

# Our Lady of Grace Catholic Academy

## Parent-Student Handbook



**2018-2019**

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## **Our Lady of Grace Catholic Academy Vision Statement**

“Enter to Learn, Exit to Serve”

## **Our Lady of Grace Catholic Academy Mission Statement**

The mission of Our Lady of Grace Catholic Academy is to foster, within a disciplined Catholic environment, excellence in education, development of faith and morals, and service to the community.

## **Our Lady of Grace Catholic Academy Statement of Philosophy**

Our Lady of Grace Catholic Academy exists to serve the spiritual, intellectual, physical, social, emotional, technological, and creative needs of its students, and to prepare them for the future, while fostering a safe but challenging faith-filled environment of educational excellence. The school offers its families an excellent opportunity to experience Christian education in action, as well as the finest educational experience.

### **Our mission is:**

- To develop a total Christian personality by instilling in the students a respect for life and reverence for Christian living.
- To develop within the school a strong religious education program based on Catholic theology, scripture, liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods.
- To aid students in evaluation of their own capabilities and vocational possibilities.

### **Academic Education and Formation**

- To give each child the necessary encouragement and assistance to independently attain individual goals.
- To provide differentiated learning situations in which personal achievement and success are attainable.
- To strive for a stimulating and challenging educational program that provides for individual needs.
- To develop and maintain a coordinated curriculum throughout all grade levels.
- To impart background knowledge and information in the curriculum that will guide the students to make connections and to apply their knowledge to new situations.
- To guide and motivate students in becoming self-directed, responsible, respectful and independent learners.

### **Administrative Responsibility**

- To provide the educational leadership and the administrative skills to build a faith community through which the total development of each student is promoted.
- To provide encouragement and understanding to the faculty and students, recognizing each as a unique individual.
- To strive for harmony with the school community, providing an opportunity for honest, open communication.
- To assist teachers in providing a total educational program whereby every child is given the opportunity to succeed.

### **Faculty Responsibility**

- To show acceptance, love, and encouragement of each child as a unique individual.
- To provide for the individual needs of each student.
- To exemplify Christian principles and attitudes.
- To maintain professional ethics and confidentiality at all times.
- To show a spirit of cooperation and open communication with other faculty members, parents/guardians, students, the pastors, The Our Lady of Grace Catholic Academy Commission of Education and the public.
- To continue participation in professional activities and continuing education.

### **Parental Responsibility**

- To be the primary educators of their children.
- To guide their child(ren) in the deepening of their faith through attendance at Mass, participation in the sacraments and sharing daily prayer.
- To cooperate and work in conjunction with the Our Lady of Grace Catholic Academy's faculty, staff, and administration.
- To be active in and supportive of the Our Lady of Grace Catholic Academy parents' clubs and volunteer opportunities.
- To provide for their child(ren) a quiet, comfortable area to study, a definite time for study, make available necessary resource materials, and assist their child(ren) when the need occurs.

### **Student Responsibility**

- To do your best to achieve to the fullest of your ability.
- To exemplify a love and concern toward yourself and others.
- To be committed to and follow the school's policies, procedures, and regulations.
- To accept and respect the uniqueness of each person.
- To be responsible for and accept consequences of your actions.
- To be aware of assignments and use the official assignment notebook, organize their time to work on assignments, and complete their assignments to the best of their ability.
- To play a supportive role in school activities.

Be it known  
To all who enter  
Our Lady of Grace Catholic Academy  
That Christ is the reason  
For this school,  
The unseen but ever present  
Teacher in its classes,  
The model of its faculty,  
The inspiration of its students.

## INTRODUCTION

**All Catholic schools in the Diocese of Peoria are subject to the policies of the Diocese of Peoria. The Diocesan Policy Manual can be found on the Diocesan website, [cdop.org](http://cdop.org), under the Office of Catholic Schools.**

### **Non -Discrimination In Admissions (D-111 P-CDOP and D-111 AR-OCS)**

No student shall be refused admission to Our Lady of Grace Catholic Academy on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

The norms for the acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish(es). When non-Catholics students or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish(es).

Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year.

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in religion classes, liturgies and prayer services scheduled during the school year.

Our Lady of Grace Catholic Academy complies with applicable federal and State of Illinois laws prohibiting discrimination, including but not limited to: Title IX of the Education Amendments of 1972, The Individuals with Disabilities Education Improvement Act, The Age Discrimination in Employment Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990 and the Illinois School Code.

### **Accreditation**

Our Lady of Grace Catholic Academy is fully accredited through AdvanceEd.

### **State Recognition**

Our Lady of Grace Catholic Academy obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-public Elementary Schools in 2012. It has met the standards set by the Illinois State Board of Education and fulfilled application requirements.

### **Knowledge of Policies**

The knowledge of the rules and regulations of Our Lady of Grace Catholic Academy , their processes, and their implementation is the responsibility of each Our Lady of Grace Catholic Academy's students and his/her parents/guardians. Ignorance, lack of knowledge or understanding of the rules and regulations will not absolve the student from the consequences. The following regulations are considered a binding contract between the students, parents/guardians, and staff by virtue of choosing Our Lady of Grace Catholic Academy.

Any student who engages in conduct, whether inside or outside of school, that is detrimental

to the reputation of Our Lady of Grace Catholic Academy and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

### **Right To Amend**

The Our Lady of Grace Catholic Academy administration retains the right to amend the Parent/Student Handbook at any time, for just cause. Parents/Guardians will be given notification if changes are made.

## **Catholic School Statement of Purpose**

***“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”***

### **The Religious Dimension of Education in Catholic School, #25**

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together the parents/guardians, the primary educators of their child(ren) and our Catholic schools pursue academic and spiritual excellence by helping students develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local church communities.

*“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”*

Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.

## **ADMISSION/ENROLLMENT PROCEDURES**

### **Admission to Our Lady of Grace Catholic Academy (D-112 P-CDOP and D-112 AR-OCS)**

Students entering school at the preschool, kindergarten, or first grade level must be the appropriate age according to State of Illinois guidelines.

- A child must be three years of age by September 1 of the academic year to enter 3 year old Preschool.
- A child must be four years old by September 1 of the academic year to enter 4 year old Preschool.
- A child must be five years old by September 1 of the academic year to enter Kindergarten.
- A child must be six years old by September 1 of the academic year to enter Grade One.

For children entering school for the first time, age shall be verified through a copy of their official birth certificate. In addition, a baptismal certificate shall also be submitted for Catholic students.

Transfer of students from any public, private or Diocesan school will be considered on a case by case basis. All new students will be admitted on a conditional basis.

### **Admission Preference for Catholic Students**

Our Lady of Grace Catholic Academy gives preference in admission first to Catholic students who are members of one of the partner parishes: St. Anne, Our Lady of Guadalupe, St. Patrick, St. John, and St. Mary, Hampton; second to Catholic students from other parishes; and third to non-Catholic students.

### **Parish Commitment Policy**

Families from St. Anne's, Our Lady of Guadalupe, St. John the Baptist, St. Mary's and St. Patrick's Parishes that are benefiting from the affiliated parish tuition, must comply with the Parish Commitment Policy of tithing at least \$20.00 per week. (Families from St. Mary's, Moline, must obtain Fr. Dittmer's permission to receive in parish rates.)

### **Registration Procedures**

Parents wishing to register their student(s) in Our Lady of Grace Catholic Academy:

- Must complete the necessary registration materials.
- Must provide a certified copy of the each child's birth certificate and if Catholic the child's baptismal certificate.
- Students entering Preschool, Kindergarten, Sixth Grade, or who have recently moved into the State of Illinois must provide a current medical examination as well as the necessary immunizations required by the State of Illinois.
- Students entering Kindergarten, Second, and Sixth grade are required to have a current dental examination.
- Students entering Kindergarten or upon first entry beyond Kindergarten are required to have a vision examination.

The \$50.00 non-refundable registration fee for all students must be submitted with the completed registration materials and will be applied to the overall tuition payment.

Please note: The registration fee covers rental of textbooks, paperback novels, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), and science lab fees for consumable materials. It does not cover field trips, before/after school care, athletic programs (basketball, volleyball, etc.) or other after school activities.

### **Student Admission From Another School (D-110P-CDOP and D-110 AR-CDOP)**

Any student who has previously been expelled from another school, asked to leave a school or left a school to avoid expulsion shall not be admitted to Our Lady of Grace Catholic Academy without written permission from the Superintendent of Schools.

### **Tuition Assistance**

Finances should not keep Catholic children from attending Our Lady of Grace Catholic Academy. Our Lady of Grace Catholic Academy outsources the initial application process through a private needs analysis company required by all schools in the Diocese of Peoria, called FACTS. All applications for tuition assistance must be completed and returned to Facts with all required documentation (i.e. Tax returns and W2 form) by the date specified on the application which is available through an on-line process. The needs analysis performed by FACTS and its recommendations will be reviewed in a confidential manner.

The John Lancaster Spalding Scholarship is an endowment fund established by the Diocese of Peoria. You must file FACTS in order to qualify for the scholarship and filing must take place no later than March 15<sup>th</sup> of each calendar year.

The Mary Johnson Memorial Fund is a memorial fund that provides aid to school families in need. Contact the school office for details.

The St. Anne Monsignor Cleary Endowment Fund provides a valuable source of income for the school. Interest from the fund is used to defray costs of our educational programs and to help provide tuition assistance for needy families. Donations are always welcome! Booklets describing the endowment funds are available from the parish offices.

### **Tuition Payments**

Tuition and fees are determined annually. Tuition amounts are divided into two categories: affiliated families and non-affiliated families.

### **FACTS® Tuition Management Service Overview**

- Pay tuition over 12 months (July-June) utilizing automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.
- All families, regardless of their plans to pay tuition, will make payment to FACTS®. This will ensure accurate and reliable bookkeeping.
- Tuition assistance is available. Information regarding this program is available through the school office. The purpose of the tuition assistance program is to aid families experiencing financial hardship.

Families are asked to contact the principal if a situation occurs that will cause a delay in their payment of tuition/academic fees.

Any unpaid tuition or fees that exceed a period of sixty days will be turned over to a licensed collection agency. A fifteen dollar surcharge will be added to your balance to off-set the costs of this service.

Students' quarterly report cards are withheld if a family has an outstanding tuition/ fee balance and the family has not contacted the principal to make special arrangements. At the end of the academic year, families with an outstanding balance will not be eligible for reenrollment for the next academic year. Families with eighth grade students MUST have all fees paid in full in order for their student to receive their diploma and final grade report. Student records will not be transferred to a new school until all monies are paid in full.

