



OUR LADY OF GRACE ACADEMY

2023-2024

PARENT/GUARDIAN AND STUDENT HANDBOOK

Revised February 2024

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Welcome to Our Lady of Grace Academy

SIENA CATHOLIC SCHOOLS MISSION STATEMENT

We ignite a spirit of excellence in faith, knowledge, and service, inspiring students to be who God created them to be.

SIENA CATHOLIC SCHOOLS VISION

Rooted in Christ's teachings, our graduates are prepared to be successful leaders in college, career, community, and the Church.

OUR LADY OF GRACE ACADEMY'S MISSION STATEMENT

Following in the steps of Jesus Christ, we educate the mind, body, and spirit of our students through Catholic values. We are the family of Our Lady of Grace Academy.

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, sex, 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. Our Lady of Grace Academy follows the teachings of the Catholic Church under the guidance of the Archdioceses of Milwaukee.

SCHOOL GOVERNANCE AND POLICY

2103: School Governance

There are three primary governance structures for schools in the Archdiocese of Milwaukee:

Parish-sponsored Schools: The pastor/parish director is the governing authority for the school which is not separately incorporated from the parish. The principal is the administrator of the school. The School Advisory Commission provides consultation to both the pastor/parish director and the principal on school governance issues.

Separately Incorporated Schools: The Archbishop of Milwaukee typically is the sole corporate member of the Corporation. The Corporation may be one school, or it may be a network of schools. A board of limited jurisdiction, known as a Board of Directors, is the primary governing authority of the Corporation, with the Archbishop of Milwaukee retaining final authority. In some Corporations, the pastors/parish directors of supporting parishes may form a Board of Trustees. The Board of Trustees should have specifically defined powers and in the organizational hierarchy it is between the Archbishop of Milwaukee and the Board of Directors. The principal (single school) or president (network of schools) is the Corporation's chief administrator.

Religious Order-sponsored or Independent Schools: These schools are recognized by the Archbishop of Milwaukee as Catholic and operate as such by his permission in the Archdiocese of Milwaukee. The governing authority of these schools is the Board of Directors or similar body as determined by the sponsor.

2103.2: Separately Incorporated Schools:

A new Separately Incorporated School is formed when two or more schools form a new legal corporate entity. This new Corporation may sponsor one school or a network of schools. Archdiocesan-sponsored high schools are also Separately Incorporated Schools.

The Archbishop of Milwaukee should be the sole corporate member of the Corporation. A Separately Incorporated School is governed by a board of limited jurisdiction. This board shall be either a single tier board of directors or a two-tiered model with a board of trustees and a board of directors. The specific powers and responsibilities of each board shall be defined by the articles of incorporation and bylaws of the entity.

- The Board of Trustees is composed of the pastors/parish directors of the parishes that support the network/school.
- The Board of Directors is composed of qualified community members with the necessary skills to manage the affairs of the Corporation, including its property and assets. The Board of Directors shall carry out the aims and purposes of the Corporation in compliance with the Corporation's Articles of Incorporation and Bylaws.

The Board of Trustees and Board of Directors are subject to the policies of the archdiocese. All Separately Incorporated Schools shall have articles of incorporation and bylaws approved by and on file with the archdiocese. The bylaws shall be of uniform language as of 7/1/2022. The Corporation's Chief Administrator (president or principal) is accountable to his/her Board of Directors and the Archbishop of Milwaukee.

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.

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. All students attend Mass weekly and of Holy Days of Obligation. Our main task is to create an environment for people to learn Catholic 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.

6181: Accreditation of Catholic Schools

All schools must be accredited. Accreditation of Catholic Schools with Grades PK-8 All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA). In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

2100: Legal Structure of Parishes in the Archdiocese

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. The specific roles of trustees, their relationship to the parish council, their spiritual formation, and other related issues are developed fully in the Parish Trustee Manual.

2110: Archdiocesan Office for Schools

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs. The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation

SIENA SCHOOL LEADERSHIP: Siena Catholic Schools of Racine

Dr. Sue Savaglio-Jarvis

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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
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Our Lady of Grace Academy
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Racine, WI 53405

Telephone Number

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Main Office Hours

School Days:	7:00 a.m. to 3:00 p.m.
Summer Days:	8:00 a.m. to 1:00 p.m.

5101: School's right to amend handbook

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

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 any parent/student contracts.

MAIN OFFICE POLICIES

VISITORS

1250: Visitors to Parish/School Programs

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds. All visitors to the school/religious education program shall report to the office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program.

Law enforcement shall be called if persons refuse to comply. Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so. A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose

All visitors are required to sign into the school office using our visitor management system; SchoolPass. **All visitors must scan their ID into the system to gain access to our building.** The machine will scan your ID, ask you additional questions regarding your visit, and generate a visitors badge that must be worn at all times while interacting with Our Lady of Grace Academy students and staff. When your visit is complete, visitors will need to sign out on the system.

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. All school visits, including meetings with the principal or teachers, 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 main 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 of Milwaukee prior to the beginning of their work with students. All adults working with students, including field trip chaperones, must complete the Safe Environment Education 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, 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

5141.5: Administration of Medication to Students

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
- A written statement from the prescribing physician which: identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent/legal guardian: Authorizing school personnel to give the medication in the dosage prescribed by the physician. Authorizing school personnel to contact the physician directly.

1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication, but are highly recommended.

<https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication> No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- The School Nurse, where available, or the designee shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

3. Nonprescription medication must be sent to school **in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage**. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so. **Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher.**

- The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.

5. Only limited quantities of any medicine are to be kept at school.

6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.

8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication. It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration. School personnel are asked to report any unusual behavior of students on medication.

9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

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. 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 or other designated lost and found location determined by school personnel.

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

5141: Accident or Illness Reporting

Any serious illness or accident is to be brought to the attention of the parish/school administrator, and the parish/school nurse if available, as quickly as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident.

Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report. If the situation warrants it, the parent or

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

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

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

Injuries that need to be reported include, but not limited to the following:

- Broken bones
- Head injury/concussion
- Serious eye injury
- Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/ urgent care clinic
- Any other serious injury that arises out of negligence or a hazardous situation

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.

OUTSIDE FOOD/GIFTS/FOOD DELIVERIES

Holiday and special occasion gifts, and any 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.

Students are not permitted to have restaurant food delivered to school, via parent, guardian, or any other individuals including delivery services. Students are expected to check the lunch menu **before** arriving at school and bring a cold lunch to school if they are not taking hot lunch. Any food deliveries received will be held in the Main Office until the end of the day.

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 sent to appropriate parties.

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 in the parking lot 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 3:15pm 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

6145: Extra-Curricular Activities

Extra-curricular activities supplement the primary education of our children. The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults.

A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

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, and track
- Other athletic opportunities may be available depending upon student interest.

Parents, guardians, and students are responsible for reading and familiarizing themselves with the [Siena Catholic Schools Athletics Handbook](#) as well.

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. This means having no missing work at any given time.
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 student will begin the season on probation.

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

6145.2: Elementary School and Parish-Based Athletic Programs

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well. The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level.

General Regulations

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
2. No elementary student who attends a Catholic School that offers athletics is eligible to play for his/her school team and is not eligible to participate for another parish-based team.
3. No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts and scrimmages, involving elementary school and parish teams, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, or during the Easter Triduum.
4. The following sports are regulated by the archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball. The sport seasons are defined as follows: Fall season = Football, Soccer, Volleyball, and Cheerleading. Conference games will not begin before Labor Day. Winter season = Basketball, Volleyball, and Cheerleading. Conference games will not begin before Thanksgiving. Spring season = Soccer, Baseball, Softball, and Track. Follows the winter season and runs until the end of the school year.
5. All practices and games (independent, league and tournament) must take place during the defined sport season in accordance with the Archdiocesan Sports Standardized Schedule.
6. This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their

parish/school-based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

7. A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.

8. A game is defined as competitive play between two (2) teams of different schools during which time and score are kept. A scrimmage is defined as play between two (2) teams of different schools during which no time or score is kept and during which coaches may interrupt action to give coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.

