



OUR LADY OF GRACE ACADEMY

2021-2022

PARENT/GUARDIAN AND STUDENT HANDBOOK

Revised August 2021

TABLE OF CONTENTS

WELCOME AND INTRODUCTION.....	PAGES 5-7
Mission.....	5
Statement of Shared Responsibilities and Vision.....	5-6
MCS Administrative Directory.....	6-7
MAIN OFFICE POLICIES.....	PAGES 7-11
Visitors.....	7-8
Visitor Conduct.....	8
Volunteers.....	9
Immunization.....	9
Medication and Health Room.....	9-10
Lost and Found.....	10
Phone Calls and Messages.....	10
Accident Reports.....	10
Food and Gifts.....	10
Student Contact Information.....	10-11
Student Guardianship.....	11
Release of Student Information.....	11
Transportation.....	11
Athletics/Extra-Curricular.....	12
ADMISSIONS INFORMATION.....	PAGES 13-16
General Admissions/Acceptance Policies.....	13
Admissions Registration Requirements.....	14
Transfer Students.....	14
Probationary Period.....	14
Educational Needs/Home Schooled.....	15-16
ATTENDANCE POLICIES.....	PAGES 16-18
Absences.....	16-17
Tardiness.....	17
Early Dismissal.....	18
Snow Days and Other Emergencies.....	18
BEHAVIORAL POLICIES.....	PAGES 18-25
Student Behavior.....	18
Threats.....	19
Classroom Etiquette.....	19

Building and Grounds Expectations.....	19-20
Electronic Device Policy.....	20-21
Cafeteria Etiquette.....	21
Chemical Use and Abuse.....	21
Fighting.....	22
Harassment and Bullying.....	22-23
Process for Reporting and Obtaining Relief From Harassment and Bullying.....	23
Sexual Abuse Prevention.....	23-24
Social Media.....	24
Theft.....	24
Vandalism.....	24
Weapons.....	25
Expectations of Parent/Guardian.....	25

DRESS CODE POLICIES.....PAGES 26-29

Dress Code Requirements.....	26-28
Spirit Wear Days.....	29
Enforcement of Dress Code Policy.....	29

ACADEMIC POLICIES.....PAGES 29-37

Academic Quality and Integrity.....	30-31
Books and Supplies.....	31
Classroom Equipment.....	31
Use of Technology.....	32-33
Field Trips.....	33-34
Grading and Assessment.....	34-35
Graduation.....	35
Home Study.....	35
Report Cards/Parent/Guardian Teacher Conferences.....	35
Wellness Policy.....	36-37
Withdrawal.....	37

BUILDING POLICIES.....PAGES 38-39

Fire/Tornado Drills/Lockdowns/Shelter-In-Place.....	38
Party Invitations.....	38
Recess Guidelines-Weather.....	38
Valuables.....	38
Search and Seizure.....	38
Communicable Diseases/Head Lice.....	39

DISCIPLINARY POLICIES.....PAGE 39-44
Formal Disciplinary Policies and Procedures.....40
Detentions.....40-41
Behavioral Probation.....41
Suspensions.....41-42
Expulsions.....42
Reasons for Suspensions/Expulsions.....42-43
Due Process.....43
Appeal.....44

REVIEW OF HANDBOOK/CLOSING.....PAGE 44

PARENT/STUDENT CONTRACT AGREEMENT.....PAGE 45

The President, Chief Academic Officer, and Principal of Our Lady of Grace Academy reserves the right to make discretionary decisions and judgments on any area not specifically covered in this Handbook or in parent/student contracts.

Welcome to Our Lady of Grace Academy

SIENA CATHOLIC SCHOOLS MISSION STATEMENT

We are committed to educating in a Catholic learning environment rooted in Christ's teachings and characterized by academic excellence, servant leadership, student diversity, personal accountability and respect for every individual.

SIENA CATHOLIC SCHOOLS VISION

We will affect positive change in the community by graduating life-long learners, grounded in strong Gospel values, who are prepared for higher education and to meet the challenges of a rapidly-changing world with compassion and hope.

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 students of any race, color, national origin, and ethnicity. Students 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 education programs.

Our Lady of Grace Academy participates in the Racine Parental Choice Program and follows the admissions guidelines and procedures of that program.

SCHOOL GOVERNANCE AND POLICY

Our Lady of Grace Academy is a part of the Siena Catholic Schools of Racine and, as such, is governed by the Board of Directors of Siena Catholic Schools and follows the policies of the Archdiocese of Milwaukee. Additionally, Our Lady of Grace Academy participates in the Racine Parental Choice Program and adheres to the policies of that program as stated by the State of Wisconsin.

The President of Siena Catholic Schools is the chief administrator of the school. The Chief Academic Officer serves as the delegate of the President in most school operational activities. The specific direction of the school is delegated to the Principal, who reports to the Chief Academic Officer. 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 always be done first.
2. Consult the Principal if the first step does not produce a satisfactory result.
3. Consult the Chief Academic Officer of Siena Catholic Schools if the first two steps do not produce a satisfactory result.
4. Consult the President of Siena Catholic Schools only when all other steps have been completed without satisfactory results.

RELIGION

As a Catholic school in the Archdiocese of Milwaukee, 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.

Students in 2nd grade 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.

SCHOOL LEADERSHIP

Siena Catholic Schools of Racine

Brenda White

President

bwhite@sienacatholicschools.org _____

Parisa Meymand, Ph.D.

Chief Academic Officer

pmeymand@sienacatholicschools.org

Address

245 Main Street, Suite L2
Racine, WI 53403

Address

1220 Villa Street;
Racine, WI 53403

Phone Number

(262) 800-1111

Phone Number

262-914-8760

Siena Catholic Schools Board of Directors

Executive Committee:

Robert N. Miller - Retired High School Educator / Administrator, Chair

Linda Townsend Christ - Speech Pathologic, Yorkville School District, Vice-Chair
Elizabeth Hoff - Director of Communications, R&D Abbvie, Secretary
Emily Ansani - Frm. Vice President, Bank of America, Treasurer

Directors:

Arthel Howell - Chief of Police, City of Racine
Stephen Hrpcek - Retired IT Solutions and Services, S.C. Johnson & Son
Ray Johnson - Retired Human Resources Director, S.C. Johnson & Son
Kelly Mould - Vice President Wealth Fiduciary Advisor, Johnson Financial Group
Linda Pulice - Social Worker
Nola Starling-Ratliff - Retired School Administrator, Racine Unified School District
Bruce Varick - Associate Superintendent, Archdiocese of Milwaukee

Our Lady of Grace Academy

Ashley Smith

Principal

asmith@sienacatholicschools.org

Address

Our Lady of Grace Academy
1435 Grove Ave
Racine, WI 53405

Telephone Number

(262) 833-7100 ext. 1001

Main Office Hours

School Days:

7:00 a.m. to 3:00 p.m.

Summer Days:

7:00 a.m. to 3:00 p.m.

MAIN OFFICE POLICIES

VISITORS

Entrance to the building, including before and after school, should be made through the main doors. All guests must gain entry by announcing their purpose for visiting through the intercom.

Once inside the building, all visitors must report directly to the Main Office to sign in and obtain a Visitor's Pass. This pass must be worn in a visible location for the duration of the visit. When possible, school staff will escort visitors to their destination. This policy is for the safety and protection of all. Students who open doors to allow visitors into the building will be subject to disciplinary action. Students are prohibited from opening doors leading outside during the school day at any time.

We welcome and encourage parents and guardians to visit the school. School visits should be **scheduled at least 24 hours in advance of the visit** out of consideration for the staff member's lesson planning and/or tests and should last no more than one hour in duration.

Prospective students may visit Our Lady of Grace Academy during the school day. Prospective families should arrange visits through the Admissions Office at least three days before the planned visit or tour date.

Other than parents/guardians, only prospective students are allowed to visit Our Lady of Grace Academy during the school day.

