



WE ARE:
GRACE!



Family Handbook 2023-24

Father Alouez Catholic School

**Elementary School
St. Matthew Campus
2575 South Webster
Green Bay, WI 54301
920-432-5223**

**Middle School
Resurrection Campus
333 Hilltop Drive
Green Bay, WI 54301
920-336-3230**

fatheralouezschool.org

Providing Vibrant Quality Catholic Education

Encompassing our core values of

Respect * Excellence * Joy * Compassion * Discipleship

We are WOLVES:

**Welcoming
Others,
Loving
Vibrantly,
Encouraging
Service,
as Disciples of God.**



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Principal's Welcome

Welcome to Father Allouez Catholic School. We are excited to have you as members of our school community. We will work with you to provide the child(ren) you entrust to us with Christ - centered Catholic education. We are dedicated to enabling your child(ren) to grow spiritually, academically, physically, emotionally and socially. We want every child to reach his/her God-given potential. As a school family, we incorporate the gospel values in all we do. Thus, our actions can give witness to the faith that unites us and the message of Jesus that calls us.

Handbook Resources and Purpose

This Family Handbook includes expectations and practices in place at Father Allouez Catholic School. All practices and expectations are based on Diocesan Board of Education and GRACE School System policies which are the governing authorities of Father Allouez Catholic School. Interpretation of this Handbook is ultimately the responsibility of the school Principal and system President.

- **Diocese of Green Bay Board of Education Policies - [LINK HERE](#)**
- **GRACE Family Handbook 2023-24 [GRACE Handbook](#)**
 - Academic Calendar
 - Accreditation
 - Bullying/Discipline
 - Child Abuse Laws
 - Admissions and Enrollment
 - Admissions
 - Preschool Readiness
 - First Grade Eligibility
 - Grade or Program Changes
 - Transfers within GRACE
 - Exits
 - Food Service
 - Media Release
 - Medication Policy
 - Non Discrimination Statement
 - Parents at Primary Educators
 - Promotional Media Release
 - Tuition and Fees
 - Financial Aid

This Handbook is available on our website. The GRACE Family Handbook protocols are linked within this School Family Handbook electronically.

The School and GRACE School System retains the right to amend the Handbooks for just cause. Parents/Students will be given notification when changes are made.

As completed within the enrollment process, parent(s)/guardians(s) agree to be governed by Father Allouez Catholic School and GRACE Family Handbooks and understand that it is my/our responsibility to read and comply with all policies contained in the Handbooks and any revisions made to them.

About GRACE

The Green Bay Area Catholic Education (GRACE) school system is a 23-parish collaborative educational ministry that operates eight preschool through eighth grade schools and one preschool through tenth grade classical school. Formed in 2008, GRACE's neighborhood schools are geographically distributed throughout the greater Green Bay area with strong connections to the area parishes and the broader community.

Academic Calendar

The academic calendar provides key dates for all GRACE schools and is posted on the GRACE system website - [Link to GRACE Academic Calendar](#)

Accreditation

As a member of the GRACE System, Father Allouez Catholic School was accredited by the Wisconsin Religious and Independent Schools Accreditation in 2019-2020.

Non Discrimination Statement

Father Allouez Catholic School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel.

Contact Information

St. Matthew Campus Office Hours 7:30-3:30 Monday-Friday

Phone: (920) 432-5223

Email: smsoffice@gracesystem.org

Resurrection Campus Office Hours 7:30-3:30 Monday-Friday

Phone: (920) 336-3230

Email: resoffice@gracesystem.org

Joint Campus Email: FACSooffice@gracesystem.org

Site Advisory Council (SAC)

Our Site Advisory Council (SAC) provides a formal structure for parents to work with each other and with the Principal and administration. Similar councils exist at all GRACE schools to enhance our students' educational experience.