9. The Sportsmanship Pledge must be displayed at all athletic venues connected to the archdiocese.

Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation.

- Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles.
- Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.
- All parents and/or legal guardians are required to sign the Parent/Guardian Sportsmanship Pledge as an acknowledgment that they pledge to: Display Christian behavior at all practices and games Represent their parish and/or school to the very best of their ability Be positive role models for players, coaches, and spectators Provide encouragement and support for players and coaches Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators Promote good sportsmanship in their son/daughter Take responsibility for their actions.
- Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. This includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income. Competitive athletic

programs are to be limited to grades 5, 6, 7, and 8. A student is eligible only to compete for four (4) years, one (1) year at each of his/her grade level of school. Students must play at their own grade level, unless classes are combined to form one (1) team.

Teams may not scrimmage or compete against club, AAU, All-Star, or high school teams.

ADMISSIONS INFORMATION

Admissions Policy

5110: Admission

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment.

Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship. The parish/school respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs.

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

1. Families are admitted into the school community when, on the basis of a personal interview, the pastor/parish director/president or designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. The pastor/parish director/president is the final authority on the admission of a student into the school. This decision is not subject to appeal to the School Board or School Advisory Commission.
2. All students are on probation during the first calendar year of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Board or School Advisory Commission. Notification of the probationary period shall be placed in the student/parent handbook.
3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
4. In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:

- To all children currently enrolled
- To children of families with siblings currently enrolled in school
- To children of parishioners (in case of a parish school)
- To children from other Catholic parishes
- To children of other religious affiliation

5. Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates. The applicable programs are: the Racine Parental Choice Program

6. In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families.

7. All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

5110.1: Nondiscriminatory Admission

In accordance with federal law, schools and parishes shall be nondiscriminatory in the admission of students. 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.

5111: Admissions to Kindergarten (3, 4, and 5 yr. old) and First Grade

Upon admission to kindergarten or grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable.

A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 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 Archdiocese of Milwaukee first grade unless certain exemptions apply. Each school shall establish procedures, conditions, and standards for exempting a child from the requirement to complete kindergarten prior to admission to first grade.
- Children entering 3K, 4K, 5K, and 1st grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

5111.1: Early Admission into Kindergarten and First Grade

The State Statutes provide for admission of special cases into first grade. Wis. Stat. 115.28(8) states, "The State Superintendent shall prescribe procedures, conditions, and standards under which admissions to kindergarten and first grade may be made at ages earlier than those specified in Wis. Stat. 118.14 in exceptional cases."

The State Superintendent has recommended that each local school board adopt an admission policy which includes procedures for the admission of exceptional cases, regardless of the regular admission age requirement, and that parents be made aware of these procedures. In Catholic schools children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

Schools participating in the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates and therefore may not admit under-age students to kindergarten or first grade.

It should be understood that only parents with children whose birthdays fall prior to December 1st but after September 1st may apply for early admission.

The procedures for admission of underage children are as follows:

- The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
- The principal informs the parent of the acceptance or denial of enrollment decision.
- Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situations, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

Admissions Policy

Incoming K3 – 12 Grade Students

Purpose: To establish a set of consistent practices and policies applied to all students who request admission to Siena Catholic Schools. Students are considered officially enrolled when the following application requirements are met.

For Siena Catholic Schools of Racine, the designated enrollment date is August 1.

A. All incoming students who wish to attend a Siena Catholic School will be considered for admission thru June 30 for the upcoming school year (enrollments thereafter must follow the transfer student process). If circumstances exist that would significantly prevent the student from being successful at a Siena Catholic School, admission for students can be denied or granted

on a probationary basis. The decision to deny can be made by the Principal/designee and appeals will be directed to the President. Conditions may require the student to interview with the Principal or Assistant Principal for final consideration.

B. All students wishing to attend a Siena Catholic School may be required to complete the following for consideration, depending on grade level: Online Enrollment Application, Report Cards for current and the prior school year, and Teacher Recommendation Form. Additionally, 9-12 grade applicants are required to take a placement test. Upon acceptance, the Tuition Payment Agreement and refundable tuition deposit will be due for non-choice students.

C. All students are on probation during the first calendar year of their attendance at a Siena Catholic School. If previous academic, attendance, or behavioral records warrant such an action, the student may be required to meet additional entrance criteria. The terms will be outlined by the Principal and the administrative team will monitor the terms during a student's first semester.

Admissions Appeals Process

Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving the denial notification. The Principal will respond to the appeal within 72 hours of meeting with the parents and child.

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 from any school will not be admitted to Our Lady of Grace Academy.

Transfer Students

Transfer and Re-Admit Applicants

A. Any student wishing to enroll after July 1 for the upcoming school year will be considered a transfer student.

B. Students transferring from another high school must attend St. Catherine's for a minimum of two consecutive semesters to be eligible to receive a diploma from St. Catherine's. No transfers

will be allowed during a student's senior year, including out-of-town transfers. This does not apply to school choice students.

C. Prior student classes and credits will be listed on the SCHS transcript; however, grades from courses outside SCHS will not be factored into the students SCHS grade point average (GPA).

D. Siena Catholic Schools upholds the suspensions and expulsions of any school. Students with expulsions or who have been subject to expulsion will not be admitted to Siena Catholic Schools and will be dismissed on August 1.

E. Transfers must provide the following for admission: Enrollment Application, Report Cards for the current and the prior school year, and Teacher Recommendation Form. Upon acceptance, the Tuition Contract will be due. This tuition contract is not required of choice-funded students.

F. All prospective transfers are subject to a review by the Admissions Director and Principal/designee. The Admissions review may include but is not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, Teacher Recommendations, comments (first or second hand) from any prior school personnel, or any other materials relevant for admission.

G. If circumstances exist that would significantly prevent the student from being successful at a Siena Catholic School, admission can be denied. The decision to deny can be made by the Admissions Director in consultation with the Principal. The Admissions Director may require the student to interview with the Principal for final consideration. Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving denial notification. The Principal will respond to the appeal within 72 hours of meeting with parents and child.

H. If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. The terms will be outlined by the Principal. The Principal will monitor the terms during a student's first semester.

3240.1: Rules for the Collection of Tuition

Every school must have a tuition/enrollment contract that specifies tuition, fees, and other terms and conditions for student enrollment and parent/guardian involvement. Please contact the Siena Admissions Office for specific questions regarding your tuition agreement and contract.

5123: Student Promotion and Retention

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

When retention seems likely, parents are contacted several times during the year. There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years.

Final decisions on retention will rest with the local school authorities.

PROBATION PERIOD

All students are on probation during the first calendar year of their attendance at a Siena Catholic School. If previous academic, attendance, or behavioral records warrant such an action, the student may be required to meet additional entrance criteria. The terms will be outlined by the Principal and the administrative team will monitor the terms during a student's first semester.

5125.1: Transfer of Student Records

It shall be the responsibility of the principal to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- A written request from the student's parent or guardian that he/she intends to enroll the student in another school or district.
- A written request from the school or district in which the pupil has enrolled.
- A court document that the pupil has been placed in a secured correctional facility, child-caring institution or group home.

The following Student Records must be sent to the receiving school:

- Copy of Archdiocese of Milwaukee Cumulative Record
- Copy of the last student Report Card
- Copy of Immunization Record

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school. Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

Schools participating in the Choice program are required by state law to send student records to another school or district within five (5) working days of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school. All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students.

Receiving Student Records

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school. The following procedures apply when records are received:

- Start a new Archdiocese of Milwaukee Cumulative Record for transferring student

- Place records from sending school with the new Archdiocese of Milwaukee Cumulative Record in the student's folder
- Keep on file student records, which are part of the local health or public school system

6164.3: 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 Team. 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.

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.

If a parent/guardian withholds information regarding their student including, but not limited to, transcripts, IEPs, behavioral challenges, or misrepresenting academic records/achievements, a student's application may be revoked and/or be asked to leave Siena Catholic Schools of Racine.

