

Dear Students and Families,

Welcome to the 2018-2019 school year. We have experienced many changes over the past year and we are excited to begin another wonderful year of learning and growing in our faith. We encourage all parents to remain involved in our efforts and to work cooperatively with us in our endeavors.

The information and policies in this handbook reflect expectations and requirements for Catholic Schools.

Parents, please familiarize this handbook with your children to understand our expectations and any changes to our policies. The teachers will gladly help you if you need clarification or have a concern.

I look forward to another productive year filled with many blessings at Our Lady of Lake Huron Catholic School and with all of you.

Sincerely,

Mrs. Cathryne Goulet, Principal

Our Lady of Lake Huron Catholic School Staff

Pastor

Rev. George Amos

Principal

Cathryne Goulet

Teachers

Kindergarten Alicia Fetting
First Grade..... Alicia Fetting
Second Grade..... Gina Zurek
Third Grade Jolene Maurer
Fourth Grade..... Jolene Maurer
Fifth Grade Cheryl LaPine/Ann Geiger
Sixth Grade..... Gayle Wooster
Seventh Grade..... Susan Sorenson
Eighth Grade Melissa Stahl

Support Staff

Classroom Aide Marge Halifax
Parish Business Manager/School Secretary..... Jessica Siemen
Bookkeeper Joani Yingling
Maintenance Mark Gembarski
Cafeteria..... Heather Lawhorn

Mission Statement

Rooted in our Catholic Faith, Our Lady of Lake Huron School nurtures character through service, promotes academic excellence, and develops Christ-centered virtues.

Accreditation

Our Lady of Lake Huron Catholic School is accredited by the Michigan Non-public School Accreditation Association (MNSAA).

Beliefs

Our Lady of Lake Huron Catholic School:

- Provides a safe, loving, family atmosphere for students to learn.
- Encourages students to strengthen their relationship with God.
- Maintains high standards academically and behaviorally.
- Is a prayer community that promotes kindness, helpfulness, and honesty.
- Develops in students a sense of right and wrong according to our Catholic beliefs.
- Actively strives for continuous improvement.

Desired Student Outcomes

Working collaboratively as an entire staff, we will strive to educate all students to:

- Know the values, benefits, traditions, and practices of the Catholic Christian Church including a knowledge and appreciation of the Scriptures, liturgy, prayer, and the necessity of involvement in the parish and wider community.
- Be able to live in a moral way and make moral decisions according to sound human Christian values.
- Have respect for and appreciation of each individual person.
- Respect themselves and others.
- Have a positive self-image.
- Read and comprehend at grade level or beyond.
- Write and speak effectively.
- Perform math computation at grade level or beyond.
- Demonstrate basic computer skills.
- Demonstrate understanding of the scientific process.

- Understand the workings of our government, the history of our country, and the significance of current events.
- Have an appreciation for art and music.
- Be aware of the importance of healthy living.
- Be able to apply problem solving skills.
- Understand that learning is a life-long process.
- Have the abilities to work effectively independently as well as in a group environment.
- Have an openness to consider another person's ideas.
- Accept responsibility for their own actions.

Admissions

Our Lady of Lake Huron Catholic School does not discriminate on the basis of race, sex, national origin or disabilities.

- New students will not be admitted without an up-to-date immunization report and health form.
- All children entering kindergarten must be five (5) years old by September 1st of that school year.
- It must be determined that the needs of the student can be met within the school's educational program.

Registration

We ask that all families complete a registration form prior to the start of the school year. This registration form includes information that is required for forms that must be filled out by the school office. The registration form also help the school to determine their budget and supplies necessary for the school year. There is no fee to register for Our Lady of Lake Huron Catholic School.

Book and Activity Fees

Book and activity fees cover the cost of consumables (workbooks, photocopies, materials, planners, online grading access, etc.). We ask that the book and activity fee be paid with the first tuition payment of the year. Currently the book and activity fee at Our Lady of Lake Huron Catholic School is \$150.

Kindergarten-8th Grade Tuition

For questions about the tuition policy for Our Lady of Lake Huron Catholic School, please refer to the tuition policy distributed with school registration forms or contact the school office.

Arrival and Dismissal

School begins at 7:40 A.M. **Students should arrive by 7:30** to prepare for the school day. Students may not enter their classroom without their teacher present. Any students arriving prior to 7:20 A.M. must make arrangements with daycare until they are released to their classroom.