While we welcome alumni to visit, the visit needs to be scheduled with the main office at least 24 hours in advance. Alumni visits are limited to one hour in duration and visitors must also check in at the office, and obtain a Visitor's Pass, which should be worn throughout the duration of the visit.

VISITOR CONDUCT

Visitors to our buildings should be aware that all teachers, staff, and office personnel are mandated reporters of any incidents that take place on school property, including incidents between parents/guardians and their children. Any mistreatment of office personnel or teachers will be immediately reported to administrators. If a visitor acts in such a manner as to require police intervention, or if the behavior is deemed threatening or damaging to any staff member or student, that individual will be barred from school property.

VOLUNTEERS

Any individual who has contact with students, whether paid employees or volunteers, shall be subject to and cleared through a criminal background check, reference check, and be approved by the Principal and the Archdiocese prior to the beginning of their work with students. All Adults working with students, including field trip chaperones, **must** complete the Safe Environment "Protecting God's Children" session. Records are kept in the school's main office.

IMMUNIZATIONS

The Wisconsin Immunization Law requires students through grade 12 and children in daycare centers to be immunized according to their ages/grade levels by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus pertussis, hepatitis and varicella.

Students must present written evidence, including the day, month and year (preferably on Form DOH4020), of completed basic and booster immunizations. If a student is not fully immunized upon admittance to school, he/she must have received at least one dose of each vaccine required for his/her age/grade within thirty (30) school days of admission.

Students must meet these immunization deadlines and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious or personal conviction reasons. Such exemptions must be documented in written form. Any student who fails to abide by this state law will be withdrawn from Our Lady of Grace Academy.

MEDICATION AND HEALTH ROOM

Parents/Guardians must keep the school informed of any special medical needs their student has. Parents/Guardians should notify the Main Office via written note if there is a medication that needs to be taken throughout the school day.

Prescription medication of any type must be checked in and stored in the Main Office. The office staff will not administer any prescription medication unless both a written prescription from the doctor and a Our Lady of Grace Academy medical release form signed by the parent/guardian are on file in the office. All prescription medications must be stored in the office and administered by office personnel. Inhalers and Epipens may be carried with proper medical documentation and parental consent.

Non-prescribed medication may only be dispensed to students who have a parent/guardian permission slip on file and who have delivered the medication in a pharmacy-labeled container to the school office. Our Lady of Grace Academy does not provide any over-the-counter medications to students including pain relievers, fever reducers, or cough drops.

Students who become ill during the day will be referred to the Main Office. All visits will be logged. If a pattern of chronic visits occurs, the parent will be contacted, the student will be sent home, and/or medical documentation may be requested.

LOST AND FOUND

Items may be turned in and claimed in the school breezeway.

Our Lady of Grace Academy is not responsible for any items that are brought into the school and are lost, stolen, or damaged. In the event that a student believes that something has been stolen, it must be immediately reported to the Main Office.

PHONE CALLS AND MESSAGES

A telephone is available for student use in the Main Office at the end of the school day. Students must determine transportation/rides and other arrangements before and/or after they leave the school building. Students will not be allowed to leave classes for phone calls.

In an emergency, a student should speak with a staff member. The Main Office will relay emergency messages to students.

ACCIDENT REPORTS

If an accident or injury occurs on school property, an accident report will be filed. Parents/Guardians of student(s) involved will be contacted. If the student requires outside medical attention, staff will make every attempt to contact parents/guardians to approve any necessary medical treatment. It is imperative that a working phone number be on file in the office.

FOOD/GIFTS

Birthdays, holidays, and special occasion gifts, non-school lunches and treats sent to the school will not be delivered to students during the day. Anything received will be held in the Main Office until the end of the day.

Students are welcome to bring a treat for their birthday to share with the class. Due to allergies, please refrain from sending objects that contain peanuts/nut items. Please be sure there are enough treats for every child in class to receive one. Please contact your child's teacher directly for additional information.

STUDENT CONTACT INFORMATION

Parents/guardians are required to inform the Main Office of ANY contact information changes, including phone, address, name, etc. Parents/Guardians are required to have current phone numbers, email addresses, and contact information on file with the school at all times. It is vital that any changes be communicated immediately to the Main Office in case of an emergency. In the event of separated or divorced parents/guardians, please inform the office staff so copies of report cards and school notices can be mailed to separate addresses.

In an effort to preserve the environment and ensure timely communication, we are sending most communications electronically. For this reason, it is important to have a current email on file.

STUDENT GUARDIANSHIP

Our Lady of Grace Academy does not get involved with matters involving child custody. Any court order prohibiting an adult from interacting with a student must be kept on file in the Main Office. It is the parent's/guardian's responsibility to notify the school administration and/or office personnel of any pertinent changes in court orders that relate to placement/custody of their child or children. **Student information will not be released to any individual who is not listed on the student's contact list.**

RELEASE OF STUDENT INFORMATION

Students and parents/guardians have the right not to be filmed, photographed, or interviewed. Students and/or parents/guardians who do not wish to be interviewed, filmed, photographed or have their image depicted in any way **must inform the Main Office in writing by September 1st of each year.**

The school will release student information to law enforcement agencies if such a request is made.

TRANSPORTATION

It is the parent's/guardian's responsibility to arrange transportation to and from school for his/her student. School doors open at 7:05am and the school day ends at 2:25pm. Students will wait on the playground with their classroom teacher until 2:35pm. Those students that are not picked up by 2:35pm will be sent to the office. Parents must then come into the building to pick up their student. All students must be picked up from school no later than 2:45pm. **Students who are not picked up by 2:45pm will be charged a \$20.00 late pick-up fee.** Repeated late pick-ups may lead to further disciplinary action, including the possible removal from Our Lady of Grace Academy. Please notify the school office if you are going to be later than 2:30pm to pick up your student. Please note that, even if you notify the school office, all students must be picked up no later than 2:45pm.

If a student has not yet been picked up by 3:30pm and the school has been unable to contact any individuals listed on the student's emergency list, a call will be made to the local authorities.

ATHLETICS / EXTRACURRICULARS

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

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 may be available depending upon student interest.

ELIGIBILITY

Competitive athletics at Our Lady of Grace Academy is a privilege granted to students in grades 5 – 8 who maintain the expected academic and behavioral performance in the school.

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

1. Be registered and enrolled in good standing at Our Lady of Grace Academy
2. **Maintain satisfactory attendance**, including half-day attendance on the day of any scheduled practice or game. (Friday attendance required for weekend participation)
3. Maintain satisfactory academic progress.
4. Maintain satisfactory conduct and behavior.

A student who is deficient in any or all of the listed expectations will be placed on probation or have their athletic participation suspended for a minimum of two weeks.

During a period of athletic probation, a student may participate fully in athletics. If sufficient improvement is demonstrated, the athletic probation will be lifted. If insufficient improvement is not demonstrated, the student will be suspended from athletics.

During a period of athletic suspension the student may not participate in any practice or games. If sufficient improvement is demonstrated the suspension will be lifted. If insufficient improvement is demonstrated, the suspension will continue and the student 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.

ADMISSIONS INFORMATION

Admissions Policy

Incoming 4K - 8th Grade Students

Purpose: To establish a set of consistent practices and policies applied to all students who request admission to Our Lady of Grace Academy.

Our Lady of Grace Academy provides students of any race, color, nationality and ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Registration for a class will be accepted when the class size for a grade has not reached capacity. 4K is limited to 20. 5K through 8th grade is limited to 25 students. Once a class size reaches its capacity, a waitlist is formed. The principal may at any time limit class sizes based on the needs of the particular class.

The principal may decide to deny any applicant if there are academic, behavioral or attendance issues from the previous school. (See information on transfer students).

Mid-year admissions are dependent upon space. The principal has final discretion with respect to mid-year enrollments.

School Choice (voucher program)

Choice students may begin to register on February 1 for the next school year. Additional Choice open application periods occur in March, April, May and August.

Minimum Age Requirements

Age requirements for 4K, 5K and first grade are as follows:

- 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 1st 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 first grade unless certain exemptions apply.

