

Our Lady of Grace Catholic Academy

Parent-Student Handbook



2014-2015

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Parent/Student Handbook
Our Lady of Grace Catholic Academy

Vision Statement: "Enter to Learn, Exit to Serve"

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.

Non Discrimination In Admissions:

No student shall be refused admission to Catholic schools 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.

D-111
P-COE

North Central Association Accreditation:

Our Lady of Grace Catholic Academy is fully accredited through the North Central Association Commission on Accreditation and School Improvement.

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 2008. It has met the standards set by the Illinois State Board of Education and fulfilled application requirements.

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.

Knowledge of Policies

The knowledge of the rules and regulations, their processes, and their implementation is the responsibility of each Our Lady of Grace student. 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.

All policies mentioned in this handbook are from the diocesan website. Please refer to our diocesan policy book to get the complete description of each policy. The policy book can be found on the diocesan website: <http://www.cdop.org/pages/EdSchoolsPolicyBook.aspx>

(revised 2011/2012)

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, the primary educators of their children, 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.

"Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teaching of the Catholic Church may be subject to disciplinary action including suspension or expulsion."

Our Lady of Grace

CATHOLIC ACADEMY

Dear Parents:

Parents are the primary educators of their children. You begin at birth to teach your child everything he/she needs to know to become loving, successful, Christian adults. The duty of a school is to partner with you in the mission to educate your child. You want your child to reach his/her full potential and we are here to help ensure that happens.

Because you are the primary educators of your children, it becomes vitally important that you continue to stay involved in their education as they enter the traditional school atmosphere. Your involvement in your child's learning experience will have much to do with how well he/she succeeds in school and later in life. By working together, Our Lady of Grace Catholic Academy believes we can all help your child become the best person possible.

Our Lady of Grace Catholic Academy is dedicated to each and every one of our students and our families. We will work with you to develop your child spiritually, emotionally, academically, physically, and intellectually. We have a dedicated faculty and staff that values you and your child as gifts from God. We are honored to have the opportunity to be part of your child's academic journey and we take our responsibility in this partnership very seriously.

We have prepared the information found in this handbook to aid you in preparing your child for school. Please read through the entire book and keep it for future reference. We appreciate your involvement and support of Our Lady of Grace Catholic Academy, and look forward to a wonderful year.

Sincerely,



Scott Turnipseed
Principal

Table of Contents

STATEMENT OF PHILOSOPHY	8
Administrative Responsibility	8
Faculty Responsibility	8
Student Responsibility	8
Parental Responsibility	8
ENROLLMENT/ADMISSIONS PROCEDURES.....	9
Admission Procedures.....	9
Registration Procedures.....	9
Enrollment/Re-Enrollment	9
FACTS® Tuition Management Service Overview	10
Mary Johnson Memorial Fund	10
Overdue Tuition/ Fees.....	10
Parish Commitment Policy	10
Withdrawal Policy.....	10
Extend Care	10
Daycare & Extend Care Financial Assistance.....	11
ATTENDANCE	11
School Hours.....	11
Supervision of Students	11
Absence	11
Tardiness.....	12
Excessive Absences/Tardiness	12
Anticipated Absence	12
Appointments	12
ACADEMICS.....	12
Curriculum	12
Religious Education.....	13
Alleman High School Algebra	13
Physical Education	13
Library.....	13
Field Trips.....	14
Homework	14
Late Work.....	14
East Moline Public School Special Services	14
Students With Special Needs	15
Retention	15
GRADING/REPORT CARD.....	15
Special Needs Students.....	16
Study Hall.....	16
Honors Recognition.....	16
COMMUNICATION.....	16
Communication to Students.....	16
Communication to Teachers.....	16
Correspondence from the School.....	17
Confidentiality.....	17
Communication with Principal	17
Parent-Teacher Conferences	17
Student Phone Use	17
Home-School Communication	17
EXTRA CURRICULAR ACTIVITIES.....	17

Band.....	18
Athletic Program.....	18
Athletic Eligibility	19
SAFETY	20
Volunteering.....	20
School Visitors.....	20
Releasing Student During School Hours	20
Child Visitation At School	20
Inspection Policy.....	21
School Cancellation	21
Crisis Management Plan.....	21
Diocesan Policies on Harassment and Allegations of Sexual Abuse	21
HEALTH.....	21
Health Examinations.....	21
Dental Examinations	21
Vision Examinations	22
Hearing/Vision Testing.....	22
Student Health Care	22
Medication in School.....	22
Food Allergies.....	23
Student Emergency Information Form	23
Illness/Injury at School	23
Counseling Information	23
Student Wellness Plan	23
SCHOOL ORGANIZATIONS.....	23
Board of Trustees for the Rock Island Vicariate Catholic Schools.....	23
Appeal and Review policy of the Catholic Diocese of Peoria:	23
(Diocesan Policy G111)	23
LUNCH PROGRAM	23
DRESS CODE	24
DISCIPLINE	27
Policy Statement.....	27
Disciplinary Levels.....	28
Detention.....	28
Suspension.....	28
Expulsion	29
Weapons Possession Policy	29
Bullying Policy.....	29
TRANSPORTATION.....	30
Bus.....	30
Bicycles.	31
Daily Traffic Patterns.....	31
Crossing Guards.....	32
MISCELLANEOUS.....	32
Birthdays.....	32
Classroom Parties	32
Endowment Fund.....	32
School Textbooks.....	32
Access to School Records.....	33
Transferring Student Records	33
Custody Issues.....	33

Cellular Phones	33
Educational Technology.....	33
Gum Chewing	34
Athletic Handbook	355
FORMS	46
Parental/Guardian Consent Form and Liability Waiver.....	47
Medical Information and Emergency Form	48
Publicity Form.....	49
Parent Signature Page.....	50

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:

1. To develop a total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. 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.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

Administrative Responsibility

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

Faculty Responsibility

1. To show acceptance, love, and encouragement of each child as a unique individual.
2. To provide for the individual needs of each student.
3. To exemplify Christian principles and attitudes.
4. To maintain professional ethics and confidentiality at all times.
5. To continually participate in professional development opportunities.

Student Responsibility

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

Parental Responsibility

1. To be the primary educators of your children.
2. To cooperate and work with the Our Lady of Grace Catholic Academy's faculty, staff, and administration.
3. To be active in, and supportive of, the Our Lady of Grace Catholic Academy parents' club and volunteer opportunities.
4. To provide a quiet, comfortable area to study, a definite time for study, make available necessary resource materials, and assist student when the need occurs.

ENROLLMENT/ADMISSIONS PROCEDURES

Admission Procedures

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

Students admitted to our preschool must be three-years-old on or before September 1 of the current year. Students admitted to our kindergarten must be five-years-old on or before September 1 of the current year. Students admitted to our first grade must be six-years-old on or before September 1 of the current year.

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

Registration Procedures

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

- must complete the necessary registration materials.
- will need to provide a certified copy of the each child's birth certificate and, if Catholic, 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 are required to have a vision examination.

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.

Enrollment/Re-Enrollment

- The \$50.00 non-refundable registration fee for all students must be submitted with the application and will be applied to the overall tuition payment.
- Returning students must reserve a spot by paying the non-refundable registration fee.
- There will be a \$30 returned check fee for all checks that do not clear the bank.

Please note: The academic 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.

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.

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

Mary Johnson Memorial Fund

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

Overdue Tuition/ Fees

- Please be aware that 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 re-enrollment 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.