Home Schooled Students

Home-schooled students follow the regular admissions procedures as outlined in Admissions Procedures. Siena Catholic Schools may grant a diploma to a home-schooled student, if the home school curriculum fulfills requirements for graduation including the student successfully completing 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.

6151: Class Size

To assure quality learning in the classroom, each Our Lady of Grace has a policy concerning the size of classes.

There are no state regulations directing the teacher/child ratio. However, best practices include the following:

Age of Children, Minimum Number of Teachers to Children, Maximum Number of Children in Group

3 years to 4 years, 1:10, 20

4 years to 5 years, 1:13, 24

5 years to 6 years, 1:17, 32

6 years and over, 1:18, 32

When eight (8) or fewer children are present, there shall be a second adult available within 5 minutes for emergencies. Maximum group size does not apply to field trips, outdoor play areas, and areas reserved exclusively for eating. Pupil/teacher ratio is determined by dividing the total number of students by the total number of professional staff which, in addition to teachers, includes administrators, guidance counselors, and librarians/media personnel. Substantial deviation from these norms are subject to challenge by the superintendent, pastor, school board/committee, and accreditation team.

ATTENDANCE POLICIES

5112: Compulsory School Attendance

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law.

The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school to record whether the excuse is to be considered excused or unexcused (truant).

- Parameters for excused absences:
 - Examples: personal illness (medical verification may be required); family emergencies or crises (up to 5 days); attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed
- Parameters for unexcused (truant) absences
 - Examples: working, babysitting, car trouble, oversleeping, running late, vacation, or missing the bus

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy with or without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year. There is no legal number of absences which, if exceeded, leads to automatic retention of a student.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused.

A student who is absent from school is not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Archdiocese of Milwaukee Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Attendance

At Siena Catholic Schools of Racine we strive for excellence in all that we do. Our vision is “Rooted in Christ's teachings, our graduates are prepared to be successful leaders in college, career, community, and the Church.”

In order to uphold Siena's vision and values, attendance plays a vital role in student success. Students may not miss more than 10 (**excused and unexcused**) academic days during the school calendar year.

Excused Absences: an absence will be considered excused for the following reasons:

- **Illness or Family Emergencies:** This includes personal illness, hospital stay, medical appointments, death of a family member, required court appearances, and funerals. If a student is absent due to illness, a physician's note may be required if the student has exceeded semester or yearly limits. Physician's notes are required upon request.

- All parent-sanctioned absences count toward the 10-day **maximum** that the state allows for parental discretion reasons.
- Students are responsible for making arrangements with their teacher to make up all assignments.
- **School Sponsored Activity/Field Trip:** A school sponsored activity/field trip is considered an activity where a student is excused from the normal class schedule to participate in a school sponsored activity. Students participating in school sponsored activities/field trips are expected to pre-plan their absences by consulting teachers for class information and assignments.

Unexcused Absences: Students who are absent from school for reasons other than stated above are considered unexcused. Any absence over the state-allotted 10 days will require physician's notes. If unexcused absences/tardiness become habitual problems, it is to the discretion of the administrative team to move forward with an expulsion from Siena Catholic Schools. The school administration will make good faith efforts to meet with families prior to moving forward with an expulsion.

- **Family Vacation/Trips:** In the case that a student will miss due to a scheduled vacation, the parent/guardian is responsible for calling the Main Office or sending a signed note stating the date(s) of the vacation at least one week in advance of the absence. We will not deny students time with their family; however, it is to be understood that this is a breach of state law and attendance contract conditions may be put into place which could result in expulsion.
- All absences not reported by a parent/guardian to the school are considered unexcused.

Truancy: "Truancy" is defined as any absence from school for part or all of one or more days without contacting the school in writing or by phone to explain the absence. Students who are habitually tardy are considered to be truant. Any absence not reported by a parent/guardian will be considered an Unexcused Absence. Students are truant when they are absent from class/school without permission from their parent/guardian, or they leave school or school grounds without permission from the administration, office and their parent/guardian. Consequences will be given at the discretion of the Administration.

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.

If a student misses more than 10 academic school days, they **may** be placed on an attendance action plan for the remainder of the school year. The terms of that plan will be discussed in a collaboration meeting between the student, parent, school designated employee, and/or the building principal. Failure to meet the terms of the plan will result in an Administrative Review with the Chief Academic Officer.

All absences over ten are unexcused; regardless of the reason for the absence.

For extended absences, students grades 6-12 will have digital access to as many course materials as possible; K-5 families will need to come to the school office to pick up their materials or students will be given their materials when they return to school.

The above policy is intended for students in Kindergarten through 12th grade.

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. Any parent of a student who does not contact the school prior to 8:15am regarding their child's absence, will receive an automatic email, text message, and phone call from the school notifying them of their child's unexcused absence. It is the responsibility of the parent to notify the office of their child's absence. If the school is not notified, the child will remain absent unexcused for the school day.

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 school day begins 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...** = Automatic Academic Probation Begins

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.

Summer School

At Siena Catholic Schools of Racine we strive for excellence in all that we do. Our vision is “Rooted in Christ’s teachings, our graduates are prepared to be successful leaders in college, career, community, and the Church.”

In order to uphold Siena’s vision and values, academics play a vital role in student success. Summer school may be required for students within Siena for academic reasons as well as for excessive student absences or tardies.

- If a student misses more than 18 tardies and/or absences (below 90% attendance rate) (**excused and unexcused**) during the school calendar year may be **required** to complete a Summer School Program.
- Students who are significantly below grade level, experiencing academic failure, or are credit deficit may be required to attend an approved Summer School Program.
- Teachers, principals and/or designee, and academic support staff may evaluate student academics and collaborate to determine if a student must attend Summer School based on their academic and/or attendance successes. School decision is final. There is no appeal process.

Failure to complete an approved Summer School Program requirement and provide evidence of successful summer school completion to the school office prior to the first Wednesday in August will result in your child being removed from the Siena Catholic Schools of Racine effective immediately. Parents will be notified if their child must attend summer school at the time summer school registration opens. Should attendance or academic concerns arise during the last term, students may be required to meet the summer school requirement. *Revised 1/27/23*

Missing Work

In the event of an absence or any misplaced work, it is the responsibility of the student, not the teacher, to obtain any necessary materials.

The teacher will only provide additional copies upon request. Encouraging students to stay organized and prioritize their work can help them take ownership of their academic success.

EARLY DISMISSAL

5113: Release of Students

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

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. 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 8:55am or leaves before 12:55pm, 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 their absence.** 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.

6114.5: Inclement Weather

Each parish/school should have a plan for reaching decisions to cancel classes or youth activities due to severe weather.

Elementary and Secondary Schools

The natural disasters most likely to occur and affect school operations are usually limited to severe weather. Under these circumstances, planning is needed for these three decisions:

- **Keeping students in school:** When advised to take shelter, a plan needs to inform students exactly where the shelter areas are and actions necessary to move students there. The welfare of students requires that they remain in school until they can go home safely. If a parent comes to school for a student, the principal shall excuse the student.
- **Dismissing students:** In closing schools for a disaster or bad weather, administrators will follow the decision of the local public schools district in the locality where the Catholic school is geographically located. If multiple public school districts overlap the geographical boundary of the Catholic school, one of the public school districts shall be designated as the public school district the Catholic school will follow. This designation must be published to parents. When advised to dismiss students early, administrators shall inform parents and ensure the safety and wellbeing of students while in their care.
- **Not opening schools:** Elementary and secondary schools will follow the decision of the local public schools district in the locality where the Catholic school is geographically located. If multiple public school districts overlap the geographical boundary of the Catholic school, one of the public school districts shall be designated as the public school district the Catholic school

will follow. Principals will familiarize themselves with the policy and procedures of the local public school district.

- **Extra-curricular activities:** When a school/religious education program is closed due to severe weather, all after-school and evening activities are canceled.

5124.2: Child Custody

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

6112: School Day

The school day shall be scheduled by the administration, within the requirements of state law and regulations, to offer the greatest educational advantage. All members of the professional staff shall be expected to be on duty before and after regular school hours to plan and to carry out their individual professional responsibilities. Students must receive a minimum of three hours of direct instruction in order for the day to count toward the minimum of 177 days of direct pupil instruction. The Our Lady of Grace Academy school days are from 7:25am to 2:25pm.