Registration Requirements

An application for admission is considered complete upon receipt of the following:

- Birth Certificate
- Immunization Record
- Baptismal record (if applicable)
- Most recent report card (if applicable)
- Parental request for release of records (if applicable).
- Online Racine Parental Choice Application (if applicable)
- Current tuition payments
- Registration fee of \$50 for one child or \$100 for family
- Written acceptance of the policies and procedures contained in the Parent Student Handbook.

Students with expulsions will not be admitted to Our Lady of Grace Academy.

Transfer Students

All prospective transfer and re-admit students are subject to a review by the Principal. The review can include, but not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, or any other materials relevant for admission. If circumstances exist that would significantly prevent the student from being successful at Our Lady of Grace Academy, admission can be denied.

If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. These will be determined by the principal. A meeting will occur with the principal and the parents to discuss the terms.

Probationary Period

All newly-admitted students are placed on probation for the first year of attendance at a Catholic school. During this time, the principal and the student's teachers will evaluate the student's social, emotional, and academic adjustment to determine if the school can meet the needs of the student. If a new student is not meeting the spiritual, academic and social standards of the school they may be asked to leave. The decision of the principal is final (Regulation 5110).

Students previously dis-enrolled from Our Lady of Grace Academy are not eligible to re-enroll.

Children with Exceptional Educational Needs

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

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Coordinator. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs. Parents **must** provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

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

Those students 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 student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Home Schooled Students

Home schooled students follow the regular admissions procedures as outlined in Admissions Procedures including testing for placement at Our Lady of Grace Academy..

Our Lady of Grace Academy may grant a diploma to a homeschooled student, if the home school curriculum fulfills requirements for graduation from Our Lady of Grace Academy, and if

the student successfully completes a minimum of two consecutive semesters as a full time student at Our Lady of Grace Academy.

WIAA regulations require that a student be enrolled full time at Our Lady of Grace Academy in order to participate in sports. Participation in other extracurricular events at Our Lady of Grace Academy requires full time enrollment.

ATTENDANCE POLICIES

Wisconsin Statute 118.15 requires all children between the ages of 6 and 18 “to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.” The state legislature has made it clear that children with exceptional educational needs are covered by the requirements of the law.

The compulsory school attendance law (Wis. Stat. 118.15) puts the burden on any person having a child under his or her control to ensure that the child attends school. Parents/Guardians who do not comply with the law may be guilty of a misdemeanor punishable by a fine and/or imprisonment.

It is the policy of Our Lady of Grace Academy to **strictly** enforce the State’s compulsory attendance law.

ABSENCES

Attendance is imperative to the learning process. Accordingly, parents/guardians should exercise due diligence in scheduling doctor, dental, and other appointments after school hours. A parent or guardian is required to call or email the school office by 8:15 a.m. on the day of a student’s absence. If the school has not been notified by 7:45 a.m., school personnel will contact the student’s parents or guardians to inquire as to the whereabouts of the student. The principal is authorized to require satisfactory explanation from the parent or guardian for the absence of a student for all or any part of the school day. This explanation may be obtained in person, by telephone, or in writing. If the school is not provided an acceptable excuse, the student’s absence will be marked as unexcused. School personnel may contact outside agencies, if needed, to locate any student that is absent without an excuse. Excessive unexcused absences may lead to a truancy referral. For all absences, a parent must provide the school office with a written, signed note when a child returns to school after any absence. All absences, excused and unexcused, must be recorded in the school’s legal attendance records.

In order to promote proper attendance and be eligible for grade completion and advancement, **a student must have no more than five unexcused absences during the academic year.** The Principal will make the final determination of whether an absence is excused.

Excessive absences will result in immediate administrative action which may include disciplinary letters, mandated parent meetings, and referral to Racine County District Attorney's Truancy Abatement Department for possible action. Students who are found to be truant are also subject to school disciplinary action, including the possibility of expulsion.

It is the student/parent's responsibility to contact his or her teachers for make-up work. Work will be recorded as incomplete until it is made up.

Student absences from school must be reported to school (262-833-7100) on the day of the absence, by a parent/guardian before 7:45 a.m. You can call the office, leave a message on the Absentee Line. or **message the school's administrative assistant** on Class Dojo. This answering service can be accessed at any time, night or day. If you choose to notify your child's teacher of an absence, you must also notify the school office.

EXCUSED ABSENCES will include the following:

1. **Illness (mental or physical)** – An excuse from the physician or dentist should be brought in whenever possible. If excessive absences occur, medical verification will be required for all absences.
2. **Appointments with Medical Specialists** – Such appointments should be made, whenever possible, when school is not in session. A signed excuse from the medical specialist should be brought into the main office. It is highly recommended that students bring in a "doctor's excuse" anytime a visit with a medical professional takes place. These absences are coded differently in the attendance system.
3. **Family Emergency or Crisis**
4. **Funeral Leave**
5. **Pre-Planned Absences** – A "Pre-Planned Absence" form must be filled out at least five days in advance of these planned vacations. The school does not support these types of trips except in very special circumstances.
6. **Required Legal Appearance** – Students should supply verification of the court appearance
7. **Approved School-Sponsored Activities**

Important Notice – All other absences will be considered unexcused. All student absences are subject to review by the Principal whose decisions are final. ***If a student is absent part or all of ten school days (excused AND unexcused) over the course of the school year, that student will require medical verification of all future absences.*** A conference with the parent/guardian, student, counselor, and administration will take place to develop a plan to improve the student's attendance.

TARDINESS

It is the shared responsibility of the school and the home to help students develop good habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Students arriving late should report immediately to the

Main Office. A student is considered tardy if they are not in their classrooms before the bell rings at 7:25am.

Our Lady of Grace Academy has established a series of escalating consequences for a student with regular tardiness:

4th Tardy to School in a Month	=	Written Warning sent home to be return signed
5th Tardy to School in a Month	=	Parent Phone Call with Principal
6th Tardy to School in a Month	=	Required Parent/Student Meeting
7th and beyond...?		

Upon the sixth tardy in a month, a required meeting with a parent/guardian will be scheduled. If the meeting does not take place, students will not be allowed back to classes until the meeting is held.

By law, excessive tardiness is considered truancy and will be subject to referral to Racine County District Attorney's Truancy Abatement Department for possible action. Students who are found to be truant are also subject to school disciplinary action, including the possibility of expulsion.

Only the Principal may grant exceptions to tardiness policies after a written request is provided.

EARLY DISMISSAL

Early dismissal from school requires prior written or telephone notification from a parent/guardian. Any student leaving the building during the day for any reason must sign out in the Main Office. All ride arrangements should be made before students arrive at school. No student is permitted to leave before the regular dismissal time except in case of illness or other excused absence. To obtain permission to leave early, a written request from a parent is required and approval by the principal is necessary. Students must be picked up at school by a parent or guardian. Parents must sign their child out with office personnel at departure time and upon return must sign their child back in with office personnel. If a student arrives after 9am or leaves before 1pm, the student will be marked absent for a half day.

Students will be called from class by office personnel upon the arrival of the parent or guardian. **Students absent from school may not participate in after school or evening school-related activities on the day of illness.** This includes athletics, scouts, or other special school events. Recess is part of the school day. If a child is well enough to attend school, he or she is well enough to have outdoor recess. Exceptions will only be made with a written request from medical personnel.

SNOW DAYS and OTHER EMERGENCIES

Families are directed to watch TV channels 4, 6, 12, or 58, refer to the television stations' websites, and follow Siena Catholic Schools social media pages in the event of severe weather.

If the Racine Unified Schools are closed due to weather conditions, Our Lady of Grace Academy and all Siena Catholic Schools will also be closed. School closings will be announced in the media as Siena Catholic Schools of Racine.

