIONS

Students are expected to:

- **Complete assignments independently unless collaboration is authorized.**
- **Cite sources when required.**

- **Ask for assistance when they do not understand an assignment rather than copying another student's work.**
- **Submit only work that accurately reflects their own effort and understanding.**

Recommended time allotments for review (homework) are as follows: Grade K-3th 10-20 minutes per day Grade 4th-5th 20-30 minutes per day Grades 6th-8th 45-60 minutes per day Time allotment for doing homework will vary according to the grade level.

STUDENT LEARNING EXPECTATIONS

A Disciple of Jesus Who:

- Understands and lives out the teachings and traditions of the Catholic faith.
- Participates with reverence and joy in the sacraments, prayer, and liturgical celebrations.
- Makes choices guided by Gospel values and moral integrity.
- Honors God, self, others, and all creation through words and actions.
- Welcomes and appreciates the uniqueness of every person through kindness, forgiveness, and compassion.
- Seeks spiritual growth through reflection, prayer, and discernment.
- Builds a community of faith by including and encouraging others.

A Person of Justice Who:

- Promotes peace, fairness, and care for all of God's creation.
- Serves others with humility and compassion, especially those in need.
- Shares time, talents, and resources to help strengthen the Body of Christ.
- Recognizes and protects the dignity and rights of every human person.

A Lifelong Learner Who:

- Strives to grow in mind, body, and spirit with a commitment to excellence.
- Sets meaningful goals and works diligently to achieve them.
- Values creativity and expression through the arts, culture, and technology.
- Practices self-discipline and responsibility to contribute positively to the school community.

A Collaborative Worker Who:

- Contributes to group efforts with respect, cooperation, and a positive attitude.
- Communicates clearly and listens with understanding.
- Demonstrates organization, responsibility, and effective problem-solving skills.
- Accepts both strengths and areas for growth in oneself and others with grace and humility.

PARENT/TEACHERS CONFERENCES

Parent/teacher conferences are scheduled during the first and third quarters of the school year. All parents are expected to meet with their child's teacher during the first quarter.

Additional conference times may be arranged before or after school as needed. Teachers will not interrupt instructional time to discuss a child's progress. Parents are asked to contact their child's teacher to schedule any additional meetings.

In the event of a question or disagreement, parents are expected to first meet with their child's teacher to address the concern before contacting the school office.

Teachers may also request additional conferences as needed.

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 F.)

HONOR ROLL

The Honor Roll will be given every quarter at an assembly except for the 4th quarter.

Principal Honor Roll: All “A’s”

Honor Roll: All “A’s” and “B’s”

Behavior, Tardiness, and Attendance may affect being on either honor roll.

STANDARDIZED TESTING

The Iowa Test of Basic Skills is given each April to grades 1-8. Results are available to parents at the start of the new school year.

The ACRE (Assessment of Children’s Religious Education) is given to grades 5th and 8th each April.

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. Progress may be addressed quarterly.

BIRTHDAY AND OTHER TREAT POLICIES

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. All birthday celebrations need be discussed with the child’s teacher prior to the day.

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 sign in at the front office before going anywhere in the building and receive a visitor pass. Parents cannot interrupt a teacher during school hours.

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.

EMERGENCY CLOSURE POLICY - REASON FOR EMERGENCY CLOSURE

The school may close, delay opening, or dismiss early due to, but not limited to:

Weather-Related Emergencies

- Severe storms (rain, wind, thunderstorms)
- Extreme temperatures or heat advisories
- Flooding or unsafe road conditions
- Dust storms or other hazardous air quality conditions

- Any weather event that makes travel unsafe for students or staff

Power or Utility Outages

- Extended electrical outages affecting school operations
- Loss of water service or unsafe water conditions
- Heating or air conditioning failure that impacts student safety
- **Communication system failures that prevent safe operation**

Building or Facility Emergencies

- Fire, smoke, or structural damage
- Gas leaks or hazardous material concerns
- Water line breaks or flooding within the building
- Security threats or safety concerns requiring evacuation or lockdown
- Any condition that renders the campus unsafe or unusable

Other Emergencies

- Public health emergencies
- Community-wide safety threats
- Law enforcement directives
- Any situation deemed unsafe by school or diocesan leadership

Decision-Making Authority

The Principal, in consultation with the Diocese of Phoenix, local authorities, and emergency services as needed, will determine whether to delay, close, or dismiss school early.