Parish Commitment Policy

Families from St. Anne's, Our Lady of Guadalupe, St. John the Baptist, St. Mary's and St. Patrick's that are benefiting from our in-parish tuition, must comply with the Parish Commitment Policy of tithing at least \$20.00 per week.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- All accounts must be paid in full, i.e. tuition/fees, cafeteria lunches, library fines.
- All textbooks and library books must be returned.
- Tuition refunds will be made on a pro-rated basis.
- Once the family is in good standing with the above requirements, student records can be released to another school.

Extend Care

The Extend Care Program is a service for Our Lady of Grace Catholic Academy parents who need a safe, secure place for their children after school. The program is held daily until 5:30 p.m. This program is not offered on national holidays and school vacation periods.

There is a charge for the program and families will be billed for any outstanding usage. Payment is expected on or before the time of billing. Information about the cost of the program may be obtained from the school office.

Daycare & Extend Care Financial Assistance

Illinois Department of Human Services will provide partial childcare payments for qualifying families. For information about payment rates, income guidelines, etc., please contact the Community Child Care Resource Center, 2804 Eastern Avenue, Davenport, Iowa. Their phone number is: 563-324-7844.

ATTENDANCE

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

School Hours

School hours are as follows: 8:00-3:00
Office hours are as follows: 7:30-3:30

Supervision of Students

Supervision of students will begin at 7:40 a.m. Students should not arrive before this time unless they are going to Early Bird. 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. Students will be dismissed promptly at 3:00 p.m.

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 Extend Care Program. Parents 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 he/she to call and notify the school office.

Please check the school calendar and monthly newsletters for early dismissal dates.

Note: Extend Care is offered on these days, but a sack lunch must be brought by each student.

Absence

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 student will not attend classes. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Our Lady of Grace Catholic Academy students.

Upon return 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.

Homework will be prepared for absent students and left in the main school office at 3:00 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. Arranging to make up tests and quizzes is both the responsibility of the student and the teacher.

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 a tardy pass. Students arriving late are required to have a signed note from their parent/guardian indicating the reason for their tardiness. Three tardies or three early withdrawals are considered a one-half day absence. Any student reporting to school after 10:00 will be considered absent one-half day. This also applies to leaving school one hour before the end of the school day.

Excessive Absences/Tardiness

A child's future success in life and work requires good attendance habits, which are formed at an early age. Our Lady of Grace Catholic Academy encourages parents to take this responsibility very seriously. Students continually absent or tardy without sufficient cause will be referred to the Truancy Department.

Anticipated Absence

Parents/guardians should be aware of the impact of any unnecessary absences (i.e. vacations). 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. The faculty is not required 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. Parents are asked to assume the responsibility to ensure that all work will be made up when the student returns to school. Teachers will establish a reasonable time for the work to be completed (approximately one day for every day absent). If work, tests, and/or quizzes are not made up in an adequate time period and the teacher has made every effort to obtain the work from the student, the teacher has the option to issue a detention until everything is turned in.

Appointments

Parent/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.

ACADEMICS

Curriculum

The Our Lady of Grace Catholic Academy curriculum stresses academic achievement within a Christian community where the child feels loved and respected. The total curriculum includes the development of Catholic values and attitudes, as well as, the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development.

The Diocesan curriculum guidelines and internal curriculum maps used at Our Lady of Grace Catholic Academy, consistent with the State of Illinois and Common Core guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is an emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Religious Education

Faith formation is at the heart of the students' education at Our Lady of Grace Catholic Academy. Religion is taught as an academic subject. Both Catholic and non-Catholic students are expected to participate in daily religion class, learn the material covered, and receive a mark reflecting their achievement.

Our Lady of Grace Catholic Academy students attend Mass each week on Thursday at 9:00 a.m. Other important experiences include such religious activities as daily prayer, Stations of the Cross, the Rosary, Benediction/Adoration, and the annual Christmas program. All students are expected to participate in these activities during the school day.

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.

Preparation for and receiving the Sacraments of First Reconciliation and First Communion will occur in second grade. Preparation for the Sacrament of Confirmation will occur in eighth grade.

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

Alleman High School Algebra

Eighth graders who qualify based on a standardized math composite score of above the 90th 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.

Physical Education

Twice a week students in grades K through 8 enjoy structured physical activities planned by a qualified instructor for their fine and gross motor development. All students, except those excused for medical reasons, are expected to participate. Students in grades K-3 wear their regular school uniforms. Students in grades 4-8 must wear their P.E. uniform and gym shoes.

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.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- 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.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
4. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
5. A telephone call will not be accepted in lieu of the proper field trip permission slip.
6. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
7. Cell phones and cameras are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Homework

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Therefore, homework can be an integral part of student learning. Homework assignments are designed to reinforce daily lessons, to supplement and enrich classroom work, and to prepare for lessons through various experiences. Students need to be taught skills such as time and work management to accomplish these objectives.

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. A general rule is a total of 10 minutes times the grade level per day. An example would be $10 \times 2^{\text{nd}} \text{ grade} = 20$ minutes of homework each night.

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

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.

Students will be allowed one day for each day of absence not counting weekends due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Late Work

Students who do not complete their work in class should be given extra time. Teachers may have to arrange for a time before, during, or after school to help these students better understand the material so they can work more efficiently during class time.

Work that is late drops 1 letter grade for each day late. An assignment that is graded as a "B" paper would be given a "C" grade because it was one day late. A "B" paper that is two days late would be given a "D" grade.

East Moline Public School Special Services

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 or teachers may request a student be referred for possible educational evaluation. Parental approval is required. If testing is warranted, an evaluation will be conducted by a psychologist from the public school district. An evaluation report and recommendations are forwarded to the school and

a staffing is scheduled during which parents and appropriate parochial and public school personnel discuss the report and its findings. There is no charge for this service.

Students With Special Needs

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 administration and parents/guardians will meet to define the student's special needs and the school's ability to meet those needs.

Retention

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade will be the absolute last resort and only after several interventions have been exhausted. This is a very serious decision and will only be made if it is in the best interest of the child.

GRADING/REPORT CARD

The purpose of the report card is to inform parents/guardians and present to them an assessment of their child's achievement and progress in their academic studies.

Our Lady of Grace Catholic Academy's 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

In grades 3-8, the grading scale is based on percentages. Assignments not turned in on the original due date (except for illness) will be considered late and students will receive a late slip. It is the responsibility of the student to use an assignment notebook to keep track of all assigned work and due dates. Students on disciplinary suspension have the same responsibility to turn in academic work.

Deficiency Policy: We do not issue deficiency notices. Our school uses an online reporting system called RenWeb. It is your responsibility to review your student's academic progress on a regular basis. If you are unsure of how to use RenWeb, please contact your child's teacher who can assist you with this. If you do not have access to the Internet, please contact the office and we will be willing to provide a grade report for you periodically throughout the quarter.

If any student is performing unsatisfactorily, a notice will be sent home to parents. If work continues to be unsatisfactory, the teacher or the parent may request to schedule a conference. Helping the student experience success requires a joint effort of the home and school. At the conference, the teacher and parents will explore a variety of options to help the student experience academic success.

Special Needs Students

Students with identified disabilities who have a current Service Plan or a Modification Plan should receive an asterisk (*) on their report card grade when modifications have been made to the curriculum. A modification may change the content, instructional level, student work load, or the administration of assessments. 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 - Wednesday from 3:00 p.m. – 4:00 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. The only exception to this rule is if your child has 2 Ds or 1Fs in their weekly grade report. In that case, study hall becomes mandatory until his/her grades improve.

Honors Recognition

Students in grades 4-8 are recognized for their academic achievements through the Honor Roll. To qualify for Honor Roll recognition, a student must have earned a 'B' or better in all major subject areas.