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. Students are expected to follow the [OLOGA Student Code of Conduct](#).

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.

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect. The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required.

Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats. The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

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 in their assigned seat 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, candy or gum is prohibited in classrooms and hallways at all times, unless during a designated snack time. Designated snack time will be communicated by each teacher. All snacks, unless otherwise communicated by the classroom teacher, must be healthy in nature. Examples of healthy snacks include crackers, popcorn, pretzels, fruit, veggies, goldfish, cheez-it, veggie chips/straw, cheese, fruit cups, applesauce, yogurt, fruit snacks, etc. **Please note that we do not have refrigeration or utensils for students to use during snack time. Any unhealthy food or drinks confiscated by school staff will be disposed of immediately.**

Clear water bottles are permitted in classrooms, provided they only contain water, without additional add-ins. Staff reserves the right to confiscate any water bottles that distract from the learning environment. Student consumption of coffee, frappuccinos, hot chocolate, etc. is not permitted.

MIDDLE SCHOOL (GRADES 6-8TH) BEHAVIOR GUIDELINES

Our primary job as educators is to safely help students find success academically and in life. Students are charged with learning to the best of their abilities.

Each middle school class has a clipboard that is carried from class to class with them. On that clipboard is a class list with a section for each day of the week. Within each day, a student is given three opportunities to fix and adjust their behavior throughout the day. At the beginning of each class period, rules and expectations are reviewed as a reminder for students. When a student is not following the rules or expectations in the classroom, they are given one verbal warning before it becomes a strike. If they need to be asked again to stop a behavior or to fix something they are doing (for example, to take off their non-uniform sweatshirt or move to their assigned seat), it becomes a strike and the number "1" is crossed off for the day. This process continues for strikes two and three. Upon strike three, students are given a behavior referral (a written summary of their three strikes for the day) and are sent to the office to have a conversation with the principal, a possible call home, or other actions as deemed appropriate by school administration including, but not limited to, a **minimum** 2-day suspension.

In general, the following guidelines will be used when a student receives a behavior referral:

1st offense in an academic year- students will serve a lunch/recess detention at the main office and a Class Dojo message or phone call will be made to notify parents. This warning will be used as the official notification that the next behavior referral will result in an in-school suspension. Students will remain at the office for the remainder of the class period.

2nd offense in an academic year- an in-school suspension will be issued to the student. Students will spend the remainder of the current school day and the next school day in a supervised designated school location away from their classmates and peers. They will be allowed to complete their school work on Google Classroom using their chromebook; otherwise they will read a book for the duration of the school day. Lunch and Recess will be spent at the office as well.

3rd offense in an academic year- a minimum two-day suspension will be issued to the student. Upon return to school, a parent or guardian must meet with the Principal before the student will be allowed back into the classroom. The student will be placed on a Last

Chance Agreement for the duration of the school year. The terms of this agreement will be discussed at the reinstatement meeting.

4th offense in an academic year- a five-day suspension pending an expulsion hearing. Our Lady of Grace Academy will move to expel the student from Our Lady of Grace effective immediately.

*****Please note that some actions; included but not limited to any fighting (even in jest), harassment, bullying, threats, possession of electronic cigarettes including vapes, possession of a weapon (real, a toy, or replica) etc. will immediately be cause for a suspension or expulsion, even if no previous behavior violations have occurred. The Principal has the right to determine which level of above consequence will be used in each situation.*****

GENERAL BUILDING 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 from and returned to the student at the end of the school day. In the instance of a second offense, the student items will be confiscated and the parents will be notified. A parent must make contact with the teacher before the item is returned to the student. This includes, but is not limited to, toys, stuffed animals/toys, pop-it's, fidget spinners, etc. Repeated violations will lead to consequences for insubordination including suspension and/or expulsion.

Candy, soda, gum, and foreign objects (pen caps, straws, toothpicks, etc.) chewing is prohibited at all times. **Gum is not allowed on school property at any time.**

Students are to obtain permission from their teacher before leaving a classroom at any time during the school day. Middle School students must use E-Hall Pass to leave from class at any time. If students do not have a pass, they may not leave the classroom. Students are expected to go only to the location indicated on their pass, and in the appropriate hallway unless directed to use a different location by school staff. For example: a middle school student should be using the bathroom and water fountain on the third floor. 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. Students will receive one verbal warning for use of inappropriate language before a phone call home is made. During that phone call, students will share with their parents what they said. If another incident occurs, the **student will be sent home for the remainder of the school day.**

Repeated violations of inappropriate language will lead to suspension. Continued violations after suspension will lead to expulsion. **Please note that any racial slang or comment used on school property, regardless of the manner it is used in, will result in a student immediately being sent home.**

5140.11: Asbestos Hazard Emergency Response Act (AHERA)

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials. The complete asbestos management plan is accessible at the school level if requested.

ELECTRONIC DEVICE POLICY

Cell phones, MP3 players, iPods, headphones, laptops, bluetooth technology including Air Pods and other wireless headphones, smart watches and any other smart technology are only allowed **before** 7:05 AM and after a student has left school property. Electronic devices will be collected in classrooms as students enter the room each day. If a student is tardy, they will be expected to leave their electronic devices in the Main Office. 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 an immediate suspension for insubordination.

Cameras (still image or video) may not be used **in the building or on school property, on school days**, 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 and all after school activities.**

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 wired headphones.

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

First offense for confiscation of any electronic device: The student may retrieve the confiscated electronic device from the Main Office at the end of the school day. A message will be sent to parents on Class Dojo regarding the confiscated device. This message will also serve as a warning that the next time any device is confiscated they must physically retrieve it from the school office.

Second offense for confiscation of any electronic device: The parent must retrieve the confiscated electronic device from the Main Office at the end of the school day or whenever deemed appropriate by the parent. The parent will also be notified that the next time any device is confiscated, a suspension will occur.

Third offense (and all subsequent offenses) for confiscation of any electronic device: The student will be issued a minimum 2-day suspension for insubordination and repeated violations of school policy. Parents/guardians must then 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; and be placed on a last chance agreement. **Additional repeated violations 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. Food is never to intentionally be thrown to or at someone. This includes on the ground or on the lunchroom tables.

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. **Food and beverage may not be consumed during recess.**

Students who elect to take hot lunch are not permitted to bring additional snacks or other food into the cafeteria per state statute. Unconsumed cold lunch items may be returned to the class lunch basket and students will take these items home at the end of the day.

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

Failure to comply with lunchroom rules will result in lunch detention and continued violations may result in suspension or expulsion for insubordination.

CHEMICAL USE AND ABUSE

5144.12: Tests for Student Alcohol and Drug Use

Providing a safe school environment, and at the same time promoting an atmosphere of health and wellness, is critical to the philosophy and overall mission of Catholic schools.

As part of a pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administration exhibits behaviors consistent with the use of alcohol or illegal drugs.

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.

Our Lady of Grace has a **strict zero tolerance policy for alcohol or drug use** while on school property. Any student that buys, sells, possesses, or uses drugs or alcohol (other than prescribed medication) **while on school property**, during or after school hours, will immediately be moved to be expelled from Our Lady of Grace Academy. Any student that buys, sells, possesses, or uses alcohol or drugs (other than prescribed medication) **off of school property** will jeopardize his or her status at Our Lady of Grace Academy; including, but not limited to immediate expulsion. Clothing and accessories depicting drugs will be confiscated by staff and are not permitted to be worn.

Staff members will greet students as they enter the classroom each class period. If there is any suspicion of alcohol consumption, students will be asked to participate in a breathalyzer test, provided by trained school personnel. If any alcohol consumption is indicated or a student refuses to participate, an immediate suspension will be given following an internal investigation into the incident. If the student has a water bottle it be confiscated and examined as well. If alcohol or drugs are found inside of any personal devices including bags, jackets, chromebook cases, water bottles, purses, bags, etc. the student will be moved to be expelled immediately. 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 **strictly prohibited** on school grounds during or after school hours. The use or possession of electronic cigarettes and vapes are prohibited on school property. ***Possession of a vape on school property, whether or not the vape belongs to the student, is grounds for immediate expulsion.*** If there is suspicion, students will be asked to empty their pockets and all bags or backpacks for a random search of their belongings. Drug dogs will be used in the building without notice as needed. If alcohol or drugs are found inside of any personal devices including bags, jackets, chromebook cases, water bottles, purses, bags, etc. the student will be moved to be expelled immediately.