Communication Procedures

In the event of an emergency closure or schedule change, the school will notify families as quickly as possible using one or more of the following methods:

- Automated phone calls and/or text messages
- Email notifications to parents/guardians
- School social media platforms

Parents are responsible for ensuring that the school has current contact information on file.

Types of Closures

- Full Closure: No school for the entire day.
- Delayed Start: School will begin later than normal; specific times will be communicated.
- Early Dismissal: Students will be released before the normal dismissal time.
- Remote Learning (if applicable): Instruction may continue virtually if determined appropriate by administration.

Student Safety and Pick-Up

In the event of an early dismissal, students will remain under school supervision until picked up by an authorized adult. Students will only be released in accordance with normal dismissal procedures unless otherwise directed by administration.

STUDENT WELLNESS AND HEAT SAFETY POLICY

The health, safety, and well-being of students are a priority at Our Lady of the Lake Catholic School. Due to the extreme temperatures that may occur in Lake Havasu City, the school will take appropriate precautions to protect students from heat-related illness and dehydration.

Water Bottle Requirements

All students are required to bring a refillable water bottle to school each day.

- **Water bottles must have a secure, leak-proof lid.**
- **Students are encouraged to drink water throughout the day.**

- **Water refill stations and fountains are available for student use.**
- **Teachers may require students to bring water bottles to outdoor activities, physical education classes, and field trips.**

Heat Safety Procedures

School administration and staff will monitor weather conditions and outdoor temperatures throughout the school day.

When temperatures become excessively high, the school may modify outdoor activities to reduce the risk of heat-related illnesses.

These modifications may include:

- **Shortening outdoor recess periods**
- **Moving recess or physical education activities indoors**
- **Increasing water breaks**
- **Utilizing shaded areas whenever possible**
- **Rescheduling outdoor activities to cooler times of the day**
- **Canceling outdoor activities when conditions are deemed unsafe**

Recess and Outdoor Activity Adjustments

The principal or designee shall determine when outdoor activities need to be modified due to heat, air quality concerns, weather conditions, or other safety factors.

Students are expected to follow all staff directions regarding hydration, taking shade breaks, and adhering to activity restrictions.

Parent Responsibilities

Parents/guardians are encouraged to:

- **Ensure students arrive at school well-hydrated.**
- **Provide an appropriate refillable water bottle each day.**
- **Dress students appropriately for weather conditions and outdoor activities.**
- **Inform the school of any medical condition that may increase a student's sensitivity to heat.**

The school reserves the right to modify outdoor activities at any time when weather conditions are determined to present a risk to student health or safety.

CELL PHONES

Cell phones must be turned off and kept in backpacks during the school day

- The first time a student violates this policy, the phone will be taken, the parent notified, and given back to the student at the end of the day
- The second time, the parent will be notified, and the phone will only be returned to the parent
- After the third time, the student will not be allowed to have a cell phone at school
- Cell phones may NOT be used to take pictures or videos on campus at any time

SCHOOL RULES

School Rules The following all-school rules are:

- 1. Show respect to yourself, others, and your school**
- 2. Contribute positively to the learning environment**
- 3. Follow school and classroom procedures**

SCHOOL-WIDE RULES

- Use only positive language and gestures.
- All students need to refrain from touching or showing affection
- Keep your hands, feet, and body to yourself at all times.
- Climb only on designated climbing equipment.
- Keep landscaping and rocks in place.
- Show respect for school property, including walls, doors, lockers and buildings.
- Stay safely away from air conditioning units, pipes, sprinkler heads, etc.

Bathroom Behavior

- Always be private and proper
- Use quiet voices in the bathroom
- Limit to 2 students at a time
- This is not a meeting place!
- Use the stall/toilets doors properly, always flush
- Wash and dry your hands without playing with soap, water, or anything else
- Keep the bathroom clean, put paper towels in trash bins.
- If a problem inform the office

Lunchroom Behavior

- Our school DOES NOT PROVIDE lunch for your students
- Each student shall bring a lunchbox containing their lunch and morning snack
- Each student bring their own refillable water container (with straw for younger students)
- NO food will be heated up or kept cold for the student
- Keep your food to yourself - **NO FOOD SHARING**, not even with siblings
- Always use the hands-off rule
- Walk into the lunchroom and to the playground
- Sit in your assigned table area
- Raise your hand before getting up
- Raise hand to use the restroom, only 2 at a time
- Clean your area and use appropriate trash containers

Playground Behavior

- Always use the hands-off rule
- Play in designated areas
- Rocks and sand are not picked up or kicked, or thrown
- No throwing or making a pile outside blue area
- Hold onto playground balls/equipment when WALKING to and from the playground
- Play only non-tackle games
- No hard balls, league balls, wooden or metal bats
- Play only non-violent games
- If a ball goes over the fence, the game STOPS for the rest of the recess time.