BEHAVIORAL POLICIES

STUDENT BEHAVIOR

Our Lady of Grace Academy is dedicated to preparing their graduates to excel in high school and college and to become productive citizens. We achieve these results by providing all students with a safe, nurturing and faith-filled environment. As individuals, as community members and as a person of faith, we acknowledge that all students have the right to:

- Receive guidance and support in their Christian and human growth and development
- Receive a high-quality education
- Be treated with love, respect, and dignity in a consistent and fair manner

Teachers and staff are charged with the responsibility of maintaining a disciplined learning environment. They are given authority to issue consequences for any student behavior determined inappropriate. In order to promote health and safety and to improve the learning environment, we expect the following guidelines to be met.

THREATS

Any threats to the safety of the school building or individuals in the environment **will not be tolerated**, even in jest. Threats, whether they are verbal, physical, online, written or electronic, are considered non-negotiable and are grounds for expulsion, whether they happen inside or outside of school.

CLASSROOM ETIQUETTE

Students are to be attentive in the classroom, engaged in learning and obey all rules, expectations, and procedures outlined by each teacher. Any student who chronically disrupts classes can be expelled from Our Lady of Grace Academy.

Students are to be seated at the beginning of each class, and should remain attentive and on task during class time until dismissed by the teacher.

Consumption and possession of food, drink, candy or gum is prohibited in classrooms and hallways at all times, unless during a designated snack time (for K4 - 5th grade).

Clear water bottles are permitted in classrooms, provided they only contain water, without additional add-ins. Our Lady of Grace Academy will provide each student with 1 refillable water bottle at the beginning of the school year. Staff reserves the right to confiscate any water bottles that distract from the learning environment.

BUILDING/GROUNDS EXPECTATIONS

Wrestling, pushing, grabbing, hitting, public displays of affection and physical contact (even in jest) are inappropriate at any time on school property and may be subject to disciplinary consequences, including the possibility of expulsion.

Running is prohibited in the school building, except when instructed by a physical education teacher.

Student property that is not needed for the educational process should not be brought to school at any time for any reason. Any property deemed inappropriate by staff will be confiscated and held until a meeting with a parent/guardian occurs. This includes but is not limited to, toys, pop-it's, fidget spinners, etc.

Candy and foreign objects (pen caps, straws, toothpicks, etc.) chewing is prohibited at all times.

Gum is not allowed on school property.

Students are to obtain permission from their teacher before leaving a classroom at any time during the school day. Students are also to speak in conversational tones while in the school building.

Vulgar or obscene language is not allowed on school property or at school functions at any time. Repeated violations of inappropriate language will lead to suspension. Continued violations after suspension may lead to expulsion.

ELECTRONIC DEVICE POLICY

Cell phones, MP3 players, iPods, headphones, laptops, bluetooth technology, smart watches and any other smart technology are only allowed before 7:05 AM and after a student's academic school day has ended. Electronic devices will be collected in the breezeway as students enter each day. If a student is tardy, they will be expected to leave their electronic devices in the Main Office when picking up their tardy pass. *Our Lady of Grace Academy discourages students from bringing expensive items to school and does not take responsibility for loss or theft.*

Any student in possession of an electronic device, during the student's academic day, regardless of ownership, will have the item confiscated by school staff, and the student will be subject to disciplinary action. Our Lady of Grace Academy is not responsible for any item confiscated as a result of rule violations.

Any student who is uncooperative in forfeiting an electronic device when instructed to do so is subject to immediate suspension for insubordination.

Cameras (still image or video) may not be used in the building or on school property on school day unless a teacher/staff member gives written permission to a student to use a camera for educational purposes. This pass must be presented upon request. This includes after school while waiting for pick-up.

Students should not have any music playing that has been rated for adults/mature only/explicit lyrics, etc. Music should not be played at a volume audible to anyone other than the person wearing the headphones.

In the event that any electronic device is confiscated, the following consequences will be issued:

First offense for a confiscated electronic device: The Parents/guardian may retrieve the confiscated electronic device from the Main Office at the end of the school day.

Second offense for a confiscated electronic device: The Parents/guardian may retrieve the confiscated electronic device only after they have scheduled and completed a meeting in which an administrator reviews the electronic device policy with the Parents/guardians and students. Parents/guardians may retrieve the device immediately at the conclusion of the meeting.

Third offense (and all subsequent offenses) for a confiscated electronic device: The student will be suspended for insubordination for repeated violations of school policy. Parents/guardians must schedule a reinstatement meeting before the student may return to class. During this meeting, the Parent/guardian, student, and administrator will review school expectations, including the electronic device policy. Repeated violations after a suspension may result in additional disciplinary action, including the possibility of expulsion.

CAFETERIA ETIQUETTE

Proper cafeteria etiquette is to be observed at all times. This includes courtesy to cafeteria staff and proper disposal of garbage. Cafeteria trays should not be thrown away nor should they be carried out of the cafeteria.

In order to maintain a clean school and work environment, food and beverages are to be consumed only in the school cafeteria, unless during a designated snack time (for K4 - 5th grade).

Students who elect to take hot lunch are not permitted to bring additional snacks or other food into the cafeteria. No food or drink, of any kind, will be allowed to leave the cafeteria to the playground. Unconsumed cold lunch items may be returned to the class lunch buckets and students may take these items home at the end of the day.

Any food or drinks confiscated by school staff will be disposed of immediately.

CHEMICAL USE AND ABUSE

While drug use and abuse is a serious legal, medical, and societal problem, it can often be a sign of a progressive and potentially fatal illness. When any person in a family suffers from a disease, the entire family is affected.

Any student that buys, sells, possesses, or uses alcohol or drugs (other than prescribed medication) will jeopardize his or her status at Our Lady of Grace Academy. This is true whether the activity takes place on or off Our Lady of Grace Academy property. Clothing and accessories depicting drugs will be confiscated and are not permitted to be worn.

Cigarette smoking and vaping is a serious health problem not only for the smoker but also for those around him or her. Smoking or vaping is prohibited on school grounds. The use or possession of electronic cigarettes and vapes are prohibited on school property.

Anyone visiting Our Lady of Grace Academy property must **not** be under the influence of drugs or alcohol.

FIGHTING

At Our Lady of Grace Academy, the safety of our students and our staff is a top priority. Our Lady of Grace Academy has a strictly enforced zero tolerance policy for fighting and threats. This policy applies at all times, during the academic year or during a break, whether a student is on or off Our Lady of Grace Academy property.

Students who engage in violent behavior, physical or verbal altercations, bullying, or fighting, on or off school grounds, even in play or jest, will be subject to disciplinary action. Disciplinary action includes the possibility of expulsion, even if the student has no prior behavioral violations.

In addition to physical assault or battery, Our Lady of Grace Academy treats instigation, encouragement and recording of fights in the same manner. Those who instigate or provoke a fight will be reviewed by the administration for expulsion from Our Lady of Grace Academy.

HARASSMENT & BULLYING

Any physical, verbal or virtual behavior that hinders the learning or teaching environment, or that can be interpreted as threatening to others will not be tolerated.

Bullying and harassment is 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 students to go to and from

school. Educational environments include, but are not limited to, every activity under school supervision.

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 student who is either a victim of bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration. Reports may be made in person or in writing, self-identifying or anonymously.

In addition, Our Lady of Grace Academy and Siena Catholic Schools is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. Our Lady of Grace Academy prohibits any form of sexual harassment or sexual violence.

Examples of prohibited behavior include:

- Visual contact—suggestive looks, leering, or staring at another’s body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, or any social media postings or outlets.
- Written or online contact—sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer or phone generated messages, text messages, e-mails, Instagram, Tic-Toc, or any other type of Internet postings. Also included is the sending of sexual pictures through personal communication devices or through Internet sources and email. This is considered child pornography and must be reported to the police as such.
- Verbal threats and harassment—sexually suggestive or obscene comments, and threats including those about racial and gender specific traits, any sexual propositions, as well as comments about another student’s body. This applies even when done in a joking manner.
- Physical contact—any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another’s body, assault, or blocking free movement of any person.

Harassment is cause for disciplinary and/or police intervention and may put a student in jeopardy of expulsion.

