



**2018 – 2019**

**Parent – Scholar**

**Handbook**

**1435 Grove Avenue**

**Racine, WI 53405**

**262 – 636 – 8040**

**[www.ologa.org](http://www.ologa.org)**

# Contents

## **INTRODUCTION – p. 3**

Beliefs, Values, and Mission Statements  
School Advisory Committee  
Faculty & Staff Directory  
School Advisory Committee  
2018 – 2019 Calendar  
School and Archdiocese of Milwaukee  
School and State of Wisconsin  
School Relationship to Parishes  
School Governance  
Standards for Personnel  
Rights and Responsibilities of Parents  
Religion

Scholar Rights

## **ACADEMICS – p. 9**

Academic Progress  
Assessment and Grading  
Academic Integrity  
Curriculum  
Human Sexuality / Family Life  
Homework  
Standardized Testing  
Assignment Notebooks  
Field Trips  
Monitoring Scholar Achievement Progress  
Scholars with Special Learning Needs  
Promotion / Retention of Scholars  
Report Cards  
Scholar – Parent – Teacher Conferences  
Scholar Email Accounts

## **SCHOLAR BEHAVIOR – p. 21**

Honor Code  
Discipline  
After-School Detentions  
Bullying and Harassment  
Probation / Suspension / Expulsion  
Dress Code  
Alcohol, Drugs, and Tobacco  
Acceptable Use of Technology  
Playground Rules  
Gum

## **GENERAL POLICIES AND PROCEDURES – p. 34**

Administration  
Accreditation  
Accidents or Illness during School  
Admission  
Compulsory School Attendance  
Arrival and Departure from School  
Automobiles  
Bicycles  
Building / School Security  
Crossing Safety  
Cancellation of School  
Cell phones and other Electronic Devices – Scholar  
Change of Address / Phone  
Child Abuse and Neglect  
Communication  
Complaints and Concerns  
Daily Schedule  
Doctor and Dentist Appointments  
Emergency Drills  
Emergency Information  
Gun Free Zone  
Indoor Environmental Quality Management Plan  
Illness  
Immunizations  
Lunch Program  
Parent Volunteers  
Party Invitations  
Recess Guideline – Weather  
Safeguarding All God's Family  
Scholar Cubbies and Desks  
Scholar Records  
Snacks  
Guest (Substitute) Teachers  
Tuition Payment Policy  
Visitors  
Wellness Policy

## **ATHLETICS - p. 55**

Athletic Eligibility

## **INTRODUCTION**

Welcome to Our Lady of Grace Academy.

This handbook contains the policies and procedures of the school. Parents and scholars should take the time to familiarize themselves with the contents. If you have any questions regarding a specific policy or procedure, please contact the school office.

The Parent / Scholar handbook is an agreement between the parents of minor scholars and Our Lady of Grace Academy for 2018 – 2019 school year. It is in effect for a one-year period or until reprinted. Our Lady of Grace Academy reserves the right to amend the handbook during the 2018 – 2019 school year for just cause with proper notice given to parents/guardians if changes are made.

Our goal is provide our students with a comprehensive and faith-based school experience and we will do whatever is needed to help our students to be successful. Striving to reach this goal must be a unified effort on the part of the students, teachers, administrators, parents and community. It is our sincere hope this handbook will serve as a practical guide and thus strengthen the bond and relationship between home and school. Thank you for choosing Our Lady of Grace Academy Catholic School.

We look forward to working with all you.

Sincerely,

Erin O'Donnell  
Principal

## **NON-DISCRIMINATION STATEMENT**

Our Lady of Grace Academy respects the dignity of the child. Our Lady of Grace Academy does not discriminate on the basis of race, color, national origin, ethnicity, gender, or disability in the administration of its admissions policy. Our Lady of Grace Academy admits scholars of any race, color, national origin, and ethnicity. Scholars of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child and/or family because of the unique religious philosophy of the school's education programs.

Our Lady of Grace Academy participates in the State of Wisconsin Parental Private School Choice Program and follows the admissions guideline and procedures of that program.

## **MISSION STATEMENT**

We live the Catholic values of trust, respect, dignity, and forgiveness. We educate and form children to see through the eyes of Christ, embracing faith, hope, and love.

We are Honor, Integrity, Discipline... We are Our Lady of Grace Academy.

### ***Misión***

*Vivimos los valores católicos de confianza, respeto, dignidad y perdón. Educamos y formamos a los niños para mirar a través de los ojos de Cristo, abrazando la fe, la esperanza y el amor.*

*Somos honor, integridad, disciplina... Somos (La Academia de Nuestra Señora de la Gracia)*

## **CORE BELIEFS**

We believe each child is a unique gift from God, blessed with unlimited potential, guaranteed the right to learn, and deserving of our love

We believe all children are capable of great achievement

We believe we live in a rapidly changing and dynamic world in which our children must be prepared with a multitude of skills

We believe we are called to teach as Jesus did, and to be servant leaders to our Scholars, families, and community

## **CORE VALUES**

We value each child as an individual person

We value living in communion with God, self, and others, compassionately accepting the diversity of life

We value learning that is lifelong, life-giving, and engaging of the whole person

We value the celebration of the sacraments

## 2018 – 2019 Faculty & Staff

Fr. Allen Bratkowski	Pastor	<a href="mailto:bratkowskia@ologa.org">bratkowskia@ologa.org</a>
Ms. Erin O'Donnell	Principal	<a href="mailto:eodonnell@ologa.org">eodonnell@ologa.org</a>
Mrs. Mary Ellen Krezinski	Administrative Assistant	<a href="mailto:mkrezinski@ologa.org">mkrezinski@ologa.org</a>
Ms. Sarah Thostenson	Learning Support Coordinator	<a href="mailto:sthostenson@ologa.org">sthostenson@ologa.org</a>
Mr. Eloy Contreras	Campus Minister	<a href="mailto:econtreras@ologa.org">econtreras@ologa.org</a>
Mrs. Shelia Fiore	4-year-old Kindergarten	<a href="mailto:sfiore@ologa.org">sfiore@ologa.org</a>
Ms. Rachel Howell	5-year-old Kindergarten	<a href="mailto:rhowell@ologa.org">rhowell@ologa.org</a>
Mrs. Susan Lepak	Grade 1	<a href="mailto:slepak@ologa.org">slepak@ologa.org</a>
Ms. Ashley Mason	Grade 2	<a href="mailto:amason@ologa.org">amason@ologa.org</a>
Mrs. Jennifer Gianou	Grade 3	<a href="mailto:jgianou@ologa.org">jgianou@ologa.org</a>
Mrs. Kelly Lyman	Grade 4	<a href="mailto:klyman@ologa.org">klyman@ologa.org</a>
Mrs. Jennifer Hohner	Grade 5	<a href="mailto:jhohner@ologa.org">jhohner@ologa.org</a>
Mrs. Dawn Dufton-Maher	Middle School	<a href="mailto:ddufton-maher@ologa.org">ddufton-maher@ologa.org</a>
Mrs. Joan Koenig	Middle School	<a href="mailto:jkoenig@ologa.org">jkoenig@ologa.org</a>
Mrs. Jennifer Determan	Middle School	<a href="mailto:jdeterman@ologa.org">jdeterman@ologa.org</a>
Ms. Amy Misurelli Sorensen	Art	<a href="mailto:amissor@ologa.org">amissor@ologa.org</a>
Mrs. Judithann Fisher	Physical Education	<a href="mailto:jfischer@ologa.org">jfischer@ologa.org</a>
Mr. Gregory Schroeder	Music	<a href="mailto:gschroeder@ologa.org">gschroeder@ologa.org</a>
Mrs. Kirsten Bargender	Kindergarten Teaching Aide	<a href="mailto:kbargender@ologa.org">kbargender@ologa.org</a>
Mrs. Margarita Pedrosa	Kindergarten Teaching Aide	<a href="mailto:mpedrosa@ologa.org">mpedrosa@ologa.org</a>
Mr. Douglas Overstreet	Maintenance	<a href="mailto:doverstreet@ologa.org">doverstreet@ologa.org</a>
Mrs. Michele Miller	Food Service Director	<a href="mailto:mmiller@ologa.org">mmiller@ologa.org</a>
Mrs. Angela Amaya	Food Service	<a href="mailto:aamaya@ologa.org">aamaya@ologa.org</a>
Mrs. Lorie Czerwinski	Daycare Director	<a href="mailto:lczerwinski@ologa.org">lczerwinski@ologa.org</a>

## School Advisory Committee

Fr. Allen Bratkowski	Mrs. Ellen Huck	Mrs. Lynn Michelau
Ms. Erin O'Donnell	Mrs. Jennifer Determan	Mrs. Jean Spencer
Ms. Marnie Bugalski	Mrs. Anne Sadowski	Ms. Catherine Gundlach
Ms. Connie Roybal	Ms. Sarah Thostenson	

## CALENDAR 2018-2019

<b>AUGUST</b>	<b>23, 24, &amp; 27</b>	Teacher In-Service Days
<b>AUGUST</b>	<b>28</b>	Welcome Back Night 4-7pm
<b>AUGUST</b>	<b>29</b>	First day of classes
<b>SEPTEMBER</b>	<b>3</b>	NO SCHOOL – Labor Day
<b>SEPTEMBER</b>	<b>5</b>	**Parent Night – pm Mandatory
<b>SEPTEMBER</b>	<b>12</b>	School Picture Day – Dress Up Day
<b>SEPTEMBER</b>	<b>28</b>	NO SCHOOL Teacher In-Service
<b>OCTOBER</b>	<b>2-4</b>	Our City READS Program – More info to follow
<b>OCTOBER</b>	<b>4-5</b>	NO SCHOOL Teacher In-Service
<b>OCTOBER</b>	<b>20</b>	Soles for Catholic Education Walk
<b>OCTOBER</b>	<b>23</b>	Picture Retake Day
<b>OCTOBER</b>	<b>25</b>	Student/Parent/Teacher Conferences
<b>OCTOBER</b>	<b>26</b>	NO SCHOOL
<b>OCTOBER</b>	<b>31</b>	Halloween
<b>NOVEMBER</b>	<b>2</b>	1st Quarter ends
<b>NOVEMBER</b>	<b>6</b>	Election Day No Hot Lunch
<b>NOVEMBER</b>	<b>21 - 23</b>	Thanksgiving Break - NO SCHOOL
<b>DECEMBER</b>	<b>22 – JAN. 2</b>	Christmas Vacation – NO SCHOOL
<b>JANUARY</b>	<b>2</b>	NO SCHOOL Teacher In-Service
<b>JANUARY</b>	<b>3</b>	Classes resume
<b>JANUARY</b>	<b>21</b>	NO SCHOOL Teacher In-Service
<b>JANUARY</b>	<b>21</b>	2nd Quarter ends
<b>JANUARY</b>	<b>27</b>	Open House
<b>JANUARY</b>	<b>27 – Feb. 2</b>	CATHOLIC SCHOOLS WEEK
<b>FEBRUARY</b>	<b>15</b>	NO SCHOOL-Archdiocesan In-Service
<b>MARCH</b>	<b>7</b>	Student/Parent/Teacher Conferences
<b>MARCH</b>	<b>8</b>	NO SCHOOL
<b>MARCH</b>	<b>27</b>	3rd Quarter Ends
<b>APRIL</b>	<b>19</b>	NO SCHOOL-Good Friday
<b>APRIL</b>	<b>21</b>	Easter Sunday
<b>APRIL</b>	<b>22– 26</b>	Easter Break – NO SCHOOL
<b>APRIL</b>	<b>29</b>	Classes Resume
<b>MAY</b>	<b>27</b>	Memorial Day – NO SCHOOL
<b>JUNE</b>	<b>11</b>	Last Day of School: Report Cards go home

**Some dates and/or times may be subject to change**

## **Our Lady of Grace Academy Catholic School Parent Code of Conduct**

“Parents must cooperate closely with the teachers of the schools to which they entrust their scholars to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.” Canon Law 796

I therefore pledge to be responsible for my words and actions and shall support the following Parent Code of Conduct:

- I will ensure my scholar is in school on time, dressed appropriately and has the necessary school supplies. I support Our Lady of Grace Academy’s right to give my child proper attire if necessary.
- I will monitor my scholar’s telephone/cell phone, computer, social media and television use to make sure it supports positive development and interaction between my scholar and others.
- I pledge to model respect for teachers and support staff who are involved in the education of my scholar.
- I will especially show respect in front of my scholar and my scholar’s classmates.
- I will ensure that my scholar completes all assigned school work on a timely basis and maintain an awareness of my child’s attendance in the classroom and in their extracurricular activities.
- I will be actively engaged in my scholar’s education, attend conferences and parent meetings when required, and expect my scholar to do the same.
- I will follow all other policies and procedures outlined in the Parent Handbook.
- I will actively work to build the community of Our Lady of Grace Academy Catholic School.