At the end of each semester, an Honors Assembly is held to recognize those students who achieve Honor Roll as well as those who have made at least a grade and a half improvement in any academic subject.

COMMUNICATION

The administration and staff are committed to creating a partnership between home and school. Effective communication is key to the development of this partnership. Our Lady of Grace Catholic Academy encourages open communication between parents, teachers, students, and the administration. We need to hear your concerns and questions along with what you are happy with in order to continue to meet the needs of your student, improve our program, and continuously grow.

Communication to Students

All visitors to the school (including parents) must check in at the school office. This is for the protection of our children and to avoid unnecessary interruptions in the classroom. Important messages for students must be phoned into the school office and not to the individual student's cell phone. Students will not be pulled from class to answer a phone call. The office staff will deliver the message to the student.

Communication to Teachers

Parents who need to communicate with a teacher should call the school office. Teachers will return calls from parents at their earliest convenience. If a teacher is unable to reach a parent within 24 hours, a note will be sent home with a family member. In order to respect a teacher's private life, parents are asked to call teachers only at school.

Correspondence from the School

A monthly newsletter will be sent home in the family envelope and will include important dates, activities, information, and forms.

Weekly and monthly updates and other important school information will be posted on the Our Lady of Grace Catholic Academy website (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.

Confidentiality

Confidentiality is an essential element in fostering effective communication and mutual trust and respect between the school staff 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.

Communication with Principal

The principal is available throughout the school day. To reach the principal, please contact the school office and make an appointment.

Parent-Teacher Conferences

Parent-Teacher Conferences are held in the fall each year. School is not in session during these conferences. Conference schedules are prepared and issued by the school office well in advance of the scheduled date. These conferences are mandatory and your participation will only benefit your child. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

Student Phone 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 at the discretion of any faculty/staff member.

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.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, Our Lady of Grace Catholic Academy uses an envelope system. 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.

EXTRA CURRICULAR ACTIVITIES

There are numerous school-related activities in which students may participate. Some of these activities include Scouts and band lessons. The athletic program includes volleyball, track and field, basketball, cross-country, tennis, and cheerleading. Fine Arts opportunities are provided through the drama department.

Band

Students in grades fifth through eighth may participate in the Alleman instrumental band program. The program is administered by Alleman High School for the students who attend area Catholic schools. Private lessons are provided at Our Lady of Grace Catholic Academy, while group rehearsals and concerts take place at Alleman. A fee will be charged to all band students.

Athletic Program

The Our Lady of Grace Catholic Academy Athletic Program supports and carries out the philosophy of the school and is under the direction of the Athletic Director. Inclusion in games and groups is open to all, but dependent on personal interest and maintenance of scholastic effort and a positive attitude.

Students participating in at least one of the school's athletic activities (volleyball, basketball, track and field, cheerleading, cross-country, tennis) must present a copy of a current physical exam and proof of insurance prior to the first day of practice. More information is available in our Athletic Handbook.

Athletic Eligibility

It is expected that each player will remain in good academic standing on a regular basis to be eligible to participate in his/her sport.

A player is not in good academic standing if he/she receives two or more D's, one or more F's, or has an Incomplete on the academic progress report.

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.

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 for a seven day period, Monday through Sunday, following the Thursday ineligibility notice. The player would not be able to dress with or sit with/near the team during any scheduled game.

During the ineligibility period, the parent will have the discretion to decide if the student can still 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 administration.

The parent/guardian assumes liability for the athlete through his/her own insurance. An insurance waiver must be signed by the parent/guardian before the start of the sport season.

All participants must have a physical examination before he/she can practice. Written proof of physicals should be filed in the office.

SAFETY

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 undergo the diocesan mandated background checks. All volunteers must attend the Diocesan Safe Environment Program. 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 volunteer 10 hours of their time throughout the year. (Diocesan Policy C-400 P-CDOP,C-400 AR-CDOP)

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.

Releasing Student During School Hours

We assume 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 are asked to notify the school office if someone other than themselves will be picking up their child. The school office staff may ask for identification from anyone other than a parent/guardian. This precaution is taken solely for the protection of your child.

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.

Inspection Policy

Individuals entering the premises of the school, 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 healthful 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.

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

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.

Crisis Management Plan

The safety of students is the first priority of the school. We have procedures in place to protect our students in case of an emergency. The students will also participate in drills throughout the year so that they know what to do in the event of a disaster from fire, storm, tornadoes, threats or civil defense alerts. Evacuation plans are posted in each classroom.

Our Lady of Grace Catholic Academy has an approved Crisis Management Plan which parents/guardians may review upon request.

Diocesan Policies on Harassment and Allegations of Sexual Abuse

(Diocesan Policy C-401, C-402)

HEALTH

Up to date health records are kept for each student at Our Lady of Grace Catholic Academy.

Health Examinations

The State of Illinois requires health examinations for all students entering school for the first time and for all students entering preschool, kindergarten, and sixth grade. Special forms for this purpose are available in the school office. These must be completed before the first day of school. Our Lady of Grace Catholic Academy recommends a dental examination be completed in addition to the required physical exam. Children (ages 6 months to 6 years) must also show proof of a lead screening and TB test when entering school.

A complete immunization record must be on file for each student in the school. Immunizations are to be up-to-date before the first day of school. If this has not occurred, the situation must be remedied by October 15, or the student will be excluded from school until the requirement has been met. All health records are monitored and kept current by school personnel and a volunteer nurse.

Dental Examinations

As of the 2005-06 school year students in grades kindergarten, second and sixth are required to have a current dental examination. A proof of the exam is to be given to the school by May 1 of the current school year.

Vision Examinations

Effective January 1, 2008, Public Act 95-671 requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

Hearing/Vision Testing

Annually, vision screening is done for students in K, 2, 8 and hearing screening for students in K, 1, 2, 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. These screenings are conducted by the Rock Island County Health Department.

Student Health Care

Every student should go to school healthy, eager, and in good spirits so they will have a successful school day. Above all, each student should develop good health habits. Sufficient sleep, three well-balanced meals, proper dressing habits, and good personal habits are most important.

Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. An elevated temperature, stomach cramps, vomiting, or dizziness are indications that the child is not well enough to complete the school day. If the child has a fever, has been vomiting, or has diarrhea they may return to school 24 hours after the symptoms have stopped.

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 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.

Medication in School

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Dosage and frequency
4. Date

In order for Our Lady of Grace Catholic Academy to administer any medication the following must occur:

1. The physician states in writing that the medication or treatment must be administered during the school day to allow the student to attend school.
2. The school's medication forms are completed by the physician and signed by the physician and parent and are on file in the school office. This includes non-prescription drugs such as Tylenol, cough drops, etc.
3. Medication should be brought to the school office and picked up by the parent/guardian or another responsible adult.
4. Students using inhalers for asthma control, Epi-Pens for allergic reactions, diabetic glucose monitoring or other "as needed" medications or treatments, must have the physician's written authorization to "self administer" their medication or to carry it on their person at school.

Food Allergies

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

Student Emergency Information Form

Emergency forms are distributed at the beginning of each school year. By filling in the form completely and returning it to the school office promptly, parents provide the school with pertinent information in case of an emergency. It is essential that parents contact the school immediately if any changes occur during the course of the school year (home and work phone numbers, family doctor, emergency contact person, etc.).

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.

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.