### **Withdrawal From Our Lady of Grace Catholic Academy**

The school office must be notified in advance and in writing if parents/guardians are planning to move or planning to transfer their child(ren) to a different school. All accounts must be up to date, (i.e. tuition/fees, cafeteria lunches, library fines) and all textbooks and library books must be returned. Tuition refunds will be made on a pro-rated basis. The registration fee is non-refundable.

When students move between local Diocesan schools (Seton Catholic School, Jordan Catholic School, Our Lady of Grace Catholic Academy and Alleman High School, the school they are leaving is required to complete a Transfer of Records Request Form.

Per the Transfer of Records Request Form, a school must NOT accept/finalize enrollment for a perspective new student that is found to be " NOT in good standing" due to outstanding tuition and/or fees from the previous school.

To rectify the situation and finalize a student's enrollment at the new school, parents/guardians must either remit full payment OR arrange a payment plan with the school they are leaving. Once tuition and/or fees are either paid or a payment plan has been established and agreed upon, the administrator of the school the student is leaving will notify the school.

Once the family is in good standing with the above requirements, student records will be released to another school after a Transfer of Records Request Form is completed by the parents/guardians. Records of students transferring to other schools will only be sent through the U.S. Mail

## **ATTENDANCE**

In order to achieve the goals and objectives of the curriculum and to ensure a student's continuous progress in school, regular attendance and habits of punctuality are essential. Academic achievement is evaluated on the basis of a student's involvement and participation; therefore, attendance is necessary. Parents/guardians are responsible for the attendance of their children at school.

## **Absences**

When a student is absent or tardy from school, parents/guardians must notify the school of their student's absence by calling the school office by 9:00 a.m. on each day the of the student's absence and state the reason for the absence. If no call is received from the parents/guardians, the school secretary will call the parents/guardians to verify the absence of their child(ren).

Upon returning to school, students must have a signed note from their parent/guardian documenting the dates and nature of the absence. In cases of illnesses extending more than three days, a note from a physician may be necessary. Legal requirements mandate these notes be kept on file for the current year.

Students who are absent during the school day or are dismissed early due to illness, are not permitted to participate in any extracurricular activities on that day.

Daily homework will be prepared for absent students and left in the main school office at 3:00 p.m. each day.

Students who are absent due to illness have two days for each day of the absence, not counting weekends, to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given six school days to complete the missed work. Students are expected to make up missed homework, tests and quizzes within this time period.

## **Arrival for the Day and Dismissal**

Supervision of students will begin at 7:40 a.m. Students should not arrive before this time unless they are going to the Early Bird Care Program. Students are to meet on the blacktop north of the Main Building, which was once the Early Learning Center, unless it is inclement weather. During bad weather and the months of November, December, January, and February, the students shall meet in the gym. The first bell of the day will ring at 7:50 a.m., followed by morning announcements outside or in the gym. Students will proceed to their classrooms after announcements with classes beginning at 8:00 a.m.

Preschool students that are on a half day basis will be dismissed at 11:30 a.m. All other students will be dismissed promptly at 3:00 p.m. each day unless an 11:30 a.m. early dismissal is designated. All students must be picked up no later than 3:15 p.m. Students not picked up by 3:15 p.m. will be sent to the Extended Care Program. Parents/guardians are charged the daily per child rate for using this program. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 p.m.

In the event of an emergency whereby a parent/guardian will be late picking up their student(s), it is necessary for him/her to call and notify the school office.

Please check the school calendar and monthly newsletters for early dismissal dates. The Extended Care Program will be offered on these days, but a sack lunch may be brought by each student.

## **Dental/Doctor Appointments**

Parents/guardians are encouraged to schedule all appointments (i.e. medical, dental) for their children outside school hours. If it is necessary for a child to be excused during the

school day, the parent/guardian must send a note stating the reason and time for the early dismissal. Parents/guardians are required to sign their child out in the school office before they are dismissed for their appointment. If someone other than a parent/guardian is picking up a student, parents/guardians are required to notify the school office.

Any student who is away from school for an appointment for 3 hours or more will be counted as absent for ½ of the day. Three early withdrawals are considered a one-half day absence.

### **Dismissal When Ill**

The school secretary approves the dismissal of a student who is ill. Parents/guardians will be notified when the illness is detected. They are expected to pick up the student or to make other suitable arrangements with a person listed on the student's Emergency Card.

### **Excessive Absences/Tardiness**

Absences or tardiness for any reason remove the student(s) from the primary learning environment and has an impact on his/her academic achievement. Students continually absent or tardy without sufficient cause will be referred to the principal and the Truancy Department.

### **Leaving the School Premises**

61201 No student may leave the school premises at any time for any purpose without the written authorization of their parent/guardian and the signed approval of the principal. No student is released unless the school secretary knows the reason for the release and the person to whom the student is released. Our Lady of Grace Catholic Academy accepts no responsibility for any student who leaves the premises without permission. Any student who leaves the premises without permission will be subject to disciplinary action.

### **Parental Cooperation**

The education of a student is a partnership between the parents/guardians and Our Lady of Grace Catholic Academy. Just as the parents/guardians have a right to withdraw a child if they choose, Our Lady of Grace Catholic Academy reserves the right to require the withdrawal of a student when the school is not appropriate for a particular student, or when the actions of a particular student fundamentally undermines the school's values, beliefs, purposes or philosophy. ( D-114 P-CDOP)

### **Tardiness**

Students not in line when the class enters the building/classroom will be considered tardy. Any tardy students must report to the main office for an Admit Form. Students arriving late are required to have a signed note from their parent/guardian indicating the reason for their tardiness. Any student reporting to school after 10:00 a.m. will be considered absent for one-half day. This also applies to leaving school one hour before the end of the school day.

Being on time for school and being a part of the classroom morning routine will set students up for a more positive experience for the whole school day.

### **Vacations or Anticipated Absence**

Vacations during the school year are highly discouraged. Parents/guardians must assume responsibility if a student falls behind in academic achievement due to extended absences for a vacation. In the case of an anticipated absence, the school office should receive

written notice one week prior to the time the student will be out of school. Teachers are under no obligation to provide any advanced assignments for students, but will work with the family when adequate time is given. Students will be required to make up all missed work, including tests and quizzes, upon their return to school. Students have two days for each day of the absence, not counting weekends, to make up the missed assignments, quizzes, or tests.

## **ACADEMICS**

### **Curriculum**

An effective learning environment is the hallmark of Our Lady of Grace Catholic Academy. The learning environment of Our Lady of Grace Catholic Academy provides a viable curriculum and an assessment program that fosters a meaningful engagement in learning on the part of the students. The total curriculum of Our Lady of Grace Catholic Academy includes the infusion of Gospel values, as well as the attainment of knowledge and skills necessary for the students' spiritual, moral, intellectual, social and physical development.

The basic curriculum for Our Lady of Grace Catholic Academy includes the following subjects: Religion, Reading/Literature, Language Arts (English, Spelling and Handwriting), Math, Science, Social Studies, Fine Arts (Art, Music, and Band), Physical Education and Computer Technology. These core subjects are integrated within the curriculum of the Preschool and Kindergarten Program.

Our Lady of Grace Catholic Academy's core curriculum is aligned with the Diocesan Curriculum Standards, the Illinois State Learning Standards and/or the Common Core Curriculum Standards. Academically, all Diocesan and State requirements are fulfilled. The curriculum is marked by current content and innovative approaches in methodology. There is an emphasis on principles rather than fact, on learning through values-based problem – solving and application to real life situations.

### **Alleman Instrumental Band Program**

Students in Grades Five through Eight have the opportunity to participate in the Alleman Instrumental Band Program. Private lessons are provided at Our Lady of Grace Catholic Academy, while group rehearsals and concerts take place at Alleman High School. A fee will be charged to all band students.

### **Alleman High School Algebra**

Eighth grade students who qualify based on a standardized math composite score of above the 90<sup>th</sup> percentile, may attend Algebra class at Alleman High School. This class fulfills the requirement for one full high school credit in math if the student attends Alleman High School as a freshman. Alleman High School administers this program and selects the student enrollment based on the above criteria.

### **Music Education**

Our Lady of Grace Catholic Academy provides vocal music classes for students in Preschool through Grade Eight. A Christmas and Spring Program is shared each school year for parents/guardians and friends.

## **Physical Education Program**

The Physical Education Program at Our Lady of Grace Catholic Academy is an instructional program that helps students achieve optimum growth and development through psychomotor and cognitive learning domains. Skill development, social development, building of self-esteem, personal value development, physical fitness and participating in recreational activities are parts of the overall program. Grading of physical education is based on sportsmanship, behavior, participation and skills tests.

Twice a week students in Preschool through Grade 8 enjoy structured physical education class. All students, except those excused for medical reasons, are expected to participate in physical education class. To be excused from physical education class, a student must have a written note from a doctor or parent explaining why the student is unable to participate in the activities.

Students in grades Preschool- Grade 3 wear their regular school uniforms and gym shoes. Students in Grades 4-8 must change clothes for P.E. and wear their gym shoes.

## **Religious Education**

A distinctive quality of Lady of Grace Catholic Academy is its commitment to the building of a community of faith. The ministry of educating the students of Our Lady of Grace Catholic Academy is fostered in an atmosphere of a believing faith community that shares faith in Jesus, prayer and service to others. Students, both Catholic and non-Catholic, participate in religious instruction on a daily basis and experience a variety of opportunities to pray together. Preschool through Grade Eight students and staff attend Mass each Thursday at 9:30 a.m. and on Holy Days of Obligation. Students participate in liturgical roles during all school Masses. Parents/guardians and parishioners are invited to attend these special all school Masses.

Students and staff in Grades Three through Eight have the opportunity to receive the Sacrament of Reconciliation on a rotating basis throughout the school year.

Preparation for the reception of the Sacraments of First Reconciliation and First Communion is shared with students in Grade Two. Grade Eight students prepare for the reception of the Sacrament of Confirmation.

Our Lady of Grace Catholic Academy invites and encourages students to participate in Christian service activities at all grade levels. As a Catholic school, our faculty and students are called to a life of service within and beyond the parish community.

Students in grades 5 and 8 will take the ACRE (Assessment of Catechesis of Religious Education) test in January.