Slide Behavior

- Sitting with feet forward ONLY
- One at a time up stairs holding hand rails
- One at a time down the slide, stay clear of students getting off the slide
- No pushing or shoving to be the "first"

RESTORATIVE PRACTICES POLICY

Purpose

Our Lady of the Lake Catholic School is committed to forming students in Christ-centered values of responsibility, reconciliation, and personal growth. When conflicts or behavioral concerns arise, the school seeks first to repair harm, restore relationships, and help students learn from their choices. Restorative practices align with our Catholic mission of forgiveness, accountability, and reconciliation.

Restorative approaches are used as a first step whenever appropriate, before or alongside traditional disciplinary consequences.

Restorative Approach

When a student makes a poor choice, staff may guide the student through a restorative process designed to:

- Reflect on behavior and its impact
- Take responsibility for actions
- Repair harm done to others or the school community
- Restore trust and relationships
- Develop better decision-making skills moving forward

Restorative Tools and Practices - Reflection Sheets

Students may be asked to complete written or verbal reflection exercises that include:

- What happened?
- What choices did I make?
- Who was affected and how?
- What could I have done differently?
- What will I do next time?

Reflection sheets are intended to promote accountability and self-awareness.

Students may be guided in writing or delivering sincere apologies. These may be:

- Written apologies
- Verbal apologies facilitated by staff
- Private or mediated conversations

Apologies are expected to be respectful, meaningful, and focused on acknowledging harm rather than excusing behavior.

Restitution

When appropriate, students may be required to make restitution for their actions. This may include:

- Repairing or replacing damaged property
- Cleaning or restoring affected areas
- Assisting in correcting harm caused to the school environment or community

Restitution is intended to help students understand responsibility for their actions.

Service to the Community

Students may be assigned service-based consequences that contribute positively to the school community, such as:

- Campus cleanup or maintenance tasks
- Assisting staff with supervised responsibilities
- Acts of service aligned with Catholic values

Service assignments are intended to encourage growth, humility, and responsibility.

Relationship to Disciplinary Action

Restorative practices are used as a first response whenever appropriate. However, they do not replace disciplinary consequences when:

- Behavior is severe or unsafe
- State law, diocesan policy, or school safety requires immediate action
- Repeated misconduct occurs
- The situation requires administrative intervention

In such cases, restorative practices may still be used in conjunction with disciplinary consequences to support student growth.

DISCIPLINE

At Our Lady of the Lake Catholic School, we believe that discipline is a pathway to personal growth, rooted in our faith and the Crusader Code: Respect God, Others, and Self. Be Kind. Be Responsible. Be a Role Model. Our discipline process is designed to guide students in making positive choices, taking ownership of their actions, and living out our shared values.

***Goal:** To maintain safe place for all students in a positive learning atmosphere, discipline shall be corrective rather than punitive. Discipline starts with the teacher and their classroom rules.*

DISCIPLINE POLICIES:

In keeping with our mission to “form courageous Catholics in the virtues of Christ,” students at Our Lady of the Lake Catholic School develop spiritually, morally and socially. To achieve this, good behavior is reinforced, and inappropriate behavior has its consequences. Discipline is a structure within which students know and understand the limits of their behaviors, the morals and values taught by the Catholic faith, and the accountability for their choices as individuals. It is our goal to practice fair and consistent discipline throughout the school. Teachers are **the first** disciplinarians who handle problems at the classroom level. The principal will become involved in more serious matters.

Parents also must be mindful of their support of our disciplinary policies. Parents who continually question our judgment regarding disciplinary actions or step in to rescue their children from them do their children no favors. It is far better for a child to see that there is a cooperative and respectful relationship between home and school.

Any student who violates the rules set forth by Our Lady of the Lake Catholic School will be subject to disciplinary action up to and including permanent expulsion from the school. What constitutes inappropriate behavior is within the sole and absolute discretion of Our Lady of the Lake Catholic School’s principal and pastor.