In order to support a peaceful and safe school environment, parents, guardians and visitors exhibiting the following behaviors will be immediately asked to leave the school premises:

- Disruptive behavior which interferes or threatens to interfere with the operations of a classroom, an employee’s office, office area or any other area of the grounds including team matches.
- Using loud/ or inappropriate language and actions. This includes the use of profanity, elevated outbursts, and/or aggressive gestures.
- Threatening to do actually bodily harm to a member of school staff, Principal, visitor, fellow parent/guardian or pupil regardless of whether or not the behavior constitutes a criminal offense.
- Abusive or threatening e-mails or text / voicemail / phone messages or other written communication.
- The threat or use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.

- Defamatory, offensive or derogatory comments regarding the school or any other pupil / parents / staff, at the school, on Facebook, or other social media sites. Any concerns you may have about the school, pupils, and staff must be made through the appropriate channels.
- Extreme misconduct or malicious violation of this Code of Conduct may be grounds for immediate family expulsion.

I hereby agree that if I, or anyone associated with my family, fail to conform my conduct as stated above, I will be subject to disciplinary action, including but not limited to the following consequences:

- 1<sup>st</sup> Violation: Documented conference with the principal
- 2<sup>nd</sup> Violation: Disciplinary hearing with potential family removal from the school

---

Parent/Guardian Signature

---

Date



## **School and Archdiocese of Milwaukee**

Our Lady of Grace Academy follows the policies of the Archdiocese of Milwaukee.

## **School and State of Wisconsin**

Our Lady of Grace Academy participates in the Parental Private School Choice Program and adheres to the policies of that program as stated by the State of Wisconsin.

## **School Relationship to Parishes**

Our Lady of Grace Academy is a part of the educational ministry of both St. Edward and St. Sebastian parishes.

## **School Governance**

Our Lady of Grace Academy is governed by the School Advisory Committee, which is a board of limited jurisdiction.

## **Standards for Personnel**

Faculty at Our Lady of Grace Academy are required to have a bachelor's degree from an accredited institution of higher learning; be certified or certifiable by the State of Wisconsin; maintain, or be progressing to, required Religious Education Certification as determined by the Archdiocese of Milwaukee; and have a professional development plan on file that meets continuing education requirements for licensure.

No employee shall be discriminated against on the basis of age, race, color, handicap, sex, national origin, ancestry or marital status, in employment and in employment practices of personnel.

## **Rights and Responsibilities of Parents**

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

Archdiocese of Milwaukee (6110)

## **Religion**

Since parents are the primary educators of their children, their active support and participation when possible in the Faith experiences at the school is essential and welcomed. Family participation in weekly Sunday Mass and other parish activities is foremost in furthering the faith experience taught in school.

Religion is an integral part of our daily program. Either a formal class or a planned liturgy is experienced each day. Our main task is to create an environment for people to learn Christian values and principles, at the same time teaching Catholic Doctrine. Only approved religion texts are used in the formal religion class. Guidelines prepared by the Bishops of the United States are followed in all of our sacramental and liturgical preparation.

Scholars in grade two receive the sacraments of Holy Eucharist and Reconciliation. Children of other religious affiliations who attend Our Lady of Grace Academy are expected to participate in religion classes as a content area and are encouraged to participate in other religious activities of the school at an appropriate level.

## **Scholar Rights**

Judge Susan Steingass ruled in *Davis v. Grover*, Trial Court Opinion, Dane County (8-6-90), that the below list of Scholar rights applies to private schools participating in the Milwaukee Parental Choice Program, and by extension, school participating in the Parental Private School Choice Program.

1. The Wisconsin Pupil Nondiscrimination Act, s. 118.13 and PI 9, which prohibit discrimination against Scholars on the grounds of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, emotional or learning disability.
2. Title IX of the Education Amendment of 1972, as amended, 20 U.S.C. 1681 et. seq., which prohibits discrimination on the basis of sex in educational programs.
3. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et. seq., which prohibits discrimination on the basis of age in programs or activities.
4. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794 et. seq., which prohibits discrimination on the basis of handicap in programs and activities. To comply with Section 504, DPI must assure that no qualified handicapped persons are excluded from its programs; and must assure that all handicapped Scholars in funded placements have opportunity for a free appropriate education.
5. The Family Education Rights and Privacy Act, 20 U.S.C. 1232g, 34 CFR 99, which regulates access and release of Scholar educational records.
6. All federal and state constitutional guarantees protecting the rights and liberties of individuals, including freedom of religion, expression, association, against unreasonable search and seizure, equal protection, and due process.
7. All regulations, guidelines, and standards lawfully adopted under the above statutes by the appropriate administrative agency.
8. Pupils charged with misconduct and subject to suspension or expulsion shall be accorded state and federal constitutional due process of law.

# ACADEMICS

Our Lady of Grace Academy offers an academic experience that is challenging, rigorous, and relevant. We strive to deliver this experience through a wide variety of differentiated instruction and assessment practices. We have high expectations of all learners. We strive to provide the most effective learning opportunities to all children who enter Our Lady of Grace Academy.

## Academic Progress

All scholars are expected to make satisfactory academic progress commensurate with their abilities throughout the academic year. Scholars who do not exhibit satisfactory academic progress will have their enrollment status for the following academic year reviewed by the principal.

The academic progress review will include the following personnel:

- Principal
- Scholar Learning Support Coordinator
- Content area faculty as applicable
- Parent(s)
- Scholar

The purpose of the academic progress review is to ensure that all parties are using all available resources and strategies available for the scholar to be successful. Outcomes of the academic progress review include, but are not limited to:

- A specific, detailed learning plan, for a specified duration, for the scholar. At the conclusion of the specified duration, the scholar's achievement will be assessed and the plan modified as needed.
- A specific period of probation which would include the above referenced learning plan. The probationary period may also include a specific attendance requirement.
- Denial of enrollment for the following academic school year.

## Assessment and Grading

The Archdiocese of Milwaukee has recently completed a comprehensive review of assessment and grading practices. The goal of the review process was to ensure that our assessment and grading practices are research-based, support and enhance scholar achievement, and better prepare our scholars for college and careers. Therefore, based upon this review, the Archdiocese of Milwaukee and Our Lady of Grace Academy have adopted, and are implementing, the following:

**Statement:** *Assessment is a comprehensive set of practices that analyze, inform, and drive scholar learning. Effective grading practices are necessary for improved teaching and learning.*

### **Guiding Principles:**

1. We believe assessment and grading are ongoing processes that guide continuous learning.
2. We believe grading should be standards-based and reflect what scholars know and are able to do.
3. We believe grading should ONLY reflect scholar achievement.

4. We believe grading should support a growth mindset.
5. We believe the purpose of homework is to check for understanding, provide feedback, and prepare scholars for summative assessments.
6. We believe grading should be transparent and promote common understanding between scholars, parents, teachers, and schools.

### **Assessment and Grading Practices:**

1. Scholars will know which learning standards and targets that they are working on.
2. Teachers will allow scholars to demonstrate their learning in a variety of ways.
  - a. Teachers will provide feedback to reflect scholar progress toward learning targets and inform continuous instruction.
  - b. Teachers will provide feedback that helps scholars understand their individual progress towards learning targets.
  - c. Scholars will complete assessments to demonstrate the acquisition of knowledge and skills.
  - d. Scholars will employ strategies to promote successful learning.
3. Teachers will provide opportunities for practice, retakes, and revisions
  - a. Scholars will submit proof of remediation, such as completing missing / alternate assignments prior to retaking a test or resubmitting a project.
4. Teachers will determine grades based on the mastery of standards.
  - a. Teachers will determine proficiency by considering multiple points of the most recent data.
  - b. Teachers will use a variety of developmentally appropriate methods and tools to assess learning.
  - c. Teachers will only consider achievement scores in determining grades.
5. Teachers will only assign homework that is aligned with learning targets.
  - a. Teachers will only assign homework that supports a scholar's individual learning needs.
  - b. Teachers will only assign homework that the scholar is able to independently complete.
  - c. Teachers will only use homework ***to check for understanding and provide feedback to move learning forward***; it will not be graded.
  - d. Scholars will complete homework to advance their knowledge and skills.
6. Teachers and schools will make sure that grading practices are valid, accurate, and consistent.

- a. Teachers will provide methods for scholars to track their progress towards learning targets.
- b. Scholars will recognize and track their progress toward learning targets.
- c. Scholars and parents will have access to feedback and grades.

### **Learner Behaviors:**

Learner behaviors, sometimes referred to as *soft skills or citizenship skills*, are vitally important to the process of scholar achievement. As a result of this importance, we will be assessing and reporting these behaviors in our scholars separately from their academic achievement performance. A scholar who is rated as *Proficient or Scholarly* on the Learner Behavior Rubric will be able to maximize his / her academic achievement. These are the primary Learner Behaviors we will be assessing:

- Attendance
  - Tardiness
- Attitude toward:
  - Content
  - Teachers
  - Fellow scholars
- Behavior
- Effort toward completing assigned learning tasks
- Participation in the classroom
- Preparation for class
- Working with fellow scholars

Please note: this list may be revised at any time.

### **Rubrics:**

Rubrics, also called Proficiency Scales, are tools used to assess scholar performance. Rubrics, which are shared with scholars prior to it being used, clearly define what the scholar needs to know, understand, and be able to do to achieve mastery of the specified learning target. The following are the primary ratings and general definitions we will use for rubrics at OLGA. Each category would contain details specific to the learning task so that the scholar will know what he / she has to know, understand, and be able to do to demonstrate mastery.

Please note: the number in parenthesis following the word descriptor corresponds to how the scholar's rating is reported in PowerSchool.