Anyone visiting Our Lady of Grace Academy property must not be under the influence of drugs or alcohol. If a school staff member suspects that a parent, guardian, or any authorized adult is under the influence of drugs or alcohol, they will not release the child to that adult and property authorities will be notified immediately.

GENDER IDENTITY

4470: The following policy seeks to provide guidance in applying the Church’s moral teachings regarding the challenges presented by “gender theory.” This policy is put forth for parishes, organizations, and institutions of the Catholic Church in the Archdiocese of Milwaukee.

As a general rule, in all interactions and policies, parishes, organizations, and institutions are to recognize only a person’s biological sex. This policy applies, but is not limited to, all Church employees, personnel, volunteers, and those entrusted to the care of the Church, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the Church.

Designations and Pronouns. Any parochial, organizational, or institutional documentation which requires the designation of a person’s sex is to reflect that person’s biological sex. No person may designate a “preferred pronoun” in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and “gender” and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex. Archdiocesan parishes, organizations, and institutions are permitted to have individual-use bathrooms which are available for all members of the respective community.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extra-Curriculars. Participation in parish, school, and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes. Single-Sex Schools, Buildings, and other Programs and Institutions.

Medication. No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students and those entrusted to the care of the Church are not permitted to take “puberty blockers,” even if self-administered, on parish or school property, with the purpose of a potential or actual “gender reassignment.”

Protecting the Vulnerable. Those entrusted to the care of the Church who express a tension between their biological sex and their “gender” and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Church. Parishes, schools, and other Catholic institutions or organizations should take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

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, for children of all grade levels, during the academic year, during a school break, or whether a student is on or off Our Lady of Grace Academy property.

Students who engage in any 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

5131.1: Bullying and Harassment

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

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. 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 Archdiocese of Milwaukee transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision. Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

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

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

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented.

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

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken.

Appropriate action could include, but is not limited to:

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

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family. Findings of investigations, including consequences given, will only be shared with the parents/guardians of the offending student.

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 social media or 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.

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 every 5 calendar years.

All parish and school personnel, including clergy, are mandatory reporters of child abuse and neglect. 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 <https://www.archmil.org/offices/safeguarding/educators.htm>

5140.1: Mandatory Reporting of Child Abuse and Neglect

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later).

Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist

- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child

Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
 - If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
 - When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker. There are two ways to meet the legal requirement to report suspected abuse or neglect:
 - Call the local Child Protective Services (CPS) agency, or
 - Call local law enforcement The reporter should be prepared to share detailed information, including:
 - Reporter's name, position, parish/school, parish/school phone number.
 - Child's name, address, and age.
 - Reporter's relationship to the child.
 - Parent's name, address, work place (if applicable).
 - Names and ages of siblings.
 - Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
 - Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified

about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.

- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

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

2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.

3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.

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

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

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

8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.

9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.

10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.

11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.

12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.

13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry. Screening, Background Checks, and Training T

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities

- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years. All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

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 and the communications that they state/post on any Internet or social media outlets.

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 any negative way on any form of social media or the Internet. Failure to follow this expectation will result in disciplinary action including suspension and/or expulsion from Our Lady of Grace.

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 even if no previous behavior violations are indicated. 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.

5131.5: Vandalism

Parents of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator. The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of damage costs against the parents of students under 18 or against the student, if 18 or over

- Take any constructive actions needed to prevent future 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 any athletic equipment. Any student violating this rule is subject to disciplinary action. Repeated violations of this expectation may result in suspension or expulsion.

WEAPONS

6114.6: Weapon-Free Zones

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes. It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds.

Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment.

The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

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

1312: Rights and Responsibilities of Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

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

It is an expectation that parents/guardians regularly review this Handbook and contact an administrator for clarification when a policy is not understood. It is also an expectation of parents to regularly check their email and ClassDojo for communications from the staff at Our Lady of Grace. 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 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 given 24 hour notice.

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

3517: Emergency Operations Plan

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the parish/school community, a subgroup of the parish/school community, or the whole parish/school community.

The purpose of an Emergency Operations Plan is to identify potential emergency events and to develop policies and procedures addressing the following:

- Prevention: capacity to avoid, deter, or stop an event from occurring.
- Protection: capacity to secure facilities against acts of violence and manmade / natural disasters.
- Mitigation: capacity to eliminate or reduce loss of life if an event occurs.
- Response: capacity to stabilize an emergency once the event has happened or is certain to happen.
- Recovery: capacity to assist schools affected by events to begin healing and to restore the learning environment. Specific action plans should be developed for each of the following:
 - Communications protocol before, during, and after an event.
 - Evacuation of facilities, including the identification of multiple relocation sites. Lockdown / secure facilities to prevent entry of a threat into the facilities. Shelter-in-place / secure personnel within facilities in the event a threat is inside the facilities.
 - Account for all persons during and after an event. Reunification of students with parents/guardians after an event.
 - Continuity of operations during and after an event.
 - Recovery after an event – academic, fiscal, physical, psychological and emotional.

Security protocols.

The Emergency Operations Plan should be developed collaboratively with multiple stakeholders, including, but not limited to, local first responders (law enforcement, fire, medical, mental health). It is not possible to develop an Emergency Operations Plan for every possible event, but it is necessary to be prudent and responsible in developing strategies to keep all members of a parish/school community safe and secure. The 2017 Wisconsin Act 143 requires schools to submit the following to the Wisconsin Department of Justice annually by January 1:

1. Annual Requirement Checklist a. A copy of the annual Requirement Checklist must be submitted to the Office for Schools.
2. Copy of the School Safety Plan (EOP) a. Governing body is required to review and approve every three years. i. For the purposes of compliance, the governing body is defined as follows;
 - 1. Single Parish School: The pastor or parish director is the governing body, but the School Advisory Commission is strongly encouraged to be involved.
 - 2. Separately Incorporated Schools: The School Board of Directors is the governing body. b. Plan must be individualized for each facility/campus that students regularly occupy. c. Required components of plan: i. School Violence and Attacks ii. Fires iii.

Weather-Related Emergencies iv. Bomb Threats v. Intruders vi. Threats to Non-classroom events vii. Parent-Student Reunification

- 3. Most recent date on which the governing body reviewed and approved the School Safety Plan.
- 4. Date of statutorily required annual drill for responding to a school violence threat.
- 5. Documentation that school governing body reviewed the written evaluation of the drill.
- 6. Date of the most recent training on school safety and the number of training attendees.
- 7. Most recent date on which the governing body consulted with local law enforcement to conduct the on-site safety assessment. a. Must be done annually. b. Must be done for each facility/campus that students regularly occupy.
- 8. Copy of facility/campus blueprints or map – must be done for each facility/campus that students regularly occupy.

The Office for Schools shall complete a review of a school's Emergency Operations Plan at least once every three years. Mandatory Reporting of School Violence Threats: 2017 Wisconsin Act 143 requires that all individuals who are Mandatory Reporters of suspected child abuse or neglect are also Mandatory Reporters of School Violence Threats. Employees are to receive training regarding mandatory reporting of school violence threats.

Communication Between Home and School

In the event of an emergency, Our Lady of Grace Academy and Siena Catholic Schools of Racine will communicate promptly and timely with parents and guardians using the KSwift alert system and/or Class Dojo or other social media platforms. Alerts may be communicated via email, text message, or automatic phone calls. Parents and Guardians will also be notified via email when fire, shelter in place, tornado, or lockdown drills are conducted at school following the scheduled drill.

1312.1: Parent/Student Complaints Concerning Parish/School Personnel

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings. It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children.