School is dismissed at 2:40 P.M. Students are to remain in the building until their teachers have dismissed them after their closing prayer. Students who ride the public school bus or TAT bus are dismissed through the northeast door (#6) while students picked up by car are dismissed out the east entrance (#1). Students not picked up from the main entrance before 2:50 will be supervised by latchkey in the school library. Latchkey fees will apply to anyone using this service.

Students must go home in the manner that their parents/guardian have stated unless the office has been notified otherwise in writing or through a telephone call directly to the school.

Attendance

It is important for students to be in school every day. Children who become ill and need to stay home during an illness, the following attendance policy applies:

Absences

Students at Our Lady of Lake Huron Catholic School will be allowed the (10) absences each semester. Students having more than five absences in a quarter may be required to meet with their parent/guardian, teacher, and principal to discuss their academic future.

Parents/students are responsible for contacting their teachers regarding work they have missed. All work missed must be made up as arranged with each teacher. Students must make up missed work in a timely manner.

Excessive absences of forty (40) days or the equivalent of forty (40) days including tardies may be the cause for a student to be retained in the current grade as stated in the Catholic Schools Policy Book.

In the event of an absence, we ask parents/guardians to call the school and give the following information: student's name and grade, reason for absence, and expected date of return.

Arriving Late (Tardies)

Students who arrive after 7:40 are considered tardy and will be required to stop in the office to sign in. **Tardies are documented and are a part of the school files and are considered as absences.**

Absences During the School Day

Students needing a medical appointment during school hours require a written note by the parent. Parents must sign out their child when they leave. If the child returns to school during the same school day, he/she must be signed back in at the office.

Arriving to school one (1) hour after the beginning of the school day and/or leaving school one (1) hour prior to the dismissal of the school day constitutes a half-day absence.

Prearranged Absences

As stated, it is important that students attend school each day, at times, family circumstances require that a student be away from school. When a student has a scheduled absence from school, it may or may not be possible for the teacher to provide work that will be completed while the student is away. Invariably, adjustments to the daily schedule are made and the amount of work completed can vary greatly. Please understand this as travel plans are made.

Lockers

Lockers are the property of Our Lady of Lake Huron Catholic School. Each year, students in grades 5-8 are assigned a locker at the beginning of the year. It is the student's responsibility to keep the locker clean and tidy. We trust that our students will respect each other's property, so lockers at Our Lady of Lake Huron will remain unlocked. In the event that locks are necessary, lockers may be locked with locks that are the property of Our Lady of Lake Huron Catholic School and may be opened at any time by the school staff. Students are responsible for the contents of their lockers. We ask that no food be left in lockers overnight and that school bag straps and jackets be tucked in so lockers close well and are kept in good working order. We additionally ask that lockers be opened and closed in a respectful manner. Lockers may be inspected at any point of the school year.

Homework

All students have to comply with homework assigned to be completed outside of the classroom. It is the student's responsibility to see that all assignments are neatly finished and turned in on time.

Homework is not intended as busy work, but as something with an educational purpose. Teachers' objectives in preparing homework assignments vary from extending practice in newly developed skills to promoting initiative, responsibility, and self-reliance.

Students in grade 1-8 will record their assignments in their planners. Parents should check and sign their child's/children's planner every day. Students are responsible for bringing their planners to school every day.

Students need help in forming good study habits. By providing children with the materials they need and a quiet place to student, parents are helping their children acquire these study habits. It also helps if study time is scheduled for each day of the week. On evenings when no formal homework is assigned, study time would be a good time to read.

Grading System

The table below explains the grading scale used in grades 3-8. Students in grade 4-8 receiving all A and B grades will be included in the class honor roll.

Percentage	Grade	G.P.A.
94-100	A	4.0
90-93	A-	3.8
87-89	B+	3.5
83-86	B	3.0
80-82	B-	2.8
77-79	C+	2.5
73-76	C	2.0
70-72	C-	1.8
67-69	D+	1.5
63-66	D	1.0
60-62	D-	0.8
0-59	F	0.0

Reporting Student Progress

Parents receive a mid-quarter progress report during each marking period and a report card at the end of each marking period. Parent-teacher conferences are scheduled during the first marking period. More conferences may be scheduled during the remainder of the school year if requested by the teacher or parent. Parents are encouraged to make an appointment with the teacher to discuss their children's progress at any time. This year, we are also offering online gradebooks with parent access. We expect that this will increase our communication of student progress with our parents.