Breaking classroom or school rules, as well as any inappropriate behavior may result in any of the following disciplinary actions. (The age and past record of the student is always taken into account.)

- ☐ Warnings
- ☐ Losing privileges/exclusion from special events, parties, field trips, etc.
- ☐ “Time Out” or “detention,” which can be held during snack recess and/or lunch/lunch recess
- ☐ Detention after school
- ☐ Parent contact
- ☐ Conference with teacher
- ☐ Conference with teacher and principal
- ☐ Conference with principal
- ☐ Conference with pastor
- ☐ Behavior contracts/probation
- ☐ In school suspension
- ☐ Out of school at home suspension
- ☐ Expulsion
- ☐ Restitution (money, time, or work to make up for offense)
- ☐ Criminal actions will involve the LHC Police Department

PARENT BEHAVIOR

Parents whose actions or conduct significantly interfere with the school's ability to effectively serve its students may be asked to withdraw their child from the school. Such action may be considered for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to diocesan or local policies and regulations
- Interference in matters of school administration or discipline, such as:
- Use of social media by a parent to publicly humiliate or criticize another parent, a member of the school or parish staff, the principal, or a student;
- Using social media to voice complaints against the school, parish, principal, parents, or students
- Negative emails circulated or sent directly defaming the school or any of its students, parents, or school/parish staff
- Threatening behavior, verbal intimidation, or the use of foul language toward any member of the school or parish staff
- Disrupting the school's normal operations anywhere on the school premises
- Using loud or offensive language or displaying temper in front of others
- Any form of threat (verbal, emails, texts, voicemails, phone messages) toward any staff member, parent, or student
- Approaching someone else's child to discuss or chastise them because of actions toward your own child.

Any of the above parental actions may give rise to the termination of enrollment regardless of the standing of the student in the school.

BULLYING

What is Bullying?

Bullying is the intentional and repeated use of aggression, characterized by an imbalance of power, and directed toward causing physical, emotional, or psychological harm to another individual. Bullying may include physical acts, verbal harassment, social or relational aggression, and cyberbullying. Intentional exclusion is considered bullying when it is used deliberately to isolate, marginalize, or harm an individual.

What Bullying is NOT

It is important to recognize that bullying is not the occasional disagreement, argument, or falling out between friends. It is not the one-time use of unkind words, nor is it the occasional prank or joke. These situations, while sometimes hurtful, are a normal part of social development.

Children may say or do things when they are upset, but isolated incidents of this kind are not considered bullying.

Bullying occurs when the hurtful behavior is repeated and intentional. Part of growing up is learning how to handle conflict, repair friendships, and develop the social skills needed to resolve problems in healthy ways.

Prevention

Preventing bullying begins with open and honest communication within our school community. It is important for students, staff, and parents to understand the difference between typical social ups and downs, negative behaviors such as meanness or rudeness, and true bullying.

If bullying does occur, students—whether they are the victim or a witness—are strongly encouraged to tell a trusted adult immediately. Do not wait to tell someone, it needs to be addressed immediately. If a child shares the concern only at home, parents are asked to schedule a meeting with the homeroom teacher to ensure the issue is addressed.

Incidents of bullying will be thoroughly investigated and may result in serious consequences, including suspension or required withdrawal. The school's priority is to ensure a safe and respectful environment for all students, and all necessary steps will be taken to prevent and address bullying behavior.

Cyberbullying

Cyberbullying is the intentional and repeated use of technology—such as cell phones, computers, or other digital devices—to cause harm. Examples of cyberbullying include: posting cruel or hurtful messages on social media, spreading rumors or gossip through texts or emails, sharing embarrassing photos online, altering and distributing images of someone without permission, using online platforms to insult, harass, or publicly shame others, or pretending to be another person by creating fake accounts to deceive, stalk, or embarrass them.

The rise of cell phones and social media has made online bullying more common. Digital platforms often make it easier for children to say things they might never say face-to-face. Most social media sites require users to be at least 14 years old, and Our Lady of the Lake Catholic School strongly encourages parents to uphold this requirement. Parents play a key role in monitoring their child's use of phones, computers, and online accounts to help ensure they are not put in the position of being either a bully or a target.