A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution,

the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with the employee.

Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation. All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only.

The right to confidentiality will be respected within the context of finding a satisfactory resolution. If mutual resolution does not occur, the parent or guardian may provide the pastor or school president with written documentation of the unresolved concern and the steps already taken.

The pastor/president may attempt to resolve the situation in one of the following ways:

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

The committee will submit a recommended resolution to the pastor/president for final consideration. Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

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.**

DRESS CODE POLICIES

5132: Dress Catholic Schools

The principal will be responsible for developing acceptable standards of dress for students. The community in which the school is located, custom, and the economic conditions of the people should be considered in the matter of dress.

All parents and students shall be informed of the school's acceptable standard of dress through the students' or parents' handbook or other written communication.

Parishes may develop acceptable standards of dress for particular activities, settings or occasions; e.g., community service, classes, social events, or liturgical celebrations. They may provide guidelines that address safety, modesty, respect, or the formality of the occasion. The guidelines should take into consideration the norms of the community and the economic conditions of families.

As such, 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 with set-in pockets. **No navy blue.**

No joggers, black jeans, leggings, or sweatpants may be worn

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.
- Excessively tight or loose pants are prohibited.
- Nothing may be worn over pants, such as leg warmers or socks. The only exception of this is for a special dress day.

SHIRTS

Type: Black, purple, or white **logoed** polo shirts, long or short sleeved.

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, black, or purple 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, purple and white knit sweaters, vests or cardigans may be worn **with a uniform polo underneath.**
- Black or Purple crew neck spirit wear (with an OLOGA logo) may be worn **with a uniform polo underneath**
- Crusader Spirit Wear Sweatshirt may be worn **with a uniform polo underneath.**
- Siena Spirit Wear is allowed on Friday's only.

Fleece jackets, other hooded sweatshirts, or any other athletic outerwear is prohibited.

SHOES

Our Lady of Grace Academy students must wear closed toe athletic or dress flat shoes. Flat soled boots that are no higher than the knee are also allowed.

Shoe Requirements:

- Shoes must be worn at all times.
- Shoes must be free from handwritten notes, drawings, pictures, symbols or markings.
- All shoes must have a full back. Slip on shoes with a low back are not allowed. ***If it looks like a slipper, please do not wear it.***
- Above the knee boots, sandals, flip flops, 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

Natural hair color that does not distract from the learning environment is allowed. All other colors are strictly prohibited.

Single stud earrings are allowed. Any dangly or hooped earrings are prohibited.

Modest and minimal makeup is allowed.

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 not permitted.

Nail polish is allowed. Modest fake nails are allowed as long as they do not distract from the learning environment. Nails must be a reasonable and appropriate length.

Hair /Head Wear

No hats of any kind or hoods on sweatshirts are allowed to be worn unless special permission is granted by the Principal.

Any head wear such as scarfs, bandanas, head wraps, do rags, etc. of any kind are strictly prohibited. Headbands should not exceed 1.5 inches in width.

Hair should be neatly groomed, combed, trimmed or braided at all times.

Spirit Wear / Dress Down Days

Each Friday, students may wear Crusader spirit wear for Crusader casual days. Students may always choose to wear the regular school uniform, as previously described, during these spirit days. All spirit wear is to be purchased through the school vendor; Express Press. Any Siena or Saint Catherine's t-shirts may be worn on Spirit Days as well.

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 appropriate imagery, language, and length. **Jeans or shorts with rips and fabric behind them are NOT allowed.** Any crop-tops that expose a student's stomach are strictly prohibited. Students must be able to raise their arms, above their head, without their stomach being exposed.

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 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

5120: Student Academic Progress

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual.

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 Performance

A student is expected to be an active learner and make the effort to achieve at the ability level. Every student is monitored for academic difficulties. When a student fails to participate and cooperate in the learning process in a consistent manner or shows lack of effort and motivation, the student and parent will be notified and significant improvement must be made. Support and interventions will be developed as part of a Student Accommodation Plan. The reporting of grades on PowerSchool will be used not only to monitor the academic progress but also to review progress at the end of the semester.

Academic Probation

Probation is a period of close academic supervision for individual students who are not performing at a satisfactory level academically. Probationary students who fail to demonstrate academic progress in subsequent grading periods will be required to participate in academic supports, e.g, after-school supports, in-school interventions, and/or summer school. Persistent resistance to making the changes that would enable the student to prosper from the instruction available may result in dismissal. When a student reaches a total of 15 or more missing assignments throughout the year, the student will be placed on academic probation.

The academic probationary process begins with a phone call from the administration to the parents of the student. Parents are then required to meet in person with the administration to review the conditions of, and sign the probationary contract. Students will then be required to meet with the administration regularly and adhere to the conditions of the contract. Families, as an integral part of the educational process, are expected to support his/her student by holding him/her accountable at home for completing homework and current understanding of student progress toward academic goals. Probationary periods are evaluated on a **weekly** basis.

Potential outcomes of an Academic Probationary period:

- Removal from probationary status
- Extension of the probationary period
- Dismissal from Siena Catholic Schools

6141.12: Safe Environment Education

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level every year.

6141.11: Human Sexuality/Family Life

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs. A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Catechesis.

The schools/religious education programs shall follow the guidelines presented in Catechetical Formation in Chaste Living:

- Guidelines for Curriculum Design and Publication, USCCB, 2008; National Directory for Catechesis, USCCB, 2005; Grade Specific Religious Education Curriculum, Archdiocese of Milwaukee, current edition; The Truth and Meaning of Human Sexuality, Pontifical Council for the Family, 1996; General Directory for Catechesis, Congregation for Clergy, 1997, and Catechism of the Catholic Church, 1994.

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

The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

6164.12: Suicide Prevention and Intervention

Each school shall establish suicide prevention and intervention programs to meet the needs of students who become depressed and suicidal.

All faculty and staff should have annual professional learning on this topic. Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School-based programs need to be supported to prevent suicide among minors.

The program shall include: curriculum, staff development, student awareness, and a crisis response plan. An effective communication network is essential to the planning, implementing, and evaluation of a suicide prevention and intervention plan.

1. The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance. The DPI publishes suicide prevention guides that provide resources and documents that will assist in creating a comprehensive youth suicide prevention program. Suicide curriculum should consist of:

- Sound decision making skills
- Knowledge of signs of suicidal tendencies and potential causes
- Knowledge of relationship between youth suicide and use of alcohol and controlled substances

- Knowledge of available community youth suicide prevention and intervention services
2. Staff development should be done on a yearly basis and consist of:
- How to assist minors in positive emotional development
 - The detection of conditions which indicate suicidal tendencies
 - The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.
 - The coordination of school and community youth suicide prevention programs.
3. Student awareness: The curriculum is the major effort to achieve student awareness. However, other activities can provide a positive effect on the identification of, and intervention with, students who are depressed and suicidal. Examples include student-planned activities to communicate to peers the importance of getting help for friends and themselves, crisis cards with help numbers distributed to all students each year, and periodic articles in the student newspaper or announcements on the public address system regarding the availability of help for students.
4. Mandatory reporting responsibilities: When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room.

The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel. Unless there is concern that child abuse may be a contributing factor to a student's suicidal ideation, ALL concerns regarding suicidal ideation should be reported to parents. If there is a concern regarding child abuse being a contributing factor, contact CPS and share the concerns of both child abuse and suicidal ideation.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will also be reported to CPS.

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. All middle school students are provided with a chromebook that they are expected to bring to and from school, fully charged, each day.

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. The classroom teacher will call or message 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, school designatee and/or Principal must take place before a student will be allowed to return to recess.

Third offense for academic misconduct: Student will be issued a 2-day suspension 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. The student will be placed on a Last Chance Agreement upon their return to school.

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

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 AND BATHROOM EQUIPMENT

Students are not allowed to tamper with or touch classroom or bathroom equipment, including windows, lights, thermostats, interactive whiteboards, etc. 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.