Retention

Teachers may consider retention when a student's graded performance is unsatisfactory; a student does not make adequate yearly progress in two of the following subjects: math, reading, or English; a student's reading level is two or more levels below grade level; etc.

Early in the second semester is the time when parents will be informed if there is consideration of retaining a student. A meeting will be set up with the parents to discuss with the teacher and the principal ways of helping the student improve his/her performance and suggest the possibility of retention. If poor work continues, another conference will be held to help notify the parents of the final decision to retain.

Records

Parents along with students have the right to review the records at Our Lady of Lake Huron Catholic School. The request to review a file should be made in writing and sent to the office at least one day in advance of the requested viewing.

Child Custody Issues

The school recognizes custodial parents as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school/parish by the custodial parent(s) at the time of registration. The school/parish shall be notified immediately regarding any changes to custodial provisions. (Please refer to Catholic Schools Policy Book 5070 for further explanation.)

Non-Custodial Parent

Our Lady of Lake Huron Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding his/her child/children. If there is a court order in place specifying that no information is to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent must inform the school in writing, if ever, the child can be released to the non-custodial parent. Non-custodial parents may not use the school/parish for the purpose of circumventing custody orders or visitation rights.

Parental Concerns

The Bishop in his pastoral appointment, delegates complete authority for a school to a Pastor. The Pastor in turn shares this authority by hiring a principal who shares the authority by hiring and supervising teaching personnel. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with this school community in a cooperative manner.

A sincere attempt should be made at the school level to resolve any complaint by means of a conference between the complaining party and the person(s) complained against. The following are the steps to resolving a grievance in the correct manner.

1. The parent attempts resolution of the concern with the appropriate teacher/staff member.
2. If a satisfactory resolution is not found, the parent attempts a resolution with the principal.
3. If a satisfactory resolution still has not been found, the parent should approach the Pastor or Pastoral Administrator for resolution.
4. If all previous attempts have failed to obtain a satisfactory resolution, the parent may file a formal grievance with the Superintendent of School through the Diocesan offices.

Neither the School Committee nor the leadership of the Home-School Council are to be involved with these individual concerns.

Home-School Communication

Principal newsletters are intended to keep parents informed of all the activities in our school. **Newsletters are e-mailed to parents to the address on file at least once a month.**

Teachers often call parents to discuss any concerns they may have or simply to inform parents about their children's progress. We also strongly encourage parents/guardians to call or set up a time to talk about any concerns with the teacher or principal.

Increasingly, parents and teachers utilize email as a communication method. The online grading system may also improve the functionality of email correspondence with teachers. Parents will be able to email questions, comments, or concerns from within the system or through the teacher's school e-mail address. Parents will also be able to send out messages individually or to a group of parents.

Teachers communicate about homework in students' planners. Parents/guardians are asked to check and sign their children's planners every day.

Curriculum

Our Lady of Lake Huron Catholic School implements an adapted version of Common Core Standards in each core area as is required by the Saginaw Diocese. Copies of this curriculum are available for review.

Special Services

Students that require special services such as speech therapy, physical therapy, occupational therapy, etc. will receive the services provided by the Huron ISD.

Academic Integrity

Students are expected to complete their own school work. They can receive help from family members and peers, but are expected to complete assignments with their own work.

Standardized Testing

Students at Our Lady of Lake Huron Catholic School participate in a variety of standardized tests to determine their progress and the success of the education they are receiving. These tests include, but are not limited to NWEA testing three times a year, DIBELS testing and the DELTA math readiness assessment.

Field Trips

Field trips are privileges afforded to our students. No student has an absolute right to participate in a field trip. Students can be denied participation in a field trip if their grades are below a "C" average or if they have shown repeated inappropriate behavior in school.

A permission form is sent home for each field trip stating the destination and purpose of the trip, cost, as well as means of transportation. No other form will be accepted for permission to attend field trips. The permission form releases the school from liability and must be signed by a parent/guardian.

At the beginning of each school year, a permission slip will be filled out by the parent/guardian which will cover and walking field trips throughout the school year to places such as North Park, the Community House, etc. Teachers will notify parents/guardians of these walking trips through school or classroom newsletters or planner notes.