## **Technology Education**

Our Lady of Grace Catholic Academy's Technology Curriculum is carried out in a computer lab setting and through the use of lap top computers and iPad usage within the classroom. The school is entirely networked offering students a full range of interactive informational services. Our Lady of Grace Catholic Academy's Internet Acceptable Use Agreement must be signed by both the student and parents/guardians each year prior to being allowed the

privilege of accessing the Internet at school. The agreement governs computer usage, use of the Internet and all online accounts. If this agreement is violated, a student's computer usage will be suspended.

### **Other Academic Related Topics**

#### **Early Bird and Extended Care Program**

Our Lady of Grace Catholic Academy Extended Day Program offers your child(ren) a comfortable, safe environment that extends outside of your child's academic day. This program is designed with flexibility and safety in mind. The Extended Day Program helps parents/guardians to bridge the gap when home care is not available. Children are given the opportunity to finish homework, enjoy a book, play games with others, enjoy time outside or just spend some quiet time under the supervision of the Extended Day Program staff.

Although the Extended Day Program is a drop-in program, parents/guardians are required to complete the registration form for the Early Bird and/or Extended Care Program and return it to the school office.

Parents/guardians are required to walk their child(ren) into the Early Bird Program located in the Title I classroom and sign their child(ren) in for the morning session. The Early Bird Program runs from 6:45 a.m. until 7:40 a.m. with a charge of \$1.50 per day per child/\$264.00 per year per child.

Parents/guardians are required to walk into the library to pick their child(ren) up and sign their child(ren) out of the Extended Care Program at the end of the day. The Extended Care Program hours are 3:00 p.m. to 5:30 p.m. each school day with a charge of \$2.00 per child per day/\$352.00 per year per child if the program is used from 3:00-3:30 p.m. and \$5.00 per day per child/\$880.00 per year if the Program is used from 3:00-5:30 p.m.

The Illinois Department of Human Services will provide partial childcare financial assistance for qualifying families. For information about payment rates and income guidelines, please contact the Community Child Care Resource Center, 4508 41<sup>st</sup> Street, Moline IL 61265, or call 309-205-3070.

#### **Field Trips**

Field trips are an important use of community resources to supplement the objectives taught in the curriculum. All field trips will be chaperoned by teachers, staff members and parents/guardians who have completed the Safe Environment Class and have passed the mandatory Diocesan Background Check. A Field Trip Information Form with a Parent/Guardian Permission Statement will be distributed to students before each field trip. There may be a required fee for a field trip to defray the entrance fee.

Permission of parents/guardians is required for students to take a part in any field trip. If a permission slip is not returned by the due date, the student will not attend the field trip. Telephone calls and notes cannot be accepted in lieu of permission slips. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Cell phones, cameras or other electronics are not allowed on field trips unless otherwise directed by the teacher(s) or principal.

All students are expected to be a part of a field trip. However, any student who is not doing well academically or whose behavior has been routinely inappropriate will remain at school, as field trips are a privilege for our students. If your child(ren) is/are not invited to attend the field trip due to inappropriate behavior or academic deficiency, you will be notified of this fact. Your child is expected to attend school on the day of the field trip and schoolwork will be provided for him/her to complete.

We will attempt to ride a bus to as many field trips as possible throughout the school year. However, if parents/guardians are needed to transport students in their cars for field trips, the following is required: The parent/guardian has completed the Safe Environment session, has passed a Background Check, has completed and passed the Catholic Mutual Safe Driving three session course, has completed a Volunteer Questionnaire and an Insurance Form, showing a minimum of \$300,000.00 insurance coverage. Seat belts must be provided for each student in the car or van. If the car or van has a passenger air bag, the student must sit in the back seat of the car or van. Students are not allowed to be transported in a convertible or the back of a pick-up truck.

Preschool through Grade Two students must use car seats or booster seats, unless they are the required weight and height that allows them to use regular seat belts.

## **Grading**

Evaluation of a student's academic progress is based on teacher's judgment and observations of the student's comprehension of the concepts covered in each subject area. Daily work, projects, class participation, effort and over all performance on various types of assessments will determine the student's grades.

The quarterly report card serves as a form of communication with parents/guardians, presenting them with an assessment of their child(ren)'s achievement and progress in all academic areas.

Our Lady of Grace Catholic Academy's current grading system is as follows:

□ **Preschool:**

I= Independent, demonstrates excellent progress  
D= Dependent, demonstrates progress with assistance  
E= Emergent, begins to demonstrate progress

□ **Kindergarten-Grade 2:**

*E= Exceeds Expectations*  
*M= Meets Expectations*  
*P= Progressing with help*  
*H=Having Difficulty*

□ **Grades 3-8:**

A= Excellent (94-100)  
B= Very Good (85-93)  
C= Satisfactory (76-84)  
D= Below Average (70-75)  
F= Failure (Below 70)  
I= Incomplete

## **Homework**

Homework is an extension of the learning process and enhances the study skills of the students, reinforces the concepts taught and provides an opportunity for independent learning. Completing the assigned homework should give students a sense of pride in their understanding of the concepts taught and their demonstration of knowledge and application of these concepts. Through the completion of daily and long range homework, students will become self-confident, self-directed learners.

Making homework meaningful to the students requires cooperation and communication between teachers, students and parents/guardians. At all times, homework assignments are to be done neatly and completely and follow the directives given by the teachers. Parents/guardians are encouraged to take an active role in helping their child(ren) meet homework expectations by checking the assignment book of each of your children, examining the completed homework and by discussing what is being studied in each curriculum area. Parents/guardians are encouraged to provide their child(ren) with a suitable atmosphere, specific time and regular location to study.

The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his or her work at home.

For an average child, the amount of total time spent on homework each evening should not exceed:

- Grades K through Two: Approximately 30 minutes daily
- Grades Three-Four: Approximately 45 minutes daily
- Grades Five-Eight: Approximately 60-75 minutes daily

If a student's homework is consistently too difficult or exceeding the recommended time allotment, the parents/guardians and student should discuss the situation with the teacher(s).

Children are expected to use an assignment notebook, which will help organize their efforts on short and long-term assignments/projects. Homework may be assigned to students Monday through Friday. Long term projects may extend over the weekend. Unless a child is absent the day an assignment is given or absent the day it is due, there should be no late assignments. Late assignments will result in the lowering of an assessed grade.

All students are to perform to the best of their ability in all subjects at all times. Cheating or plagiarism are serious offenses. Students who steal another person's ideas and/or academic work will be subject to disciplinary action. Students are expected to do their own work at all times, unless they have been assigned to work cooperatively with others.

Students who do not complete work before the quarter grading shall receive an "I" (Incomplete). The "I" will be changed to the appropriate grade when the incomplete work is submitted, graded and approved. A Grade Eight student must have all work completed in order to receive a Graduation Diploma.

## **Library**

The school library is an extension of the classroom with students participating in a scheduled library period each week. The library offers a variety of materials for a one week check out period (PK-2) and two week check out period for Grades 3-8. Borrowed books are to be returned on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books will not receive quarterly report cards until their account is cleared.

## **Make-Up Work**

Students will be allowed two days for each day of absence not counting weekends due to illness. For example, a student who was absent three days should be given six school days to complete the missed work. Students who do not complete make-up work in the allotted time may receive a decreased grade for the work submitted.

Teachers, students and parents/guardians are to make arrangements for making up missed tests and quizzes.

## **Promotion and Retention**

A major goal of Our Lady of Grace Catholic Academy is to assist students to complete each academic year satisfactorily. At times, repetition of a grade may be recommended when it is deemed by the teacher(s) and principal to be necessary and advantageous to the learning needs of a student. If retention is recommended, the following procedures will be followed:

- The teacher(s) after consultation with the principal, will notify parents/guardians immediately if a child is not progressing satisfactorily towards passing grades.
- The principal and staff will assist the parents/guardians in suggesting remediation techniques to assist the student.
- Periodic meetings will be scheduled to monitor and review the student's progress.
- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the teacher(s) and principal.

## **Public School Special Services (East Moline Public School District)**

Our Lady of Grace Catholic Academy students are eligible to participate in the East Moline Public Schools Special Services Program assuming state and federal criteria are met. Either parents/guardians or teachers with parental approval may request a student be referred for a possible educational case study.

If it is determined that a case study is warranted, an evaluation will be conducted by a psychologist from the East Moline Public School District. The resulting evaluation report and recommendations will be discussed at a meeting involving the parents/guardians, the teacher(s) and the principal from Our Lady of Grace Catholic Academy and the public school personnel who conducted the evaluation.

If a student qualifies for Free and Reduced Lunch and resides in the East Moline School District and exhibits academic difficulty, he/she may also qualify to participate in the Title I Reading and Math Program.

### **Reporting Student Progress**

Reporting student progress is the result of daily evaluation of your child(ren)'s progress based on written and oral work and test results. Formal report cards are distributed to students in Kindergarten through Grade Eight four times a year at the end of each quarter of study. Preschool students will receive a progress report at the conclusion of the second and fourth quarter.

As a means of informing parents/guardians as to the academic development of their child(ren), Parent-Teacher Conferences are held at the conclusion of the first quarter for students in Preschool through Grade Eight.

In addition to these conferences, parents/guardians or teacher(s) can make arrangements for other conferences at any time during the school year at the convenience of both parties. Parents/guardians are urged to use this type of communication to answer any questions and/or address any type of concerns regarding their child(ren)'s academic or personal development.

### **Scholastic Recognition Program**

The basis of the Scholastic Recognition Program at Our Lady of Grace Catholic Academy for students in Grades Four through Eight is to provide healthy competition, recognition of talents and sharing of personal gifts with others. To achieve these goals, an Honor Roll has been developed for each quarter of the academic year. Students who have attained a "B" or better in all major subject areas will qualify for Honor Roll recognition. A special Honors Assembly is held at the end of each semester to recognize students who are on the Honor Roll or who have made significant academic improvement throughout the year.

### **Standardized Testing**

The standardized tests administered at Our Lady of Grace Catholic Academy assist the teachers and principal in an evaluation of the academic and Religion programs and are used to determine students' academic achievement levels, to assess students' strengths and weaknesses, to evaluate the effectiveness of the curriculum presented to our students and assist in the revision of curriculum and planning of instruction as needed.

The Iowa Assessments and Cognitive Abilities Test are administered to students in Grades Three through Eight in September. Parents/guardians will be notified in advance of the testing dates and when the results are received in the school office in late October.

Students in Kindergarten through Grade six are administered the Fountas and Pinnell Reading Assessment to determine the students' reading level at the beginning and end of the school year.

The ACRE (Assessment of Catechesis and Religious Education) will be administered in January to students in Grades Five and Eight. The results of the ACRE Assessment will guide the teaching staff in curriculum development in the area of Religion.