- **Scholarly** (4): Scholar work demonstrates a thorough and consistent understanding of grade level standards. Scholar independently integrates concepts and skills.
- **Proficient** (3): Scholar work demonstrates a consistent understanding of grade level standards. Scholar satisfactorily applies concepts and skills.
- **Foundational** (2): Scholar work demonstrates a partial understanding of grade level standards. Scholar exhibits inconsistent application of concepts and skills.
- **Progressing** (1): Scholar work demonstrates a partial understanding of grade level standards. Scholar completes independent tasks only with assistance.

### **What are Standards?**

Standards are statements that identify what scholars should know, understand, and be able to do. Standards are “big picture” and are consistent across grade levels. However, the level of mastery that a scholar needs to demonstrate for a standard will vary across grade levels.

The curriculum of the Archdiocese of Milwaukee and Our Lady of Grace Academy further defines the knowledge and skills scholars need to master at each grade level. The general curriculum of the Archdiocese of Milwaukee may be found at: <http://www.archmil.org/Resources/CurriculumGuidesforParents.htm>

Standards and curriculum do not specify what we teach, how we teach it, how we assess it, nor the materials we use. These decisions are made at the local school level.

We use a process to break apart and understand what each standard is asking of our scholars. We try to allow scholars to focus on one aspect of a standard at a time. We call this specification a **Learning Target**. Scholars should always know what their learning target is when doing any learning task.

### **Differentiation:**

Differentiation recognizes that each individual scholar is a unique learner. This leads teachers to strive to implement instructional strategies, create learning tasks, provide feedback for learning, and assess scholar learning in ways that address the needs and learning styles of each scholar. In practice, this looks like:

1. Teachers delivering information to scholars in a variety of ways and formats – and not the same for every scholar
2. Teachers providing multiple learning tasks, and variations of the learning tasks, to scholars – and not all scholars doing the same learning tasks
3. Teachers providing feedback for learning to scholars in a variety of ways – and not in the same way for all scholars
4. Teachers providing multiple and varied opportunities for scholars to demonstrate mastery of a learning target – and not the same for every scholar

## Academic Integrity

The Scholar is called to continually and consistently put forth his / her best effort in all areas of academic achievement. This requires the Scholar to do his / her own work, be it an independent assignment or assessment, or within a group, and to acknowledge the contributions of others to the finished product as required. Failure to do so qualifies as academic dishonesty.

The following has been excerpted or paraphrased from Roosevelt University (<http://www.roosevelt.edu/Provost/InfoForFaculty/AcademicIntegrity.aspx>, July 5, 2011):

Academic dishonesty includes cheating; recycling of your own work without acknowledgment (e.g. submitting the same paper for different classes); the fabrication (making up) of information or sources; improper collaboration; and plagiarism.

All acts of academic dishonesty violate the very spirit of the Our Lady of Grace Academy: They undermine the perpetrator's own learning; are unfair to other Scholars who do their own work; and violate the trust between school and Scholar. For these reasons academic dishonesty is taken very seriously at Our Lady of Grace Academy, with consequences applied according to the Scholar Honor Code.

There are many forms of academic dishonesty. In the broadest sense, it is any act that enhances a Scholar's evidence of progress unethically and unfairly. This may be done by submitting someone else's work as one's own, in whole or in part; by failing to acknowledge assistance received; or by using unauthorized assistance in exams including notes or unauthorized advance knowledge of the test.

Below are listed some examples of academic dishonesty. You are encouraged to visit the Roosevelt University site above for further explanation.

### ***Cheating***

Copying other Scholars' work or allowing your own work to be copied.

Using unauthorized notes or sources when taking tests.

Using unattributed passages or phrases from sources, including textbooks, on tests.

Stealing or otherwise obtaining test materials before tests.

### ***Recycling***

Teachers expect that work submitted in a course is original work done for that course. While some teachers may allow you to revise an assignment done for another course or for a job, Scholars must not assume that this is an acceptable practice.

*An example of recycling:*

Submitting your own work, which has been submitted and graded for an earlier course, for a second course.

*Although the work is yours, you have not produced it for this particular course. That means you are attempting to pass your assignment off as original work when it is not.*

### ***Fabrication***

Fabrication is simply "making things up." Clearly, manufacturing sources, information, quotes, situations, anecdotes, composite interviews, or anything else has no place in assignments based on reporting, review, analysis, or research.

### ***Unauthorized Collaboration***

Unless the teacher specifies otherwise, it is assumed that all work submitted in a class is the Scholar's own work. Work submitted as part of an authorized collaboration must properly cite the contributions of each individual. When two assignments handed in by different Scholars are very similar, a teacher may assume plagiarism has occurred.

### ***Plagiarism***

Plagiarism means using the work of someone else, in whole or in part, without giving credit. This includes all types of works, including music, computer code, works of art, and writing. Here, we will limit the discussion to the written word. You can plagiarize by copying a paper from another Scholar; by recycling one of your own papers from another class; by copying a published paper (even if it is your own); or by using ideas or words from any source (written or oral) without proper attribution. Plagiarism may be committed with the intention to defraud (as in the first few examples), but may sometimes be committed unintentionally (as in the last example). This is why it is important for Scholars to learn to recognize and avoid plagiarism.

Other examples / instances where plagiarism occurs:

- Cut-and-paste: A little more work than simply handing in a copied paper, cut-and-paste plagiarists take paragraphs from different sources and cobble them together, perhaps connecting them with lines of their own for coherence. Unless these copied sections are properly identified and attributed as described below, this is a serious act of plagiarism.
- Lack of Citation or Improper Citation
- Copying without Citation
- Improper paraphrasing – using the ideas of others without Attribution
- Citing Facts
- Common Knowledge: You do not have to refer to a specific source when you are citing “common knowledge” or “commonly known” facts. What is “commonly known” is, of course, debatable, and may differ from discipline to discipline and from place to place. So the safe way to handle “common knowledge” is to cite it if you found out about it in a specific source, especially if you didn't know about it before
- Copyright

## **Curriculum**

The school curriculum envisions learning experiences designed to facilitate spiritual, intellectual, social, Psychological and psychomotor growth. The individual scholars' needs, abilities, and interests are considered in shaping and implementing the curriculum which will develop the scholars' relationship with God, self, and world. Teachers, administrators, parents, and scholars are involved in developing, planning, implementing, evaluating, and revising the curriculum.

The curriculum shall reflect the stated Catholic mission, vision, philosophy, and goals of the school.



The curriculum shall take due account of the ideals, the realities, and the diversity of American culture, as well as global awareness.

The curriculum shall reflect the fundamental principles of growth and development and any specific learning theories accepted by the schools. It shall recognize and make provisions for faith formation, diverse cultures, special needs, and learning styles.

A written plan shall be developed and implemented locally that will provide for a continual evaluation and revision of the curriculum:

- The curriculum shall provide for a wide range of instructional strategies and assessment methods in the building of faith community and the development of all curricular areas.
- All schools will be provided with exit expectations and alignment grids by the Office for Schools. The local school staff shall develop an on-going plan to align curriculum, instruction, and assessment in all content areas. Specific written curriculum includes philosophy, goals, grade level exit expectations, instructional strategies, and assessment methods aligned with state and national standards.
- All schools must follow the Archdiocese of Milwaukee Grade Specific Religion Curriculum.
- Technology must be integrated into the curriculum to effectively enhance teaching and learning and result in improved achievement.

The general curriculum of the Archdiocese of Milwaukee may be found at:  
<http://www.archmil.org/Resources/CurriculumGuidesforParents.htm>.

Specific questions regarding the curriculum at Our Lady of Grace Academy should be directed to your child's teacher.

## **Human Sexuality / Family Life**

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs.

A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Catechesis and Youth Ministry.

The schools/religious education programs shall follow the guidelines presented in *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, USCCB, 2008; National Directory for Catechesis, USCCB, 2005; *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition; *The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family, 1996; *General Directory for Catechesis*, Congregation for Clergy, 1997, and *Catechism of the Catholic Church*, 1994.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical

director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

## **Homework**

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen scholars’ understanding and skills relative to content that has been initially presented to them , to prepare scholars for new content, or have them elaborate on content that has been introduced. In most cases homework should be formative, allowing scholars to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the scholar. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage scholars to investigate for themselves and to work independently as well as with others.

Teachers should establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and vary approaches to providing feedback.

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the scholar. Homework is not to be used as a form of punishment under any circumstances.

Homework, properly planned and purposeful in nature, should:

- Deepen scholars understanding and skills relative to content that has been initially presented to them
- Prepare scholars for new content or have them elaborate on content that has been introduced
- Help scholars develop good study habits and organizational skills
- Foster positive attitudes toward school
- Communicate to scholars that learning takes work at home as well as at school
- Communicate to parents what is being emphasized in class, what is expected of scholars, and how scholars’ work will be evaluated

The following should guide teachers in the use of homework:

- Pre-K – K 0-15 minutes
- Primary 15-30 minutes
- Upper Elementary 30-60 minutes
- Middle School 60-90 minutes

Parent involvement in homework should be kept at a minimum.

The purpose of homework should be identified and articulated.

When homework is assigned, approaches to providing feedback should vary.

## **Standardized Testing**

Our Lady of Grace Academy will administer the standardized tests to all scholars in grades 3 – 8 as required by the Archdiocese of Milwaukee and the State of Wisconsin. Current state law allows parents to “opt out” of having their scholar participate in this testing. Parents who would like more information about this should contact the Principal of Our Lady of Grace Academy.

## **Assignment Notebooks**

Scholars are expected to come to class promptly, in appropriate uniforms, and with all required materials such as textbooks, pens, pencils, paper, etc. Assignment notebooks are required and are available for purchase through the school office.

## **Field Trips**

Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school (Archdiocese policy 6153). The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the Scholars. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal reserves the right to restrict or deny Scholar participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Written approval of parent or guardian is required for participation of pupils in field trips and community service activities.

Teachers shall accompany pupils on all field trips and shall assume responsibility for Scholar safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 – 15 Scholars, including one or more employees of the school. All chaperones must be 21 years of age or older and have completed Safeguarding All God’s Family training.

Administration of medication to a Scholar while on a field trip must be done by a trained staff member/volunteer or the Scholar’s parent. All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of pupils to and from school.

Scholars are not allowed to leave the field trip unless signed out and removed by a parent. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip or community service activity.

A Choice school may not charge Choice Scholars for field trips if the trip is necessary (required) as part of a class. However, if the trip is optional, a fee may be charged and the Choice Scholar may choose not to participate with no academic consequences.

***Prior to the field trip date, each Scholar will be issued a permission slip stating the details of the trip—times, date, cost, and mode of transportation. This slip must be returned prior to the day of the field trip with parent***

*signature and phone number where the parent can be reach in case of emergency on that day. No Scholar will be permitted to participate in the trip without this form.*

## **Monitoring Scholar Achievement Progress**

Parents are encouraged to monitor the academic progress of their child through the online grading program. Our Lady of Grace Academy uses PowerSchool for this purpose. Portal login information will be given to all families.

If there is concern on the parent's part regarding academic progress, early and frequent communication with your child's teacher(s) is highly encouraged.

## **Scholars with Special Learning Needs**

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for scholars with special needs in some circumstances. Whenever a scholar seeks enrollment into the Catholic school, the school shall inquire as to whether the scholar has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A scholar eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the scholar's special needs.

Catholic school admission, instruction, and retention of scholars with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A scholar accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a scholar with special learning needs.

Parents must provide current, accurate information regarding the scholar's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the scholar's need for accommodations.