Student Wellness Plan

(Diocesan Policy D151)

SCHOOL ORGANIZATIONS

Board of Trustees for the Rock Island Vicariate Catholic Schools

The Board of Trustees of the Rock Island Vicariate Catholic Schools is established as the governing body for the schools to enable participation by the Catholic community of the Rock Island Vicariate, in collaboration with the Diocese of Peoria and under oversight of the Rock Island Vicariate Pastors' Board, in providing direction and guidance to ensure the mission, quality, continuity, and stability of the Catholic schools in the Vicariate as Catholic educational institutions: Our Lady of Grace Catholic Academy, East Moline; Seton Catholic School, Moline; Jordan Catholic School, Rock Island; and Alleman High School, Rock Island. Additional information regarding membership can be found on the Our Lady of Grace website.

Appeal and Review policy of the Catholic Diocese of Peoria:

(Diocesan Policy G111)

Home and School Association (HSA)

The Home and School Association is our parent organization. It is our wish that each family has at least one adult member become an active participant in this organization. For more information on how to join, please contact the office.

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. After the 10th delinquent day, the student will no longer be eligible for the lunch program until payment has been made.

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.

It is the responsibility of the parent/guardian to inform the school of a student who has a specific food allergy.

If a parent/guardian would like to eat lunch with his/her child, the school office must be informed by 8:30 on that particular day.

DRESS CODE

Our Lady of Grace Catholic Academy has a dress code for grades Preschool-8th grade. Parents/guardians are asked to aide in enforcing this dress code. The administration may notify parents/guardians of violations. The dress code may be found in this handbook and on the school's website, www.olgca.org.

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

Throughout the school year, each teacher will periodically conduct formal & informal checks.

Consequences of Uniform Violations

- First Violation
 - Notification from the principal
- Second Violation
 - Parents notified and required to bring student uniform clothing
- Third Violation
 - Preschool-2nd Grade
 - Parents notified and required to bring student uniform clothing
 - Following day parent must bring student to the office and have uniform approved by the principal
 - 3rd-8th Grade
 - Parents notified and required to bring student uniform clothing
 - Detention
- Future Violations
 - See "3rd Violation"
 - May also result in forfeiting "dress down" days

Preschool Dress Code

Preschool students do not have to wear a uniform. These children should wear clothing that is washable, comfortable, easy to get on and off (elastic waist bands are suggested), and conducive to movement. Students should not wear belts. In addition, shirts must have sleeves (no tank tops are allowed). Students must wear socks at all times (no sandals or boots are allowed). During the colder months, please dress your child according to the weather. The students will go outside if the temperature is 20 degrees or above. Students will need to purchase a preschool shirt for the Christmas program, Spring Musical and field trips. Students should not wear jeans, sweatpants, or t-shirts on Mass days. Students will begin attending Mass on November 1st.

Out of Uniform Dress Code Grades K-8

Non-uniform days or dress-up days may be allowed on occasion at the discretion of the school principal. The principal will announce 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. 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 uniform regulations and guidelines are subject to the discretion of the principal.

Category	Boys & Girls Grades K-8	Boys Grades K-8	Girls Grades K-8
Solid Shirts with Collar:	<ul style="list-style-type: none"> • Polo (short or long sleeve in red, white or navy blue) • Long or short sleeve plain Oxford (or similar) dress shirts (red, white or navy blue) • Modest in appearance (not too tight or too loose) • Must be long enough to be tucked in at all times • No turtlenecks • No long sleeve shirts under short sleeve polo. • All shirts must have a collar. 	<ul style="list-style-type: none"> • White undershirts only 	<ul style="list-style-type: none"> • No cowl necks, no velour, no lace, no ruffles, no cap sleeves • White undershirts only
Solid Navy or Khaki Pants & Plaid Jumpers/ Skorts:	<ul style="list-style-type: none"> • Dress slacks in solid navy blue or khaki (tan). • Corduroy, broadcloth or polyester is permitted. • Capri pants in solid navy blue or khaki are permitted • Maximum of 2 front and 2 back pockets (no cargos) • No jeans, cargo pants, yoga pants, leggings or sweatpants may be worn. 		<ul style="list-style-type: none"> • Plaid uniform jumper with shorts underneath (K-4). • Plaid uniform skort/skirt (3-8) • No solid navy or khaki jumpers, skorts or skirts are allowed.
Solid Navy or Khaki Shorts & Capri Pants:	<ul style="list-style-type: none"> • Shorts in solid navy blue or khaki are permitted. • Capri pants in solid navy blue or khaki are permitted • Maximum of 2 front and 2 back pockets (no cargos) • Shorts must be 2 inches above the knee – no shorter • Permitted from start of school until Oct. 31st and then again May 1st • No gym shorts may be worn as part of the uniform 		
Sweaters & Sweatshirts:	<ul style="list-style-type: none"> • Cardigan or pull over solid red, white or navy blue sweaters or sweater vests over a uniform shirt • OLGCA red, navy or grey crewneck sweatshirt over a uniform shirt • Zip up fleeces in red, white or navy. OLGCA fleece is also permitted. (No off-white.) • Each student is asked to have a red OLGCA sweatshirt for Christmas • No hooded sweatshirts will be allowed in the classroom except on dress down days 		
Socks:	<ul style="list-style-type: none"> • Socks must be worn and be visible at all times • Solid colors of red, white or navy blue-must match 		<ul style="list-style-type: none"> • Tights are acceptable in solid red, white or navy • Solid red, white or navy leggings may be worn under jumpers, skorts or skirts.
Haircuts:	<ul style="list-style-type: none"> • 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). • No false hair pieces: feathers, clip ins or thread ins. 	<ul style="list-style-type: none"> • Hair above the eyebrows, ears and shirt collars 	
Shoes:	<ul style="list-style-type: none"> • Leather, canvas or tennis shoes with rubber soles • Tennis shoes must be worn on PE days-no wedged tennis shoes or heelys • Must be visibly tied for safety • No open toes, heels, sandals, flip flops, clogs, crocs, fashion boots, or cowboy boots 		
(Optional) Belt:	<ul style="list-style-type: none"> • Solid black, brown, red, white or navy 		
(Optional) Jewelry & Make Up	<ul style="list-style-type: none"> • Jewelry is permitted in moderation (limit is 1 of anything – ring, bracelet, necklace) • No earrings in the cartilage • No excessive make up and only solid color nail polish may be worn. No fake nails. • No body markings – tattoos, henna, etc. 	<ul style="list-style-type: none"> • Earrings not permitted 	<ul style="list-style-type: none"> • One set of small post earrings is permitted
Mass & Field Trip Days:	<ul style="list-style-type: none"> • Students are to be in uniform 		

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.

DISCIPLINE

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.

Policy Statement

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.

Disciplinary Levels

Non malicious misbehavior will be resolved between the teacher and student.

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.

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 detention may be issued.

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

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 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 are responsible for arranging transportation home. The day, date, and time of the detention are at the discretion of the 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.

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 administrator to the parent 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. 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/school.

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
- 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

Expulsion

Expulsion, the permanent termination of a student's enrollment, is a more serious matter and should be invoked only as a last resort.

Students who pose a threat to themselves or to others may be expelled from Our Lady of Grace Catholic Academy. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal and Board of Trustees.

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 other pupils
- serious misbehavior that jeopardizes the reputation of the school
- possession and/or use of weapons, alcohol or 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

Weapons Possession Policy

It is a violation of the school's policies for a student to possess a weapon of any kind on the school premises or at any time in connection with school-related activities. Included within the prohibition of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale of trade or use of any firearm, knife, martial arts device or other object which, in the administration's discretion, may reasonably be considered to constitute a weapon. Violations of this policy may result, at the administration's discretion, in disciplinary action up to and including expulsion from school. (Diocesan Policy D150)

Bullying Policy

Our Lady of Grace Catholic Academy provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) may face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal will investigate all complaints of harassment. Students involved in harassing behavior may face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parishes.