Students who do not have proper permission forms will not be allowed to go on the field trip. Telephone calls will NOT be accepted in lieu of the proper forms. Parents always have the right to refuse to allow their child to participate in any field trip. If a parent wants to take extra children on a field trip, they must talk with the teacher before plans are made to determine if there is space and if the trip is appropriate for the children.

When parent drivers are utilized, our procedure must stay within the rules outlined by the State Department of Social Services and our insurance company. Volunteer drivers must complete a form verifying their insurance coverage and leave a photocopy of their driver's license on file in the office. We also ask that they sign their own medical release form.

Injuries

First aid is available in the office. All injuries will be treated using universal precautions. Even if first aid is not necessary, it is important that all accidents involving personal injury are reported to the office. Parents will be contacted in the case of an emergency to decide what course of action will be taken. If parents are not available, the principal will then made a prudent decision using the emergency information on file in the office.

Illness During School Day

If a child become ill during the school day, he/she should report to the office. The office will evaluate the child and if necessary contact parents. If the parents are unable to be contacted, we will contact the people listed on the emergency form.

Communicable Diseases

If your child develops a case of any communicable disease, please contact the school immediately so that we can take the necessary precautions. **A child needs to be free of fever and/or vomiting for 24 hours before returning to school.**

Medications

It is the responsibility of parents/guardians to inform the principal and appropriate teachers if a student is subject to any medical needs that require regular or periodic attention while at school.

School personnel will not dispense or administer any medicine (both prescription and non-prescription) to students without written parental permission AND physician instructions. If prescription or non-prescription medicine must be taken during school hours, the principal or his designee will supervise the taking of the medicine by the student in the presence of another adult.

In accordance with Public Act 10 of 2000, the school will allow students to possess and use metered dose of asthma inhalers or epinephrine auto injector (epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from a physician and parents. This form is received by the principal, along with a written emergency care plan. The principal will notify the student's classroom teacher.

Visitors

Parents, guardians, grandparents, and other member of the family are welcome to set up times to visit the school. **Arrangements must be made with classroom teachers to ensure that the visit will not interrupt learning.** Arrangements must be made enough in advance to make all parties involved, including the principal, aware of the visit. **All visitors are asked to enter through the main entrance and sign-in in the school office.**

Lost and Found

The school is not responsible for lost or damaged personal property, whether during school or at school functions. In the event of personal property loss or theft in or around the school, students should notify their teacher immediately. Articles found in the classroom, halls, or on the playground are turned in to the school office and held until they are displayed at Prayer and Pledge. Articles still unclaimed after it is displayed, it will be periodically boxed up and taken to Thumb Industries. It is each student's responsibility to check for lost articles.

School Closings or Delays

Our Lady of Lake Huron Catholic Schools generally follows the same schedule as Harbor Beach Public Schools for closings and delays. When school is closed because of inclement weather, an announcement will be made by the public school and a telephone blast will be issued. The announcement will also be made on WLEW as well as local channel 97. School closings will also be reported on local television stations as well as posted on the school Facebook page.

Students Masses

All parents are invited to attend our School Masses at 8:00 A.M. on Thursdays and Holy Days. Going to Mass is attending a banquet with the Lord, thus students need to be dressed appropriately. Jeans, shorts, and hooded sweatshirts are not allowed to be worn to school Masses.

Students not dressed properly for church will be required to change their clothes before they can attend Mass. Occasionally, the school has appropriate clothes for the students to wear. Please help your child to dress appropriately so they can avoid getting an Office Referral for inappropriate Mass attire.

During Mass or while practicing for Mass, students are expected to display appropriate Christian behavior, remembering that they are in a sacred place. They are expected to:

- walk to and from church in an orderly manner,
- be quiet and go immediately to their assigned pew,
- remember that church is a place we go to pray,
- participate and respond when necessary,
- sing.

Lunch

On full days of school, hot lunch will be served to students. Monthly lunch menus are sent home with the youngest/only child.

Our Lady of Lake Huron will keep track of the amount of lunches eaten and milks drank each month. Statements will then be emailed or sent home indicating the previous month's bill for your child's/children's lunch bill. Payments can then be returned to the school office.

Each hot lunch includes one (1) milk. Additional milk may be purchased for an additional cost. Also, each hot lunch includes one (1) serving of the main entrée. Additional servings may be purchased for an additional cost. We encourage students to eat enough to provide them with the energy they need for the afternoon. We also are required to follow USDA guideline as to what must be included to qualify as a meal. Therefore, we understand that there may be waste with meals. We encourage students to find options they are willing to eat to reduce this amount of waste.