### **Student Records (D-115 P-CDOP)**

A permanent record of each student is kept on file in the school office. The records include the following: report cards, results of standardized tests and attendance records. A separate health record with immunizations and screening reports is kept on file for each student. A

conference to review your child(ren)'s file may be arranged by contacting the principal. Please notify the principal in writing and allow twenty-four hours for the request to be processed.

A student's records may not be removed from the school premises. Access to a student's records shall be limited to the school's instructional staff and the principal. Other professionals (e.g. counselors, social workers, psychologists, etc.) must have written permission from the parents/guardians or authorization from the court to attain access to a student's records.

### **Students with Special Needs (D-105 P-CDOP and D-105 AR-OCS)**

Our Lady of Grace Catholic Academy will admit students with special needs whenever possible. When a family with a special needs student applies for enrollment, the principal and parents/guardians will meet to define the student's special needs and the school's ability to meet those needs.

Students with identified disabilities who have a current Private School Service Plan, Modification Plan or a 504 Plan may receive modifications to their curriculum. A modification may change the content, instructional level, student work load or the administration of quizzes and tests. A modified grading scale may also be used.

### **Study Hall**

Students in Grades 5-8 may take advantage of the after school study hall based on their individual needs. Students will be supervised and assisted by certified teachers on: Monday, Tuesday and Thursday from 3:00 p.m. – 3:45 p.m. unless otherwise noted.

Teachers may strongly suggest your child attend study hall to benefit from the extra help. Ultimately, the choice to have your child attend is up to you.

## **ATHLETICS**

The Our Lady of Grace Catholic Academy's Interscholastic Athletic Program is an extension of the academic curriculum and strives to teach life skills such as competition, leadership, teamwork, sportsmanship, discipline, self-control and fun. The Athletic Program at Our Lady of Grace Catholic Academy guides the student athletes in the development of physical and athletic skills in an environment where spiritual and mental growth is stressed.

The philosophy of Athletics at Our Lady of Grace Catholic Academy is focused on teaching the rules, skills and fundamentals of each sport and developing student athletes for the next level of competition.

The Our Lady of Grace Catholic Academy's Interscholastic Athletic Program consists of opportunities for both boys and girls in Grades 5-8 to participate in a variety of sports. The Core Sports comprised entirely of Our Lady of Grace Catholic Academy's students are: Girls' volleyball (Grades 5-8), basketball (Grades 5-8) and cheerleading (Grades 7-8) and Boys' basketball (Grades 5-8). "Co-op" sports are comprised of students from Jordan Catholic School, Seton Catholic School and Our Lady of Grace Catholic Academy. "Co-op" sports include football (Grades 3-8 boys), cross-country (Grade 6-8 girls and boys), wrestling (K-8 boys), tennis (Grades 6-8 boys and girls) and track and field (Grade 7-8 boys and girls)

All core and "Co-op" sports are subject to the academic eligibility policies of Our Lady of Grace Catholic School.

### **Athletic Eligibility**

All Our Lady of Grace Catholic Academy student athletes are students first and athletes second. They are responsible to complete all academic coursework and ensure that all homework is turned in on time. It is expected that each athlete remain in good academic standing on a regular basis to be eligible to participate in his/her sport and represent Our Lady of Grace Catholic Academy.

Students will have grades checked on a weekly basis by the Athletic Director. An athlete is not in good academic standing if he/she receives one or more "F's" or has an Incomplete on the academic progress check.

The first time a player becomes ineligible during the year, he/she will be put on academic probation which results in a warning letter. The warning letter is the only consequence for the first offense. There is only one academic probation granted during a school year regardless of the number of sports a student participates in throughout the year. After the academic probation period, if a student finds himself/herself in poor academic standing, he/she will be ineligible to participate in the sport.

Being ineligible means the student will not be able to participate in any game(s) for a seven day period, Monday through Sunday, following the Thursday ineligibility notice. The student will not be able to dress with or sit with/near the team during any scheduled game(s). During the ineligibility period, the parent/guardian will have the discretion to decide if the student can participate in practices with the team.

A student athlete must be in attendance by 10:00 a.m. and remain in attendance the rest of the school day in order to participate in an athletic practice or event. Any variance must be granted by the principal.

If a major disciplinary issue arises, the student athlete will be suspended for one week or the remainder of the season based on the offense. (I.e.: Grave disrespect of adults, bodily harm to others, destruction of property, involvement in illegal acts, truancy...)

### **Parents/Guardians and Fans**

Parents/guardians and fans of Our Lady of Grace Catholic Academy should be models of good sportsmanship during athletic contests. Your actions should reflect the values of Our Lady of Grace Catholic Academy and the values and teaching of Christ. Please refrain from emotional outbursts, loud and disparaging comments especially directed at officials and opposing players. Parents/guardians, fans and athletes are reminded to be humble in victory and gracious in defeat!

### **Physical Examination**

All student-athletes must have a physical examination prior to the first practice of their respective sport. One physical exam is good for the entire school year. Insurance coverage shall be required for all students involved in the athletic program either through school insurance or family coverage. Families who do not purchase school insurance must provide written proof of family insurance coverage.

## **COMMUNICATION**

The principal and staff are committed to effective and appropriate communication with students, parents/guardians, parishioners and the public so that a spirit of understanding, openness and cooperation will exist between the Our Lady of Grace Catholic Academy staff and the families that are a part of our school community. We encourage parents/guardians and students to contact us to share positive comments about our educational programs and school environment as well as concerns and questions that might arise throughout the school year.

### **Communication with the Principal**

The principal, is available throughout the school day to meet with students, parents/guardians, pastors, parishioners or friends of Our Lady of Grace Catholic Academy. To reach the principal contact 309-755-9771.

### **Communication to Teachers**

The most appropriate way to contact your child(ren)'s teacher(s) is to leave a message for them in the school office. Please offer the best time to contact you and leave a phone number where you can be reached. You may also communicate through our school email with your child(ren)'s teacher(s).

Unscheduled drop-in conferences before, during and after school hours are not possible as teaching and supervising the students during the school day is the first priority of our teachers. The teacher(s) will return your phone call or email to set up a conference time which is mutually agreeable for the teacher(s) and the parents/guardians.

### **Community Relations**

We invite you to become involved with the Our Lady of Grace Catholic Academy staff and other parents/guardians so that our school can continue to grow as a faith-filled educational community. We encourage parents/guardians to attend weekly all school Masses, Open Houses, Parent Education Nights, Catholic Schools Week activities, concerts, curricular activities, Home and School Association activities, Booster Club activities, athletic activities and other planned events throughout the school year.

### **Complaints**

The normal channel for complaints concerning Our Lady of Grace Catholic Academy shall be made from parent/guardian or students to the staff member directly involved and to the principal. Every effort will be made to satisfy the complainant at the earliest level.

### **Confidentiality**

Confidentiality is an essential element in fostering effective communication and mutual trust and respect between the school staff, students and parents/guardians. All school staff are asked to keep information given to them confidential unless someone's life, health, or safety is at risk. We respect your privacy and therefore confidentiality is our top concern and priority.

### **Correspondence from the School**

A monthly newsletter will be sent home in the family envelope and will include important dates, activities, information, and forms. Official envelopes containing all correspondence are sent home each week and should be returned the following school day. There is a \$1.00 replacement charge for envelopes that are lost.

Weekly and monthly updates and other important school information will be posted on the Our Lady of Grace Catholic Academy website ([www.olgca.org](http://www.olgca.org)).

Each family is asked to provide an e-mail address if possible to receive important information electronically throughout the school year.

We also use a phone system called Parent Alert. We ask families to give us the best number to be reached to receive updates, cancellations and announcements.

### **Custody Issues**

If there are limitations regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgments or any court order modifying the judgment to keep confidentially in the student(s) file. Any changes made in a custody agreement should be promptly reported in writing to the principal.

### **Dual Reporting**

Our Lady of Grace Catholic Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Our Lady of Grace Catholic Academy will provide a non-custodial parent with access to academic records and other information regarding his/her children(en). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court certified copy of the court order.

### **RenWeb School Management System**

RenWeb is the Internet based School Management System used by Our Lady of Grace Catholic Academy. The system is integrated into a single database to provide instantaneous data sharing school-wide information via the web, automating school administration, classroom management and communication with the home. Parents/guardians can view homework assignments, calendars, announcements, monitor grades and attendance and generally check their child(ren)'s progress from any location via the web at any time.

### **Student Telephone Use**

It is generally unnecessary for a student to make phone calls during the school day. If, however, an emergency should arise, a phone call may be made by the student from the school office.

Students will not be given permission to use the phone for forgotten homework, P.E. clothes or other items which students are responsible for bringing to school each day.

## **DISCIPLINE**

The policies and regulations of Our Lady of Grace Catholic Academy must clearly express the priority given to the dignity of students and the respect and reverence for the student. Discipline procedures of Our Lady of Grace Catholic Academy must be more than reactive. The staff of Our Lady of Grace Catholic Academy endeavors to be proactive in its attitude toward discipline.

Discipline at Our Lady of Grace Catholic Academy has the twofold purpose of providing for the common good and the individual good. Discipline helps all students as it contributes to an environment for learning and living. Discipline helps all students as it contributes to an environment and guidance in which to grow in becoming a self-disciplined person and to develop a distinctive moral lifestyle guided by Christian values. Self-discipline will enable each student to develop personal self-respect, a respect for others and to contribute to an atmosphere within the classroom which is conducive to learning.

We hope that optimal learning will take place at Our Lady of Grace Catholic Academy, as students show respect for God, self, others and property; contribute in a positive way to the learning environment and follow all classroom and school procedures and rules. Our Lady of Grace Catholic Academy adopts and supports rules of conduct and dedicates our efforts to teaching the skills of self-discipline and positive behavior choices to ensure the safety of our students in a Christian environment where each student can grow personally, spiritually and academically.

Jesus is the center of our lives, and His teachings are the prime reason Catholic schools exist. By his example of unconditional love and forgiveness, Christ has shown us how to treat one another. Our students, through their personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline policy will be used to guide students toward a positive, more Christian behavior.

In regard to student behavior, Our Lady of Grace Catholic Academy shall use a positive method of discipline.

### **Each child shall:**

- Be kind to everyone.
- Respect others and their property.
- Keep the building and school grounds neat.
- Follow rules and directions.
- Use polite and proper language and manners.
- Work cooperatively with others.
- Laugh with others, not at them.
- Make sacrifices for the benefit of others.