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 Extend Care, and the parent/guardian will be responsible for the Extend Care 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. In fact, the atmosphere within the bus should be similar to that of a classroom.
- 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.
- 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.
- 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 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.

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.

Daily Traffic Patterns

Parents who drive their children to school are to enter 6th Street off of 18th 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 6th 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 17th 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 18th Avenue. The 6th 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 6th 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 are asked to refrain from parking along 18th Avenue or 6th Street during drop off or dismissal. Please keep in mind that traffic laws regarding school buses will be enforced.

Preschool Arrival/Dismissal

Parents are asked to drop their students off at the back door of the main building between 7:40 a.m. and 8:00 a.m. Please just pull up in your car on 6th Street and stay in your car. One of the preschool teachers or aides will get your child out. Please approach 6th Street heading north and have your child sitting on the right side of the car. Any child who is arriving after 8:00 a.m. must check in at the office before coming to the classroom. Arriving later than 8:00 a.m. on a consistent basis can cause your child to feel uncomfortable entering the class after it is already in session and can cause undue anxiety for your child. If your child will be missing class for any reason, absences must be reported to the school office at 755-9771.

Crossing Guards

Please be advised that East Moline will not be providing crossing guards at 15th, 16th, 17th, and 18th streets 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.

Students will be dismissed from the 18th Avenue doors of the main building at 2:50p.m. You may pull up to the door and we will put your child in the car and belt them in for you. If you wish to get out of your car, for safety reasons, please park in the parking lot and meet us at the door. 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

Birthdays

Birthday treats are optional and at the discretion of the parents/guardians. All treats, homemade or purchased, must be individually wrapped. Items that must be cut and served are discouraged.

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.

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.

Endowment Fund

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.

School Textbooks

Hardcover, and some of the soft cover, textbooks are property of Our Lady of Grace Catholic Academy. The care of these books is the responsibility of each student. Any hardcover or soft cover textbook that is damaged or lost is to be replaced at the student's expense.

Access to School Records

Educational, behavioral and attendance records must be maintained for each student. Our Lady of Grace Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Cumulative records shall be maintained upon the student's entrance into Our Lady of Grace Catholic Academy and kept until the student has graduated or is no longer enrolled. Permanent records are maintained for a reasonable period of time.

Upon the request of a parent/guardian of a minor student, all reports, tests, and evaluations will be shown to them in the presence of qualified school personnel. No other individuals have the rights to student data without a subpoena or written permission of the parents.

The school administration requests a twenty four hours notice to view all records. All requests should be made in writing and submitted to the principal.

Transferring Student Records

Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Custody Issues

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

Cellular Phones

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 parent must contact the principal.

Cell Phone Guidelines:

- Cell phones are to be turned off from 7:40 a.m. to 3:05 p.m.
- Cell phones must be kept in a student's backpack/book bag at all times or turned in to the teacher.
- 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 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 when it can be retrieved.

Use of Educational Technology

- The use of educational technology by students (ie. computers or eReaders) is

acceptable. It cannot provide an unfair advantage or be connected to the school's WiFi.

- Educational technology may not be used for game playing, Internet or e-mail access, gambling, classroom usage, or making purchases of any kind.
- If the technology is misused, it will be turned into the office. The parent will then be responsible for coming to pick it up.
- If there is a second offense it will be kept for an extended period of time and the principal will work out with the parent when it can be retrieved.

Our Lady of Grace Catholic Academy is not responsible for lost, damaged or stolen cell phones, laptops, eReaders, iPads or any other technology brought to school.

Gum Chewing

Students are not allowed to chew gum during school hours. 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.

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.

Diocese of Peoria Athletic Handbook

Athletic Philosophy

We have offered sports to God as a human activity aimed at the full development of the human person...

Pope John Paul II; Jubilee for the World of Sport

Peoria Diocesan Catholic Schools are dedicated to the development and growth of the whole person.

Jesus' teachings remain at the heart of virtues that ultimately contribute to making the athletic program a Catholic Christian experience. The program exists to develop and enhance the relationship between faith development and daily living.

First and foremost, parents and legal guardians are the first teachers and models of faith development.

Myriad opportunities for spiritual, intellectual, physical, social and emotional development exist within the religious and academic environment.

Athletics, as an extra-curricular school activity at the elementary level, is a privilege, one that is earned and fostered by a student's Christian character and academic efforts. Athletics will be recognized as a supportive component to the total educational process, offering balance rather than prominence within its educational scope and practices.

Objectives

A balanced athletic program, a privilege in which elementary students may choose to participate, exemplifies and witnesses to the meaning of living in a Catholic Christian community by:

- o Allowing participation of students regardless of their athletic abilities
- o Developing character qualities within the realm of Catholic Christian traditions
- o Providing opportunities for development of fundamental skills and self-confidence
- o Developing habits of health, hygiene and safety
- o Providing opportunities for student-athletes, parent(s)/legal guardian(s), coaches, moderators and spectators to celebrate their school communities as *Christ present among us*

At the minimum, outcomes flowing from the Philosophy and Objectives will include:

- Character formation
- A healthy sense of competition
- Development of basic skills
- Team work
- Sportsmanship
- School pride
- Self discipline
- Enjoyment

Governance

The Diocese of Peoria Athletic Handbook for Elementary Schools shall serve as policy for all diocesan schools. Diocesan schools with athletic programs are encouraged to seek membership in the Illinois Elementary School Association (IESA). Our Lady of Grace Catholic Academy is a member of the IESA and abides by the association's regulations.

Lines of Authority

Recognizing that the Pastor is ultimately responsible for all parish activities, the Principal will provide the leadership and responsibility for all athletic programs at the local elementary school level. These responsibilities will then extend to the Athletic Director, coaches and moderators, student-athletes and their parent(s) or guardian(s).

Safe Environment Training Program (SET)

Every person is uniquely created and gifted by God. Catholic social teachings remind us that human life is sacred and...*that every person is precious, that people are more important than things and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.*

United States Conference of Catholic Bishops

In order to guard against incidents of sexual abuse of minors, Safe Environment Training is required of adults who work with youth on a regular basis. The training establishes acceptable behavior that is legal, professional and responsible. It includes standards of conduct regarding sexual abuse and harassment. (cf. Diocese of Peoria Policy C-402) A further description of SET is found at www.usccb.org/comm/envguide.shtml.

Participation Expectations and Responsibilities

It must be emphasized that an authentic human and Christian formation of athletes indirectly becomes an educational instrument on a more vast social level.

Pope John Paul II; *The Most Authentic Dimension of Sports*

Student-Athletes

Students who demonstrate Christian conduct and achieve academically according to their abilities may participate in athletic activities. Only full time students enrolled in Diocese of Peoria Catholic elementary schools may participate in their respective athletic programs. Previous to the beginning of each sport during the school year, participants will be required to have on file:

- Parental/Guardian Consent Form and Liability Waiver (cf. School Forms –website)
- Acknowledgement and Adherence Form regarding the Diocese of Peoria Athletic Handbook for Catholic Elementary Schools and the local school's Parent/Student Handbook, signed by the student athlete and his or her parent(s) or legal guardian(s) (school-generated form)
- Medical Information and Emergency Form (cf. School Forms – website)
- Annual Proof of Physical Examination, signed by a licensed physician

All student-athletes should have a physical examination prior to the first practice of their respective sport. One physical examination is good for the entire school year. Insurance coverage shall be required for all students involved in extra-curricular athletic activities through family coverage.