PROCEDURES FOR REPORTING AND OBTAINING RELIEF FROM HARASSMENT & BULLYING

The following steps should be taken when dealing with an incident that involves harassment or bullying:

1. The harassment or bullying should be reported to a faculty, staff member or Principal.
2. Principal or school counselors will interview all parties involved.

3. Consequences will be determined and issued by administrators. Consequences may include warnings, loss of recess, exclusion from activities, detention, in-school suspension, out-of-school suspension, and/or expulsion.

Findings of investigations, including consequences given, will only be shared with the parents/guardians of the offending student.

SEXUAL ABUSE PREVENTION

The Archdiocese of Milwaukee has implemented a comprehensive Safe Environment Education Program with all personnel and students in parishes and schools throughout the Archdiocese. All personnel receive training in preventing, recognizing and reporting child abuse, as well as in the Archdiocesan Code of Ethics. Those who work with children, whether paid or unpaid, must undergo routine criminal background checks.

All parish and school personnel, including clergy, are mandatory reporters of child abuse. Consultation and assistance regarding mandatory reporting requirements and procedures are provided for personnel.

All students in Catholic programs receive age-appropriate education in recognizing, resisting and reporting sexual abuse.

Information may also be found on the Web site of the Archdiocese of Milwaukee at www.archmil.org

SOCIAL MEDIA

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

Students 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.

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

THEFT

All families have the right to feel safe and secure in their homes. The same holds true for the Our Lady of Grace Academy family. Theft in any form (including borrowing without asking) is not tolerated. Stealing is a serious offense and is grounds for suspension or expulsion. Our Lady of Grace Academy is not responsible for any lost or stolen items

In the event that a student believes that a theft has taken place, he/she should immediately report the incident to the Main Office.

VANDALISM

Defacing or damaging school property will result in a student being billed for damages and other punitive consequences. School property includes, but is not limited to, books, walls, doors, windows, desks, and athletic equipment. Any student violating this rule is subject to disciplinary action. Repeated violations of this expectation may result in suspension or expulsion.

WEAPONS

The safety of the Our Lady of Grace Academy family is of utmost importance. Therefore, possession of weapons, including toy weapons or replicas, of any sort, on or off school grounds, is grounds for immediate expulsion and police intervention.

EXPECTATIONS OF THE PARENTS/GUARDIANS

Parents/guardians are key contributors to the educational process and are held to a high level of accountability for their conduct at Our Lady of Grace Academy. Respect and courtesy must be shown in all interactions and/or correspondence between parents/guardians and faculty/staff.

Disrespect or disruptions of the learning environment by parents/guardians on school property, at school events, on social media, through email or over the phone are unacceptable and may affect the status of the child attending Our Lady of Grace Academy.

Disrespect and/or verbal abuse by parents/guardians toward students, staff or fellow parents/guardians may result in the student being suspended and/or withdrawn for lack of support of the educational process and Our Lady of Grace Academy's Catholic community.

It is an expectation that parents/guardians regularly review this Handbook and contact an administrator for clarification when a policy is not understood. Our Lady of Grace Academy is required, by state statute, to faithfully and consistently apply the guidelines of the handbook as stated, therefore parent understanding of the policies and procedures of Our Lady of Grace Academy is of the utmost importance.

Parents are welcome to visit Our Lady of Grace Academy, but must schedule visits 24 hours in advance, and check in and out at the Main Office with their stated purpose to obtain a visitor's pass.

Our Lady of Grace Academy utilizes PowerSchool to communicate academic progress to parents/guardians. Our Lady of Grace Academy teachers will review and update PowerSchool weekly, with some exceptions for large projects or exams. Parents should check PowerSchool weekly and contact teachers directly with questions in relation to their student's performance. If you have problems accessing PowerSchool, please contact the Main Office.

If a parent/guardian is not receiving mail or email correspondence (including but not limited to progress reports, report cards, and weekly newsletters) from Our Lady of Grace Academy, it is the responsibility of the parent/guardian to contact the school immediately.

Parents/guardians must keep contact information (i.e. mailing address, home phone number, work phone number, mobile phone number, emergency contacts, email address) current with the school at all times. This is important in the case of an emergency.

The school will only be in contact with persons who are listed as legal guardians or are identified on a student's emergency contact list. The school will only release the student to those who are identified on the student's contact list. Our Lady of Grace Academy will not release any information to anyone not identified on the contact list.

Parents/guardians should plan to attend parent/guardian/teacher conferences, which are held twice yearly. If requested, parents may contact a teacher to schedule a meeting.

Parents/guardians should plan to attend family learning and engagement nights with your student in addition to the planned parent conferences.

DRESS CODE POLICIES

Our Lady of Grace Academy, a private Catholic school, reserves the right to determine appropriate attire and insist upon a norm of appearance for its students, faculty, and staff. As a Catholic school, we believe our values are reflected by our words as well as by our external behavior, including grooming and the clothes we wear. Our Lady of Grace Academy expects that students represent themselves through appropriate attire (clean, respectable, professional clothing) and proper hygiene.

Students will appropriately coordinate their uniform pieces to present a dignified image. Students who do not fully meet all dress code requirements may not be allowed to attend class until they meet full compliance.

Our Lady of Grace Academy's uniform policy has the following benefits:

- Strengthens the educational environment
- Curbs peer pressure where dress is concerned
- Provides greater safety for students
- Enhances the image of Our Lady of Grace Academy students
- Alleviates parents'/guardians' financial burden for school-appropriate clothing

DRESS CODE REQUIREMENTS

PANTS

Type: Plain black or khaki dress slacks, jumpers or skirts with a flat front or pleated front, set-in pockets. No joggers, black jeans, cargo pants, or sweatpants may be worn. Pleated or flat-front black or khaki uniform-style shorts with set-in pockets. **Absolutely no navy blue.** Shorts may be worn from August through October and April through June.

Requirements:

- Pants must be worn at waist level, with a belt if necessary.
- Pant legs should be worn down at all times.
- Pants must be free of holes and tears, logos, and graphics.
- Leggings and tights are prohibited from being worn as an outer garment at any time.
- Skirt and short length should be within one inch above or below the knee while standing. With arms down, they should be past the length of a student's fingertips.
- Excessively tight or loose pants are prohibited.
- Nothing may be worn over pants, such as leg warmers or socks.

SHIRTS

Type: Black, purple or white polo shirt, long or short sleeved. **On Monday's, Tuesday's, and Wednesday's all students must wear a Our Lady of Grace Academy logo polo.**

Requirements:

- Shirts must be tucked in at all times.
- Shirts must be worn at the collarbone level or above.
- Shirts must be worn on the correct side.
- **Only white or black shirts/undershirts are to be worn beneath a Our Lady of Grace Academy collared polo shirt.**
- White or black undershirts may be long or short sleeved. Any other color is prohibited.

TOPS/OVER WEAR

Tops and over wear must be worn on the correct side, over a Our Lady of Grace Academy uniform shirt, and must be one of the following:

- Black or purple Our Lady of Grace Academy logo crew neck sweatshirt
- Black, purple, or white knit sweaters, vests, or cardigans

Fleece jackets, hooded sweatshirts (including OLOGA spirit wear), or any other athletic outerwear is prohibited.

SHOES

Our Lady of Grace Academy students may wear closed toe athletic or dress flat shoes. Flat soled boots that are no higher than mid-calf are also allowed.

Shoe Requirements:

- Shoes must be worn at all times.

- Shoes must be free from handwritten notes, drawings, pictures, symbols or markings.
- Shoes must be hard soled, cover all toes and have a closed heel.
- Above the ankle boots, sandals, or Crocs may **NOT** be worn.

Actions that alter Our Lady of Grace Academy uniform is prohibited, unless approved by Our Lady of Grace Academy staff or faculty.

JEWELRY /PIERCINGS /ACCESSORIES/NAILS

A single pair of stud earrings are acceptable. Dangling or hooped earrings are not permitted for safety reasons.

Nose, tongue, lip, eyebrow, chin, or other body piercings are prohibited. These body piercings must not be worn in the building or at school-sponsored activities. **Band-Aids to cover piercings are not acceptable; posts must be removed upon request.**

Temporary writings or drawings (done by pen or a temporary tattoo of any type) are not allowed and must be removed upon request.