Member Name	Position	Email
Carrie Mahlik	Chair	carrie.mahlik@gmail.com
Heather Millbach	Vice Chair	h.brosig.milbach@gmail.com
Bridget Erwin	Secretary	bridget.m.erwin@gmail.com
Steve Farone	Treasurer	sfarone52@gmail.com
	SAC Members	
Peter Weiss	FACS Parent	peterweiss@uwalumni.com
Jenny Hoppe	FACS Parent	Jalbiero21@gmail.com
Magy Hernandez	FACS Parent	magyoleyhernandez@hotmail.com
Sarah Johanski	Resurrection Campus Teacher	sjohanski@gracesystem.org
Kay Franz	FACS Principal	kfranz@gracesystem.org
Justin Dart	Resurrection Parish Member	jj_dart_54235@yahoo.com
Danielle Bruder	FACS Parent	danielle.valenta@gmail.com
Fr Bob Kabat	Pastor - St. Matthew Parish	bkabat4452@hotmail.com
Fr. Tom Reynebeau	Pastor - Resurrection Parish	treynebeau@gbres.org
Krissy Miskella	FACS Parent	kristin.miskella@gmail.com
Kerry Kratzke	FACS Parent	kratzkek@gmail.com
Matthew Dufek	FACS Parent	duflex68@gmail.com
Matt Klika	FACS Parent	mrklika@gmail.com
Kim Noe	FACS Parent	msduffek@yahoo.com
Angela Moore	FACS Parent	angelamoore1026@gmail.com
Katie Denney	FACS Parent	Kedenney16@gmail.com
Rob Moore	FACS Parent	rjmoore44@gmail.com

Father Allouez St. Matthew Campus Staff

Position	Staff Member
Pastor	Fr. Tom Reynebeau (Resurrection)
Pastor	Fr. Robert Kabat (St. Matthew)
Principal	Kay Franz
Athletic Director	Chris Haese (FACSathletics@gracesystem.org)

St. Matthew Campus

Administrative Assistants	Jane Campion/Mary Mueller
Early Childhood - 3 year olds	Melissa Dahl
Early Childhood- 4 year olds	Amy Benzshawel
Teacher Aide	Amy Kocken
Teacher Aide	Polly Liegel
Kindergarten	Doreen Dimeo/Annie Stewart
Grade 1	April Neuville/Sara Burns
Grade 2	Tina Sabin/Marissa Hohol
Grade 3	Ashley VandenBush/Patricia Crooks
Grade 4	Caitlyn Zedler
Supportive Consultant	Amy VanSchyndel
Interventionist	Kelly Van Handel
Reading Specialist	Megan Bolin
Art	Jeanne Ihlenfeldt
Librarian	Mary Donarski
Music/Spanish	Jennifer Gracer
Physical Education	Jim Palubicki
Technology	Lynn Fink
Cafeteria Manager	Annette Rocque/Lori Stary
Playground Supervisor	Julie Ignasiak
After Care Coordinator	Stacy Smits
Custodian	Jeff Lotto/Paul Douche

Father Allouez Resurrection Campus Staff

Administrative Assistants	Carrie Seibert/Stacy Bohnart
Grade 5	Sarah Johanski
Gr. 6-8 Math	Brenda Touchinski
Gr. 6-8 Religion	Catherine Sendelbach
Gr. 6-8 Language Arts/Reading	Allyson Ellis
Gr. 6-8 Social Studies/Science	Jodi Lange
Supportive Consultant	Amy Van Schyndel
Art	Jeanne Ihlenfeldt
Band/General Music	James Block
Health/Physical Education	Malynn Tarczewski
Librarian	Jennifer Suda
Technology	Lynn Fink
Spanish	Seniasor Rodriguez/Gomez
School Counselor	Connie Borseth
Cafeteria Manager&Assistant	Patty Bradshaw/Mary Kispert
Playground Supervisors	School Staff
Custodians	Glenn Champeau/Paul Becker

Absence Policy

Classroom learning is more than just reading out of a textbook or completing a worksheet. Much of what we do is discussion, activities, and hands-on learning, therefore, a student's daily attendance is important for optimal learning.