Code of Conduct

Student-athletes are expected to model appropriate Christian behavior at all times. Requisites for acceptable student-athlete conduct are laid out in the Student/Parent Handbook. These form the basis for behavioral expectations on the local level and will be shared with and understood by the student-athletes, their parent(s) or legal guardian(s), the Athletic Director, coaches and assistant coaches, moderators and faculty members. Sanctions for inappropriate and unacceptable behaviors may include, but not be limited to, verbal and written warnings, documentation, communication with parent(s) or guardian(s), limited suspension, permanent suspension and expulsion.

Behavioral policies and administrative regulations at the diocesan and local school levels shall have precedence over IESA behavioral guidelines and sanctions. The Principal will determine the final sanctions for unacceptable behaviors, other diocesan policies notwithstanding.

Student-Athletes

In the term, "student-athlete", the word "student" comes first for a reason. All Our Lady of Grace children are students first and athletes second. Our Lady of Grace student-athletes are responsible to complete all academic coursework and ensure it is turned in on time. Student-athletes are to demonstrate Catholic Christian values on and off the court/field that is pleasing the God. This means the student-athlete is expected to do always do his/her best, compete fairly, and support his/her teammates and coaches. Student-Athletes must be on time for practices and games and be properly dressed. If the student-athlete is late, he/she must inform the coach of the reason immediately. Athletes will show respect for facilities both at home and away. Athletes must be humble in victory and gracious in defeat.

Parent(s)/Legal Guardian(s)

Parents or legal guardians are the first teachers of faith formation in their children's lives. Display of Christian conduct is paramount to modeling what is expected of one's own child. Parents and legal guardians represent themselves, their children, the coaching staff and the school community. Encouragement and positive role modeling through acceptable words, actions and support of the local school's policies and administrative regulations, give evidence and example of commendable sportsmanship. It is a gift to student-athletes when their parents and legal guardians emphasize good sportsmanship rather than excessive competition and when they praise rather than criticize the efforts of their children, their children's teammates, opposing team members, coaches and officials. It should be remembered at all times that the program belongs to the children.

Communication

Parents/guardians should not approach a coach during or immediately after an athletic event. Parents/guardians that wish to provide input or have questions answered regarding playing time or other team issues are asked to follow the proper sequence of communication channels.

Step 1: Athlete and Coach

Athletes are encouraged to communicate with their coach(es) regarding team issues after during and after practice. Coaches are encouraged to be open and provide constructive feedback.

Step 2: Schedule a meeting between Athlete with Parent and Coach

Step 3: Schedule a meeting between Athlete with Parent and Coach and Athletic Director

Step 4: Schedule a meeting between Athlete, Parent, Coach, Athletic Director, and Principal

Step 5: The principal will bring the issue to the Pastors' Board and the Board of Trustees as a last resort and only if vitally necessary

Athletic Director

The Athletic Director will be selected and approved by the Principal and will be directly responsible to the Principal. The Athletic Director will meet the following requisites before being employed:

- Completion of Safe Environment Training (SET)
- Background check and fingerprinting (cf. Diocesan Policy C-403)
- Screening for drug usage, if paid (cf. Diocesan Administrative Regulation C-312)
- Bloodborne Pathogens (annually)
- CPR and AED training
- Submission of a resume
- Meeting for the purposes of discussing athletic philosophy, duties/responsibilities with the Principal
- Understanding and agreeing to abide by the policies and regulations set in the Diocese of Peoria Athletic Handbook and the local Parent/Student Handbook

The Athletic Director will oversee all aspects of the athletic program, is the single point of contact, and works in close collaboration with the Principal in matters beyond routine responsibilities. The Athletic Director is responsible for selecting coaches and hiring officials. The Athletic Director will maintain a permanent record of coaches' certifications/training and will hold an annual coaches meeting. The Athletic Director is responsible for scheduling practices, games, facilities, and bus transportation if required. The Athletic Director is responsible for se The Principal will informally evaluate the Athletic Director periodically.

Coaches, Assistant Coaches and Moderators

Coaches and moderators at the elementary school level in diocesan Catholic schools are generally volunteers. They are approved by both the Athletic Director and Principal and are ultimately responsible to the Principal. Before coaches and moderators begin the position in any of the sports offerings, they must have completed:

- Safe Environment Training (SET)
- Background check including fingerprinting. (cf. Diocesan Policy C-403)
- Screening for drug usage, if paid. (cf. Diocesan Administrative Regulation C-312)
- Bloodborne Pathogens training (annually)
- CPR and AED training
- Acknowledgement and Adherence to the Diocese of Peoria Athletic Handbook).
- The coach/moderator's agreement should include a job description
- Participation in an annual workshop for coaches and moderators

Each coach or moderator must be at least 21 years of age. In the event that someone wishes to coach or moderate who is 18 - 20, he or she may be chosen by the Athletic Director to assist a coach under the guidance and supervision of the coach or moderator. Assistant coaches will be responsible to meet all of the above-bulleted requirements. Careful selection of those expressing an interest to coach or moderate shall be required of the Athletic Director and the Principal.

Candidates must have given evidence of their commitment to living Gospel values prior to their selection. All coaches shall be trained toward the goal of certification. Training should include, but not be limited to:

- Basic preparation in the Catholic Christian philosophy of coaching
- Risk management and the prevention and treatment of injuries
- Specific sports preparation including rules, practices, organization, skill development, and coaching behavior

The IESA offers an online coaches' training program

A listing of responsibilities shall be attached to and signed by the coach or moderator. Those responsibilities should guide each local school in determining what the expected and acceptable practices are. (cf. Appendices -Coach/Moderator Job Description)

Coaches and moderators will:

- Provide each student-athlete with opportunities participate
- Promote good sportsmanship, that is, fairness, respect for opponents and graciousness in winning or losing
- Represent themselves as positive role models to their players, opponents, game officials and the school community
- Pray with the student-athletes prior to the beginning and at the conclusion of practices and games
- Refrain from using alcohol and tobacco in the presence of student-athletes at school-sponsored athletic events
- Refrain from using abusive and foul language and gestures as well as making inappropriate remarks
- Refrain from berating the efforts of student-athletes
- Provide a roster to the Athletic Director of their student-athletes by the end of the second full week of practices.
- Report any injury to players to the Athletic Director immediately and fill out the necessary forms.
- Notify the Athletic Director when a student-athlete is suspended from a game or practice.
- Present at all times during practices and athletic contests. Coaches must be the first person at practice and the last person to leave. Coaches must never leave an athlete or group of athletes alone to wait for their rides after practice or a game. The coach should wait with his/her team until the last student has a ride home.
- Supervise locker areas at home and away.

If a problem arises concerning a coach, it should try to be resolved at the lowest level first. After talking with the coach, the parent or student-athlete feels something still needs to be address, he/she should go to the Athletic Director. If the Athletic Director feels it necessary, he/she will bring it to the principal. In any case, a resolution to the issue will be discussed and implemented.

Spectators

Spectators have distinct roles as participants at athletic events. While they may be considered guests, they are bound by the same rules of conduct as student-athletes and their coaches and moderators. Schools should delineate their own set of rules for spectator/fan behavior. These expectations should be written into the school's handbook. The Principal, Athletic Director, coaches and officials have the right and the responsibility to eject spectators whose behaviors are unacceptable.

