

Dear Students and Families,

Welcome to the 2021-22 school year. This past year has brought much change, and growth. For the record, OLLH remained open for in-person the entire 2020-21 school year, a tribute to the parents, students, staff, and faculty. Working with One Voice we accomplished much, and the fruits of those efforts will have significant benefits. OLLH Catholic School is excited to begin another wonderful year of learning and growing in our faith. This year we will implement a new Student Information System (SIS) to manage our record keeping more efficiently. We will also complete our Accreditation process delayed due to the pandemic. We have formalized our Christian Service Program, and begun a Campus Ministry program with scheduled retreats and spiritual opportunities for all students, in addition to our sacramental and Good Shepherd Program.

We encourage all parents to remain involved in our efforts and to work cooperatively with us in our shared 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,

Fr. George Amos, Pastor

Mr. Michael Cavanaugh, Principal

Mission

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

Our Lady of Lake Huron Catholic School Staff

Pastor

Rev. George Amos

Principal

Michael Cavanaugh

Teachers

Kindergarten

Vicki Kiehl

First Grade

Melissa Stahl

Second Grade

Melissa Stahl

Third Grade

Alyson Page

Fourth Grade

Alyson Page

Fifth Grade

Rodney Terwilleger

Sixth Grade Homeroom

Sheri Efid

Seventh Grade Homeroom

Susan Sorenson

Eighth Grade Homeroom

Samantha Osentoski

Day Care Director

Sheby Fastenau

Support Staff

Parish Business Manager/School Secretary

Jessica Siemen

Bookkeeper/Finances

Joani Yingling

Facilities

Mark Gembarski

Staff/Facilities

Heather Lawhorn

Mission Statement

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

Accreditation

Our Lady of Lake Huron Catholic School (OLLH) is accredited by the Michigan Non-public School Accreditation Association (MNSAA). Fall of 2021 OLLH will be formally reviewed for Accreditation.

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.
- A prayer community that promotes kindness, helpfulness, and honesty.
- Develops in students a sense of right and wrong per our Catholic beliefs.
- Actively strives for continuous improvement.

Desired Student Outcomes

Working collaboratively as an entire faculty and 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.
- Able to live in a moral way and make moral decisions per 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.
- Develop an appreciation for art and music.
- Be aware of the importance of healthy living.
- 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 because 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 generally are five (5) years old by September 1st of that school year. However, exceptions will be considered after consultation with Preschool and Kindergarten teachers, and Administration.
- 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 helps 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.

**Kindergarten-8th Grade Tuition
Our Lady of Lake Huron Catholic School
Tuition Policy**

At Our Lady of Lake Huron School, we are concerned with the ever-increasing cost of educating our children. At the same time, we are concerned about our obligation to educate our children in the best environment that we can provide. To keep a Catholic education within the means of as many families as possible, we have made every attempt to keep tuition expense to a minimum. We believe that tuition payments are an investment in your child’s education as well as religious formation.

2021-22 Yearly Tuition Rates	Parish Family	Non-parish Family
Kindergarten-Eighth Grade	\$3,605.00	\$4,635.00

Book/Activity Fee: \$165.00 per student Book/Activity fees are added on to the tuition cost and divided equally for the length of the payment plan chosen by the family.

I. Families who are registered and contributing members of Holy Name of Mary Parish with children enrolled at Our Lady of Lake Huron School shall receive the benefit of reduced rates of tuition to be determined annually by the principal with the approval of the pastor.

II. All families shall be expected to make tuition payments using the FACTS Management Company online (online.factsmgt.com), per one of the following payment plans. Credit cards are accepted; there is a 2.85% fee to use this service which is the family's responsibility to pay. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payments include:

1. Single Payment Plan: Under this plan the entire amount of tuition is paid in full by September 1st or 15th. Enrollment fee of \$20 is waived with this option.
2. Two Payment Plan: With this plan, half the tuition is due August 1st or 15th and half is due on February 1st or 15th (family choice on date). The family pays a \$20 enrollment fee for this plan.
3. Monthly Payment Plan: With this plan, the entire amount of tuition is paid over an eleven-month period beginning on August 1st or 15th (family choice on date). The family pays a \$50 enrollment fee for this plan.