Students of compulsory school age are required to be present for daily classes. Any time a student is not in attendance, a tardy or absence will be officially documented. A parent/guardian must notify the School if their child will be absent or tardy by leaving a message with the school office. If a message is not received by 8:30 a.m., the school is required to contact a parent/guardian by phone to confirm that the student is safe.

The school office must be notified immediately of any changes of addresses, telephone numbers, or email for notification purposes in case of an emergency.

- **Excused Absences/Tardies** are defined as non-attendance because of illness, a documented doctor/dentist appointment, death in the family, or other special circumstances reviewed by the principal.
- **Unexcused absences** include non-attendance for any other reason including vacations. Teachers are not required to give assignments in advance of unexcused absences (such as vacations or trips).
- If a student is absent ½ day or more of the school day due to illness, the student loses the privilege to participate in any extra-curricular activity that day.
- In case of an absence, a student is responsible to make up the work missed to the satisfaction of the teacher. Students are allowed one day for each day absent to make-up work. Assignments due on the day of absence are due at 8:00 a.m. the day the student returns to school unless the teacher is notified by the parent of extenuating circumstances. Extensions can be arranged. Students who are absent on test days must assume the responsibility to take any missed test on the day they return to school.
- **Excessive absences or tardies** may have a direct effect on a student's academic performance.. Students ***absent 10 or more days per year will be referred to the administration.*** Documented medical exceptions may be made. Students with prolonged absences may require outside academic tutoring to meet curricular requirements. Authorities may be notified to assist the family to meet the child's educational needs.

Tardiness/Leaving Early

- Tardiness is a serious matter as it affects not only the tardy student, but also the students whose learning may be interrupted by late arrivals or by leaving school early. Seeing that all children arrive on time for school is the responsibility of each parent.
- If the student is not on time, they must stop in the office and receive a tardy pass. **Students tardy more than 10 times in a year will be referred to the administration.**

Report Absent/Tardy

- **Phone Call:** Parent/guardian is asked to call school before 8:30 a.m. **EACH DAY** a child will be absent from school. A message may be left on the school's voice mailbox if it is before school hours.
St. Matthew: (920-432-5223) **Resurrection:** (920-336-3230)
- If requested (when calling in) homework for absent students can be picked up at the end of the day.
- **Family Vacations/Extended Absence:** When students will be out of school for four or more days, a *Vacation/Extended Absence form* must be completed at least one week in advance. These forms are available on the website. It is at the teacher's discretion whether homework will be available prior to leaving. It is the student's responsibility to check with teachers, upon returning, regarding missed school work. The amount of time the student has to complete the missed work will be determined on an individual basis.

Academic Testing Programs

- Diocesan-wide testing programs are conducted each year in grades K-8. The current testing format used by the Green Bay Diocese is STAR
- Testing is done in Fall, Winter and Spring for all students. Parents/guardians will receive a report of their child(ren)'s performance on the test.
- As a Catholic School in the Green Bay Diocese, our students are also tested on their religious knowledge (ACRE) in the Spring of their 5th and 8th grade years.

Appointments

- Parents/Guardians are encouraged to schedule appointments outside of school hours. When this is not possible, students **will be** excused for these appointments.
- Prior verbal or written notification of an appointment scheduled during school hours is appreciated.
- Students **will be** considered tardy when coming to school late due to an appointment.
- Parents/Guardians must report to the **school office to sign in/out** their child(ren) for appointments.