Any misuse of technology to cause harm within our school community is unacceptable and will not be tolerated. Please refer to the school's Technology Acceptable Use Policy for further expectations.

Teachers and Staff of Our Lady of the Lake Catholic School:

Stay attentive to any signs of bullying and respond quickly, consistently, and firmly.

Report all incidents of bullying to the principal or designated teacher, who will determine if disciplinary action is necessary and/or if parents should be notified.

Provide care, encouragement, and support to students who are being bullied, including informing parents, the principal, and/or support staff when appropriate.

Promote a school culture of respect by discouraging bullying behaviors and encouraging students to report any bullying they experience or witness.

Parents of Our Lady of the Lake Catholic School Students:

- Communicate concerns about bullying to their child's teacher as soon as possible following an incident. If the concern is not resolved at that level, it should be brought to the principal.
- Parents are expected to model the Catholic values taught at Our Lady of the Lake Catholic School. As members of the community, parents are expected to actively participate in school functions, closely monitor their student's academic progress, and promote their child's spiritual growth by attending Mass.
- Engaging in gossip and displaying negative attitudes sets a poor example for children, undermines our school community, and is considered inappropriate. Such conduct will not be tolerated. Parents who exhibit this behavior may be asked not to re-enroll their children and, in severe instances, may be required to withdraw their children from the school before the academic year concludes.
- Abuse of Teachers Under the Arizona State law, any person who insults or abuses any teacher of the school in the presence or hearing of a student is guilty of a misdemeanor. If a teacher is insulted or abused in the presence of other school personnel or students while on duty at a school related function, the abuser is guilty of a misdemeanor. (ARS

15-507) “Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.” As a school community, we need to model for our students appropriate ways of resolving problems.

- School personnel are not obligated to address any issues made known through anonymous letters, emails, phone calls or any other means of anonymous communication. Social media is not a proper channel for disparaging remarks or complaints against the school, administration or faculty.
- The administration and faculty of Our Lady of the Lake Catholic School value and encourage parent/guardian involvement and input regarding school matters. Parents/guardians are expected to address concerns initially with the student's teacher. If the matter remains unresolved or requires additional attention, parents/guardians may contact the school administration by arranging an appointment through the school office with the principal. If further assistance is requested a meeting will be set up to discuss with the Pastor.

SEARCH and SEIZURE POLICY

Philosophy

Our Lady of the Lake Catholic School is committed to providing a safe, orderly, and faith-filled learning environment. To protect the health, safety, and welfare of all students, school officials reserve the right to conduct reasonable searches of student property when there is reasonable suspicion that school rules, diocesan policies, or laws have been violated.

Student Expectations of Privacy

Students should understand that lockers, desks, school-issued technology, and other school property remain the property of the school and may be inspected at any time.

Students have a limited expectation of privacy while on school grounds, at school-sponsored activities, and while using school-owned property or technology.

School Property

The school reserves the right to inspect and search:

- Lockers
- Desks
- School-issued electronic devices
- Student email accounts provided by the school
- School network accounts and files
- Other school-owned property assigned to students

Such inspections may occur with or without prior notice.

Student Property

When there is reasonable suspicion that a student possesses prohibited, illegal, dangerous, or stolen items, school officials may search:

- Backpacks
- Book bags
- Purses
- Lunch containers
- Athletic bags
- Clothing, including pockets
- Personal electronic devices, when permitted by law and diocesan policy

Searches will be conducted in a manner appropriate to the student's age and the nature of the suspected violation.

Prohibited Items

Searches may be conducted when there is reason to believe a student possesses items including, but not limited to:

- Weapons or dangerous objects (guns, knives, etc.)
- Tobacco products (matches, lights)
- Vape devices and vaping materials
- Alcohol
- Illegal drugs or controlled substances
- Drug paraphernalia
- Stolen property
- Unauthorized medications
- Pornographic or inappropriate materials
- Fireworks or explosives
- Items that threaten the safety or welfare of the school community
- Electronic devices used in violation of school policy

Electronic Devices and Digital Content

The school reserves the right to investigate the use of personal or school-issued electronic devices when there is reasonable suspicion of:

- Cyberbullying
- Harassment
- Threats of violence
- Academic dishonesty
- Accessing inappropriate content
- Violations of school policy

Students should not expect privacy when using school-owned technology, school email accounts, or school internet services.

Seizure of Items

Any item that violates school rules, diocesan policies, or applicable laws may be confiscated by school officials.