III. Tuition assistance is available for students of Our Lady of Lake Huron School. OLLH School makes the fairest possible determination regarding the level of assistance it can offer. The process involves balancing individual family needs, the number of families applying, and the total aid available. Application forms for tuition assistance are available in the office of Our Lady of Lake Huron School.

IV. All tuition and fees must be paid in full by June 1st or the 15th of the plan month chosen if a student is to be readmitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the principal/pastor. Students may not participate in graduation activities with delinquent tuition or fees. To have transcripts forwarded to another school, all financial obligations must be satisfied. If any financial problems or extenuating circumstances exist such that the parent/guardian is unable to make a tuition payment, the parent/guardian is urged and encouraged to 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. For children who are 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 ten (10) absences each semester. Students having more than five (5) 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 for missed work in a timely manner.

Excessive absences of twenty (20) days or the equivalent of twenty (20) 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, parents/guardians **MUST** call the school and give the following information: ***student's name and grade, reason for absence***, and if possible, the expected date of return. Failure to notify the school of child/student absence will be marked as an "unexcused absence." This is in accordance with District and State reporting mandates.

Arriving Late (Tardy)

Students who arrive after 7:40 are considered tardy and will be required to stop in the office to sign in. **Tardies are documented.**

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 at 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

It is important that students attend school each day; however, at times, family circumstances require that students be away from school. A scheduled absence from school 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. Travel plans should be made during regular school holiday and vacation times.

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. If 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.

Homework

All students must 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 need help in forming good study habits. By providing children with the materials they need and a quiet place to study, 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 3-8 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 student 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. The FACTS SIS system will also allow for parent access to their child's grades and progress.

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 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 the child can ever be released to the non-custodial parent. Non-custodial parents may not use the school/parish for 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 Home-School Council are to be involved with these individual concerns.

Home-School Communication

Communication is intended to keep parents informed of all the activities in our school. The Principal may use different forms including email, SIS, Remind, Parish Bulletin, phone, and text. The School Webpage is utilized whenever and wherever possible to inform parents and students of upcoming events and activities. OLLH Facebook page is also used to inform. Teachers may utilize Facebook pages for specific class related activities and assignments.

Teachers often call parents to discuss concerns they have or to inform parents about their children's progress. We 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 SIS FACTS 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 email address. Parents will also be able to send out messages individually or to a group of parents.

Teachers will communicate about homework per their individual class policy; some classes may utilize planners. Parents/guardians are asked to check and sign their children's planners every day, if they are utilized by their child's specific grade teacher.

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, unless otherwise specified by the teacher.

Standardized Testing

Students at Our Lady of Lake Huron Catholic School participate in standardized tests to determine their progress and the success of the education they are receiving. These tests include NWEA testing three times a year, Acadience Reading Assessments (previously called DIBELS), and standardized math assessments that measure growth.

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, purpose of the trip, cost, and 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 covers 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 wishes 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.

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 make a prudent decision using the emergency information on file in the office.

Illness During School Day

If a child becomes ill during the school day, he/she should report to the office. The office will 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 doses of asthma inhalers or epinephrine auto injector (epi-pen) or epinephrine inhaler, provided there is written approval to possess and use these devices from a physician and/or 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 members 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 and claimed at Prayer and Pledge. Articles still unclaimed 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. If school is closed because of inclement weather, an announcement

will be made by the public school with additional communication to OLLH parents. Announcements on WLEW Radio and channel 97 are also made. School closings will also be reported on local television stations.

Student Masses

All parents are invited to attend our School Masses at 8:00 A.M. on Friday and Holy Days. Eucharist Mass is the banquet of the Lord Jesus, thus students should **“dress their best” to reflect our Christ-centered virtues.** Children may bring a change of clothes for Physical Education classes; however, please be sure your child may easily change clothing. 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, including participating in singing.

Lunch

Hot lunch will be available for purchase. Hot lunch is optional for parents to choose. Monthly lunch menus are posted to the School Webpage in advance. The SIS FACTS will track and account for your child’s lunch.

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 parents to provide enough for the energy students need for the afternoon.

Positive Behavior Interventions and Supports

To fulfill our goal to create peace in the world, we need to create peace in our classrooms. Our Lady of Lake Huron Catholic School believes that peace starts by using positive behavior interventions and support to guide our discipline policy. Positive behavior interventions and support are non-punitive and non-permissive; kind yet firm. Being caring and kind will surely reflect what Jesus would do.