Those scholars who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any scholar rests with the principal. Administrators will give careful consideration to the admission of scholars with special needs but are not required to admit, re-enroll, or continue the enrollment of scholars whose needs cannot be met with reasonable accommodations. (Archdiocese of Milwaukee Policy 6164.3)

## **Promotion/Retention of Scholars**

Retention of a scholar may be done judiciously as a final option after considering the many factors affecting retention. A scholar's chronological age, intellectual ability, physical size, present grade placement, peer relationships, and siblings must be factored into a decision about whether the retention will help or hinder a child.

When retention seems likely, parents will be are contacted several times during the year.

There is no legal number of absences which, if exceeded, leads to automatic retention.

Scholars shall not be considered for more than one (1) school year during the elementary school years. Final decisions on retention will rest with the local school authorities.

### **Guidelines for Considering Retention of a Scholar**

1. Chronological Age - The Scholar who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
2. Intellectual Ability - The Scholar with developmental disabilities may achieve below grade level and retention will only temporarily alleviate this discrepancy. These Scholars, when detained, are often at risk of dropping out of school because of increased chronological age.
3. Physical Size - The early maturing Scholar, already larger than his or her peers, might well suffer indignities if placed with smaller Scholars or may inflict such indignities on others.
4. Present Grade Placement - Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point usually compounds the Scholar's problems.
5. Siblings - Family difficulties often arise when retention causes the placement of siblings in the same grade.
6. Peer Relationships - Retention may adversely affect the relationship of the Scholar within the community/neighborhood group with which he or she closely identifies.
7. Group Decision - The school principal, teachers, school support personnel, and parents should be involved in a decision to retain the Scholar.
8. Child's Attitude - Ideally the Scholar should be a partner in the group decision for retention or promotion. When the Scholar is part of the planning a more favorable attitude results.
9. Parental Involvement - When retention is being considered parents are to be contacted several times during the year to be appraised of the Scholar's progress and needs.
10. Individual School Procedures - Each school should incorporate these guidelines into a standard procedure to be followed when considering the retention/promotion of Scholars. A Scholar should not be retained more than once during the elementary years.
11. The school must ascertain whether the retention will help or hinder the learning deficit.

### **Procedural Steps**

Summarization of each procedural step should be retained in the administrative file and signed by those participating in the conference.

A. Procedural Step I (End of first nine week marking period) - Teachers should discuss extreme learning difficulties exhibited by Scholars with the school principal to develop a program for remedial action prior to considering retention.

B. Procedural Step II (End of second nine week marking period) - The principal or the teacher with the principal's approval should discuss the retention possibility with the parent.

1. Conferences with parents should include the reasons for the recommendations in addition to samples of the Scholar's work, test scores, and individual Scholar assessments.
2. Conference objectives should aim toward a mutual decision between the parents and the school.

C. Procedural Step III (May 1 – 15) – A conference will be held with the parent, principal and teacher to inform the parents of the school's final decision.

## **Report Cards**

Report cards are issued at the end of each academic quarter and will be sent home via our secure document system through the parent's PowerSchool account. ***All parents must activate their PowerSchool parent account in order to receive report cards and other important documents.***

## **Scholar – Parent – Teacher Conferences**

Scholar – Parent – Teacher conferences are a vital part of the communication and progress process for maximal Scholar achievement at Our Lady of Grace. ***Attendance at the conferences by both the parent and the scholar are mandatory at Our Lady of Grace Academy.*** Additional conferences may be requested at any other time during the year.

Our Lady of Grace Academy conferences for the 2018 – 2019 school year will be Scholar-lead. ***All Scholars and at least one parent are required to attend.***

## **Scholar Email Accounts**

Our Lady of Grace Academy will provide a limited-access email account to all Scholars. The purpose of these accounts is to assist our Scholars on their journey to becoming technologically prepared, collaborative, independent learners. The email account will allow Scholars access to Google Docs, which will facilitate easier access to school documents off-site and collaboration with other learners as needed. These email accounts will be regularly monitored and parents will be provided with usernames and passwords.

# SCHOLAR BEHAVIOR

## Our Lady of Grace Academy School Honor Code

### Honor • Integrity • Discipline

*We honor and praise God, our Father, Jesus Christ our Savior, and the Holy Spirit. Through petition and promise we seek a living, loving relationship with Jesus Christ. Our faith honors our parents, our family, ourselves.*

*We treat others as called by the Gospel: with trust, respect, dignity, and forgiveness. Our integrity guides all our actions.*

*We do what is right, what we are supposed to do, the way we are supposed to do it, even when no one is watching.*

### *Código de honor escolar*

#### *Honor \* Integridad \* Disciplina*

*Honramos a Dios nuestro Padre, Jesucristo nuestro Salvador y el Espíritu Santo. A través de la petición y la promesa buscamos tener una relación viva y amorosa con Jesucristo. Nuestra fe honra a nuestros padres, nuestra familia y a nosotros mismos.*

*Tratamos a los demás tal y como nos pide el Evangelio: con confianza, respeto, dignidad y perdón. Nuestra integridad guía todas nuestras acciones.*

*Hacemos lo que es correcto, lo que debemos hacer, del modo que se debe hacer, aun cuando nadie nos esté mirando.*

The Honor Code is the basis for Scholar behavior at Our Lady of Grace Academy. It is rooted in dignity of the individual Scholar; the fundamental belief that high expectations produce high results; and the belief that Scholars in Catholic schools should be held to a high standard.

The purpose of the Honor Code is to foster behaviors and attitudes in our Scholars that exemplify our Mission Statement. We seek to develop Scholars who journey toward becoming independent learners, act with Catholic Integrity at all times, and value service to others as a life-long habit.

## Discipline

We recognize that this journey is a continual learning experience and that individual Scholars will make mistakes and incorrect decisions along the way. A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive scholar discipline that contributes to the overall success of

each child. Staff and families will work together to provide consistent expectations and structure rooted in Catholic values to nurture and support a well-rounded, disciplined scholar.

The following are Our Lady of Grace Academy's guiding principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with scholars and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers scholars the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time scholars spend learning and minimizes the amount of time scholar are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the scholar to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.

Basic expectations for appropriate Scholar behavior:

- Scholars are expected to attend school daily and to report on time.
- Scholars are to be in their seats and ready to work at the beginning of each class period. This means sitting silently with all proper books and materials.
- Scholars are to follow the direction of all faculty/staff members. Courtesy and respect must be given to all adults and Scholars at all times.
- Questions are encouraged, but they must be asked in a respectful and timely manner and place.
- Scholars are to move between classes in an orderly and quiet manner. This is not a time to socialize.
- Scholars are expected to treat all persons with Christian respect and dignity. This would prohibit any physical or verbal aggression.
- Scholars are to respect the property of all persons as well as Our Lady of Grace Academy property.
- Scholars are expected not to violate any Wisconsin Criminal Statute.
- Scholars are expected not to use or possess alcoholic beverages, narcotics, smoking materials, matches, lighters, pepper spray, or any controlled substances.
- Scholars are expected to not use or possess weapons or sharp instruments. Scholars are not allowed to bring "play" weapons onto the Our Lady of Grace Academy campus.
- Scholars are expected to use appropriate and respectful language at all times.
- Scholars are expected to keep their hands, feet, and objects to themselves. Hitting, fighting, or physical aggression is strictly prohibited.

Standards and rules are necessary for the successful operation of a school. The behavior expected from Scholars at school is a combination of common courtesy and safety considerations. ***Conduct Never Accepted:***

- Physical Aggressiveness
- Defiance of school staff
- Profanity and/or offensive / inappropriate / threatening language
- Refusal to prepare assignments or to participate in class



- Possession or use of knives or other dangerous objects
- Possession or use of tobacco, alcohol, and any controlled substance
- Vandalism
- Theft
- Sexual abuse / harassment; includes sexually explicit or solicitous language
- Bullying / harassment

***When scholars do not act in accordance with Our Lady of Grace Academy’s expectations, the following actions may occur. Every attempt will be made to deal with the scholar first when a behavior is not acceptable. Parents will be notified appropriately.***

- Individual teacher will work with the scholar to understand how and why the actions do not meet expectations.
- Individual teacher and scholar will collaborate on strategies to act in accordance with expectations in the future. This may involve formally creating an action plan.
- The scholar may need to perform a *Community & Culture Action*. Any actions will be modeled on the principles used in restorative justice.
- Our Lady of Grace Academy will be using PBIS (Positive Behavior Intervention and supports) as well as Restorative practices.
- Suspension and / or expulsion may occur if the unacceptable behavior is severe or the above steps do not result in the scholar exhibiting expected behaviors.

Major infractions, repeated minor infractions, or continued lack of effort in school over time may result in loss of privileges of participating in school athletics, attending field trips or other extra activities that be scheduled. The teacher(s) and the Principal/Administrative team will be the determiners of such action.

## **Fighting Policy**

Fighting and violence between scholars will not be accepted. Scholars involved in a fight will be dealt with severely (i.e. suspension). A fight is defined as the striking of blows by anyone. ALL parties involved in a fight will be dealt with severely. This includes “play fighting”. The only way to respond if someone hits you is to get to the nearest adult and report the incident. There is no excuse for fighting. If a student feels that there is a threat of a fight, they should report it to the responsible adult in charge, teacher or principal. Standing, watching or encouraging a fight shall be considered as participation and will be dealt with also.

Fighting will result in issuance of an immediate suspension, either in-school or out-of-school, for one to three days or expulsion depending on the severity of the fight. Police may be called. Both the scholar and the parent will be advised of the reason for the suspension. Scholars who are given a suspension will not be allowed back into the classroom or involved in any extra-curricular activities without parental conference. Parents of scholars involved in a second fight will be asked to withdraw their child or face expulsion. New scholars on probation at Our Lady of Grace Academy involved in a fight, depending on the severity, can be expelled. The principal/vice principal is the sole determiner of such action. ***The fighting policy applies to scholars as they come to school and go home from school.***

## **After-School Detentions**

Detentions will be served the day it is given. Detentions will be served from 2:25– 3:00 pm. . Detentions will be served in a room supervised by a teacher. Parents will be notified as soon as practical if their child receives a

Detention. Failure to serve a Detention will result in two Detentions being served. Further failure to serve a Detention will necessitate a meeting with the Principal before the scholar is allowed to return to regular classes.

## **Bullying and Harassment**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. It is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by scholars to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a scholar who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A fact finding inquiry will take place. This will include; informing parent(s) of incident and interviewing all parties involved. This will include the victim, the bully and the bystanders. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that scholars participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure:

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

## **Weapon Policy**

There is no justification for any student to be in possession of a weapon or facsimile of a weapon on school grounds or at any school sponsored activity at any time. For this policy a weapon is any device or instrument which, in the manner it is used or intended to be used, is capable of likely to produce bodily harm. If someone violates the weapon policy it will be viewed as a serious offense and the following actions will be taken:

1. Immediate police notification
2. Immediate parent/guardian meeting with the school principal
3. Immediate school suspension
4. Possible expulsion from school- The following will be used to determine the length of the expulsion
  - Possession of a dangerous weapon,
  - Possession of a dangerous weapon and threatening to cause bodily harm, or
  - Possession of a dangerous weapon that causes bodily harm

## **Articles Prohibited in School**

Items which are hazards to the safety of others or interfere in some way with school procedures are prohibited. Scholars may not bring the following:

- **Food, gum, or candy** (exceptions will be made for birthday treats)
- Heelies (shoes with roller skating wheels in the sole)
- Fidget Spinners or Cubes
- Hats, du- rags and bandanas
- When wearing a baseball hat outside on school property, the bill of the hat must face forward.