Confiscated items may:

- Be returned to a parent or guardian.
- Be retained until a parent conference occurs.
- Be turned over to law enforcement when required by law.
- Result in disciplinary consequences.

Law Enforcement

The school reserves the right to contact law enforcement whenever illegal substances, weapons, threats, or other unlawful activities are suspected or discovered.

Refusal to Cooperate

A student's refusal to cooperate with a reasonable search request may itself result in disciplinary action, including detention, suspension, or other consequences deemed appropriate by the administration.

Administrative Authority

The principal or designee has the authority to determine when a search is necessary and to implement appropriate disciplinary measures resulting from violations discovered during a search.

By enrolling at Our Lady of the Lake Catholic School, students and parents acknowledge and accept the school's authority to conduct reasonable searches and seizures in order to maintain a safe and secure educational environment consistent with Catholic values and diocesan policies.

SAFE ENVIRONMENT TRAINING and COMPLIANCE

The Diocese requires all clergy, employees, and volunteers that directly serve minors, complete training on an annual basis. Training sessions are held Online throughout the year. The link to the Safe Environment Office is <https://phoenix.cmgconnect.org/>

All adults complete an annual renewal July 1- June 30 as designated by the Diocese of Phoenix.

All volunteers must comply with the Diocese of Phoenix Safe Environment requirements before serving in any capacity involving students. Requirements include:

- **Completion of required Safe Environment Training**
- **Successful completion of background screening**
- **Fulfillment of any additional diocesan compliance requirements**

No volunteer may work with or supervise students until all Safe Environment requirements have been completed and officially approved.

Safe Environment Compliance

All volunteers must comply with the Diocese of Phoenix Safe Environment requirements prior to serving in any capacity involving students. This includes completing required training, background screening, and any additional diocesan requirements.

No volunteer may serve with students until all Safe Environment requirements have been fully approved.

Confidentiality

Volunteers may have access to sensitive or private information about students, families, or staff. All volunteers are required to maintain strict confidentiality at all times.

Volunteers may NOT:

- Discuss student academic performance, behavior, or personal matters with others.
- Share information about students or families outside of school-related purposes.
- Post or share student images or information on social media without written permission from the school.
- Repeat staff conversations or internal school matters.

Confidentiality continues even after volunteer service ends.

Appropriate Boundaries

Volunteers are expected to maintain professional and appropriate boundaries with all students at all times.

Volunteers must:

- Interact with students in a respectful, supportive, and appropriate manner
- Avoid physical contact unless necessary for safety or approved supervision (e.g., guiding during a field trip in accordance with school policy)
- Avoid being alone with a student in unsupervised or isolated settings
- Communicate with students in public or school-supervised environments only
- Use appropriate language that reflects Catholic values

Volunteers must never engage in:

- Private messaging or social media contact with students
- Babysitting or unsupervised relationships with students outside of school
- Favoritism or exclusive relationships with individual students
- Any behavior that could be interpreted as grooming or inappropriate interaction

Volunteer Conduct Expectations

Volunteers are expected to:

- **Follow all school rules and staff directions**
- Support the mission and Catholic identity of the school
- Arrive on time and fulfill assigned responsibilities
- Model respectful behavior toward students, staff, and families
- Avoid using cell phones except when necessary and appropriate
- Report concerns regarding student safety immediately to a staff member

Volunteer Removal Process

The school reserves the right to limit, suspend, or terminate volunteer privileges at any time to ensure the safety and well-being of students and staff.

Reasons for removal may include, but are not limited to:

- Violation of Safe Environment requirements
- Breach of confidentiality
- Inappropriate behavior or boundary violations
- Disrespect toward students, staff, or families
- Failure to follow school policies or staff directions
- Attendance or reliability concerns
- Any behavior deemed unsafe or inconsistent with Catholic values

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.

STUDENT SERVICE HOURS

All students participate in service with the teachers helping to integrate their experiences of service to their classroom education. There are many opportunities for students to serve others through classroom and/or school-wide projects. 5TH - 8TH grade students document their service.

Whenever possible, students will wear their school uniform when completing service hours.

Service hour requirements for 5TH - 8TH students are as follows:

Per school year:

- 5th & 6th grade 10 service hours
- 7th grade 15 service hours
- 8th grade 20 service hours

Each classroom teacher has a log/binder in the classroom for students to keep track of. One third of the required hours can be completed in the home. The other hours are to be completed outside of the home and in the community.