We believe discipline means guidance and teaching. We regularly remind students of the expectations and continually help them to meet these expectations. Our discipline lends itself wonderfully to the bond we all share: Our Mission and Our faith.

Our beliefs about discipline help students develop and sustain their self-esteem and understand their uniqueness and the uniqueness of others. We strive to correct students in a constructive way because our goal is for them to understand what they have done is inappropriate and unacceptable and to 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 process 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 has repeatedly demonstrated inappropriate behavior of the nature of the behavior which 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, steps can be skipped or repeated at any time to help deal with problems in an effective and positive way.

Harassment and Bullying

Our values as a Christian community reflect 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. Our Lady of Lake Huron Catholic School is committed to a safe educational environment for all.

Bullying is 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

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, or oral attacks.

Bullying Reporting

1. All bullying incidents should be reported immediately to a staff member.
2. The staff member will record all reported bullying incidents and share them with the principal.
3. Parents of students involved will be informed and called 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 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 grades K-5 may have recess. The students will go outside at each teacher's discretion. Playground students will have adult supervision at all times.

Students will have recess outside, weather permitting. They must be dressed appropriately with snow boots or another pair of shoes, snow pants, hat, mittens/gloves, etc. when necessary. 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 can use the school phone for valid reasons and at the discretion of the teachers, principal, pastor, or staff.

Cell Phone and other Electronic Communication Devices

Because messages from parents/guardians are relayed and students can 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. However, there may be times in grades 6th – 8th that devices will be allowed for research purposes. This is at the discretion of the classroom teacher.

Buses

Students using HBCS buses will follow all rules of the Harbor Beach Public School regarding buses.

Textbooks and Instructional Materials

The school will furnish curriculum materials, 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 to maintain acceptable academic performance, including at least a C- average in all classes, and behavior that matches our school mission and expectations. Students participating in middle school sports must have a sports physical on file prior to participation. These requirements include OLLH students participating in HB sports during the school year.

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 with 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

- All graphics must be smaller than 5", including on sweatshirts.
- Shorts or skirts need to reach below the student's fingertips.
- No leggings unless worn under a tunic or dress that reaches the bottom of the student's fingertips.
- All K-5 students need to have enclosed shoes (cover the whole foot with a back strap); no flip flops/athletic slides for 6-8.
- No ripped/frayed jeans.
- No blue jeans/shorts on Mass days.
- Sleeveless shirts/tops must be at least 3 finger-widths wide.

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.

THESE TYPES OF SHIRTS ARE APPROPRIATE FOR SCHOOL



THESE TYPES OF SHIRTS/PANTS ARE NOT APPROPRIATE FOR SCHOOL MONDAY – THURSDAY



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 welcomed as members of the Home-School Council.

Meetings are throughout the school year and publicized in the monthly newsletter, email, 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 2021-22 school year are:

President – Michelle Roggenbuck

Vice President – Connie Meissner

Secretary – Amanda Gentner

Treasurer – Katie Laeder

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 2021-22 school year are: Theresa Hessling, Kristen LeGault, Rachel Roggenbuck, Kayla O'Neil, Jodi Capling, Sarah Volmering, Kristy Brown, Michael Meissner.

Class Fundraising

Throughout every school year, generally the 8th Grade will have opportunities to raise funds for their various class activities, for example, the 8th grade class trip, school gift, flowers, popcorn, and Mardi Gras. In some instances, grades 7 and 6 may request permission to hold a fundraiser for their specific class. These need the approval of the Pastor and Principal.

It is without exception and clearly understood that "all class fundraising under the auspices of Our Lady of Lake Huron Catholic School (OLLH) are deposited to the specific class account, and will be used, spent, or allocated for only OLLH sanctioned and approved uses consistent with the Pastor, Principal, Diocese of Saginaw guidelines, and the Superintendent of Schools."

Acceptable Computer 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 several 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 comes some potential for abuse and unsafe use. The following guidelines, and the contract for internet use, ensures 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 the 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 so. Our Lady of Lake Huron Catholic School, along with other organizations that make up the OLLH network, will not be liable for the actions of anyone connecting to the internet. 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 or supervisor immediately. The transfer of certain kinds 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 non-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 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 follow 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. Unacceptable uses of computers include, but are not limited to the following: unauthorized chat rooms, unauthorized use of electronic mail, 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. Doing 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 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.