### **Guiding Principles:**

- Students will be held accountable for all behavior.
- Both the severity of the misbehavior and the age of the child will be given consideration in deciding an appropriate consequence.
- Each child's behavior will be dealt with individually. Group consequences due to the inappropriate actions of a few are discouraged.

- Appropriate consequences will be determined after each incident.
- Everyone is entitled to respect.

If a student chooses to make an inappropriate behavior choice, it will be dealt with by a logical plan based on the abovementioned guiding principles which will include reflection upon the most appropriate behavior which should have been exhibited. If a student has repeated offenses of classroom or school rules, he/she will spend time in detention during noon recess or after school if necessary. Parents/guardians will receive a behavior report/detention notification if such is given with the request that the behavior report/detention form be signed and returned to the student's teacher.

### **Disciplinary Levels**

Non- malicious misbehavior will be resolved between the teacher and student and may involve a discussion with the parents/guardians.

Deliberate misbehavior including maliciousness, disrespect, disobedience, repeated requests for improvement will be resolved in a conference between the teacher, parent/guardian, student and possibly the principal.

### **Behavior Plan**

When it becomes apparent to a teacher and/or the principal that a student's behavior has become chronic or serious, the student's behavior will be reviewed by the student's teacher(s) and the principal. A conference will be held with the parents/guardians at which time a behavior plan will be discussed and formulated.

### **Detention**

This is a form of discipline that is used as a consequence for unusual, repeated, excessive or extreme behavior.

When a student is given a detention, a form will be sent home identifying the misbehavior and stating the date on which the student will be detained after school. Parents/guardians will then sign the form and return it to school. On the day of the detention, the student will remain after school until 3:40 p.m. Parents/guardians are responsible for arranging transportation home. The day, date, and time of the detention are at the discretion of the teacher/principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Failure of a student to serve a detention on the assigned date automatically results in one additional detention. Students who are absent from school on the date of a detention will be assigned a new detention date upon their return to school.

### **Professional Consultation**

Certain behaviors and situations may occur in which the principal and teachers are not qualified to handle. Social service agencies and professional consultations may be recommended to the parents/guardians. Before a decision is made to seek the service of these professionals, a conference will be held with the parents/guardians, teacher(s) and principal.

In situations where the school program cannot adequately provide the necessary assistance for a student with discipline issues, a permanent dismissal may be necessary.

## **Suspension**

Suspension, the temporary removal of a student, is a serious matter and should be invoked rarely. Suspension is determined by the principal. Suspension may be in school or out of school.

Suspension must include written notice given by the principal to the parents/guardians stating reasons, effective date(s), and the manner of re-entry. A suspension should not exceed three days.

In-school suspension is where a student is isolated from the other students and school activities and is under the supervision of school personnel. He/she will eat alone. School work will be sent to him/her. The student may not reenter the classroom until a meeting is held between the student, parents/.guardians, the teacher(s) and the principal.

An out-of-school suspension is the temporary removal from school and school activities. During the suspension, the student is responsible for completing all school work assigned during the time period he/she is out of the classroom/school. The completed work is due the day the student returns to the classroom.

After a period of extended suspension the parents/guardians are required to return to school with the student to request re-admittance and to discuss a plan for improved behavior. A period of probation may be determined by the principal with frequent contacts to discuss the progress made by the student.

Suspension may occur for such behavior as:

- Continued use of vulgar language and/or vulgar drawings, writing, etc.
- Fighting on the school grounds
- Persistent name calling, ridiculing, harassing, etc., of other students
- Inflicting physical or psychological danger
- Out of control or unreasonable behavior
- Constant or continuous class disturbances
- Persistent violation of school regulations
- Defiance and preventing a teacher from teaching
- Refusal to do assigned work
- Jeopardizing the reputation of the school

Immediate suspension will occur for such behavior as:

- Possession and/or use of weapons, alcohol, illegal drugs by a student on parish property or at a school-sponsored function
- Theft and/or extensive destruction of school property
- Threat of or serious injuries to students or teachers

The East Moline Police Department and the Illinois State Police Department will be notified within three days of a verbal or written complaint from an Our Lady of Grace Catholic Academy staff member regarding instance of battery committed against school personnel at school.

## **Expulsion**

Expulsion, the permanent termination of a student's enrollment at Our Lady of Grace Catholic Academy is a very serious matter and will invoke only as a last resort.

Expulsion is determined by the principal in consultation with the Our Lady of Grace Catholic Academy's Pastors' Board and the Superintendent of Catholic Schools. In determining the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem and to the legality of the reason for the dismissal. The student and his/her parents/guardians shall be notified of the reason(s) and the decision in writing. A copy of this notification shall be filed in the student's file. Students who have been expelled will not be allowed to return to Our Lady of Grace Catholic Academy without prior permission from the principal and Education Commission.

Reasons for which such actions may be taken include:

- Consistent refusal to obey reasonable rules.
- Chronic, willful absence or tardiness
- Immoral conduct
- Continuous disruptive behavior
- Characteristics extremely offensive to students
- Serious misbehavior that jeopardizes the reputation of the school
- Possession and/or use of weapons, alcohol or unprescribed drugs by a student on parish property or at school sponsored functions
- Theft and/or extensive destruction of school property
- Threat of or serious injuries to students or teachers.

## DRESS CODE

Our Lady of Grace Catholic Academy has a dress code for grades Preschool-Grade Eight.. Parents/guardians are asked to aid in enforcing this dress code. The principal will notify parents/guardians of violations. The dress code may be found in this handbook and on the school's website, [www.olgca.org](http://www.olgca.org).

If there is a time when the prescribed dress code cannot for some legitimate reason be followed, the office must be notified. Students who are out of uniform without notification will be sent to the office, and the parents/guardians will be called to bring the proper clothing.

### Consequences of Uniform Violations

For violations of the Dress Code, the following procedures will be followed for students in Preschool through Grade Eight.

**First Violation:** A verbal warning will be given to the student by the teacher/principal.

**Second Violation:** A written Violation Form will be given to the student and the parents/guardians will be called to bring clothing which is in the Dress Code Policy.

**Third Violation:** Preschool-Grade Two

- Parents/guardians will be notified and required to bring student uniform clothing
- Following day parent must bring student to the office and have uniform approved by the principal

Grades Three -Eight

- Parents notified and required to bring student uniform clothing
- An after school Detention will be issued.

**Future Violations** May also result in forfeiting "dress down" days

### Out of Uniform Dress Code

#### Grades Preschool-8

Every Friday, students and staff may wear Our Lady of Grace SPIRIT attire. The principal will announce other optional days to the dress code with notice sent home in advance. Non-uniform clothes should always be in good condition, fit properly, and be appropriate for a Catholic school.

Although "skinny jeans" may be worn, they may not be skin tight and look like they are "painted on." The shorts/skirts must be no shorter than two inches above the knee. Jeans/capris must not have holes or slits. Shirts must be worn loose and show no cleavage.

Unacceptable clothing would include but is not limited to: flip flops, open back shoes, short shorts, spandex shorts, unhemmed shorts, tanks, midriffs, halters, sleeveless shirts, T-shirts with inappropriate messages, pajama pants, etc.

A Good Rule of Thumb: If you think you shouldn't wear it, you shouldn't. All Dress Code regulations and guidelines are subject to the discretion of the principal.

Category	Boys & Girls Grades Pre-8	Boys Grades Pre-8	Girls Grades Pre-8
<b>Solid Shirts with Collar:</b>	<ul style="list-style-type: none"> <li>• Polo (short or long sleeve in red, white, light blue or navy blue)</li> <li>• Long or short sleeve plain Oxford (or similar) dress shirts (red, white or navy blue)</li> <li>• Modest in appearance (not too tight or too loose)</li> <li>• Must be long enough to be tucked in at all times</li> <li>• No turtlenecks</li> <li>• No long sleeve shirts under short sleeve polo.</li> <li>• All shirts <b>must</b> have a collar.</li> </ul>	<ul style="list-style-type: none"> <li>• White undershirts only</li> </ul>	<ul style="list-style-type: none"> <li>• No cowl necks, no velour, no lace, no ruffles, no cap sleeves</li> <li>• White undershirts only</li> </ul>
<b>Solid Black, Navy or Khaki Pants &amp; Plaid Jumpers/ Skorts:</b>	<ul style="list-style-type: none"> <li>• Dress slacks in solid navy blue or khaki (tan).</li> <li>• Corduroy, broadcloth or polyester is permitted.</li> <li>• Capri pants in solid navy blue or khaki are permitted</li> <li>• Maximum of 2 front and 2 back pockets (<b>no cargos</b>)</li> <li>• No jeans, cargo pants, yoga pants, leggings or sweatpants may be worn.</li> </ul>		<ul style="list-style-type: none"> <li>• Plaid uniform jumper with shorts underneath (Pre-4).</li> <li>• Plaid uniform skort/skirt (4-8)</li> <li>• <b>No solid, black, 61201 navy or khaki jumpers, skorts or skirts are allowed.</b></li> </ul>
<b>Solid, Black, Navy or Khaki Shorts &amp; Capri Pants:</b>	<ul style="list-style-type: none"> <li>• Shorts in solid navy blue or khaki are permitted.</li> <li>• Capri pants in solid navy blue or khaki are permitted</li> <li>• Maximum of 2 front and 2 back pockets (<b>no cargos</b>)</li> <li>• Shorts must be <b>2 inches above the knee – no shorter</b></li> <li>• Permitted from start of school until Oct. 31<sup>st</sup> and then again May 1<sup>st</sup></li> <li>• No gym shorts may be worn as part of the uniform</li> </ul>		
<b>Sweaters &amp; Sweatshirts:</b>	<ul style="list-style-type: none"> <li>• Cardigan or pull over solid red, white or navy blue sweaters or sweater vests over a uniform shirt</li> <li>• OLGCA red, navy or grey crewneck sweatshirt over a uniform shirt</li> <li>• Zip up fleeces in red, white or navy. OLGCA fleece is also permitted. (No off-white.)</li> <li>• Each student is asked to have a red OLGCA sweatshirt for Christmas</li> <li>• No hooded sweatshirts will be allowed in the classroom except on dress down days</li> </ul>		
<b>Socks:</b>	<ul style="list-style-type: none"> <li>• Socks <b>must be worn and be visible</b> at all times</li> <li>• Solid colors of red, white or navy blue-must match</li> </ul>		<ul style="list-style-type: none"> <li>• Tights are acceptable in solid red, white or navy</li> <li>• Solid red, white or navy leggings may be worn under jumpers, skorts or skirts.</li> </ul>
<b>Haircuts:</b>	<ul style="list-style-type: none"> <li>• No fad haircuts such as, but not limited to, mushroom cuts, mohawks, spiked hair, designs cut into the hair or extreme hair coloring and/or bleaching (natural colors only).</li> <li>• No false hair pieces: feathers, clip ins or thread ins.</li> </ul>	<ul style="list-style-type: none"> <li>• Hair above the eyebrows, ears and shirt collars</li> <li>• Clean shaven-no mustaches, beards, goatees or long sideburns</li> </ul>	
<b>Shoes:</b>	<ul style="list-style-type: none"> <li>• Leather, canvas or tennis shoes with rubber soles</li> <li>• Tennis shoes must be worn on PE days-<b>no wedged tennis shoes or heelys</b></li> <li>• Must be visibly tied for safety</li> <li>• No open toes, heels, sandals, flip flops, clogs, crocs, fashion boots, or cowboy boots</li> </ul>		
<b>(Optional) Belt:</b>	<ul style="list-style-type: none"> <li>• Solid black, brown, red, white or navy</li> </ul>		
<b>(Optional) Jewelry &amp; Make Up</b>	<ul style="list-style-type: none"> <li>• Jewelry is permitted in moderation (limit is 1 of anything – ring, bracelet, necklace)</li> <li>• No earrings in the cartilage</li> <li>• No excessive make up and only solid color nail polish may be worn. No fake nails.</li> <li>• No body markings – tattoos, henna, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Earrings not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• One set of small post earrings is permitted</li> </ul>
<b>Mass &amp; Field Trip Days:</b>	<ul style="list-style-type: none"> <li>• Students are to be in uniform</li> </ul>		