Arrival / Dismissal Times:

St. Matthew Campus

7:45 – Playground supervision begins
8:00 – First bell
8:05 – Classes begin (PreK – Gr. 4)
3:00 – Dismissal

Resurrection Campus

7:30 – Supervision begins
7:45 – First Bell
7:55 – Classes begin (5 – 8)
3:15 – Dismissal

- **Crossing guards** are provided by the city at the corners of Hoffman and Libal and Hoffman and Hilltop for the Resurrection Campus and at the crosswalk on Webster and St. Matthew Street for the St. Matthew Campus.
- At dismissal, students must leave the school in a timely manner. All students that remain on school property after dismissal must be supervised by a parent or designated adult. No staff supervision is provided for students after school hours.
- If parents/Guardians need to change their child(ren's) pick up procedure during the day, the office must be called at least 15 minutes prior to dismissal to ensure the message is delivered to the child(ren's) teacher.
- School playground equipment is not available for use before or after school. Any personal equipment brought in by a student to use during this time is the responsibility of the student and parents. School is not to be held liable.

- **All school rules must be followed before and after school while on school property even under parent supervision.**

Arrival and Dismissal: Traffic Flow

Resurrection Campus

Arrival

- **ENTER** the parking lot at the **EAST** Entrance next to the soccer field, marked with the “in” arrow. Grades 6 and 8 get dropped off by flag pole by the gym entrance. Grades 5 and 7 get dropped off by the main school entrance door. Let your child(ren) out of the car on the side facing school. Children should use the designated crosswalk to enter the waiting area.
- Continue west **EXITING** at **WEST** driveway marked with the “out” arrow.
- Parents who need to park should **not** park in the first row of parking stalls closest to the building.
- **DO NOT, under any circumstances, drive through or park in the circle driveway.**
- Children who walk or ride bikes to school must enter the parking lot from the east driveway and stay within the designated pedestrian/bike path.
- If people other than yourselves pick up or drop off your children, please share the traffic flow guidelines with them.

Dismissal

- **ENTER** and **Exit** through the driveways marked “in” and “out” just as you did in the morning.
- **DO NOT** pull in the AM drop-off lane to pick up your child(ren).
- Park your vehicle. **DO NOT** Park in the row closest to school.
- Students who walk or ride bikes to school must enter and exit the parking lot using the pedestrian walkway located at the east side of the east driveway.

[Video for drop off and pick up procedures at the Resurrection Campus](#)

St. Matthew Campus

Arrival

- **ENTER** the parking lot through the Beaumont Street driveway closest to the corner of St. Matthew Street. Follow the lane closest to the exterior of the parish center
- **EXIT** the parking lot through the St. Matthew Street exit closest to the church.
- Please have your child(ren) exit the car promptly and walk to the waiting area.
- Parents of PreK 3 or 4 children and those parents of K - 4 students who need to park should stay clear of the drop-off zone and escort their child(ren) to the waiting area. PreK 3 and 4 children should be escorted to the school atrium where they will meet their teacher.

Dismissal

- **ENTER** the parking lot through the Beaumont Street driveway closest to the corner of St. Matthew Street.
- Park and either wait for your child in the car or in the waiting area.
- **EXIT** the parking lot through the Beaumont street driveway closest to the field.

[Video for drop off procedure at the St. Matthew Campus](#)

Please share the traffic flow guidelines with anyone who may pick-up or drop-off students.

Athletic Program

- Father Allouez Catholic School has a “no cut, everyone participates” policy. All sports are open to boys & girls. The following sports are offered:
 - Soccer: Grades 5-8
 - Volleyball: Grades 5-8
 - Football: Grades 6-8
 - Cross Country: Grades 6-8
 - Basketball: Grades 3-8
 - Track: Grades 5-8
 - Tennis: Grades 5-8
 - Golf: Grades 5-8
- See Appendices A and B for more information

Band

- Students in grades 5-8 are eligible to participate in band.
- Small group and large group lessons are provided weekly.
- Instruments are rented or purchased by families. Some specialty instruments are available from school.
- Band students are required to participate in school concerts as part of their grade.
- Other optional public performance opportunities are available throughout the year.