Prohibited items brought to school will be turned over to the principal and returned to the parent at his/her request. Parents are requested to help scholars understand the necessity for such regulations.

## Electronic Equipment

To avoid damage or other mishaps electronic equipment of any kind is not allowed. Possession of any of such items may result in immediate confiscation and kept in the office with possible disciplinary action. The school is not responsible for lost or stolen equipment. Only parent/guardian may then come to claim them.

Students may not bring or use the following during the school day:

- Camera
- iPad or tablets
- Laser pointers
- Hand held video games
- Sound emitting toys
- Or anything inappropriate for use at school

## Cell Phones

Cell phones and smart watches are illegal according to state statutes for scholars to have in school. Phones and smart watches will be confiscated if seen, heard or used on school premises and kept in the school office. If it is necessary for a scholar to possess a cell phone or smart watch, it must be turned in upon entering the school building. All cellphones and smart watches will be held securely, upon entering and returned upon leaving school. The following are consequences for violating this rule:

- First time: Parents will have to come to school to pick up the phone or smart watch.
- Second time: Parents will have a conference with the principal before the phone or smart watch can be picked up.
- Third time: The phone or smart watch will be kept until the end of the school year to be picked up on the last day of school.

If the phone is used inappropriately in school, during school functions, or affects the learning during the school day such as taking pictures *or video*, taking pictures of tests, text messaging, posting pictures or school information on the internet, or any other activity deemed inappropriate by the principal, the scholar may face disciplinary action possibly leading up to suspension or expulsion.

While cell phones are the property of the scholar, inspection of them may take place if a situation occurs that may warrant a search. The Principal/Vice Principal or staff members delegated by the principal will conduct the search.

## Social Media

Engagement in online blogs such as, but not limited to, Facebook, YouTube, Snapchat, Twitter, Musically, Kik etc... may result in disciplinary action up to and including expulsion if the content of the scholar's blog includes defamatory, harassing, or otherwise comments regarding the school, faculty, other scholars or parish.

Scholars are responsible for their own behavior when communicating on social media. They will be held accountable for the content, for the communications that they state/ post on social media locations.

Scholars may not disrupt the learning atmosphere, educational programs, school activities or the rights of others. Scholars or parents may not use the name of the school or its logo in a negative way in any form of social media.

## **Illegal Substances/Drug and Alcohol**

Our Lady of Grace Academy supports Archdiocesan policy on drug and alcohol abuse. We also further support and encourage the implementation of a drug/alcohol abuse awareness program at all grade levels. Our Lady of Grace Academy is a drug free school zone. There is no smoking in any part of the school building or on the school grounds at any time.

Scholars suspected of possessing, using, distributing or selling any illegal substance on school property will be immediately suspended for up to five days until an investigation can be completed. After the investigation, if the student is found to have possessed, used, distributed or sold an illegal substance on school property, the student will be expelled from Our Lady of Grace.

## **Student Desks/Lockers**

School desks and lockers are the property of the school. Periodic inspection of scholars' desks/lockers or anything in the desks/lockers may be made by the Principal/Vice Principal or staff members delegated by the Principal. These may occur without notice, for any reason; without scholar consent and without a search warrant. (Taken from Archdiocesan Policy)

## **Backpacks**

While backpacks are the property of the scholar, inspection of them may take place if a situation occurs that may warrant a search. The Principal/Vice Principal or staff members delegated by the principal will conduct the search.

Backpacks must be clean and have no added artwork. This includes pictures, words or gang related symbols or anything deemed inappropriate by the principal.

## **Probation / Suspension / Expulsion**

Whenever a scholar's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Repeated disobedience may result in probation, suspension, and/or expulsion procedures exercised in response to serious misconduct by a scholar, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, intimidation messages

Or illegal contents on a computer. Hazing or hazing-type initiations

- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another

- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent
- resistance to making the changes which would enable the scholar to prosper from the instruction available

## **Probation**

A scholar may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the scholar is expected to show positive behaviors and attitude. At the end of the probationary period, a scholar may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All scholars new to Our Lady of Grace Academy are considered on probation for a minimum of two semester.

## **Suspension**

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the scholar, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the scholar and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the scholar to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the scholar denies the charges, a summary of evidence; an opportunity for the scholar to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a scholar home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended scholars remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

## **Expulsion**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Scholars asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

## **Expulsion Procedures**

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include former trustees, pastoral council members, parents of former scholars, or at-large parishioners. The administrator may allow the scholar to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the scholar and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of scholars, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The scholar who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the scholar/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
- The family of the scholar is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the

hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the scholar from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

## **Appeal**

The scholar or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

## **Alternatives to suspension and expulsion:**

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a scholar or group of scholars
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a scholar to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a scholar from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a scholar's parent (guardian)
- Removal of a scholar from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

## **Dress Code**

Our Dress Code reflects the mission of who we are as a Catholic School. Respecting that God made us in his image and that we are temples of God's Holy Spirit the way we dress and act should communicate respect for self, others, and God. Cleanliness, neatness, appropriateness and modesty in dress are required to make a positive statement about the dignity of each scholar.



## **General Guidelines:**

- Unless specified otherwise, all scholars in Grades K4-8 wear uniforms every school day, starting with the first day of school. Uniforms need to be neat, clean, and in good repair.
- On the day school pictures are taken, children may wear other dress-up clothes, if so desired.
- Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a scholar's attire complies with the dress code. A phone call to parents may be made if the dress code has been violated so that the appropriate uniform clothing can be brought to school for the scholar.
- Scholars who are not in compliance with the dress code will be subjected to the appropriate disciplinary procedures.

*The principal has final discretion regarding all aspects of dress code enforcement. The Dress Code may be modified at the principal's discretion.*

### **UNIFORM**

#### **Shirt: White, Purple, or Black**

- Polo, Collared Dress Shirt, or Turtleneck
- Must be solid color – no trim colors allowed
- Long or short sleeves (No sleeveless / cap sleeve shirts)

#### **Sweaters: White, Purple, or Black**

- Must be solid color – no trim or stripes
- No manufacturer's logo allowed
- Cardigan
- Pullover V-neck
- Pullover crew neck

#### **Sweatshirts: White, Purple, or Black**

- Must be solid color – no trim or stripes
- OLGA Spirit wear
- Hooded and / or zippered sweat shirts are allowed
- Fleece jackets – unless Spirit wear – are not allowed
- No manufacturer's logo allowed

#### **Pants: Solid Black, Khaki or Navy Blue**

- Dress, Cargo, or Cords (hemmed)
- Must be worn at waist
- Stirrup pants, nylon wind pants, or sweatpants are not allowed

#### **Girls: Skirt, Skort, Jumper, or Shorts: Solid Navy Blue or Khaki or Black**

- Must be no shorter than fingertip level when arms are at side
- Dress, cargo, or capris shorts acceptable
- No cut-offs

#### **Leggings**

- Leggings may be worn under a skirt or skort
- Leggings may not be worn separately
- Must be a solid color

### **Additional Uniform Information**

- Shoes and Socks:
  - Shoes must have a back or back strap and be non-marking
  - Open-toed shoes are not permitted
  - Dress shoes or sneakers are preferred
  - Shoes having laces must be appropriately tied at all times
  - Socks should be worn with all shoes
- **Official** Our Lady of Grace Academy Spirit Wear: the following spirit wear may be worn during the school day:
  - Short Sleeve Polo Shirts
  - Sweatshirts
  - Fleece Jackets – full or ¼ zip
- Further Dress Code Regulations
  - Oversized shirts, shirts that hang below back pocket, and shirts with tails must be tucked in.
  - **Jackets / coats / non-spirit wear fleeces may not be worn in school.**
  - Caps and hats may not be worn in school unless the principal has granted permission.
  - Shirts worn underneath uniform shirts must be solid color and must be tucked in.
  - Long-sleeved shirts worn under short-sleeved uniform shirts must be white, red, purple, or navy blue and must be tucked in.
  - Overly tight clothing is not permitted.
  - No cleavage should be visible at any time.
  - Earrings may not exceed the size of a dime. Dangling earrings are not permitted for safety reasons.
  - A single necklace and a single bracelet or watch may be worn.
  - No other body piercing and / or visible tattoos are permitted.
  - Extreme hairstyle and colors are not permitted. The principal shall make the judgment of appropriateness.
  - All clothing must be clean, in good condition, free of holes or tears, and may not be overly tight fitting or revealing.

### **Special Dress Days**

- “College Wednesdays”: Scholars may wear a shirt – polo, sweatshirt, t-shirt – with the name of a legitimate college or university on Wednesdays. Regular uniform bottoms are required.
- “Dress-Up” days: These usually coincide with an All-School Liturgy. On these days scholars should wear either their uniform or clothes suitable for Mass. Blue jeans or other denim pants, or sweatpants, are not to be worn on dress up days.
- “Casual dress” days All clothing should be appropriate for school. No sleeveless tops, tank tops, spaghetti strap tops, ragged or torn blue jeans or skin tight clothing may be worn. T-shirts may not have inappropriate slogans and/or pictures. Hip Hugger pants are not allowed in school. Tops which expose the mid-section are not allowed. Shorts must be an appropriate length.
- Scholars may dress casually on their birthdays or on days close to their birthday. Scholars who have summer birthdays may dress casually on their half birthday.

## **Acceptable Use of Technology**

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve scholars, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for scholars, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

### **Rules for Acceptable Use of Computers and Telecommunications**

- Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks.
- Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
- The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Tampering with or damaging computers, computer systems, or networks
  - Violating copyright laws and plagiarism
  - Using another's password
  - Trespassing in another's folders, work, or files
  - Wasting limited resources
  - Employing the network for personal financial or commercial gain
  - Circumventing security measures on parish/school or remote computers or networks
  - Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the Scholar Acceptable Use Form or Employee Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the parish/school computer system.

### **Personal Electronic Devices**

A personal electronic communication device means any device that a scholar, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any scholar, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes but is not limited to the following:

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on school grounds, at school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where scholars or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The parish/school is not responsible for content already existing on scholar owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or parish/school rules.

## **Guidelines for Use of Social Media**

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for school-related activities, scholars will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for scholars under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

### **Rules for Acceptable Use of Social Media:**

- Parents must be made aware, in writing, of the parish/school's intended use of a social networking site.
- Parents must be invited to have access to this site.
- Staff is not to initiate or accept any requests from scholars to join a social network being used for personal purposes.
- Staff is not to post any pictures of scholars on any social media sites for personal use.
- The user is responsible for adhering to the media release request of each scholar prior to posting any photos of scholars on any social media website for educational purposes.
- Tagging a photo with a scholar's full name and/or personal information is prohibited.
- Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

## **Playground Rules**

*Parents should be sure that their children are properly dressed for outside recess – especially in the winter months*

- Scholars will line up immediately at their place at the bell.
- Teachers may take any toys still in play after the bell is rung.
- In the winter, scholars may play on the snow banks only if they have snow pants and boots. Games such as "King of the Hill" are not allowed. The supervising teacher may not allow scholars on the snow piles if conditions are judged to be dangerous.
- There is to be no throwing of snow and no sliding on the ice.
- Scholars are not permitted to leave the playground without permission.

- No hardballs, tennis balls, super balls, soccer balls, or bats are permitted on the playground – only basketballs, nerf balls or utility balls.
- No pushing, tackling or kicking.