All offensive and/or inappropriate accessories are prohibited and will be confiscated.

Scarves are prohibited.

Hats may not be worn on a student's body (beltline or otherwise).

Artificial or acrylic nails are not allowed. Nails must be of a reasonable length that does not hinder the student's ability to function in the school setting. Nail polish is allowed.

Hair /Head Wear

Hats and caps should not be worn in the building at any time. Headbands should be flat and should not exceed 3 inches in width.

Hair should be neatly groomed, combed, trimmed or braided at all times. Braiding or fixing others' hair is prohibited during school.

Spirit Wear / Dress Down Days

Each Thursday, students may wear Crusader spirit wear for Crusader casual days. Students may always choose to wear the regular school uniform, as previously described, during spirit days.

Any time alternative clothing is allowed by the Principal it is assumed that the clothing be neat, clean, free of rips, tears, or holes, and in compliance with all other dress code policies in regard to imagery, language, and length.

ENFORCEMENT OF DRESS CODE POLICY

Our Lady of Grace Academy students are **required** to be in uniform during their academic day while in the building or on the property of Our Lady of Grace Academy. This Handbook serves as notification to the expectations of student dress. Students who violate uniform practices will be referred with the following consequences:

- Students with a correctable uniform violation will receive disciplinary action. Multiple correctable violations could include additional detentions, suspension, and possible expulsion for insubordination.

If the violation cannot be corrected in school, or if the student refuses to correct the violation, the student may be sent home on suspension. More than one uncorrectable violation will result in disciplinary consequences and a review of the student's status.

Failure to comply with uniform policies may result in a student's dismissal from Our Lady of Grace Academy.

Administrators may excuse a student from being out of uniform on an as-needed basis.

ACADEMIC POLICIES

SCHOOL CURRICULUM

Our Lady of Grace Academy follows the curriculum outlined by the Archdiocese of Milwaukee and Siena Catholic Schools of Racine. This curriculum is based upon accepted state and national standards and includes the teaching of the Catholic faith. Within the teaching of the faith, Our Lady of Grace will address issues of human sexuality and family life as outlined in the Catechism of the Catholic Church and the Archdiocese of Milwaukee.

Any specific questions about school curriculum should be addressed to the classroom teacher, Principal, or Chief Academic Officer.

ACADEMIC PROGRESS

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

The purpose of the academic progress review is to ensure that all parties are using all available resources and strategies available for the student 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 student. At the conclusion of the specified duration, the student's achievement will be assessed and the plan modified as needed.

Determination by the Chief Academic Officer, Principal, Counselor, and Teacher to retain the student in the same grade for the following year.

Denial of enrollment for the following academic school year.

ACADEMIC QUALITY AND INTEGRITY

Our Lady of Grace Academy's expectations demand that all student work is done neatly, on time, and of the highest possible quality.

Homework is an important part of student education. Homework is given to allow students the opportunity to practice key concepts. It is intended to reinforce concepts presented in class and to introduce new ideas that will be covered in the immediate future. Teachers are expected to give homework as they feel necessary, and students are expected to satisfactorily complete all homework that is assigned. While homework completion is not part of Our Lady of Grace's grading practices, it is expected that students complete all homework assigned to them to further their knowledge and understanding of a specific topic.

Our Lady of Grace Academy provides many opportunities for students who do not have computer access at home to complete assignments at school. As a result, it is not satisfactory to tell a teacher that a student has not had the ability to access a computer to complete an assignment.

Our Lady of Grace Academy expects that students turn in high quality work and that all work is the student's own. Middle school students must cite or acknowledge, in MLA format, any references or information obtained from other sources.

Academic misconduct includes, but is not limited to, any acts of cheating, plagiarism, forgery, or resubmission of previous work. Our Lady of Grace Academy views acts of academic misconduct as a behavioral violation and disciplinary consequences will be applied as such.

In all instances of academic misconduct, the student will be expected to complete a plan for re-learning and resubmit their work (or a substitute assignment/assessment as decided by the teacher). Students will receive full academic credit for their work.

First offense for academic misconduct: Students will not be allowed to participate in recess until the plan for re-learning and resubmission of the work is completed. An administrator will call the parent or guardian to explain the consequence and give a reminder of the academic misconduct policy.

Second offense for academic misconduct: Students will not be allowed to participate in recess until the plan for re-learning and resubmission of the work is completed. Additionally a face-to-face meeting reviewing the academic misconduct policy must occur with the parent/guardian, student, and Principal must take place before a student will be allowed to return to recess.

Third offense for academic misconduct: Student will be suspended for repeated insubordination. An administrator will call the parent or guardian to set up a meeting with the student, parent/guardian and an administrator to review the student's status at Our Lady of Grace Academy, as well as the academic misconduct policy. The student will not be allowed to return to school until the parent/guardian meeting takes place.

Continued violation of this policy may result in expulsion from Our Lady of Grace Academy. Students will always be responsible for the content of the assignment.

BOOKS AND SUPPLIES

Each student is responsible for taking care of school books. The following are the requirements for maintaining books and supplies:

- Students must come to classes with proper supplies and textbooks.
- Books should never be thrown or dropped on the floor.
- Students are responsible for the replacement costs of any lost or damaged textbooks.

CLASSROOM EQUIPMENT

Students are not allowed to tamper with or touch classroom equipment, including windows, lights, or thermostats. This extends to all rooms of the school, including bathrooms and special classrooms. Students who tamper with any classroom equipment will be subject to disciplinary action and will be held responsible for the cost of repair as necessary.

USE OF TECHNOLOGY

Students (1st - 8th) are provided with a Our Lady of Grace Academy email address, access to PowerSchool and other electronic resources. Starting in 5th grade, students are expected to check these resources on a regular basis for up-to-date communication from Our Lady of Grace Academy.

Our Lady of Grace Academy utilizes numerous forms of technology to network students, parents, faculty, and staff. Our Lady of Grace Academy considers any communication through these mediums to be official, public, and regards any interactions between students as if they occurred inside the school.

Students are expected to act with maturity and to treat others with respect. Any inappropriate conduct, including threats, harassment, display of inappropriate images, or other distasteful acts

through social networking or technological mediums, on or off of school grounds, can result in disciplinary actions including suspension or expulsion.

Students are to be as responsible with these resources as they are in a classroom or a school corridor. Access is a privilege, not a right. It is important that students do not share their username and password with others, and that they always log out of the computer once finished. Students are responsible for any activity that takes place under their own identity.

Inappropriate use will result in the suspension or loss of these privileges as well as disciplinary, legal and/or monetary consequences for damages incurred.

Our Lady of Grace Academy utilizes software programs that monitor student usage of school technology. The reports generated by this program can and will be used in disciplinary investigations should inappropriate conduct be suspected.

Appropriate or acceptable educational use of network resources include:

Using the Internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand established curriculum

Abiding by the generally accepted rules of network etiquette including (but are not limited to) politeness, use of appropriate language, proper spelling of words, and following privacy rights

The following uses of school-provided computing and network resources are NOT permitted:

- Illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file-sharing software, hacking programs or any other form of inappropriate content
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures
- Electronically posting personal information about yourself or others (i.e. address, phone, photos)
- Conducting searches of an inappropriate nature on a school computer (i.e. drugs, pornography, profanity, etc.)
- Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism
- Engaging in any conduct that is considered illegal under U.S. federal, state, county, local or any other government law
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. online gaming, downloading media files, pornography)
- Using another's username/password or accessing their files

Our Lady of Grace Academy permits students' access to computers and other telecommunications resources to further their educational goals and objectives. Reasonable

care has been taken to assure the appropriateness and educational quality of materials available through the use of educational software and Internet access. However, parents and guardians are warned that this school and the Archdiocese of Milwaukee do **NOT** have total control of the information available on the Internet.