Bullying, Violence, Harassment, Threatening Behavior (GRACE)

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools. It is the responsibility of all parents and school staff to model kind actions and words towards and about others. A rule of thumb “if it is going to hurt someone, don’t do it or say it.”

Bullying behavior is contrary to our basic school rules as well as our Catholic Identity and Christian way of life. Bullying behaviors include, but are not limited to, repeated:

- Intimidation
- Threatening
- Exclusion
- Gossiping
- Perpetuating rumors
- Name-calling
- Cyberbullying
- Physical violence

Harassment/hate, defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, intentional infliction of stress, bigoted epithets, vandalism, force or the threat of any of the above, motivated all or in part out of hostility to the victim’s real or perceived race, color, ethnicity, religion,

sexual orientation, national origin, ancestry, creed, marital or parental status, physical mental, emotional, or learning disability, will not be tolerated at GRACE schools. GRACE follows the Diocesan Sexual Harassment policy.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person or online) face disciplinary action, suspension, and/or expulsion.

- Any acts of bullying or harassment will result in disciplinary action such as suspension, expulsion, and/or referral to law enforcement.
- Any student who participates in this type of behavior as an encouraging bystander, will also face disciplinary action.
- Students who witness such behavior are expected to report it to a teacher or administrator immediately.
- Violence, aggressive and threatening behavior on school premises, church, buses, or at school events will not be tolerated.

All staff at GRACE schools will do the following things to prevent bullying and help children feel safe at school:

- Provide periodic 'focus' activities on positive actions that also might involve GRACE counselors.
- Watch for signs of bullying and stop it when it happens.
- Record observed incidents and report it to a school administrator.
- Respond quickly and sensitively to bullying reports.
- Provide a safe process for reporting bullying and a description of the investigation process. These processes will be disseminated to parents and students at the start of each academic year.
- Provide consequences for retaliation against those who report bullying.
- Assign consequences for bullying which will require the student to:
 - * Take responsibility for their action
 - * Understand why it was wrong
 - * Make restitution to the victim

Busing

- Busing is available for eligible families per Green Bay School District busing policies. Information can be found on the school website or by calling Green Bay Transportation @ 920-448-2130.
- A shuttle bus runs between the two Campuses for ease of drop off and pick up for parents with children at both schools. The cost of the shuttle bus is split between the SAC and the parent.

Cancellation of School / 2-hour delay

- Local radio and/or television stations report school delays and cancellations due to inclement weather or building emergencies.
- Father Allouez Catholic School closes when the **Green Bay Public Schools** close for inclement weather.
- An email will be sent to your email address on file alerting you to any cancellation/delay.
- You will be invited to join an automated alert system through Father Allouez Catholic School. The system will send you a message alerting you to any cancellation/delay.
- 2-Hour Delay: 'Morning Only' (**half day**) early childhood students **will not** have class if there is a 2- hour delay. Full-day early childhood students will attend for the rest of the day.

Cellphones

- All cell phones are to remain in the student's backpack, locker or office during school hours. They should be turned off unless given permission by authorized personnel to use to contact a parent.
- If a child has a cell phone on them during school hours, it will be taken away and held in the office until a parent is able to pick it up.
- Please do not text your child in school; if you need to contact your child, call the office to have a message sent to your child's homeroom.

Change of Address / Phone Number

- It is very important for emergency and administrative reasons that every family maintain an up-to-date address, email and phone number in the school office. Notify the school immediately if you have any changes during the school year.
- Please keep your TADS profile updated as well.

Child Abuse Laws

- Father Allouez Catholic School follows state laws regarding child abuse and neglect.

Communication

- Each WEDNESDAY a weekly newsletter will be emailed out to families with pertinent school information.
- Teachers **will not** accept phone calls during the school day, except in an emergency situation determined by office personnel. Messages will be taken and dealt with during a non-teaching or non-supervisory time.
- **Emails to any staff member** may take up to 24 hours for a response. Any email received after school hours will be attended to the **next scheduled school day**. If an emergency or need for a quicker reply, please call the school office during school hours or leave a message.