We strongly encourage families to complete the paperwork for the federal lunch program as it has a positive and direct benefit to the funding we receive through the Title 1 Federal Grant.

Positive Behavior Interventions and Supports

If we want to fulfill our mission to create peace in the world, we need to create peace in our classrooms. Therefore, at Our Lady of Lake Huron Catholic School, we believe that peace starts by using positive behavior interventions and supports to guide our discipline policy. Positive behavior interventions and supports is non-punitive and non-permissive; it is kind yet firm. Being caring and kind will surely reflect what Jesus would do.

We don't believe that discipline is punishing for the purpose of keeping order and control. To us, discipline means guidance and teaching. We regularly remind students of the expectations we hold from their behavior and continually help them to meet these expectation. Our discipline lends itself wonderfully to the bond we all share: our faith.

Our beliefs about discipline help students develop and sustain their self-esteem and understand their uniqueness and the uniqueness of others. We do not compare one students to another because of this uniqueness. We strive to correct students in a constructive way because our goal is for them to understand what they have done is inappropriate unacceptable and make better choices in the future.

Discipline is an opportunity to teach students about accepting responsibility for their actions. Students are taught what the expected behaviors are and when a student's behavior does not fulfill the expectations, he/she faces consequences. The student often needs to reflect about his/her actions through writing or through a conversation with a teacher or the principal.

We strive to offer a safe, supportive, nurturing environment where children can learn and grow. The following steps will be followed to assure that all students feel safe, supported, and nurtured.

1. Warning
2. Conference with the teacher – conference may result in: the loss of a privilege, a further discussion about how/why the behavior is inappropriate or unacceptable, a written apology to the parties involved, a written plan to avoid any further problems with this behavior.
3. Conference with the principal – conference may result in: the loss of a privilege, a further discussion about how/why the behavior is inappropriate or unacceptable, a written apology to the parties involved, a written plan to avoid any further problems with this behavior.
4. Notification of parent/guardian of the continued problem.
5. Meeting with parent/guardian, principal, and student.

6. Suspension: student had repeatedly demonstrated inappropriate behavior of the nature of the behavior calls for the student to be separated from his/her group of peers.
7. Probation: development of a behavior plan which the student must abide by.
8. Expulsion: the school can no longer provide the student with services because of the student's severe behavior.

Depending on the severity of the situation, at any time, steps can be skipped or repeated to help deal with problems in an effective and positive way.

Harassment and Bullying

As an outgrowth of our values as a Christian community, we believe that love and respect are foundations for our relations with God and others. Bullying is never justified and is not excusable as "kids being kids," "just teasing," or any other rationalization. The Our Lady of Lake Huron Catholic School is committed to a safe educational environment for all.

Any word or action that:

- Physically or emotionally harms a student or damages the student's property; or
- Creates an intimidating or threatening educational environment; or
- Disrupts the orderly operation of the school

is a form of bullying and will be addressed.

Bullying can take many forms including; slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, deliberate exclusion, or other written, electronic, oral, or physical attacks.

Bullying Reporting

1. All bullying incidents should be reported immediately to a staff member.
2. Staff member will record all reported bullying incidents and share them with the principal.
3. Parents of students involved will be informed and may be summoned to the school for a meeting about the problem.
4. The bullying behavior will be investigated quickly and fully.

Response to Bullying

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the inappropriate behavior. Efforts will be made to lessen the impact on the victim. False reports or retaliation for bullying constitutes violations of this policy.

The administration is authorized to develop and implement procedures addressing this policy.

Violence

Violence of any type will not be tolerated at Our Lady of Lake Huron Catholic School. Any student engaged in violent acts will be disciplined immediately. This discipline could include immediate suspension.

Parents/guardians will be notified of unacceptable behaviors. Depending on the urgency of the measure to take, parents/guardians will be notified by Office Referral, telephone, and possibly a follow-up letter. When the behavior of a student results in a suspension, they will be given their work to complete while suspended. Before a student returns to class after a suspension, a conference with the administrator, the student, and the parent/guardian will be conducted.