Parents/Guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or children should follow. By signing the parent/guardian Student Handbook contract, Parents/Guardians are also consenting to allow their students to have access to and the use of telecommunications resources. Parents/Guardians also indemnify and hold harmless the Archdiocese of Milwaukee and Our Lady of Grace Academy from any claim or loss resulting from any infraction by the student of the Acceptable Use Policy or any applicable law.

FIELD TRIPS

Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. 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 students. The school may not authorize any field trip that is strictly recreational in nature.

Prior to any approved field trip, each student is required by Wisconsin state law to submit a completed consent form including name, date, designation, time, cost, and parent/guardian signature. All school trips will be chaperoned by adults that are approved by the Principal. Chaperones share the authority of teachers and administrators on each outing. Therefore, students are subject to the chaperones' authority. Since field trips are school-sponsored functions, they are governed by school rules and guidelines. Similarly, proper attire, language, and behavior are expected.

Chaperones must have completed all necessary background checks and Safe Environment training as designated by the Archdiocese of Milwaukee. Adults who agree to chaperone a trip are expected to be engaged and attentive to the students that they are supervising. If the chaperone is unable to fulfill this expectation the school may choose to no longer allow the individual to participate as a chaperone.

GRADING & ASSESSMENT

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 student achievement, and better prepare our students 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 student 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 students know and are able to do.
3. We believe grading should ONLY reflect student 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 students for summative assessments.
6. We believe grading should be transparent and promote common understanding between students, parents, teachers, and schools.

Rubrics are tools used to assess student performance on the report card. Rubrics, which are aligned to the standards, clearly define what the student 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/report cards at Our Lady of Grace Academy.

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

- **Advanced** (4): Student work demonstrates a thorough and consistent understanding of grade level standards. Student independently integrates concepts and skills. This level of assessment begins in 4th grade and continues through 8th grade.
- **Proficient** (3): Student work demonstrates a consistent understanding of grade level standards. Students satisfactorily applies concepts and skills.
- **Basic** (2): Student work demonstrates a partial understanding of grade level standards. Student exhibits inconsistent application of concepts and skills.
- **Minimal** (1): Student work demonstrates a partial understanding of grade level standards. Student completes independent tasks only with assistance.

GRADUATION

To remain in good standing and participate in 8th grade graduation activities a student must have successfully completed all academic requirements associated with their classes and have no disciplinary incidents. Failure to meet these expectations may result in the student being removed from graduation activities, including any class trips and participation in the school completion ceremony.

HOME STUDY

Students with significant behavioral or medical challenges may be placed on Home Study for up to, but no more than one academic semester. A Home Study contract will be created outlining academic expectations. A student on Home Study receives assignments to be completed at home. The Principal and the school counselor will oversee all home study activities. The Principal and Chief Academic Officer must both approve a student to be placed on Home Study.

REPORT CARDS AND PARENT/GUARDIAN CONFERENCES

Report cards are issued on a quarterly basis for the purpose of informing the parent/guardian of the student's academic progress.

As key partners in their child's education, teachers and parents/guardians must maintain regular communication. Parents are expected to check PowerSchool weekly for the most up-to-date information regarding a student's academic progress.

STANDARDIZED TESTING

Our Lady of Grace Academy will administer the standardized tests to all students 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 students participate in this testing. Parents who would like more information about this should contact the Principal of Our Lady of Grace Academy.

Our Lady of Grace Academy utilized the STAR progress monitoring assessments multiple times throughout the school year to track student performance in support of the educational process. This is an internal assessment and may not be opted out from.

STUDENTS RECORDS

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

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

After the student 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 Archdiocese for the archives.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student 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 student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students 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 students, and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

WELLNESS POLICY

Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students 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 students have access to healthy food choices during school and at school functions.
- Provide a pleasant eating environment for students.
- Allow a minimum of 15 minutes for students to eat lunch in the designated cafeteria area. (We allow 20 minutes.)
- Enable all students 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 student 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 students 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 students to a wide range of physical activities.
- Instruct students 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.

WITHDRAWAL

Students who withdraw from the school **MUST** complete a withdrawal form with the Main Office and return any books or other school property that has been issued to them. Students who withdraw will have all quarter grades immediately frozen and an updated progress report will be shared with the student's new school once a records request has been received.

BUILDING POLICIES

FIRE/TORNADO/LOCKDOWN AND SHELTER-IN-PLACE DRILLS

Fire and tornado drills are conducted on a regular basis in accordance with Wisconsin state code. Lockdown and Shelter-In-Place drills are also conducted on a routine basis. Silence and order are to be maintained throughout the drills. Students found tampering with or pulling a fire alarm in the building will face disciplinary actions, which may include expulsion.

PARTY INVITATIONS

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

RECESS GUIDELINES - 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 0 degrees or above we will have outdoor recess. Therefore, students should always dress for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Students will be supervised for recesses indoors on "bad weather days". The Principal makes the final decision regarding outdoor recess. **When the temperature reaches below 50 degrees all students must wear a coat outside. Sweatshirts do not take the place of a coat.** Students that do not have proper outside wear will not be allowed to go outside. When the weather is above 50 degrees, sweatshirts are acceptable.

VALUABLES

Students are discouraged from bringing valuables or large amounts of money to school. **The school assumes no responsibility for lost, stolen, or confiscated items as a result of violations of school policy.** This includes cell phones, MP3 players, jewelry or prohibited

clothing. Our Lady of Grace Academy is not responsible for book bags, purses or any other personal belongings left unattended throughout the building.

SEARCH AND SEIZURE

As stated elsewhere in this handbook, classrooms, coatrooms, desks and all other areas of the building are the property of Our Lady of Grace Academy and as such are subject to inspection/search at any time without reason or notice given. In addition, student's personal effects (handbags, cell phones, etc.,) may be searched when there is a reasonable cause to do so. (cf: U.S. Supreme Court Decision – New Jersey vs. T.L.O., 1985). If any illegal or dangerous objects, materials, substances, etc. are discovered they will be seized and appropriate disciplinary action will be taken and the police may be notified.

COMMUNICABLE DISEASES / HEAD LICE

A communicable disease (CD) is an infectious illness, such as ringworm, impetigo, chicken pox, influenza, Covid-19, etc. which can result from either direct contact with an infected individual, an infected individual's discharges (such as mucous, saliva, feces, or body fluids), or by indirect contact (for example, through a mosquito bite).

If your scholar is suspected of having a communicable disease, parents/guardians will be contacted and expected to take your child home immediately. This will help prevent the spreading of any communicable disease(s). In all cases, **a scholar must show evidence of treatment or documentation from a medical professional before he/she can be admitted to school.**

1. Parents are required to notify the school if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school **only when the parent or guardian brings to the school a letter from a medical professional stating that the student is no longer contagious or at risk of spreading the communicable disease.**
5. Students absent for three or more days may be asked to provide a note from a physician indicating diagnosis and ability of the student to return to school.

In the case of head lice, Our Lady of Grace Academy has a no nit policy. The following regulations shall apply to the presence of lice:

1. Any scholar with live lice or nits will be removed from school for treatment by a parent or guardian immediately.
2. All nits must be removed before a scholar will be allowed to return to school.

3. Parents or Guardian must personally bring the scholar to school to be readmitted. The scholar may not return to school on the bus.
4. The scholar will be rechecked for head lice or nits in the parent's presence. If lice or nits are found, the parent must take the scholar home and repeat the process the next day.

24-HOUR FREE POLICY

Any student that presents with a fever, vomiting, or diarrhea will be sent to the school office. Parents/guardians will then be contacted and expected to take their child home immediately. Students may not return to school until they have been fever/vomiting/diarrhea free for 24 hours without the use of medication. For example: if a student is sent home at 11am on Monday, they will not be allowed to return to school until Wednesday; only if they have been symptom free for 24 hours without medication.

DISCIPLINARY POLICIES

One of the most important facets of education involves learning an inner discipline and the responsible demonstration of personal freedom. At all stages of development, young people need to experience freedom and control. In keeping with the philosophy of Our Lady of Grace Academy, every attempt is made to help students develop discipline to help them grow in freedom and responsibility.