Students that do not complete their service hours for that school year will add the missing hours onto the next school year. In order for an 8th grade student to graduate from Our Lady of the Lake, they must complete all 20 service hours as well as any additional that have been added from previous years. The school offers many opportunities for students to serve, as it is one of our chief goals to help our students develop into strong young people who are dedicated to God, the Catholic faith, and Christian service.

WITHDRAWAL PROCEDURE

In order to withdraw from the school, we require a 5 day written notice. Verbal notice is NOT acceptable. Any remaining tuition balance must be paid in full. You must fill out the Withdrawal form in the front office and sign a records release form to the new school. Records will be sent after full balances have been paid. If you choose to withdraw during December and/or June there will be no adjustments made.

Records Release Requests

Records will be released upon written request from a parent/guardian or receiving school, provided all school requirements have been met. Requests must include appropriate authorization and follow school office procedures.

Financial Obligations

In accordance with diocesan policy, any outstanding financial obligations (including tuition, fees, or other charges) may result in a delay in the release of **unofficial records**.

Official records may also be withheld or delayed as permitted by diocesan policy and applicable law until all financial obligations are resolved, except where state or federal law requires immediate release (such as in cases of student transfer to another school).

The school will comply with all applicable Arizona Department of Education requirements regarding the timely transfer of student records.

Processing Time

The school will process record requests within a reasonable timeframe, typically within 5–10 school days, provided all requirements have been met.

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. The school will not be drawn into any parental or guardian disputes. Each custodial parent is fully responsible for tuition payment including any accumulated fees due to After Care costs.

Family Disputes

Our Lady of the Lake Catholic School will not be used as a venue for resolving family disputes, custody disagreements, or visitation issues.

Parents are expected to conduct themselves respectfully and professionally while on school property and during school-sponsored activities. Any behavior that disrupts the educational environment or places students, staff, or families in an uncomfortable or unsafe situation may result in restrictions on campus access or other actions deemed appropriate by the administration.

The school's primary concern is always the safety, well-being, and educational success of the student.

STUDENT COUNCIL

Eligibility to run for Student council will be determined by faculty and principal. Term is for 1 year. To be eligible, students must maintain at least a 3.0 GPA, have satisfactory conduct reports, and continuously be a roll model. Grades 5 through 8 will vote to elect Student Council Officers in August. Officers include: President, Vice-President, Secretary, Treasurer, and Publicity. Each homeroom, grades 5th-8th will elect two class representatives.

Eligible students must maintain satisfactory conduct as determined by administration. A student may be removed from Student Council because of discipline infractions. All elected officers and representatives are expected to maintain high standards in academics and behavior throughout their term. Failure to attend meetings or participate fully in activities may cause their removal.

Representatives will solicit feedback from classrooms to be presented to the officers. Officers will present proposals to administration and/or faculty as warranted.

OTHER CLUBS

Other School sponsored Clubs and groups such as but not limited to, Patriotic Club, Sports Club, Cooking Club, Book Club, Art Club, or others may be offered on a year to year basis as funding and volunteers are available

FIELD TRIPS

Field trips have an educational or cultural value that meets curriculum objectives. Field trips are considered a privilege. Parents/Guardians receive written notification of field trip details, including departure and return times. Signed permission forms for a field trip must be returned by indicated date in order to participate.

Students may be denied participation in a field trip if academic or behavior requirements have not been met. Parents/Guardians may refuse to permit a student to participate in a field trip. Students cannot be on the school grounds for the duration of the field trip if denied this privilege by the school or by the parent/guardian. This will be consider an absence, for the day and teachers will give assignments to the students to do at home. Students wear their school uniforms.

Parents who chaperone field trips must be current with Safe Environment. Chaperones should not bring guests (including siblings) so that their attention is devoted to the students assigned to them. Parent Chaperones should consult the teacher concerning appropriate attire.

NON-SCHOOL SPONSORED ACTIVITIES

Several after school activities are held at Our Lady of the Lake Catholic School and Parish that are not sponsored by the school. If you have any questions or concerns, contact the appropriate person in charge. The person in charge is responsible for students, meetings, cancellations, etc. No one is to use the classrooms unless approved by the parish office. All groups are required to leave the school facilities clean and orderly like they found them.