Illegal Behaviors

- a) Assault or battery
- b) Theft
- c) Possession/use of tobacco
- d) Possession/use of alcoholic beverages
- e) Possession/use of controlled substances
- f) Sexual harassment
- g) Damage to school property
- h) Threats of violence
- i) Bomb threats
- j) Possession of a knife, gun, or other kind of weapon

All of the above, as well as items not listed, are illegal behaviors under the law; consequently, they are referred to the principal immediately. Students who participate in illegal behavior are automatically suspended. They may be expelled from Our Lady of Lake Huron Catholic School. Their parents/guardians will be called and requested to pick up their child from school. Notification of the illegal behavior to law enforcement is at the discretion of the principal. An appeal process is available through the Diocese of Saginaw.

By law, parents/guardians and students are advised that physical assault, as well as any verbal assault, can carry an expulsion penalty of up to 190 days. This is a revision of School Code and Public Act 104.

Recess

All classes in the school may have recess. The students will go outside at each teacher's discretion. A teacher will be outside on the playground with the students at all times.

In winter, students will have recess outside weather permitting. They must be dressed appropriately, snow boots or another pair of shoes, snow pants, hat, mittens/gloves, etc. Students will have indoor recess when the temperature or wind chill drops below 5°F.

Telephone Calls

Messages from parents/guardians are relayed to the students to the best of our ability. Students are allowed to use the school phone for valid reasons and at the discretion of the teachers, principal, pastor and staff.

Cell Phone and other Electronic Communication Devices

Because message from parents/guardians are relayed and students are allowed to telephone parents from school; the use of cell phones, iPods, etc. in school is restricted. Failure to comply with this policy may result in the confiscation of the communication device. Understanding that many students possess such devices, we ask that these devices be kept put away and turned off to minimize disruptions. We also ask that before students use devices, they ask permission from their teacher.

Buses

Students using HBCS buses will follow all rules of the Harbor Beach Public School regarding buses. When utilizing the OLLH School Bus, students will follow all school rules and expectations.

Textbooks and Instructional Materials

The school will furnish textbooks and reading books as they are needed. However, students will be required to pay for lost or damaged books and materials. Since some books and materials will be returned at the end of their usage, students should be careful not to write on or otherwise deface them.

All students, kindergarten through eighth grades, are to purchase their own school supplies. A list of needed items for each class is sent home prior to the beginning of the school year. Remember that children do use up their supplies and occasionally they need to be replenished throughout the school year. Check with your child on a regular basis to make sure they have all the supplies they need.

Participation in School Athletics

Participation in school sponsored programs is a privilege, not a right. Participation requires students maintain acceptable performance in class and behavior. Students participating in Middle school sports must have a sports physical on file prior to participation.

Dress Code

The general appearance of each student should reflect care and neatness. The education of each individual student is recognized as a primary value to be respected by appropriate and moderate dress and appearance by the students at Our Lady of Lake Huron Catholic School.

General Expectations Appropriate to a Catholic School Setting

- The dress code pertains to kindergarten through eighth grade students.
- Shoes with backs/back straps and socks/tights must be worn in school.
- Hats may not be worn indoors.
- The dress code applies to all school days except those designated as special dress days.
- No athletic pants/athletic shorts may be worn except those designated as special days.
- Neat trousers, slacks and jeans may be worn. No ripped/frayed jeans except those designated as special days.
- Shorts may be worn according to parent's/student's discretion, understanding that recess will be held outdoors unless there is rain.
- While shirts may have patterned designs on them, graphics and words should be appropriate to a Catholic School settings.
- Sweatshirts may be worn in school, but must be worn over a shirt that meets dress code requirements.
- Leggings may be worn under a dress, tunic or skirt that fulfills dress code requirements.
- Students are not allowed to wear blue jeans or shorts of any nature to Mass.
- Skirts, dresses, and shorts may not be more than three (3) inches above the knee of the student wearing them.
- Tunics must reach fingertips of the student.
- Sleeveless shirts/tops must be a minimum of three (3) finger widths of the student with a sewn hem

Clothes which do not show a level of modesty expected at a Catholic School will not be permitted.

A violation of the dress code will result in a warning to the students. A second violation will result in a contact with a parent/guardian.

Organizations

Home-School Council

The objective of the Home-School Council is to better the conditions of our school. All parents of students at Our Lady of Lake Huron Catholic School, all teachers, and the principal are members of the Home School Council.