In addition to this document, the discretion of the Administration will apply for all students. Students who repeatedly violate the dress code will forfeit participation in “Dress Down” days.

## **Hot Lunch Program**

Our Lady of Grace Catholic Academy participates in the National School Lunch Program (NSLP). The NSLP is a federally assisted meal program operating in public, private non-profit schools and RCCI's. The program was established under the National School Lunch act and provides nutritionally balanced, low-cost or free lunches to children each school day. It is administered at the federal level by the USDA and at the state level by the ISBE.

Our Lady of Grace Catholic Academy uses the Traditional Food-Based Menu Planning. This type of menu planning requires five components to be offered; meat or meat alternate, milk, grains/breads, and fruits/vegetables. Of the five offered, the students must take at least three. Unless the complete lunch is offered no government reimbursement will be forthcoming. Specific guidelines for planning, preparing, and serving lunches are issued to the school Food Service personnel and state inspectors regularly check to see that they are followed.

Free and reduced priced lunches are offered to families who qualify. Necessary forms are available in the school office upon request. Application for these special programs may be made at any time during the school year.

Payments for lunch accounts are to be made in the school office. Should an account fall into a negative balance, a note will be sent home with the student. Any account owing more than \$25, will result in your child(ren) no longer be eligible for the lunch program until payment has been made in full.

Menus will be included in the monthly newsletter and can be found on the school's website. Additional copies will be available in the school office.

The cost of hot lunch for the 2017-18 school year is \$2.85 for a child and \$3.50 for an adult. The cost of a carton of milk is 35 cents.

## **SAFETY**

### **Asbestos Management Plan**

The original EPA AHERA Asbestos Inspection and Management Plan Documents and additional information pertaining to response action activities, post-response activities and periodic surveillance for Our Lady of Grace Catholic Academy are available for your review in the principal's office.

### **Bullying Policy (D-147-CDOP and D-147 AR-OCS)**

Our Lady of Grace Catholic Academy seeks to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns or name-calling, threatening looks, gestures or actions, sharing of cruel rumors; suggestive comments; false accusations and/or social isolation. Bullying behavior of any type will not be tolerated at Our Lady of Grace Catholic Academy and may result in detention, suspension and/or expulsion.

### **Child Abuse Reporting**

The reporting of suspected physical abuse, sexual abuse and neglect are required of educational and health care professionals. Our Lady of Grace Catholic Academy staff members are Mandated Reporters and will comply with these reporting procedures.

### **Child Visitation At School**

Children not enrolled at Our Lady of Grace Catholic Academy are not allowed to visit school unless accompanied by an adult and arrangements have been made with the principal prior to the visit.

### **Cyber-Bullying**

The use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members is cyber-bullying. The school may impose disciplinary consequences for students who use technology/online blogs such as, but not limited to MY Space.com, Xanga, Facebook, etc. on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the Diocese, the school, the faculty, students or stakeholders. In addition, individuals who misuse technology may be subject to legal action under civil or criminal statutes.

### **Emergency Preparedness Plan (D-144 P-CDOP and D-144 AR-OCS)**

The safety of students is insured by drills and cautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, bomb threats, intruders or civil defense alerts. The faculty will make students aware of these precautions, procedures and evacuation routes. Evacuation plans are posted in each classroom. Fire drills are conducted at least three times a year at unannounced and at varied times. Tornado and lockdown drills are conducted twice a year at unannounced and varied times.

Our Lady of Grace Catholic Academy has an approved Emergency Preparedness 61201 Plan which parents/guardians may review upon request.

### **Harassment**

Harassment of any type: verbal, physical, visual or sexual, is opposed to the mission of Our Lady of Grace Catholic Academy and will not be tolerated. Harassment of any person in the classroom or on school grounds or by an employee while acting as a representative of Our Lady of Grace Catholic Academy is not acceptable, but is unethical, illegal and prohibited. Any individual judged to harass another, will be subject to disciplinary action.

A student who feels that he/she has been subjected to harassment must notify a Our Lady of Grace Catholic Academy staff member and his/her parents/guardians. The matter must be reported to the principal and an investigation will take place. In case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstance of the situation.

Please also refer to the Diocesan Policy C-402 Policies and Procedures Related To Allegations of Sexual Abuse of Minors by Priests or Deacons or By Lay Employees or Volunteers

### **Inspection Policy**

Individuals entering the premises of Our Lady of Grace Catholic Academy, whether students, employees, or guests, are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the administration reserves the right, at its discretion, to conduct inspections of school property and the property of students and visitors on the school's premises. The personal possessions of students, employees and visitors may be searched when the administration has reasonable suspicion that the search will uncover evidence of a violation of the law or school rules.

Included with this policy is the right to inspect the following:

- Desks
- Book bags, backpacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
- Vehicles on school premises
- Clothing (with appropriate safeguards for the individual's personal privacy)
- Other property (whether school, student, visitor) existing on school premises

### **Releasing Student During School Hours**

Our Lady of Grace Catholic Academy assumes the responsibility for your child's well-being and safety during school hours. Students may be released to their parents/guardians during the school day after the parent/guardian has signed the release log located in the school office. Parents/guardians are asked to notify the school office if someone other than themselves will be picking up their child. The office staff may ask for identification from anyone other than a parent/guardian. This precaution is taken solely for the protection of your child.

### **School Cancellation**

Severe weather may make it necessary to close school. If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations. In addition, Parent Alert may also be used. In general, whatever is announced for the East Moline School District in regards to weather conditions, will also apply to Our Lady of Grace Catholic Academy. General school policy is that school will not dismiss early. However, parents/guardians may always pick their child(ren) up early if they are concerned about weather conditions.

### **School Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

School personnel will deliver messages or forgotten items to classrooms. This regulation is for the safety of all the children and also for the purpose of minimizing interruptions and distractions to the students and teachers.

Parents/guardians are welcome to visit classes when they have made arrangements with the principal to do so at least one day ahead of the visit.

School personnel will accompany anyone wishing to observe the school in session. Arrangements for such a tour must be made with the principal.

### **Search and Seizure**

Catholic school officials may conduct periodic inspections of all or a randomly selected number of lockers, desks, and other storage spaces owned by the school and provided as a courtesy to students. The furnishings of lockers, desks, and other storage spaces provided as a courtesy to students shall not give rise to an expectation of privacy. Schools shall contact the Office of Catholic Schools prior to conducting any search.

The administration of the school is free to enter a student's locker, desk, or other storage spaces owned by the school at any time. Therefore the school reserves the right to search them without prior notice. If illegal and/or inappropriate items are found in a student's locker, desk, or other storage space (e.g., non-prescription drugs, stolen property), they will be turned over to law enforcement. Any items (i.e., personal possessions) that violate school rules will be kept by the school administration and returned to the parents. The school reserves the right to have law enforcement assist in conducting searches of lockers, desks, or other storage areas and the contents contained therein.

Students shall not lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the administration. Unapproved locks will be removed and may be damaged or destroyed in the search process.

### **Volunteering**

Many parents and interested people in the community contribute their time and talents to Our Lady of Grace Catholic Academy on a regular basis. These volunteers are an important part of the educational program at Our Lady of Grace Catholic Academy. There are all kinds of volunteer opportunities including, but not limited to, classroom projects, teacher's aide, room parent duties, field trips and fundraising committees. Without volunteers our school system would not function as well as it does. Any individual wishing to volunteer at Our Lady of Grace Catholic Academy is welcome, but must first attend the Diocesan Safe Environment Program and undergo the Diocesan mandated Background Check..

Parents/guardians may contact the school office for a schedule of these sessions as well as to obtain the necessary forms for the background checks. Because parent volunteers are one important lifeline of our school, we ask each family to volunteer 10 hours of their time throughout the year. **(Diocesan Policy C-400 P-CDOP C-400 AR-CDOP)**

### **Weapons Possession Policy (D-150 P-CDOP)**

It is strictly forbidden for any student of Our Lady of Grace Catholic Academy to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell any weapon on school premises or at any school related activity or function. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers or backpacks.

Weapons are defined as any object, device or instrument that has been designed, created,

adapted or used for the purpose of intimidating, threatening and/or inflicting physical injury.

An incident of a student in possession of and/or use of a weapon or look alike weapon, will immediately be reported to the East Moline Police Department and the Illinois State Police Department through the Student Incident Reporting system. Violations of this policy may result in disciplinary action up to and including expulsion from school.

## **SCHOOL ORGANIZATIONS**

### **Our Lady of Grace Catholic Academy Booster Club**

The Our Lady of Grace Catholic Academic Booster Club provides funding for the well-rounded physical education programs of Our Lady of Grace Catholic Academy and the competitive athletic programs for students in Grades 5-8. Because of the efforts of the Our Lady of Grace Catholic Academy Booster Club, every student has the opportunity to develop good sportsmanship and a healthy life-style as they share their athletic talents with others.