## **Gum**

Chewing of gum is not permitted in the school building or on the school grounds during the school day.

## **GENERAL POLICIES AND PROCEDURES**

### **Administration**

Siena Catholic Schools delegate is the chief administrators of the school. The specific direction of the school is delegated to the principal. The specific direction of the classroom is delegated to the teacher.

Should you have a concern regarding your child in the classroom, the following procedure is to be followed:

1. Consult the teacher. This should be done first.
2. Consult the principal if the first step does not produce a satisfactory result.
3. Consult the Siena Catholic Schools delegate if the first two steps do not produce a satisfactory result.

### **Accreditation**

Schools shall be accredited through the Office for Schools and the Wisconsin Religious and Independent Schools Accreditation (WRISA) upon demonstration that specific standards have been met. Both the Archdiocese of Milwaukee and WRISA accredit schools for a term of one year.

The standards of the Office for Schools reflect the requirements for Catholic Schools as stated in the policies of the Wisconsin Catholic Conference of Bishops, the Archdiocese of Milwaukee, the Wisconsin Department of Public Instruction and the Wisconsin Religious and Independent Schools Accreditation.

### **Accidents or Illness during School**

Any serious illness or accident is to be brought to the attention of the principal and the school administrative assistant as quickly as possible.

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

An emergency pupil information file should be available for quick reference. Cards, updated each year, contain information listing the parents' and another competent adult's address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the parish facility/school, as well as in the school/parish facility itself.

## **Admission**

Our Lady of Grace Academy respects the parents as primary educators of their children and provides opportunities that reinforce the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the school community in a cooperative relationship.

Our Lady of Grace Academy respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/scholars who seek to avoid integration in the public schools.

- Families are admitted into the school community when on the basis of a personal interview the pastor or his designated authority judges the interest and motivation to be in accord with the highest order of Catholic education.
- All scholars are on probation during the first two semesters of their attendance at Our Lady of Grace Academy. The school shall determine through this process whether or not it can meet the needs of the scholars. Notification of the probationary period shall be placed in the scholar/parent handbook. Scholars who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.

The decision of the principal is final.

- In the admission of scholars to elementary schools, priority consideration shall be given to these criteria in the following order:
  - To all children currently enrolled
  - To children of families with siblings currently enrolled in school
  - To children of parishioners (in case of a parish school)
  - To children from other Catholic parishes
  - To children of other religious affiliation

- In the development of preferential options for the poor, schools should have financial assistance programs available for scholars from low income families.
- All schools shall continue and, where needed, intensify their efforts to enroll scholars to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

**Age requirements:**

- No child may be admitted to 4 year old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5 year old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1<sup>st</sup> grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in the first grade unless certain exemptions apply.

**Enrollment Process:**

- Determine Payment Method
  - Traditional Tuition
  - Racine Parental Choice Program (Must apply through the State of Wisconsin Department of Public Instruction.)
- Complete enrollment Applications
- Meet with Principal (if necessary)

**Transfer Scholars:**

Scholars seeking admission to Our Lady of Grace Academy in grades 1 through 8 are considered to be transfer scholars.

- All transfer scholars are considered to be on probationary status for the first full year of enrollment.
- Transfer scholars who opt for Traditional Tuition payment must:
  - Pay the full tuition amount in advance or
  - Submit a “Letter of Good Standing” from their previous school. This letter must include confirmation of
    - Academic achievement
    - Behavior
    - Applicable financial obligations met

The principal determines the enrollment of all scholars into Our Lady of Grace Academy. Scholars who are denied enrollment into Our Lady of Grace Academy may appeal the decision to the Pastor or his designate.

Our Lady of Grace Academy participates in the State of Wisconsin Parental Private School Choice Program and follows the admissions guideline and procedures of that program.



## **Compulsory School Attendance**

Scholars who are in school at the start of the school day, prepared, and ready to learn, have a greater opportunity for high academic achievement. Time missed from the classroom can significantly impact the satisfactory academic progress of the scholar. Continued enrollment at Our Lady of Grace Academy is contingent on regular attendance.

Elementary and secondary schools will comply with the compulsory school attendance laws of the State.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition.

The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

It is the shared responsibility of the school and the home to assist Scholars to develop desirable habits of punctuality and attendance. Scholars are expected to attend school regularly in compliance with the law for compulsory attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year.

Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records.

In accordance with the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five (5) days in a semester. A second notice regarding habitual truancy shall be sent when a scholar has been absent ten (10) or more days in the school year.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

At the start of each school day, the school shall determine which scholars enrolled in the school are absent from school and whether each absence is excused. It is the responsibility of the school to attempt to contact the parent or guardian after it has been determined that a child is absent from school without notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records.

The following are considered excused absences:

- Personal illness. Medical verification may be required.
- Family emergencies or crises
- Attendance at a funeral or religious service
- Medical and legal appointments
- Severe weather when school is not officially closed

The following are examples of unexcused absences:

- Working
- Babysitting
- Car trouble
- Oversleeping, running late, or missed bus

Scholars must be allowed to complete the work missed during an absence. Scholars who are absent from school are not allowed to participate in after school or evening activities.

### **Dismissal during School Day:**

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

All requests for early dismissals must be in writing: the date, time of day and the reason for release must be included. The child's parent must sign the note. A copy should be sent to the teacher and to the school office. When picking up your child you must come into the school office and sign your child out. When returning your child to school you must come into school and sign your child in.

### **Return to School after an Illness:**

Scholars who are unable to participate in a full day of school should not be sent to school until they are in good health. Please contact the Principal's office if there is a special concern.

### **Homework when Absent Due to Illness:**

If a child is absent from school and the parent would like the homework for the day, please call the Attendance Line (636-8040) before 8:00 a.m. (see Absences and Dismissal). The assignments will be available to be picked up in the school office or sent home with a brother or sister at dismissal. Our teachers will do their best to provide homework. No homework will be available until 2:00 p.m.

***Parents who choose to take their child/ren out of school for vacations or other reasons must notify the School Office in writing at least one day prior to the absence.*** Teachers are not obligated to have work prepared ahead of time for the child/ren. All work must be made up within a reasonable amount of time – generally one day will be given for each day absent.

## **Arrival and Departure from School**

School hours are 7:25 a.m. to 2:20 p.m. Supervision will not be available until 7:05 a.m. in the morning. Children should NOT arrive prior to that time. The school doors (breezeway entrance) will open at 7:05 am and scholars must either go to breakfast or report to the church for Morning Meeting. The school is not able to provide supervision until 7:05 a.m. We urge you to use the sitting service (6:30-7:20 a.m.) if your child must arrive before 7:05 a.m. Parents should be at school at 2:20 to pick up their children. At 2:35 p.m. (or 15 minutes after dismissal) children who are still waiting for rides will be asked to come inside the building and parents will be contacted.

### **Automobiles**

Parents should not park in the “No Parking” zones in front of the school. These areas are to be kept clear for the children’s safety. We suggest parking a distance from school and then walking to meet your child in the breezeway or at his/her school exit door. Please do not park directly behind or in front of the school busses (7:10 – 7:30 a.m. and 2:00 – 2:40 p.m.) NO DOUBLE PARKING – Police will enforce these parking restrictions. Parking is also available on west side of West Blvd.

#### **Morning Drop Off:**

Please drop off child/ren on Grove Avenue, 15th Street, Wright Avenue, West Boulevard, or on the parking lot. *If you choose to use the parking lot option, please enter only through the north gate (access from Wright Avenue) and exit only through the south gate to 15<sup>th</sup> Street. Drop off in single file fashion and do not cross the cone line to get closer to the school entrance.*

#### **Afternoon Pick Up:**

Parents may park on the back parking lot starting at 2:05 p.m. Cars may enter back parking lot by way of Wright Ave. Parents must exit cars, meet their children, and walk children back to cars. Cars then must exit by way of 15th St.

### **Bicycles**

All Scholars riding bikes to school are to use the 15th Street entrance and to walk their bike to the racks in the playground. We are not responsible for loss or damage to bikes and request all bike riders to secure their bikes to the fence with a good lock.

### **Breakfast**

Breakfast will be offered every morning from 7:05am-7:25am held in the Cafeteria. Scholars are to enter the breezeway, check-in to breakfast and head down to the cafeteria. All food must be eaten in the cafeteria and no food may be brought in the school building or into the scholar’s classroom.

## Building / School Security

The school doors will open at 7:05 a.m. At that time Scholars may enter from Grove Ave, or the breezeway entrance. The maintenance personnel lock the school doors shortly after the 7:25 a.m. bell rings. ***Scholars coming to school after the 7:25 am bell must use the Grove Avenue entrance.*** All other doors are locked. Please, use the buzzer on the wall (left hand side) press it, and wait for the signal to be transmitted to the secretary's office. Upon hearing the ring an adult will let you enter the building. Scholars are not to open the doors. THIS IS FOR EVERYONE'S SAFETY.

For school business during a regular school day, please use the Grove Avenue entrance.

## Crossing Safety

There is a crossing guard at the corner of West Boulevard and Wright Ave. at the following times:

7:05 – 8:05 a.m.

2:00 – 3:15 p.m.

(If there is any change in the above times, it will be reported in the newsletter.)

### **Parents, please stress with your Children:**

- Insist that your child cross at the corner that has the patrol on duty.
- Never allow your child to cross mid-block. This is especially true in front of school at dismissal time when there is a great deal of traffic in the area.
- Children should always cross at the crosswalks.
- Children with bikes should walk them across a patrolled corner when the guard is on duty.

## Cancellation of School

School closing due to weather conditions or other emergencies will be announced on the local radio station (1400 AM). We will make every effort to have the notice of cancellation posted on the school website.

We have a large number of Scholars being transported by bus or car; therefore, our school will close for the day if the school busses do not operate due to weather conditions. ***If the Unified Schools are closed due to weather, Our Lady of Grace Academy will be closed too. If Racine Unified decides to have a delayed start, Our Lady of Grace Academy will follow with a two hour delay.***

Midday closings are a possibility. Please tune in if weather is questionable. If Racine Unified should close midday, Our Lady of Grace Academy may remain open until the end of the school day (2:20 p.m.). You may pick up your child/ren at any time during the school day but all Scholars must be picked up by 2:20 p.m.

In regards to the St. Edward's Child Development Center, please call them at 636-8051 to find out if they are open or closed.

### **Change of Address / Phone**

Please be sure to notify the school office immediately when your address or phone number changes. Also notify the Unified Department of Transportation if you feel that you might qualify for bus transportation.

### **Child Abuse and Neglect**

1. According to Wisconsin State Law, Sec. 48.981, Stats., any pastoral or school administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours), by telephone or personal visit, to the local County Child Welfare Agency, the office of the County Sheriff or the City Police Department.

A. By the term "abuse" the law includes intentional physical injury, sexual intercourse or sexual contact, sexual exploitation or emotional damage.

B. By the term "neglect" the law includes the failure to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

C. By the term "child" the law intends to include any person under 18 years of age. According to an opinion of the Wisconsin Attorney General, cases of consensual sexual conduct with 16-17 year-old children do not technically constitute child abuse in the legal sense, although such cases are subject to moral and ethical judgment.