CONTINUOUS SCHOOL IMPROVEMENT

At Our Lady of Grace we strive to ensure that our school is providing high-quality education to all our students. In doing this, we constantly strive to improve our performance. These improvements include making data-driven decisions to drive our ongoing professional development, regularly reviewing and updating our curriculum to align with the state and Archdioceses standards, and increasing our parent and community engagement to promote collaboration between home and school.

6161.2: Acceptable Use of Technology

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school. Network and Internet access is provided to further the legitimate educational goals of this institution.

All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner. The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school.

Access to the Internet and the use of the computer network, including independent use of parish/school grounds, shall be subject to this policy and accompanying regulations.

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

Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.

- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks.

Administrators have the right to review emails, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.

The following are **not permitted**:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the Student Acceptable Use Form before being permitted access. Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final. Mandatory reporting guidelines apply to all use of the parish/school computer system.

Personal Electronic Devices

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

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.

- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

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

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

Student users understand:

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

Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites. The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management

system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.

- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, staff members, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the Social Media & Digital Communications Policy. Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences.

The decision of the pastor/parish director/president/principal regarding inappropriate use of social media is final.

FACULTY AND STAFF ROSTER

A current, and up to date, faculty and staff roster can be found on our school website at: <https://www.ologa.org/facstaff>

FIELD TRIPS

All field trips or service experiences must have a clear educational purpose and link to specific standards. This includes the 8th grade class trip.

3541: Transportation

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage.

3541.1: Transportation of Students

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the Request for Driver's Record Check. Catholic Mutual will check the driving record through the state and communicate the results to the parish. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, Church Transportation – is it Necessary and Ministry-Based.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

6153: Field Trips and Community Service

Field trips, excursions, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

School and parish administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.
- All educational trips, excursions, and community service activities shall have appropriate approval.
- Due regard shall be given to ensure the safety and security of participants.
- Details of the trip shall be communicated to parents and the administration.
- Written approval of parent or guardian is required for participation of students in all field trips, excursions, and community service activities.

Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

For field trips, excursions, and community service opportunities that involve high risk activities, each high-risk activity must be individually identified, and parent or guardian permission must be given or denied for each individually identified high risk activity. Page 2 of Form 6153(a) and page 3 of form 6153(b) shall be used for this purpose. The parent or guardian must sign the bottom of this page as well.

- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by a parent.
- All chaperones must be 21 years of age or older.
- All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
 - Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.

- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met:

- Must have knowledge of the Mandatory Reporting Responsibilities.
- Be approved by a member of the professional staff.
- Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip. Whenever possible, commercial carriers or contracted transportation should be used for field trips.

School Field Trips

School field trips, excursions, and community service activities shall provide learning activities related to the curriculum and educational objectives. 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.

The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity. Excursions or community service activities that occur outside of the regular school day, such as in the evening or weekend, require written approval of parent or guardian.

A school participating in any Wisconsin Private School Choice Program may not charge Choice students for field trips if the trip is necessary (required) as part of a class, however, if the trip is optional, a fee may be charged and the Choice student may choose not to participate with no academic consequences.

3282: Fundraising for Field Trips

Field trips, excursions, retreats, mission trips, and community service (hereinafter “field trips”), are integral components to learning that support the spiritual and social development of students. Field trips are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Field trips are a rich source of authentic learning for all students. Field trips are recognized as a source of worthwhile learning activities that broaden students’ experiences. All students should have the opportunity to access field trips that enhance the curriculum.

Certain Field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. All funds raised must pass through the parish/school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families. In the event that the Field trip is canceled for any reason, all funds raised are the parish/schools and **may not** be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

PARENT EDUCATION OPPORTUNITIES

Our Lady of Grace Academy, in partnership with Siena Catholic Schools, provides a variety of different parent education opportunities for our families to attend throughout the school year. These events are communicated via email, our weekly newsletter, and on our Class Dojo page.

GRADING & ASSESSMENT

6140: Standards-Based Curriculum, Instruction, and Assessment

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. (NSBECC Benchmark 7.1)

Curriculum documents are designed to:

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources;
- Articulate how students will demonstrate their learning.

The school shall provide a wide range of instructional strategies and assessment methods based on the unique needs of each student. The Grade Specific Religion Curriculum and Family Life Curriculum have been reviewed and approved by the Archbishop. Schools must adhere to

the approved curriculum and resource lists in these areas. Instructional strategies and materials/resources shall be determined at the school level according to the curriculum being delivered and the needs of the students being served.

Alignment of curriculum, instruction, and assessment shall be documented and monitored to ensure students have the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens. (NSBECC Benchmark 7.3)

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 and on student report cards.

- **Advanced (4):** The student has shown understanding and application of knowledge, in multiple ways, beyond what is expected at a grade level. ***This level of mastery does not begin until grade 4.***

- **Proficient** (3): The student has a sufficient understanding of the concept that is being taught. They are able to complete the assignment independently. The work they have completed successfully demonstrates current grade level standards.
- **Basic** (2): The student does not have a full understanding of the concept that is being taught. They are unable to complete the assignment independently.
- **Minimal** (1): The student does not have an understanding of the concept that is being taught. They are unable to complete the assignment independently.

Report cards are digitally emailed to families at the conclusion of each quarter for grades 1-8 and sent home digitally at the end of each semester for 4K and 5K students.

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. This includes completing all missing work for the duration of the school year. 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 school counselor will oversee all home study activities while collaborating with the school Principal. 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.

Parents/guardians should plan to attend student-led conferences, which are held twice a year. **Fall conferences are mandatory for all families to attend.** If a family is unable to attend on the scheduled conference day, one must be scheduled and attended within one week. Failure to attend 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.

Spring Conferences are Teacher Required **or** Parent Optional. A conference may be requested by a teacher, principal, or parent/guardian. In the event that any member of the Our Lady of Grace Academy staff requests a conference with a student or family it is **mandatory for the family to attend**. If a family is unable to attend on the scheduled conference day, one must be scheduled and attended within one week. Failure to attend 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.

All conferences will be held in person and are student led. This means that students are requested to attend the conference and lead most of the discussion.

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 also utilizes 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 of.

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 Process

A family wishing to voluntarily withdraw their child from a Siena Catholic School will need to contact the Siena Catholic Schools Admissions Office to begin the process. Before records will be released to a student's new school the following responsibilities will need to be completed:

1. Return any electronic devices and supplies issued by Siena Catholic Schools.
2. Clean out students' personal belongings.
3. Submit the completed and signed Withdrawal Form.

5119: Transfers: Withdrawals

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended. Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.

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.

All parents will be notified via email when such drills are conducted.

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 written 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. 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, toys, games, 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.

5145.2: Search and Seizure

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

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, backpacks, chrome book cases, 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).

Reasonable cause is defined as believing that a school rule has been broken or when evidence of the broken rule is present. 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.

5145: Police Questioning and Apprehension

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

COMMUNICABLE DISEASES / HEAD LICE

A communicable disease (CD) is an infectious illness, such as ringworm, impetigo, chicken pox, influenza, Covid-19, Monkeypox, 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 student 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 student 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 will be **required** 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 student 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 student will be allowed to return to school.
3. Parents or Guardian must personally bring the student into school to be readmitted. The student may **not** return to school in the drop off line.

4. The student will be rechecked for head lice or nits in the parent's presence. If lice or nits are found, the parent must take the student 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

5144: In an effort to create a Catholic environment that is conducive to academic excellence, the Siena School system has established a discipline code that allows faculty and students to work together. Rules and regulations enable the student to develop self-control and also protect the rights of all students to pursue their education. The standards of conduct and behavior are set to allow for maximum learning opportunities and to promote a safe and responsible environment. The school standards of conduct apply to student behavior both on and off campus. Any behavior which is contrary to the mission and values of the Siena School system is unacceptable and will lead to disciplinary action which may include expulsion.