Meetings are throughout the school year and publicized in the month newsletter, e-mail and text reminders. Everyone is encouraged to attend the meetings.

The Home-School Council does have several fundraising activities scheduled throughout the year. We ask families to support our fundraisers. We additionally ask that each family assist in some form at the Annual Summer Festival. This can be through chairing a component of the festival or volunteering for at least one work shift during the festival. The money raised helps support the day-to-day running of our school as well as provide extras for our students. The Home-School Council is governed by officers that are elected by the entire school community. The Home School Council officers for the 2015-2016 school year are:

President – Candace Swartz

Vice President – Renee DeShano

Secretary – Jackie Soper

Treasurer – Mike Kociba

School Committee

The OLLH School Committee is an advisory board that meets on a regular basis to discuss/review policy and the general function of the school community. An annual election is used to select parents that will serve on the committee. The terms of the elected parents are for three years and parents cannot be elected to more than two consecutive terms. The School Committee for the 2018-2019 school year are: Tami Nickrand, Theresa Hessling, Kristen LeGault, Rachel Roggenbuck, Stacey Kadar.

Computer Acceptable Use Policy

The internet is a vast, global network linking computers, school, science labs, and other sites. Through the internet, one can communicate with people all over the world through a number of discussion forums as well as through electronic mail. In addition, many files are available for downloading on the internet, many of which are educational. Because of its enormous size, the internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend in college. However, with such great potential for education also come some potential for abuse and unsafe use. It is the purpose of the following guidelines, as well as the contract for internet use, to make sure that all who use the internet, both students and faculty, use this valuable resource in an appropriate manner.

The most important prerequisite for someone to use to school's internet is that he/she will take full responsibility for his/her own actions, and live up to the consequences if he/she fails to do it. Our Lady of Lake Huron Catholic School along with other organizations that make up the Our Lady of Lake Huron Catholic School network, will not be liable for the actions of anyone connecting to the internet through this hook-up. All users shall assume full liability – legal, financial, or otherwise – for their actions.

In addition, Our Lady of Lake Huron Catholic School takes no responsibility for any information or materials that are transferred through Our Lady of Lake Huron Catholic School network.

Because of the size of the internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed unacceptable while using the internet, he/she shall refrain from downloading this material nor shall he/she share this material with other students. Any material found to be inappropriate and unacceptable must be reported to the teacher immediately. Be aware that the transfer of certain kind of materials is illegal and punishable by fine or jail sentence.

The primary purpose of the network connection provided at Our Lady of Lake Huron Catholic School is educational. It is essential that all users of this connection understand this purpose. Therefore, Our Lady of Lake Huron Catholic School has the right to ask anyone using this connection for no-educational purposes to log off at any given time. Failure to abide by these regulations shall result in suspension of the privilege to use the connection.

Our Lady of Lake Huron makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither the Our Lady of Lake Huron Catholic School nor the sponsor organizations shall be liable for any loss or corruption data resulting while using the network connection.

Computers are the property of Our Lady of Lake Huron Catholic School. Our Lady of Lake Huron Catholic School reserves the right to examine all data stored on the machines and on the

network to make sure that all users are in compliance with these regulations and, above all, to make sure our students are safe on the internet.

No user shall use the internet link to perform any act that may be construed as illegal, unethical, or unacceptable, including the use of the link to gain unauthorized access to other systems on the internet.

Our Lady of Lake Huron Catholic School strongly condemns the illegal distribution of software, otherwise known as pirating. Any users caught transferring such files through the network shall immediately have their privileges permanently revoked. In addition, all users should be aware that software piracy is a federal offence and is punishable by fine or imprisonment.

Computers are configured by Our Lady of Lake Huron Catholic School and are not to be changed without proper authorization. Unacceptable uses of computers include, but are not limited to the following: unauthorized chat rooms, unauthorized use of electronic mail, any and all pornographic material, inappropriate use of instant messaging, any material deemed threatening or violent, or plagiarism of copyrighted materials.

No user shall change the configuration of the computers in school unless otherwise authorized in writing by an instructor. Failure to do this will result in revocation of computer use for the remainder of the school year. If a user accidentally erases a program or changes the configuration of a computer, he/she shall notify an instructor immediately.

Finally, users should keep in mind that when they use the internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical, legal, and Christian manner.

The Our Lady of Lake Huron Catholic School administration reserves the right to change these rules at any time without notice.