Structure, Organization and Management

The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of a school's physical education endeavors. A school should provide, first a program of physical education for all children, second an intramural sports program for all who desire some participation in competitive sports, and finally, an athletic program of competition in the skill sports.

Archdiocese of Milwaukee

All students in Grades 5-8 may participate in athletic programs offered by their respective schools. Local schools will determine if the programs are intramural or interscholastic sports. It is recommended, however, that those participating in Grades 5 and 6 be in intramural programs, ones that provide student-athletes with as much participatory time as possible. Further, it is recommended that teams participating at the 7th and 8th grade levels be considered interscholastic programs in which every player ordinarily plays a portion of every game in order to build individual and team skills and self-confidence. Approval of all scheduled offerings, requisites for grade participation, duration of each offering and exact dates from beginning practices to final games/contests, will be planned and communicated before each academic year begins. Ordinarily, games should not be started after 8:00 p.m. on school nights.

Cheerleading/Pom-Poms

The cheerleading moderator is under the direction of the Athletic Director. All cheerleaders and pom-poms must follow IESA rules and regulations. (cf. *Spirit Rules Book*) If a mascot is used to help with cheerleading and development of school spirit, he or she will follow the student-athlete conduct and academic expectations as listed in this handbook and the local Parent/Student Handbook.

Games, Tournaments and Practices

The Principal will determine the number of games and tournaments at each grade level before the beginning of each school year. Whether or not they hold IESA membership, all diocesan schools with existing athletic programs will adhere to the following maximum number of games and tournaments each season.

Baseball: 16 games including tournaments

Softball: 16 games including tournaments

Basketball:

- Grade 5 – twenty (20) games including tournaments
- Grade 6 - twenty (20) games including tournaments
- Grade 7 - twenty-two (22) games including tournaments, exclusive of the end-of-the season Catholic school championship tournament series or the IESA state tournament series
- Grade 8 – twenty-two (22) games including tournaments, exclusive of the end-of-the season Catholic school championship tournament series or the IESA state tournament series

Football: 9 games including tournaments

Soccer:

- Grade 5 – twelve (12) games including tournaments
- Grade 6 – twelve (12) games including tournaments
- Grade 7 – fourteen (14) games including tournaments
- Grade 8 – fourteen (14) games including tournaments

Track and Field: Twelve (12) meets

Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

Cross Country: Twelve (12) meets

Note: some student-athletes may qualify for regional and state meets beyond the scheduled meets

Volleyball:

- Grade 5 – Twenty (20) games including tournaments
- Grade 6 – Twenty (20) games including tournaments
- Grade 7 – Twenty-two (22) games including tournaments, exclusive of the IESA tournament series
- Grade 8 – Twenty-two (22) games including tournaments, exclusive of the IESA tournament series

Cheerleading/Pom-Poms

- Grades 5 and 6 – to coincide with regulated games and tournaments
- Grades 7 and 8 – to coincide with regulated games and tournaments

Tournaments

The Diocese of Peoria does not sponsor diocesan tournaments. For this reason no tournaments may be referred to as “Diocesan” or “Diocesan-wide” tournaments. No school may sponsor league or non-league tournaments requiring overnight stays.

Tryouts

Because of its very nature, trying out for membership or participation on a team should be discouraged.

At the elementary level it precludes student-athletes' participation at a period in their lives when opportunities to develop interests and learn fundamental skills should be paramount to excluding them because their abilities are not as obvious as others in their age and grade ranges.

Team Rosters

An official team roster for each sport sponsored by the school must be on file in the school office and with the Athletic Director and the individual coaches or moderators. Rosters will also be made available to the IESA and other schools conducting approved and scheduled tournaments. The team rosters should contain information only about the student-athletes' names and birth dates.

Frequency of Participation

Ordinarily, every player should play in every game. Coaches and moderators at the Grades 7 and 8 levels may use discretion in allowing participation as far as possible based on student-athletes' attitudes, behavior, attendance and effort at practices and cooperation with coaches, moderators and team mates.

Practices, Games and Tournaments Exclusions

No games or practices, including tournaments or Open Gyms, may be scheduled or played on Sundays.

In addition, no practices, games, tournaments and Open Gyms, may be scheduled or played on Holy Days of Obligation, Holy Thursday and Good Friday. Practices, games and tournaments will be limited to five days per week, per team. Practices should not exceed one and a half (1.5) hours per day. Parish events and school events such as seasonal programs, fairs and concerts should take precedence over practice, games and tournaments. Careful scheduling of all such events including athletic scheduling should be precisely planned into each year's school calendar and placed on the parish master calendar. Practice schedules will be part of the complete description and the rules and regulations of each sports offering. These will be written and communicated to all participants before the beginning of each season. The Principal will approve all decisions regarding this written notification.

Scrimmages and Drills

All scrimmages and drills with any outsiders will be considered as scheduled games.

Playing Up

In the event that a grade level does not have sufficient members to form a team, the Athletic Director and the Principal may allow student-athletes to play up; however, those playing up will be from the next lower grade level only. Any exceptions to this requirement shall be granted by the Office of Catholic Schools on a case-by-case basis. The total number of team members will not exceed a reasonable number if there was a need to have lower grade student-athletes play up. The Principal will determine what the "reasonable" number is.

Complaint Procedures

In the event of a complaint for non-compliance to IESA rules, diocesan policies or local school policies and administrative regulations, a written form should be completed by the complainant and submitted to the Athletic Director and the Principal. The Principal will make all final decisions regarding complaint resolutions.

Disputes Between or Among Schools

In the event of a dispute between schools with opposing teams, the schools' Principals and Athletic Directors shall initially meet to address the concern. The Principals will resolve the matter internally. IESA guidelines should be utilized if the schools involved in the dispute hold IESA membership. If not, the schools may seek a resolution through the Diocesan Office of Schools from the Superintendent or his representative.

Open Gym

Open Gyms may occasionally be held as gymnasium use permits and the Principal approves. As stated previously, Open Gyms may not take place on Sundays and the additional dates as ascribed. Coaching, competitive play and offering of critical comments shall not take place during Open Gyms. The minimum standard for supervision of Open Gyms will be a person who is 21 or older who has completed Safe Environment Training (SET), has had a background and fingerprinting check and has been screened for drug usage, if paid. (cf. Appendices – Diocesan Administrative Regulation C-312) An adult trained in CPR and the use of an automated external defibrillator (AED) must be present at all times.

Fundraising/Support From Businesses

The Principal shall approve businesses who wish to support logos or signs placed in gymnasiums, products promoted through concessions and business names sponsoring ticket stubs and/or programs. The Principal will make final decisions regarding the type and number of fundraising projects.

General Directives

Technical Fouls

Technical fouls committed by student-athletes will result, at a minimum, in exclusion for the remainder of the game if the technical foul resulted from unsportsmanlike conduct. If a student-athlete commits two technical fouls related to unsportsmanlike conduct in a season, he or she will not be allowed to participate in the sport for the remainder of the season. Coaches who receive technical fouls may continue to coach unless an assistant is available to coach the remainder of the game. Contingent upon the reason for the technical foul, the Principal will have sanctions in place and act upon them as soon as possible after the game.

Travel and Transportation

The Principal will determine the maximum distances for traveling to away games. Games that may require overnight stays may not be made for any sporting event at the elementary school level.

Weather-Related School Days, Saturdays and Holidays

On school days, Saturdays and school holidays when severe weather conditions may preclude practices, games and/or tournaments, the Principal and the Athletic Director will determine whether or not practices, games and/or tournaments will take place or be cancelled. School Reach will be used as well as verbally notifying the student-athletes if a change or cancellation must occur.