In keeping with Our Lady of Grace Academy's strong tradition, current students of Our Lady of Grace Academy are expected to represent the school when they are on campus and when they are off campus, every day of the year. Any student is subject to disciplinary action for action(s) performed off-campus.

FORMAL DISCIPLINARY POLICY AND PROCEDURES

Disruptive and uncooperative behavior seriously interferes with the learning environment. When behavioral problems become evident, students, teachers, administrators and parents/guardians must work together to develop plans to improve behavior.

If a student is asked to leave class for any reason, the student must report directly to the Main Office. Failure to do so will result in further disciplinary action.

Behavioral referrals are issued to students for serious or continued failure to follow school rules, disrespect for authority or classmates, and other behavior that is unsuitable to personal and social development. A behavioral referral is a serious step and serves as a notice that the student's behavior is in need of immediate improvement.

Possible reasons for behavioral referrals:

- Disrespect to others including teachers, staff, and students

- Disruption and disturbance of class, including walking out of class without teacher permission
- Disregard of school rules in classrooms, church, hallways, or cafeteria
- Insubordination of any type or kind
- Excessive unexcused absences and tardiness
- Cheating, plagiarism, forgery, or dishonesty
- Use of abusive and vulgar language
- Inappropriate and disruptive interactions with other students

A student's eligibility to remain in the school is jeopardized if parents/guardians do not support attempts to improve behavior or if the student makes no satisfactory attempts to improve behavior.

DETENTIONS

Teachers or staff members may issue detentions for the infraction of any school policy to a student in 4th - 8th grade. The issuing teacher will place a phone call to parents/guardians once a detention is issued. If unable to reach the parent by phone, an email may be sent. Detentions will be served on the next available day after the parent call is completed.

Detentions are 30 minutes in length and are served immediately following school (from 2:30-3pm) on Tuesdays and Thursdays. Students should report to the Main Office immediately after school on the day they serve their detention to be informed of where detention will be that day.

Failure to serve a detention may lead to additional consequences including the possibility of suspension.

BEHAVIORAL PROBATION

Students who exhibit habitual behavioral problems or are returning from a suspension will be placed on Behavioral Probation.

A student who is placed on Behavioral Probation must participate in a weekly parent meeting with the Principal to review school expectations and to develop a plan for future success.

Immediate improvement is expected. If the student does not comply with all conditions of Behavioral Probation, he or she may be expelled from Our Lady of Grace Academy.

SUSPENSION

The Principal reserves the right to suspend a student for a disciplinary infraction and/or a consistent or serious disregard of school policy.

The Principal determines the length of the suspension, which shall be no longer than 5 academic days. The suspension minimum length is based on the severity of the act as well as the disciplinary status of the student. The suspension will last until a parent/guardian reinstatement conference can be arranged. During this conference students will be placed on a last chance agreement. The terms and conditions of this will be discussed at the conference. Students will not be allowed to attend class until this conference has taken place, even if it extends beyond 5 academic days.

The Principal will make immediate phone contact with any student who has been suspended. A suspension letter will be issued within one school day of the beginning of the suspension.

Days missed due to suspension will be considered an excused absence and students will be given the opportunity to make up any missed work. Additional missed days beyond the suspension period due to parent/guardian inability to attend the scheduled reinstatement meeting will be considered unexcused absences.

Suspended students are prohibited from participating in any school activity on- or off-campus until the reinstatement has been held with the parent/guardian. This includes attendance at or participation in any extracurricular activities or sporting events. Only the Chief Academic Officer or Principal may grant exceptions to this policy.

Parents/Guardians are responsible for tuition during a student's suspension.

EXPULSION

The President and/or the Chief Academic Officer of Siena Catholic Schools of Racine reserves the right to expel a student for a disciplinary infraction and/or a consistent or serious disregard of school policy. Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he or she reaches eighteen years of age or when his or her high school class graduates. Only the President and/or Chief Academic Officer of Our Lady of Grace Academy, a Siena Catholic School, has the authority to expel a student.

Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the Principal.

Under the guidelines put forth by the Department of Public Instruction for schools participating in the Racine Parental Choice Program, we must accept the application of all children, including those who may have been withdrawn or expelled from Our Lady of Grace Academy previously.

However, if a child was withdrawn or expelled from our school in any previous year or years, on the first day of the upcoming school year that child may be officially expelled.

Possible Reasons for Immediate Suspension and/or Expulsion

- Physical altercations or any inappropriate physical contact with a student or a staff member; including pushing, hitting, shoving, etc.
- Leaving the school without permission
- Verbal abuse that could lead to bodily or mental harm (bullying)
- Behavior that seriously endangers the safety of students or others, or is liable to result in property damage
- Possession, use, sale, distribution, and/or intent to distribute illegal drugs
- Possession of weapons, knives, sharp objects, drug paraphernalia
- Sexual abuse and/or harassment
- Repeated disruption of the learning environment, including chronic disregard for school policy and/or insubordination
- Noncompliance, threats, or verbal harassment toward staff
- Any act, not included in the above categories, which the President, Chief Academic Officer or Principal judges to be serious

Note: Any of the above acts could also include police intervention.

DUE PROCESS

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.

- 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 student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- The Chief Academic Officer is present for the entire hearing and will make the determination of student status following the hearing.
- School officials 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 student 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.
- The Chief Academic Officer 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.
- After the hearing has ended, and the school representatives and the student/parents leave, the Chief Academic Officer weighs the facts and issues that were presented and gives a decision as to what it believes is appropriate disciplinary action; this decision should be briefly summarized in writing. This decision is never made and shared during the hearing.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the Chief Academic

Officer 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 withdraw the student from school before the deadline; this withdrawal must be done through the completion of a withdrawal form, signed by the parent(s). The letter must include notification of the right to appeal the decision.

APPEAL

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the President in writing with rationale for appeal. The 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 President will make a final decision regarding the enrollment status of the student. Once an appeal 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 Siena Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

All appeals should be directed to:
Mrs. Brenda White, President
Siena Catholic Schools of Racine
245 Main Street; Suite L2
Racine, WI 53403
bwhite@sienacatholicschools.org

Handbook Review

CLOSING

As you refer to this Handbook throughout the school year, please keep in mind that the contents should be seen as guidelines to maturity and Catholic growth. We hope that you will contribute to maintaining a healthy environment found at Our Lady of Grace Academy: a pleasant, safe, and experience-filled place to learn, grow and develop relationships.

Please note that procedural and/or policy changes may occur at the discretion of the President, Chief Academic Officer or Principal at any time throughout the school year.

2021-2022

PARENT/GUARDIAN AND STUDENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT AND CONTRACT

Every parent/guardian and student must sign and return this contract. Failure to do so would indicate the family's and/or the student's unwillingness to agree to and follow the expectations, guidelines, and procedures set by the Principal of Our Lady of Grace Academy. The contract will be kept on file for the duration of this academic year.

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Please Note: The President, Chief Academic Officer or Principal reserves the right to make discretionary decisions and judgments on any area not specifically covered in this Handbook.

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BY SIGNING BELOW, I/WE ACKNOWLEDGE THAT I/WE HAVE RECEIVED A COPY OF THE PARENT/GUARDIAN AND STUDENT HANDBOOK.

I/WE UNDERSTAND THAT WE ARE RESPONSIBLE FOR READING THIS HANDBOOK.

FURTHER, IF OUR CHILD IS ENROLLED AT OUR LADY OF GRACE ACADEMY, I/WE AGREE TO ABIDE BY THE RULES AND REGULATIONS CONTAINED IN THE PARENT/GUARDIAN AND STUDENT HANDBOOK.

Please complete and submit one form per family enrolled at Our Lady of Grace Academy. One parent and ALL students need to sign this document.

Student Name	Grade Level
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Parent/Guardian Signature	Printed Name	Date
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Student Signature	Printed Name	Date
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Student Signature	Printed Name	Date
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Student Signature	Printed Name	Date
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