### **Our Lady of Grace Catholic Academy Education Commission**

The Our Lady of Grace Catholic Academy Education Commission was established during the 2014-15 school year. The Education Commission provides direction and guidance to ensure the mission, quality, continuity and stability of Our Lady of Grace Catholic Academy. Members of each affiliated parish are appointed members of the Our Lady of Grace Catholic Academy Education Commission.

### **Our Lady of Grace Catholic Academy Home and School Association**

Communication and mutual support between parents/guardians, members of the school community and members of the parish communities affiliated with Our Lady of Grace Catholic Academy is one key to a successful education program at Our Lady of Grace Catholic Academy. For this reason, Our Lady of Grace Catholic Academy has a Home and School Association. All families with children attending Our Lady of Grace Catholic Academy are automatically members of the Home and School Association.

The Home and School Association provides: 1) Information to families that give directions, ideas and activities that positively impact family life and encourage the development of Christian values within the family. 2) Service by organizing parents/guardians to do needed projects at school. 3) Fundraising to meet the instructional needs of the school. 4) Support in encouraging the educational, moral, physical, mental and religious growth of the school.

Thank you in advance for sharing your time, talent and treasure for the students of Our Lady of Grace Catholic Academy!

## **STUDENT HEALTH**

Every student should come to school healthy and in good spirits so they will have a successful school day. To help your child(ren) succeed in school, please insure that your child(ren) gets regular and adequate sleep, exercise and three well-balanced meals a day. Please guide your child(ren) to develop good health, hygiene and dressing habits.

When your child(ren) has contacted a communicable disease, please notify the school office immediately. Communicable diseases include: chicken pox, pink eye (conjunctivitis), influenza, impetigo, measles, mumps, lice (pediculosis), Rubella (German measles), whooping cough (pertussis), scabies, strep throat and AIDS.

Head lice, a frustrating and persistent problem, should be a shared concern of the home and the school. If there is indication that a student has head lice, parents/guardians will be called to pick up their child from school. Removal of nits from the hair and the use of a prescription-medicated shampoo are required before the child may return to school.

If your child has a fever, a rash, diarrhea, vomiting or a cough with a fever, please keep him/her home for a period of 24 hours. Often a day at home and bed rest will prevent more serious illness and encourage more rapid recovery. When calling the school office to report a student absent, please make sure to indicate the nature of the illness.

Should any student be seriously injured at school, parents/guardians will be notified immediately and advised to remove the student from school for a medical examination and/or observation. After medical diagnosis and treatment, the student may return to school at the recommendation of their family physician. The school should be informed when prolonged illness necessitates absence from school. Special health problems should be communicated to the principal.

### **Counseling Information**

Our Lady of Grace Catholic Academy does not have a school counselor on staff. If at any time a parent/guardian would like assistance in locating a licensed counselor/social worker or psychologist they should contact the principal for more information.

### **Doctor's Release**

Students may be excused from physical education class as well as outdoor recess with a note from a physician. A child who has had a serious illness or injury must present a written statement from the attending physician before being readmitted to physical activity.

### **Emergency Information**

Emergency Procedure Cards must be filled out for each student and are due no later than the first day of school. These cards contain important information that is used should we need to contact you for any reason. It also gives the school your permission for medical treatment in an emergency situation. These cards must be kept up to date and the parent/guardian is to notify the school office immediately as to changes of information on the cards (e.g. home and work telephone numbers, family doctor, emergency contact person, etc.).

### **Food Allergies**

Parents/guardians are responsible for notifying the school office and principal of any food allergies their child(ren) may have. Notification should be in writing and done annually.

### **Hearing/Vision Testing**

Annually, vision screening is done for students in Preschool, Kindergarten, Grade 2 and Grade 8. Hearing screenings are done annually for students in Preschool, Kindergarten and Grades 1, 2 and 3. Any abnormalities that are found are reported to the parents/guardians with a referral note indicating that the problems should be checked by a physician.

## **Illness/Injury at School**

If a student is injured or becomes ill at school, the parents/guardians or designated parties on the student's Emergency Medical Form will be contacted.

## **Medication in School**

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication.

1. The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
2. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
3. The written parental request and health care provider's authorization shall be valid only during the school year in which they are submitted, and must be renewed each subsequent school year.
4. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
5. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
6. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
7. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.
8. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
9. As required by state law, students may self carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
10. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.

11. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
12. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

Our Lady of Grace Catholic Academy personnel will apply band-aids, soap, water and ice packs.

## **HEALTH EXAMINATIONS AND IMMUNIZATIONS ( D-152 P-CDOP)**

**Dental Health Exam Required.** All students in kindergarten, Grade 2, and Grade 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist. Each school must give notice of the dental examination requirement to the parents or guardians of the students at least 60 days prior to May 15 of each school year. If a child fails to present proof of the required dental examination, the school may hold the child's report card.

**Vision Exam Required.** All students enrolling in kindergarten and any student enrolling for the first time in a private or parochial school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. If a child fails to present proof of the required eye examination, the school may withhold the child's report card.

**Health Exam Required.** Each student in a Catholic school in the Catholic Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the student's grade level.

**Immunizations Required.** Each Catholic school student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

**Proof of Health Exam and Immunizations Required.** A student's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the student examined and receive the immunizations, and present proof of same.

**Noncompliance with this Policy.** Failure to provide proof of required health exams and immunizations shall result in the student being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

### **Objections to Examinations and/or Immunizations.**

A parent/legal guardian who objects to his/her student being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- **Medical Objection.** Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason(s), and signed by the physician on the certificate of student health examination and placed on file in the student's permanent record. Should the condition of the student later permit immunization, this requirement will then have to be met.
- **Religious Objection.** Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations, tests, or immunizations to which they so object if such parents or legal guardians present to the local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations, tests, or examinations to which they object. The grounds for objection must set forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention. The signed certificate shall also reflect the parent's or understanding of the school's exclusion policies in the case of a vaccine-preventable disease outbreak or exposure. The certificate must also be signed by the authorized examining health care provider responsible for the performance of the child's health examination confirming that the provider provided education to the parent or legal guardian on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required. The Certificate of Religious Exemption form is available on the Illinois Department of Public Health website at:

<http://dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>.

The form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions.

- The school shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures should there be an outbreak of one or more diseases from which the student is not protected.

**Determination of Objection to Examination and/or Immunization.** The school is to forward all objections to the Catholic Diocese of Peoria, attention Superintendent of Schools, for determination of whether the required documentation has been presented for an exemption from health examination and/or immunization requirements. The final decision regarding whether a valid exemption exists rests with the Superintendent of Schools.

**List of Non-Immunized Students.** An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

## TRANSPORTATION

### Bus

Bus service is provided free of charge for those families who reside in East Moline Public School District #37. In order to qualify for this service, students must live at least 1.5 miles from the school. Exceptions may be made if you live in a designated hazard area. Questions about eligibility for busing may be addressed to the Transportation Department of East Moline Public School District #37 (309-755-2572).

Bus drivers may issue written reports stating discipline problems to school officials and parents. Depending upon the severity of the problem, the student may lose bus privileges for a period of time or the entire school year. For the safety of the children who ride the bus, misbehavior will not be tolerated.

Students riding the bus are immediately dismissed after the dismissal bell rings. Any student left at school will be sent to the Extended Care Program, and the parents/guardians will be responsible for the Extended Care Program fee.

We fully endorse and cooperate with the policy regarding bus rules to ensure safety as set forth by East Moline District #37. Our Lady of Grace Catholic Academy will very rarely take exception to the decision of the drivers regarding specific incidents. Following are the school bus rules established by the Transportation Department of East Moline District #37.

- To ride a school bus is a privilege and a convenience for the student and his or her family. There are, however, certain standards of behavior that are necessary for the physical safety and good moral environment that is desired for students who attend the East Moline schools. Students are expected to give bus drivers the same high level of respect and personal courtesy they give their teachers.
- The rules for bus riders are posted on each bus. Failure to abide by these rules will be reported to the school principal by the bus driver on a form provided for this purpose. Following are the most serious but not an all-inclusive list of misconduct, which will result in disciplinary action: Disrespect toward driver, Refusing to obey driver, Failure to remain seated, Fighting, Profanity, Lighting matches, Eating/drinking or chewing gum, Throwing objects at the bus, Throwing objects inside of the bus, Sticking a body part out of the window, Inappropriately using sharp objects (Poking holes in seats), Vandalism, Smoking, Playing radios or tapes/CD's
- If your child is reported for any of the mentioned misconduct, the following disciplinary actions may be taken:
  - I. *First Offense*: After receiving notice of the misconduct, the principal contacts the child's parents/guardians regarding the incident.
  - II. *Second Offense*: The pupil is denied transportation for up to FIVE SCHOOL DAYS.
  - III. *Third Offense*: The pupil is denied transportation for up to TEN SCHOOL DAYS.
  - IV. *Additional Offenses*: The pupil may be denied transportation for the REMAINDER OF THE SEMESTER OR SCHOOL YEAR.
- The principal will determine the seriousness of an incident. The principal may suspend or revoke bus privileges on first offenses if the misbehavior is willful or serious.
- Musical instruments small enough to be held on the pupil's lap may be brought onto the bus. Drums, tubas, and the like cannot be held on the student's lap and CANNOT be transported by the school bus. In addition, animals are not to be carried onto the bus by pupils.

- Since there is to be no eating on the bus, foods such as birthday treats are to be eaten at school. However, if it is necessary to take such treats home, they, as well as leftovers from school lunches, ARE NOT TO BE EATEN ON THE BUS.

It is hoped that all parents/guardians whose children are transported by school buses to our school take some time to discuss these rules with their children and emphasize to them the importance of these rules.

It is hoped that it will not be necessary to deny any pupil the opportunity to ride the school bus because of repeated instances of misconduct. On the other hand, we do feel that it is important that children understand the need for proper conduct on their part while riding the bus and what the consequences for improper conduct will be. Your cooperation in informing your children in this regard is appreciated.

**Prior approval is necessary when an additional student must ride an East Moline Bus. Please contact East Moline School District Transportation Department at 309-755-2572 for approval.**

### **Bicycles**

If your student rides a bicycle to school the following rules should be observed:

- Bicycles should be locked at all times while on the school premises.
- Students riding bicycles should know and observe safety traffic rules and ride correctly and courteously.
- Bicycles should be walked on school grounds.
- The student/parent/guardian understands that the school is not responsible for lost, stolen, or damaged bicycles.
- Students in grades K-3 must have explicit written permission from their parent/guardian to ride a bicycle to school. This written permission will be kept on file in the school office.