Uniforms and Equipment

The Principal shall be responsible for approving the purchase of team uniforms. Uniforms will be issued annually. A timetable for their expedient return should be determined by the Athletic Director. Normal wear and tear is expected. In the event the uniform is returned in less than acceptable condition, the parent(s) or legal guardian(s) will be assessed the cost for its replacement. Some costs for the completion of the entire uniform will become the responsibility of the parent(s) or legal guardian(s). For example, such items may be shoes, socks, warm up tops and outfits as well as ball caps. Equipment should be inventoried after practices as well as after home and away games.

Adult Supervision

Adequate adult supervision must be provided to student-athletes every time they arrive, practice, participate in any manner and wait for their rides. It is expected that one of the supervisors will be the coach. However, it is recommended that parents, legal guardians and other adults oversee the student-athletes at all times when they are in the school, on the school premises or at games and contests away from the school. By the same token, parents and legal guardians must show their respect by bringing their children to events and picking them up at the recommended window of time designated by the school.

First Aid

It is the responsibility of the Athletic Director to provide First Aid supplies to the coaches and moderators. A box that can be accessed only by the Athletic Director, the Principal, coaches and moderators, should contain student-athlete emergency information, the score book and student-athletes' addresses and phone numbers. OSHA guidelines must be followed in the event of bodily spills. Disposable gloves and biohazard bags for containment of blood and bodily fluids are mandatory. Everyone who is at reasonable risk of exposure shall participate annually in a Bloodborne Pathogens information meeting. This universal precautions training will provide basic information regarding exposure to Bloodborne Pathogens including Hepatitis B, Hepatitis C and human immunodeficiency virus (HIV) through bodily blood and fluid spills.

Medications and Supplements

Under no circumstances may medications and/or supplements be supplied, recommended, permitted or dispensed to student-athletes (cf. Diocesan Policy C-310)

Reporting Injuries

Whether at home or away or whether serious or not serious, all injuries must be reported to the Principal, the Athletic Director and the parent(s)/legal guardian(s) as soon as possible during or after an athletic event. The Principal will determine who is to report an accident/injury to the parents/legal guardians; this administrative regulation will be communicated to the Athletic Director, coaches and moderators.

Schools that participate in the blanket accident insurance program offered by the diocese must submit a claim form to the company that documents the cause and nature of the injury. The person completing the form should certify that the student-athlete sustained the injury while practicing or playing in a school-sponsored sports program.

Intramural Programs in Lower Elementary Grades

If a school has an intramural program, the Principal will approve volunteers who oversee intramural programs. They should be at least 21 years of age and have completed Safe Environment Training (SET) as well as background and fingerprinting checks. If paid, they will also be screened for drug usage.

Awards

Awards including trophies are traditionally part of athletic programs. Factors to consider in selecting awards should be size, cost, appropriateness and proportionality. Only athletic awards officially approved by the school may be presented to students regardless of the funding source of the awards.

I have competed well; I have finished the race; I have kept the faith. 2 Timothy 4:7

FORMS

**Athletic and Sporting Events
Parental/Guardian Consent Form and Liability Waiver
2014-2015 Academic Year**

Student Participant's Name: _____

Birth Date: _____ Sex: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Business: _____ Cell: _____

Request for Permission

As parent and/or legal guardian, I give permission for my son/daughter named above to participate in interscholastic athletics in the following sports during the 2014-2015 academic year (initial all that apply):

Volleyball Basketball Cheerleading
 Cross Country (Alleman) Tennis (Alleman) Track & Field (Alleman)
 Football (Alleman) Wrestling (Alleman)

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I am aware that participating in sports will involve travel to practices and games. I acknowledge and accept the risks involved with my child's travel. I further understand that participation in sports presents to my child the risk of harm, including, but not limited to, serious personal injury or death. Any questions I have concerning my child's participation have been answered.

In consideration of my child being allowed to participate in the sport(s) indicated above, I hereby RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS the Catholic Diocese of Peoria, the parish, the school, coaches, chaperones, volunteers or representatives associated with the event, and their employees and agents, from any and all liability for injuries, damages, medical expenses, or any other loss to my child or family or me (including attorneys' fees) arising from or related to my child's participation. Additionally, I give my consent and approval for my child's name and picture to be printed in any sports program, publication, or video.

As a parent/guardian, I further acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering important learning experiences for the students. Therefore, I will show respect for all players, coaches, spectators, and officials. I will only participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and good sportsmanship expected by a Catholic school, and accept the responsibility that comes with being a parent/guardian of a student athlete.

Signature: _____

Date: _____

MEDICAL INFORMATION & EMERGENCY FORM

Please note: schools may use this form or a commercially available medical information / emergency form template.

Student/Minor:

Name (first, middle, last): _____

Address: _____

Student/Minor's Regular Physician:

Name (first, middle, last): _____ Phone (including area code): _____

Medical Conditions:

Please list any medical conditions of the student/minor (asthma, diabetes, epilepsy, etc.): _____

List any allergies or allergic reactions to medications of the student/minor: _____

List any medications the student/minor is presently taking: _____

Other pertinent medical information: _____

Date of student/minor's most recent tetanus shot: _____ - _____

Medical Insurance Information:

Company: _____

Plan Number: _____ Employee Identification #: _____

Emergency Contacts

Parent or Guardian

Name (first, middle, last): _____

Daytime Phone (including area code): _____ Evening Phone (including area code): _____

Other Contact

Name (first, middle, last): _____ Phone (including area code): _____

Relationship (friend, neighbor, coworker, etc.): _____

Authorization for Emergency Medical Treatment

This information will be kept in the possession of the school/parish. A copy will be distributed to the person in charge of each trip or athletic activity in which the student/minor participates. Should the need arise this information will be given to the proper medical authorities.

I, _____ [parent/guardian], understand that in the case of illness or injury to my child, _____ [child's name], the school/parish will try to notify me or the person I have listed above as an emergency contact. In case of medical emergency concerning my child, at a time when I or my listed emergency contact cannot be notified, I grant full power to the school/parish to 1) arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment would normally be administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; and 2) sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

Signature of Parent/Guardian

Date

This Authorization for Emergency Medical Treatment is valid for a period of one year, from August __, 20__ through August __, 20__.

Office of Catholic Schools
Diocese of Peoria

PUBLICITY FORM
2014-2015 Academic Year

Name of School: Our Lady of Grace Catholic Academy

City: East Moline

On occasion, the school named above takes photographs or makes an audio or video recording of children and/or adults involved in school or parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in school or parish publications or advertising materials to let others know about the school or parish. Also, local news organizations may learn about the school's activities or events, and the school or parish may invite or allow them to photograph or record such events to be used, distributed, or displayed as the agents of the school or parish see fit.

I hereby expressly grant to the school named above, its affiliated parish(es), and/or the Diocese of Peoria the right, privilege and license to use the picture or likeness of my child/children in any photograph, movie, video production or any other forms of media publication and to use the verbal or written statements or declarations of my child/children for the purpose of publicizing, fostering and promoting the school and its programs, or for any other purpose in furtherance of the mission of the school, its affiliated parish(es), and/or the Diocese of Peoria.

Name of Student(s): _____

Signature of Parent/Guardian

Signature of Parent/Guardian

Printed name of Parent/Guardian

Printed name of Parent/Guardian

Date

Date

Parent Signature Page

Parent Student Handbook

Please read and discuss the contents of the Our Lady of Grace Catholic Academy Parent-Student Handbook with your children. Please return the completed form by Friday, August 29, 2014.

I have read the Parent-Student Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date