EIGHTH GRADE GRADUATION

Graduation is a school-sponsored ceremony, that includes a Mass with celebration following..

The function of the ceremony is to recognize the scholarly endeavors of the students.

Participation in graduation exercises is a privilege, not a right. Students may not participate in graduation activities until their educational, financial, and disciplinary obligations to the school are completely met. All participants in the graduation ceremony will wear a blue cap and gown.

The following conditions must be met in order for an 8th grade student to receive a graduation diploma:

- Students must have a cumulative GPA of 2.0.
- Students must have met the attendance requirement which is no more than 20 absences throughout the school- year (4 tardies = 1 absence).
- Students must have completed all 8th grade essays and speech assignments as requested by the 8th grade teacher.
- Students must have completed 20 service hours
- Students must have returned all school property such as media devices, textbooks, etc. to the proper teachers.
- Students must be in good disciplinary standing.
- Parents must settle all financial obligations/outstanding balances.

A student may be excluded from participation in the graduation exercises for reasonable cause or consequence as deemed by the school principal. Serious behavior infractions may result in the loss of privileges to engage in end of year activities, including walking at graduation. Serious violations of the rules and spirit of Our Lady of the Lake Catholic School, frequent absences and

tardies, and incomplete coursework are also causes for exclusion from the graduation ceremony or end-of-year activities.

Pre-Kindergarten and Preschool Guidelines

ADDITIONAL PRESCHOOL/PREKINDER GUIDELINES

STUDENT AGE

•Pre-Kindergarten Age and Enrollment of Child:

Children must be 4 years of age by September 1, 2026. 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.

•Preschool Age and Enrollment of Child:

Children must be 3 years of age by September 1, 2026. 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.

Sign 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 Training

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.

PRESCHOOL/PREKINDERGARTEN TUITION School is Monday through Friday 8:00am to 2:45pm. Tuition is \$175.00 per week or \$700.00 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. When the school closes for a week Tuition will NOT be charged.

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.

Santo Nino Fund:

Santo Nino Scholarship Fund has been developed to assist families with hardships for tuition of their child to attend Our Lady of the Lake Roman Catholic School and Preschool.

We strive to provide quality Catholic classical education through 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.

Depending upon the availability of funds will determine the number of awards granted and how much awarded.

Families are welcome to fill out an application. Open Applications from October 1st through November 1st for the 2026-2027 school year. Please include application for each child and letter of financial assistance turned into the school office by November 3rd.

Determination of approval will be made by November 30, 2026. Parents will be notified of the Award amount from the school office. The scholarship will begin in January 2027 and you will be informed the amount and how many months.

PRESCHOOL/PREKINDERGARTEN AFTER CARE PROGRAM

Afterschool care will be available for Preschool and Pre-Kindergarten at a rate of \$15.00 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 \$50.00, month \$ 175.00. A late fee will be applied of \$ 5.00 for families that are late in picking up their child after every 5 minutes. Pick up for after care will be no later than 5:00p.m.

SNACK and LUNCH

Snack

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

One snack will be provided in the morning. Students are required to bring a lunch and refillable water bottle. A snack menu will be posted in the classroom. *It is important to let us know if your child has any known or suspected food allergies*

Lunch

Our school does not have a lunch program. Students are to bring 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 10:30am.

PRESCHOOL/PREKINDERGARTEN ADMISSIONS

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 24-48 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 Preschool is regulated by: Arizona Department of Health Services: 150 N. 18th Ave. suite #400, Phoenix, AZ 85007; www.azdhs.gov. State Evaluation forms are available upon request at the School Office.



Our Lady of the Lake Roman Catholic School

Acknowledgement of Receipt of the 2026-2027 Parent-Student Handbook

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

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

Child Signature: \_\_\_\_\_ 3<sup>rd</sup> - 8<sup>th</sup> Grade

***I acknowledge that I have discussed this handbook with my child.    Initials \_\_\_\_\_***

Parent Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

This handbook contains the policies, procedures, and regulations of the Diocese of Phoenix and Our Lady of the Lake Catholic School.  
It is important that all parents/guardians and students read and understand the contents of this handbook. Procedures  
presented in this handbook is an integral part of the Our Lady of the Lake Catholic School's successful and safe operation.

**This handbook may be amended and/or disciplinary action modified  
at the discretion of administration.**

**Please return this form to the school office**