Students who violate the above regulations can be prohibited from bringing their bicycles to school.

### **Crossing Guards**

Please be advised that East Moline will not be providing crossing guards at 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup> Avenues this year. Students crossing these streets will be doing so at their own risk. Any student that must travel those streets to get to and from school may ride the school bus free of charge.

### **Daily Traffic Patterns**

Parents/guardians who drive their children to school are to enter 6<sup>th</sup> Street off of 18<sup>th</sup> Avenue. (Sixth Street is a one-way street between the hours of 7:30 a.m. and 8:00 a.m.) To drop a student off at the playground, pull up to the curb on 6<sup>th</sup> Street and have the student exit on the playground side of the vehicle. To drop a student off at Cleary Hall, turn left (west) into the alley between the church and Cleary Hall. Please exit the alley by turning right (north) behind Cleary Hall and exiting onto 17<sup>th</sup> Avenue.

At dismissal, parents who pick up their children must park on the east side of the Main Building or on the east side of the Intermediate Building. To enter and leave the parking lot, parents must use the entrance/exit to the parking lot located off of 18<sup>th</sup> Avenue. The 6<sup>th</sup>

Street entrance/exit to the parking lot is closed during the school day. In order to maintain the highest level of safety for our students, parents are asked to walk over to the classroom line whereupon the teacher will release the student to the parent.

At dismissal time, students who ride a bus line up on the blacktop by 6<sup>th</sup> Street until their bus arrives. Children who walk home must leave the school premises promptly upon dismissal. In the interest of safety, any child who is still waiting for a car ride after the buses leave will be sent to our Extend Care Program. The cost of the Extend Care Program is the responsibility of the parent or guardian.

To avoid congestion, parents/guardians are asked to refrain from parking along 18<sup>th</sup> Avenue or 6<sup>th</sup> Street during drop off or dismissal. Please keep in mind that traffic laws regarding school buses will be enforced.

### **Preschool Arrival/Dismissal**

When arriving in the morning, parents/guardians are asked to park in the east lot. Students in Sr. Stefanie's class should enter through the south doors, located by the office. Students in Mrs. Trout's class should enter through the north doors. Any child who is arriving after 8:00 a.m. **must be walked into** the office to check in before going to his/her classroom.

Students will be dismissed from their class line behind the main building at 3:00 p.m. Parents/guardians or the designated pick-up person are to walk to the child's line and the child will be dismissed to you by the teacher. Please remember, whoever is picking up the child must be listed on a contact/emergency card at the beginning of the year or the child will not be allowed to go with that person.

## **MISCELLANEOUS ITEMS OF INTEREST**

### **Animals in the Classroom**

The education and therapeutic value of animals in the school setting is widely recognized. However, to ensure the safety and well-being of students, staff, and animals, schools must follow the regulations set forth for this purpose by the Office of Catholic Schools.

Any student exposure to animals at school should be with parent awareness and consent – it is entirely possible that a child may be allergic to animal dander, bedding, or foods. Further, children may have strong fear or anxiety to certain types of animals (e.g. snakes, mice). While daily exposure might reduce fear or anxiety, it should be the family's choice. If an animal is brought into a classroom without parental knowledge, there is an increased risk of triggering an allergic reaction or anxiety attack.

Most animals are not suitable for handling in a classroom environment. The noise and commotion of the classroom can stress animals that are solitary and disturb their natural sleeping habits. Such stressors can cause typically docile animals to become aggressive. It should be noted that any animal that exhibits aggressive behavior must be immediately removed from the classroom and/or school. Such animals are not to be permitted on school grounds again.

If applicable, animals in schools must show proof of vaccinations.

In an effort to provide a healthy and safe environment for all, the following must be adhered to:

1. Live animals shall be brought into the classroom only as part of the written curriculum and with prior approval of the school administration.
2. There shall be a clear instructional or therapeutic purpose for keeping an animal in the classroom.
3. School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained. No animal shall be kept in a classroom if one or more parents object.
4. Exposure to feathered or furry animals must be carefully controlled, as they can exacerbate asthma and/or trigger severe allergic reactions.
5. If a heat lamp is required for the animal, it must be securely attached to the cage or tank containing the animal, have an electrical cord in good condition, be plugged into a surge protector, and have no combustible materials nearby (e.g. paper, plastics). In addition, an extension cord is not to be used for connecting a heat lamp to an electrical circuit.

### **Appeal and Review Policy of the Diocese of Peoria (G-111 P-CDOP)**

A review or appeal of any decision concerning policies, procedures or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese.

### **Birthdays**

When a child has a birthday, his/her name will be mentioned at the daily morning meeting on his/her special day. His/her name will also be present on the monthly bulletin board and he/she will also be acknowledged during the principal's Town Hall meeting with his/her classroom.

Students may bring a birthday treat to share with his/her homeroom. Because food allergies can pose a life threatening risk to some students, please consult with your child's teacher regarding any presence of food allergies within his/her classroom. All treats, homemade or purchased must be individually wrapped. Items that must be cut and served are discouraged.

Balloon bouquets, flowers or gifts are discouraged and will be kept in the school office until the end of the day.

Under no circumstances may birthday party invitations be distributed on school grounds without the express consent of the classroom teacher and only if every student in the class is invited. This is to prevent the unnecessary disappointment and hurt feelings an uninvited classmate would experience.

### **Cell Phone Use**

Students with cell phones at school must adhere to the following guidelines. Violations of these guidelines will result in the student's cell phone being confiscated and the privilege being revoked. If a student's cell phone is confiscated the principal will contact the parent/guardian.

#### Cell Phone Guidelines:

- Cell phones are to be turned off from 7:40 a.m. to 3:05 p.m.

- Cell phones are kept in a basket or bin on the homeroom teacher's desk. If a student is caught with a cell phone or other technological device (ipods, other music player, etc) on their person, the student will give it to the teacher, who will place the item in a plastic bag and turn it in to the main office.
- Students may not carry cell phones with them or have them out of their bag during the school day.
- Cell phones may not be used for picture taking at any time on school grounds.
- No harassment or threatening of persons via the cell phone.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling, classroom usage, or making purchases of any kind.
- If a cell phone is found in use or on a student during the school day, it will be turned into the office. The parent/guardian will then be responsible for coming to pick it up.
- If there is a second offense with the cell phone then the cell phone will be kept for an extended period of time and the principal will work out with the parent/guardian when it can be retrieved.

Our Lady of Grace Catholic Academy is not responsible for lost, stolen or damaged cell phones.

### **Change of Information**

Please notify the school office promptly concerning any change of address, email address, phone number(s) or emergency information. This courtesy will keep our records current and allow us to more effectively communicate with you.

### **Classroom Parties**

Holiday classroom parties may be celebrated by Preschool-8, but are generally more appreciated by primary students. Teachers in grades K-5 will collect a fee of \$5.00 per child at the beginning of the school year to pay for treats, drinks, decorations, etc. Room parents may assist with games at parties or special events at the discretion of the homeroom teacher.

### **Defensive Driving**

All employees and volunteers of the schools of the Diocese of Peoria who are licensed drivers shall complete the *Be Smart – Drive Safe* defensive driving training module from the Catholic Mutual Group.

### **Drug Free Environment**

Our Lady of Grace Catholic Academy prohibits use of tobacco, alcohol or any controlled substance in the school buildings, gymnasium or cafeteria, on the school premise and at school functions. A report of drug violations will be submitted to the East Moline Police Department as required by the school Reporting of Drug Violations Act.

### **Gum Chewing**

Students are not allowed to chew gum during school hours on school premises. Gum chewing offenses are cumulative and are not erased at the end of the school day. The following are the disciplinary steps taken when a student is caught chewing gum. Students will be asked to spit the gum out.

- 1st Offense: Student receives a warning and a note is sent home to notify the parents.

- 2nd Offense: Student must pay \$1 and stay inside for recess.
- 3rd Offense: Student must pay \$1 and serve a detention.
- 4th Offense: Student must pay \$1 and serve an in school suspension.

### **Handbook**

A parent/student handbook of regulations shall be compiled by the administrator and made available to parents and students at the beginning of each school year. All parents are required to sign a statement that they have read the parent/student handbook and agree to be bound by its provisions and regulations.

Parents shall be promptly notified of any changes made to the parent/student handbook. In the event that disagreements about school handbook regulations cannot be resolved at the local level, the Vicar General (cf. G-111) shall be the final recourse at the diocesan level.

All local policies included in the faculty/staff and parent/student handbooks must be approved by the pastor, and in the case of diocesan high schools, by the Bishop or his delegate.

### **Instructional Materials**

All instructional materials, textbooks, library books, novels, Bible, computers/laptops/ ipads and other resource materials are the property of Our Lady of Grace Catholic Academy. Teachers will discuss with their students the appropriate use and care of these materials and equipment.

All textbooks must be covered at all times throughout the school year. If through carelessness, a student damages or loses any textbook or instructional material assigned to him/her, a damaged fee or replacement cost will be assessed.

### **Lost and Found**

The loss of an article of value should be reported to your child(ren)'s homeroom teacher or the school office. Lost items will be placed in the Lost and Found Box. Placing names on articles of clothing, shoes/boots is strongly recommended.

### **Recess and Play**

When weather permits, all students are to be on the playground during supervised recess. Students may not bring their own personal toys or balls for use at school unless authorized by their teacher(s) for special events.

Students should dress appropriately for recess weather conditions. Students will not have outdoor recess if temperatures or wind chill factor is below zero degrees Fahrenheit. During the winter months, students are to wear mittens, hats, boots, snow pants and heavy coats. For the health of each student, an extra pair of socks is encouraged for wet and snowy weather.

**School Pictures**

Lifetouch is scheduled to take pictures of the students and staff of Our Lady of Grace Catholic Academy in September. No family is obligated to purchase pictures, however, all students will be photographed for the class composite.

**Snowball Throwing**

Snowball throwing is not permitted on the school premises. The bodily dangers involved and risk of permanent injury are too great.

**Tobacco and Vaping**

The promotion and/or use of tobacco products on school grounds and at school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Smoking is prohibited at all diocesan elementary and secondary schools.

No student, staff, administrator, or visitor may possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at school-sponsored events. This includes the promotion of these products via gear, bags, clothing, or any other materials. In addition, no diocesan school may solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco or vaping shop.