In all cases, the Administration has the right to the final review. Suspension/expulsion is always an option the administration has if the violation is serious or there is a pattern of behavior that is not conducive to the learning environment or success of our students. **Any behaviors conducted outside of school whether in person or through social media that may cause reputational damage or harm to the learning or well-being of any student may be grounds for immediate suspension or expulsion.**

Students are expected to behave in a manner that is respectful and cooperative in the classroom and at all school events; regardless of the location. Behaviors conducted within the community, outside of school hours, that are reputationally damaging to the school are also grounds for possible expulsion. Any student behavior that interferes with teaching and learning or with a school activity will not be tolerated and will result in immediate disciplinary action. If the behavior occurs at an event, the student will be immediately removed from the event and will be placed on suspension pending review of the behavior. A single occurrence of poor behavior may warrant detention, suspension, or possible expulsion.

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, bathrooms, 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.

5144.2: Corporal Punishment

Corporal punishment is defined as the use of physical punishment for an offense. Parish/school personnel shall not administer, or provide support for, corporal punishment. This stipulation that corporal punishment shall never be used follows naturally from belief in the worth and dignity of each individual and the belief in the parish/school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

Self-defense is not corporal punishment unless the force used is greater than necessary to repel the attack. Use of reasonable physical force necessary to protect the interest of a third party is not corporal punishment. (Example: Use of reasonable force to protect a student from attack by another student.)

Lunch Detention

The student will take responsibility for their behaviors, and lunch detention may be a consequence of poor behaviors. Such detentions will be scheduled by each Siena Catholic School. Guidelines for behaviors during lunch detention are to be followed: students are to silently eat their lunch and work on any classwork.

Lunch detention is assigned for a number of negative behaviors, including school and class tardiness, truancy, dress code violations, unacceptable language, discourtesy, rudeness, uncooperative behavior, excessive missing classwork, etc.

When assigned lunch detention the student must serve it the next school day. If a student does not serve the detention when assigned, the student will receive an additional lunch detention, and the student's parent/guardian will be informed of the situation. If the student fails to serve a second time, a phone conference between the parent/guardian and the administrator will take place.

If the student refuses to serve the detention a third time, the student will be suspended from school pending a conference with the student, parents, and Principal. Continued opposition or refusal to serve detention may result in a dismissal from the school.

Probation, Suspension, and Expulsion

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

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.

Probation

A student may be placed on probation if, in the judgment of the Administration, he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to the Siena Catholic school are considered to be on probation for the first school year.

Suspension

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

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

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

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

The student is released to a parent. Teachers are notified when a student is suspended. Students are required to make up missed assignments/tests provided by teachers during the suspension. The student may be placed on a behavioral contract upon their return to school. The terms of the contract will be discussed with a parent/guardian at a reinstatement meeting.

During the suspension period, students must stay off school grounds and away from all school functions and may not participate in any school activities (clubs, athletics, etc.). An administrator could rule that the suspended student would be ineligible to participate further in athletics and all extra-curricular activities for 10-90 days.

A student suspended from school will be allowed to access their academics during the suspension period.

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

Behavioral Contract

All students who exhibit habitual behavioral problems or are returning from a suspension may be placed on a Behavioral Contract.

A student who is placed on a behavioral contract must participate in a phone, virtual, or face to face parent meeting, prior to the students return to school, with both the parent/guardian and 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 the Behavioral Contract, he or she may be expelled from Our Lady of Grace Academy.

Expulsion: Updated 12/6/23

Expulsion Policy

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

Expulsion results from finding a student engaged in conduct that endangers the property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for attendance, academic, or behavior reasons are considered to be expelled. Examples may include: credit deficiency, chronic tardiness/absenteeism, and/or not being on track to graduate. If the expulsion process has begun and the family chooses to withdraw their student at any time during the process, the student is considered expelled under the Siena system and may not re-enroll.

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

If a student is pending expulsion or is expelled for disciplinary reasons will not be allowed to attend any events at Siena Catholic Schools or be in the buildings for any reason without prior permission of the principal.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians will be sent a certified priority mailing regarding the date and time of the hearing at least five days prior to the hearing; this notification period may be waived by mutual consent of the parents/guardians to the school administration, if an expedited hearing date is warranted.

Procedures Leading to Expulsion:

1. Investigation by school administration.
2. The student will be suspended from school and any school related activity during the investigation and possible expulsion.
3. Parents/Guardians will be contacted via a phone call and sent a written notification (certified priority mailing) regarding suspension and pending expulsion hearing.
4. Police notification, if deemed appropriate.
5. An expulsion hearing must be scheduled within 15 days of the original suspension date.
6. If the student is recommended for expulsion, the parents/guardians receive a written notice via certified priority mail indicating that they have the right to appeal the decision to the President of the Siena School System within five school days.

Expulsion Hearing

The hearing is run by an independent hearing officer who is not a member of the Siena staff.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, attendance at the hearing will be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members will not be allowed to attend the hearing.
- The school officials (e.g Principal or Assistant Principal(s) up to 10 minutes, 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 parent/guardian are given equal time, up to 10 minutes, to present their side of the story.
- Representatives of the two sides are not to interrupt the other during their respective presentations.
- The Independent Hearing Officer can ask clarifying questions at the end of each presentation time for 5 minutes.
- An additional 5 minutes is given to both sides for any final summative comments.
- Once the hearing has ended the school representatives and the student/parent/guardian are asked to leave.
- The family of the student is informed of the final decision within one (1) school day via phone call. A formal letter is then sent by certified mail and email detailing the final action no later than two (2) school days 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/guardian is given the right to still withdraw the student from school after being informed of the final expulsion decision; this withdrawal must be done in writing via email to the Siena Chief Academic Officer or by completing the [Siena withdrawal form](#). The final expulsion date will be communicated in a letter. Should a family choose to withdraw during the expulsion process, the student will officially be considered expelled internally through the Siena School system and may not re-enroll in any subsequent school years at any Siena school.
- If a student withdraws from Siena Schools, this waives any right to appeal the expulsion.

Appeals:

An appeal must:

- Include a rationale and /or reason for the appeal and the remedy that is being sought.
- Be received by the President or designee within (5) school days from the notification of expulsion.
- Within (5) school days of receiving the written appeal, the Siena Catholic Schools President or designee will review whether correct procedures were followed as defined by school policy.
- The President or designee will make the final decision regarding the disposition of the appeal within 3 school days. The student is suspended during the appeal process.

If procedures were not followed, the Siena Catholic School President or designee will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The Board of Directors or Board of Trustees are not involved in the expulsion proceedings and are not a source of appeal.

Extension of School Rules

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

Expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Siena Catholic Schools behavioral expectations apply to student conduct including, but not limited to, the following situations:

- In the school building and on school grounds
- On field trips
- At any school-sponsored event, including athletic events
- On the bus to/from school and at bus stops
- In the community when behavior brings negative attention to a Siena school
- Social media
- Outside of school, regardless if it is during school hours (weekend, extended holidays, summer vacation, etc).

These behaviors impact the safety, integrity or reputation of the Siena Catholic Schools of Racine and will be subject to in school consequences that range from detention to expulsion.

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.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Board of Directors or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, attendance at the hearing will be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members will not be allowed to attend the hearing.
- The Chief Academic Officer, or an authorized individual, will be 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 (15 minutes) 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.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- After the hearing has ended, both the school representatives and the student/parents leave. The Chief Academic Officer, or authorized individual, 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 school hours via phone call. If the hearing is held on a Friday, parents will be notified by the end of the school day on Monday. A formal letter is sent by certified mail detailing the final action and signed by the Chief Academic Officer, or authorized individual, 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.

Handbook Review

Knowledge of the Code

It is the responsibility of each student and family to be familiar with these rules. Ignorance of these rules is not a valid reason for non-compliance. All Siena Catholic Schools require a signed form to be kept on file indicating the receipt of the Family Handbook and agreeing to read it and follow the rules and regulations it contains. The form is sent out to all families and is part of the school emergency forms.

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. If a change is made, the updated handbook will be posted on the school website and newsletter within 24 hours of the change being made.

2023-2024

**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. This handbook is binding regardless of signature.

This form is signed digitally for all parents as part of the emergency forms that are filled out each year in August, before the first day of school. A printed copy is not necessary.

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(s) Grade Level(s)

Parent/Guardian Signature Printed Name Date

Student Signature Printed Name Date

Student Signature Printed Name Date

Student Signature Printed Name Date