D. Whoever willfully violates Sec. 48.981, Stats., of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months, or both. Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

E. In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.

F. The primary policy goal of the statute is the protection of children. Accordingly, when any pastoral or school administrator, teacher, counselor or related professional has reasonable cause to believe in good faith that child abuse or neglect has occurred or will occur, and he or she is made aware of this not through the child but through the abuser himself or herself, the professional may make a report to the authorities. Although reporting in this instance is permissive, rather than mandatory, the statute's immunity provision apply.

G. Where potential or actual child abuse or neglect is discovered in a strictly formal and structured spiritual guidance setting – e.g., confession and retreats – reporting is also permissive by civil law rather than mandatory and immunity is granted. Although these settings may be technically outside observations made or facts learned "in the course of professional duties," there is a strong bias in the statute for reporting such observations or facts.

H. Due to the seriousness of this matter, which the exception of the situation noted above in "E," all priests and parish personnel are expected to comply with this statute. The Archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the Archbishop or his representative.

I. It should be noted that according to the state, the Sheriff's Department or Police Department must report the case within 12 hours to the County Agency which is required to investigate and report within 60 days.

2. Pastoral responsibility and care for all parties concerned demands some clear practical procedures within the Church community itself. In the presence of any suspicion that the allegation may be grounded in fact, the following steps should be taken by the local pastor or administrator in case of an allegation on the parish level or other non-parochial institution within the Archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the Archdiocese.

A. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability no matter what the outcome.

B. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation. The administrator as well as the accused is advised to seek legal counsel immediately. The parish administrator should consult with the parish and Archdiocesan legal counsel (in order to keep the Archdiocesan authorities informed) as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

C. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.

D. Pastoral care should be extended to the alleged victim as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.

E. Care must be taken to avoid defamation of the character of the accused.

3. If the accused is a cleric of the Archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission.

A. The Archbishop or his representative will report the matter immediately to civil authorities as required by Sec. 48.981, Stats.

B. If the circumstances seem sufficient to raise serious concern about the factual validity of the allegation, the Archbishop or his representative, in meeting with the accused, will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

C. The accused cleric will be requested to consult with legal counsel immediately and will be required in most cases to move from his rectory or place of residence immediately to a retreat house or other approved location until the conclusion of all legal inquiry. The purpose of this action is to protect the rights of all parties, to give evidence of taken the matter seriously and to provide some support for the accused during the time of psychological evaluation.

D. Arrangements will be made to provide professional counseling for the accused.

E. The entire process will be conducted in the spirit of charity and compassion for the alleged victim as well as for the accused.

## **Communication**

Communication between Our Lady of Grace Academy and our parents is essential to ensure the quality educational experience our Scholars deserve. ***Regular communication from the school to home will include, but not limited to, the following:***

### **Website**

The school website – [www.ologa.org](http://www.ologa.org) -- is updated regularly. Please access this site for upcoming events and other school news. The website also functions as the portal for accessing our online grading system and teacher webpages.

### **Thursday Thoughts & Mail**

Each Thursday of the school year we will send home via email and/or hard copy the Thursday Thoughts which will highlight important events and information for the following two weeks. Additionally, each Thursday we will send home a variety of other flyers and handouts containing information pertinent to Our Lady of Grace Academy and Scholar life.

### **Teacher Newsletter**

Classroom teachers will be publishing grade-level newsletters on a regular basis. The frequency of these newsletters will vary by grade level.

***We invite you, as parents, to initiate communication with us as needed. Parents are always welcome to visit. Please see our Visitor's Policy further back in this handbook.***

### **Email**

All faculty and staff of Our Lady of Grace Academy have a school-provided email account. Please refer to the beginning of this handbook to reference individual email addresses.

## **Telephone**

Please call the School Office (262-636-8040) at any time and we will get your message to the proper faculty or staff member as soon as practical. The following faculty / staff have voicemail extensions:

- MS. Erin O'Donnell (Principal) – x1011
- Mrs. Mary Ellen Krezinski (Administrative Assistant) – x1000
- Mrs. Michele Miller (Food Service) – x1009

## **Twenty-Four Hour Rule**

Teachers are expected to respond to parent inquiries via email or phone message within 24 hours. This response may be just an acknowledgment of the message with the understanding that a more in-depth response will be forthcoming. Please understand that it is difficult for teachers to respond to phone messages and emails during school hours. Their primary focus is on their Scholars during this time.

## **Parent/Scholar Complaints Concerning Parish/School Personnel**

If, after exhausting procedures outlined in this Handbook under the heading “Administration,” a parent has a complaint concerning the school, Archdiocesan policies and rules are followed.

If a parent or scholar has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a scholar enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.



All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board/Board of Directors/Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

### **Daily Schedule**

7:05: Scholars enter building and proceed to breakfast and/or church for morning meeting

7:25: School day begins

10:45 – 11:10: Lunch 4K – 1

11:15 – 11:40: Lunch 2 - 4 / Recess 4K - 1

11:45 – 12:10 Lunch 5 – 8 / Recess 2 – 5

12:10 – 12:30: Recess 5 – 8

2:20: Dismissal

### **Doctor and Dentist Appointments**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, Scholars will be excused for these special appointments.

### **Emergency Drills**

Fire drills are conducted once a month and tornado drills once each year. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward the wall. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in a safe, quiet and orderly manner.

## **Emergency Information**

*In case of an emergency, each Scholar is required to have on file at the School Office the following information:*

1. Parent(s) or guardian(s) name
2. Complete and up-to-date address including zip code
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

## **Gun Free Zone**

In furthering the protection of our Scholars, the Federal Government in 1990 enacted the Gun Free Zone Act. The law states: "It is unlawful for any individual knowingly to possess a firearm at a place where an individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisoned for not more than five years, or both."

### **Dangerous Weapons**

(By law) means any firearm, any electric weapon, as defined in s.941.295(4): metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, a nunchaku or similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather: knife or knife like weapon: a cestus or similar material weighted with the metal or other substance and worn in the hand: a shurilen or any similar pointed star-like object intended to injure a person when thrown: a chain having weighted ends: or any other device or instrumentality which, in the manner it is used or intended to be used is capable of or likely to produce death or great bodily harm.

School premises means any school building, grounds, recreation area or athletic field or other properly owned, used, or operated for school administration. (see Se. 948.61 (1) ©, WI Statutes).

Violation of any of these stated policies are immediately reported to law enforcement authorities: and when a Scholar is involved, the Scholar's parents/legal guardians are notified. Scholars violating these policies are subject to disciplinary action, which includes suspension or expulsion. Legal reference: Wisconsin Statutes 948.60, 948.61. 939.22(10) and 941.295(4).

## **Indoor Environmental Quality Management Plan**

The health and safety of Scholars, staff and visitors to Catholic schools is of primary importance. School buildings shall be kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements

identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), each school/parish shall take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the school shall maintain indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

Components of the IEQ include, but are not limited to:

- Non-smoking
- Animals in the Classroom
- Hazardous Materials
- Asbestos Hazard Emergency Response Act (AHERA)
- Integrated Pest Management
- Lead Paint
- Radon Gas
- Anti-Idling

A copy of the Our Lady of Grace Academy IEQ Management Plan is available in the school office.

## **Illness**

The school administration and staff are concerned about the health and safety of all of our children. To that end, a child who shows signs of illness should not be sent to school. Fever, nausea, rashes, etc. are often symptoms of something more serious and children exhibiting such symptoms *will be sent home*. In case of illness or injury, a Scholar will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the Scholar's family doctor must be on file at the school.

*Parents will be called if a Scholar receives any type of a head injury.*

## **Immunizations**

State Law requires that every Scholar who is admitted to school show successful completion of grade level immunization requirements. The School Office can direct you if there are specific questions.

## **Lunch Program**

Our Lady of Grace Academy is pleased to be able to offer breakfast and hot lunch on a daily basis to those Scholars who desire it. As a school, we participate in the National School Lunch Program. NSLP is a federally assisted meal program operating in public and nonprofit private

schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

Milk is available for purchase for every Scholar.

For those parents who choose to send a cold lunch with their child, please note:

- Try to send nutritionally balanced lunches.
- Send only bottled water or 100% fruit juice unless you wish to purchase milk. No soda of any kind or other high-sugar drinks will be allowed. This includes Gatorade and similar beverages unless sugar-free.
- Limit chips and similar snacks to 1 oz. snack bags only.
- No candy.
- Food that your child does not eat will be sent home with him / her.

***Food prepared by an outside vendor, such as McDonalds, Wendy's, etc. may not be brought to school for your child's lunch unless it is a special occasion and cleared with the principal in advance.***

For further information regarding the lunch program, please contact the school office or Mrs. Michele Miller, Food Service Director for Our Lady of Grace Academy.

## **Parent Volunteers**

Our Lady of Grace Academy considers its parent volunteers a very special resource. Parents are encouraged to help in classrooms, library, learning center, programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for Scholars to learn and grow. Volunteers are required to check in at the School Office. All volunteers are required to have a background check as dictated by the State of Wisconsin and have completed Safeguarding All God's Family training offered by the Archdiocese of Milwaukee.

## **Party Invitations**

Party invitations can be handed out on school property only if the entire class is invited.

## **Recess Guideline - Weather**

A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. In general, if the temperature is 10 degrees or above we will have outdoor recess. Therefore, Scholars should always dress for outside recess. All Scholars must be on the playground during outside recess. Only Scholars with medical excuses will be allowed to remain in the building during scheduled outside breaks. Scholars will be supervised for recesses in the gym on "bad weather days." The principal makes the final decision regarding outdoor recess.

## **Safeguarding All God's Family**

The Milwaukee Archdiocese is requiring every church and school to have all staff and volunteers, who come into contact with our children, complete a 3 hour training seminar as well as on-going continuing education specifically dealing with how to keep our children safe from child sexual abuse and predators.

In addition, every staff person and volunteer is required to complete a background check authorization form that allows Our Lady of Grace Academy to perform a national background check. Any staff or volunteer that refuses training or to authorize a background check will be considered ineligible for either employment and or volunteering at Our Lady of Grace Academy. All information from background checks is kept confidential and not released to the public. Any staff or volunteer that refuses training or to authorize a background check will be considered ineligible for either employment and or volunteering at Our Lady of Grace Academy.

## **Scholar Cubbies and Desks**

Our Lady of Grace Academy reserves the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the Our Lady of Grace Academy to scholars remain the property of the Our Lady of Grace Academy, and may be opened by personnel for cleaning, maintenance, or emergencies.

When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from scholars.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

## **Scholar Records**

The school has the responsibility to keep educational records for each scholar which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the scholar's development.

Cumulative records shall be maintained for each scholar in the school. Upon the scholar's entrance into the school, the school record is started, and the scholar's history throughout the school system is recorded and maintained.

After the scholar has graduated, transferred, or terminated his/her education, the permanent record should be maintained for 65 years; thereafter the permanent records may be offered to the parish for the archives.

Information about scholars should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult scholar or parents of minor scholars, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult scholar or parent/guardian shall, upon request, be provided with a copy of the records.

Schools will follow State and archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of scholar records with utmost care and responsibility.

An adult scholar and/or parents/guardians of minor scholars may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult scholars, and parents/guardians of minors should have access to scholar data without a subpoena or written permission of the parents.

The school must maintain educational records for each scholar. Information on scholar records ranges from basic factual data to highly sensitive reports. Different kinds of records require different handling and scheduling for security, access, and maintenance.

### **Guest (Substitute) Teachers**

Every Scholar will periodically be taught by a guest teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal reasons, professional training, or family emergencies. Scholars are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### **Tuition Payment Policy**

All Tuition Payments for Our Lady of Grace Academy Scholars are expected to be made in accordance with the terms and conditions agreed to at the time of registration. Tuition shall be paid in full on or before the last day of school for the school year in which it is owed. Any person(s) entering into a tuition payment agreement with the Pastor that differs from the payment conditions agreed to at the time of registration must remain current in their payments at all times as stated in the conditions of said agreement.

In the event that tuition payments for any returning Scholar are not in compliance with the above stated policy by the last day of school the following actions will be taken:

1. Any registration request form for said Scholar(s) for the upcoming school year shall be returned to the person(s) requesting Scholar registration.
2. The returned registration request form shall be accompanied by notification that said Scholar(s) is/are no longer registered for the upcoming school year along with the reasons why.

3. Any seats vacated by a returned registration form shall be considered open and made available to the next Scholar(s) on the waiting list at that time. Seats will not be held for Scholars whose registration requests were returned regardless of status as a parishioner.
4. The request for registration will not be reconsidered for acceptance unless all past due tuition and tuition for the school year in which the request is being submitted is paid in full.
5. If any of the requested classes/grades are full at the time a request for registration is reaccepted, said Scholar(s) will be put on a waiting list and granted enrolment only if a seat in the requested class becomes available.
6. All stated policies regarding placement of Scholars on a waiting list that exist at the time the registration request is reaccepted shall apply.

A full Tuition Refund will be given if at the beginning of the new school year a registered Scholar that has paid in full remains on a waiting list but does not become enrolled. However if subsequent to this a seat becomes available full payment will again be required before the registration is accepted.

**MEMBER** of the parish is defined by the Parish Council as a parent(s) who upon registering as members of St. Edward or St. Sebastian parish congregations live their faith commitment, attend Sunday worship regularly, and see to it that the child/ren enrolled at Our Lady of Grace Academy do the same, and contribute to the support of the parish.

## **Visitors**

The safety of all of our scholars, faculty and staff is paramount to Our Lady of Grace Academy. Visitors are always welcome here, but we do require all visitors to report to the School Office upon entering the building and remain at the school office. No visitors are allowed to freely walk around the school building or visit their scholar's classroom **without a 24 hour in advance** appointment.

**Visitors may not go directly to classrooms.**

***Please do not be offended if school personnel ask you to identify yourself and / or show a photo ID.***

Parents/Guardians must make an appointment **24 hours in advance** to visit their scholar's classroom during the school day. Exception: parents will not be allowed to enter a classroom if the scholars are engaged in a test. A classroom visit is:

- This visit is not meant to be an opportunity to actively engage in conversation with scholars or the teacher
- ***If a parent would like to conference with a teacher, he / she will need to schedule a time outside of the teacher's assigned teaching time. This needs to be done 24 hours in advance.***

## WELLNESS POLICY

Nutrition influences a child's development, health, well-being, and potential for learning. To afford Scholars the opportunity to fully participate in the educational process, Scholars must attend school with minds and bodies ready to take advantage of their learning environment. This wellness policy encourages all members of the school community to create an environment that supports lifelong healthy habits. An annual review of the Wellness Policy will be conducted.

The policy of Our Lady of Grace Academy is to:

### **Provide a positive environment and appropriate knowledge regarding food and physical activity.**

- Ensure that all Scholars have access to healthy food choices during school and at school functions.
- Provide a pleasant eating environment for Scholars.
- Allow a minimum of 15 minutes for Scholars to eat lunch in the designated cafeteria area. (We allow 25 minutes.)
- Enable all Scholars to acquire the knowledge and skills necessary to make healthy food and exercise choices for a lifetime.

### **Adhere to the wellness policy plan (school and community) whenever possible when using food as a part of a lesson, snack, or incentive program.**

### **Provide Scholar access to nutrient-dense foods.**

- Meet contractual obligations to the National School Lunch program while ensuring the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.
- Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a plan that focuses on:
  - Reducing access to non-nutritional foods.
  - Educating Scholars about healthy foods.
  - Selective pricing that favors the sale of healthy foods.

### **Implement the physical education/health curriculum K-8.**

- Develop knowledge and skills to be physically active for life through the physical education/health curriculum that teaches children the importance of physical exercise and exposes Scholars to a wide range of physical activities.
- Instruct Scholars in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility and body composition). Body composition instruction includes information about proper diet and healthy eating habits. The curriculum promotes lifelong physical activity and fitness, which includes healthy eating as its primary goal.



## **NUTRITION STANDARDS**

Our Lady of Grace Academy strongly encourages the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient –dense foods are those foods that provide Scholars with calories rich in the nutrient content needed to be healthy. Our Lady of Grace Academy has adopted the following Nutrition Standards governing the sale and distribution of food, beverages, and candy on school grounds. School committees are encouraged to study these standards and develop practices using the following Nutrition Standards as minimal guidelines.

### **Food**

- The Food Service Program should limit fat intake according to the current USDA Dietary Guidelines for Americans over the course of a five-day menu.
- Nuts and seeds will be exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower LDL cholesterol and maintain HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Consumption of nutrient-dense foods (whole grain bread, rolls, fresh fruits, and vegetables) will be encouraged.
- Sale or distribution of high-sugar food items will be discouraged. High-sugar foods are defined as foods that list sugar or its equivalents as the first or second ingredient.
- Healthy homemade lunches will be encouraged and healthy fast food lunches will be allowed for special and rare occasions, for example, Birthdays.
- Snacks brought to school may only be eaten in the classroom at the appropriate snack time. Food/snacks/drinks that are not part of a cold lunch may not be consumed at lunch, on the playground at recess or at any other time in the classroom that is not snack time. If a scholar is found with food outside of the lunchroom or not during snack time, it will be taken from the scholar and kept in the office. They will be allowed to obtain these items after school.
- Food/candy/drinks that are brought by scholars not for snack time or cold lunch will be taken by administration and kept in the office. Scholars may collect these items after school. Scholars will be reminded that these items are not permitted in school if not meant for a cold lunch or snack. If the action continues, items will be collected and guarded by administration.
- Jr High does not have a snack time during the school day. Therefore, NO food/candy/drinks shall be brought to school unless part of a cold lunch.

### **Beverages**

- Vending sales or distribution of soda or artificially sweetened drinks will not be permitted during the times when the school lunch program is operating.
- No soda/candy/snacks not part of a cold lunch will be allowed in the cafeteria during lunch.
- Soda will be highly discouraged for special classroom parties and celebrations.
- Vending sale or distribution of beverages with less than 100% fruit juice will be discouraged.

- Milk, water, fruit juices, and other non-carbonated drinks may be sold on school grounds and are encouraged for snacks and/or lunches brought to school.
- Encourage increased consumption of water throughout the day.
- Scholars will be encouraged to have a refillable water bottle for use during the day.

## **ATHLETICS**

The athletic program at Our Lady of Grace Academy is an extension of the learning experience for our Scholars. We believe that participation in athletics provides Scholars the opportunity to continue to develop physically, intellectually, emotionally, and socially in a Catholic environment beyond the school day.

*“Our athletics should go hand in hand with our youth ministry. Sports well understood and practiced contributes to the development of the whole person because it demands generous effort, careful self-control, mastery of self and respect for others, complete commitment and team spirit.”*

*- Pope John Paul II*

### ***Athletics helps Scholars physically:***

- Refine large and fine motor movements
- Enhance cardiovascular health
- Enhance muscular strength
- Enhance flexibility

### ***Athletics helps Scholars intellectually:***

- Learn rules and game strategies
- Apply strategies and skills in a fluid environment
- Learn and utilize goal setting strategies in a variety of situations
- Problem solve

### ***Athletics helps Scholars emotionally:***

- Learn, develop, and apply good sportsmanship skills in a variety of situations
- Learn to achieve and acknowledge success with grace and humility
- Learn to accept defeat with dignity

### ***Athletics helps Scholars socially:***

- Learn how to be a productive, contributing member of a team
- Learn to perform in a public setting
- Understand that they are a member of a larger community – Our Lady of Grace Academy – and that their actions reflect upon all members of the community

Competitive athletics at Our Lady of Grace Academy is a privilege granted to Scholars in grades 5 – 8 who maintain the expected performance in the classroom and behaviors within the Scholar Honor Code. Our Lady of Grace Academy follows the athletic policies of the Archdiocese of Milwaukee.

## **Athletic Association Structure**

As per Archdiocese of Milwaukee policy (1210), organizations such as the Home and School Association and the Athletic Association are to be fostered as integral parts of the school community and a support system for quality educational programs. A set of by-laws outlining the purposes, operational procedures, and financial accountability of these organizations are to be developed. The officers and general membership are responsible directly to the school principal.

The Athletic Association Executive Board of Directors consists of a chairperson, treasurer, and secretary.

The general membership of the Athletic Association consists of all parents and legal guardians of children at Our Lady of Grace Academy or those involved in the school athletic program, coaches, and any other volunteers involved in the athletic program. The general membership provides input, suggestions, board nominations and approval, and support for the athletic program. The Athletic Board (the “Board”) of the Athletic Association has the responsibility for the ongoing administration of the athletic program.

Parents and legal guardians of Our Lady of Grace Academy Scholar athletes are encouraged to join the Board or become involved in any of the activities administered by the Board. As a voluntary organization, the Athletic Association is dependent on the membership for their time, talent, new ideas and leadership to continue to improve our Athletic Program. Anyone with a desire to join the Board or to simply learn more about its activities should contact the Athletic Director or another member of the board at any point during the year.

## **Athletic Eligibility**

All children attending Our Lady of Grace Academy are encouraged to participate in any offered sports program regardless of their skill level or experience. Children are not “cut” from teams and they are given every opportunity to play in games. Our goal is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. Currently, we sponsor the following teams for both boys and girls:

- Volleyball, cross country, basketball, track, and cheerleading
- Other athletic opportunities are available depending upon Scholar interest.

### **Eligibility**

In order to maintain eligibility to participate in athletics a Scholar must:

1. Be registered and enrolled in good standing at Our Lady of Grace Academy
2. Maintain satisfactory Honor Code Rating
3. Maintain satisfactory attendance
4. Maintain a satisfactory academic progress, as assessed by both academic standards mastery and academic Learner Behaviors.

A scholar who is deficient in any or all of #2 – 4 above will be placed on probation or have their athletic participation suspended for a minimum of three weeks.

1. During a period of probation, a scholar may participate fully in athletics.
2. If sufficient improvement is demonstrated, the probation will be lifted.
3. If insufficient improvement is not demonstrated, the scholar will be suspended from athletics.
4. During this period the Scholar may not participate in any practice or games.
5. If sufficient improvement is demonstrated the suspension will be lifted.
6. If insufficient improvement is demonstrated, the suspension will continue and the Scholar may not participate in any practices or games for the remainder of the current season.

Eligibility status for the next sport season will be reviewed and the scholar will begin the season on probation.

**The decisions of the principal are final in all eligibility issues.**

### **Absence from School**

The Our Lady of Grace Academy Athletic Association will follow the current WIAA rules regarding participation in extra-curricular activities on days in which a Scholar has missed more than one half of the school day. In those situations in which a Scholar athlete is absent from school for more than a half day, that Scholar may not participate in any OLGA games, meets or practices. A Friday absence will NOT affect participation on Saturdays or Sundays.