Conferences

- Student Progress Reports are issued three times per year at the end of each trimester.
- Parent/Teacher Conferences are scheduled twice a year for students EC-8. First trimester conferences are held in October. All parents are strongly encouraged to attend. The second Parent/Teacher Conference held in Spring and may be parent/teacher requested.
- Sign up for conferences is done online to allow parents the ability to choose convenient times.
- Teachers are also available during the school year to address concerns on an individual basis if needed.

Discipline/Suspension/Expulsion

At Father Allouez Catholic School, our staff is trained in the **CHAMPS program**. Students and staff work together to introduce, practice and master self-discipline skills needed to be successful in the future as we strive to become disciples of God. If students are not able to demonstrate these skills consistently, the following disciplinary actions may need to be enacted.

Classroom Interventions: Teachers will work with students to review and practice expectations using a variety of techniques that will help each student be successful. This may include a refocus break from the classroom, a discussion with the teacher or administration to help the student understand the need to follow expectations or parent contact to discuss ways to support student success.

FYI-Detention: A written communication to parents regarding specific behavior incidents may be sent home requiring a signature and/ or possible scheduled extra time for the student at school with teacher supervision.

In-School Suspension: The student will spend a designated amount of time removed from the rest of the class in an area under the supervision of school staff; student will complete assigned work by the end of the day; and will be expected to make up missed tests or other class work. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment so that classroom learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled.

Out-of-School Suspension: Suspension, the temporary **prohibition of a student's attendance at school and school-related activities**, is within the jurisdiction of the administrator(s) at each GRACE school. Suspensions may be recommended by teachers, but may be implemented only by the administrator(s) after a conference with the teacher(s). The student and parents/guardians must be given notice. The parents/guardians must be given an explanation of the evidence that the school administrator(s) possesses. A conference must be scheduled between the student, parents/guardians and administrator within five (5) school days following the beginning of the suspension and before returning to school.

There are two general situations that may lead to an out-of-school suspension:

1. When the moral or physical well-being of the student body, staff, or personal or school property, is endangered.
2. When there is a prolonged and open disregard for school authority.

If the administrator(s) determines that a suspension is justified due to a serious violation of school rules, the student may be suspended for no more than five consecutive school days unless the suspension is pending expulsion, in which case it may be for no more than 15 days.

Students who receive out-of-school suspension will not be allowed on campus during the time of their suspension or allowed to participate in or attend any school-related activity including all extra-curricular activities. Students will complete all missed class work, homework, tests and quizzes. After an out-of-school suspension and prior to the student returning to school, the student may be placed on probation with a behavior contract which is for a limited time during which a student must fulfill the terms of the behavior contract or the student faces expulsion. This suspension will be recorded in the student's file.

Expulsion: Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- a. Acts which, in the judgment of the administrator, endanger the moral, academic, or physical well-being of the student body;
- b. Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;
- c. Prolonged and open disregard for school authority;
- d. Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility of expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation shall include written communication between the administrator and family. In the case of serious circumstances, as described in "a" or "b" above, the student shall be immediately suspended until the process can be completed.

Appeal Process

Following the decision of the administrator for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the Executive Committee of the GRACE Board of Trustees within five (5) school days of the expulsion. The request for appeal must be in writing and forwarded to the GRACE President at the GRACE office.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing shall be set as soon as practical. The Executive Committee of the GRACE Board of Trustees shall conduct the hearing. The student and parent/guardian are informed of the date, time, and place of the hearing.

Hearing procedures: The administrator states the reason for expulsion and provides documentation. The student or parent/guardian presents his/her case. The hearing panel then asks pertinent questions that are necessary for their understanding of the facts and circumstances. Cross-examination is allowed. All expulsion hearings shall be closed hearings. Legal representation at the hearing is not permitted.

Decision process: When the hearing panel decides it has enough information to make a determination, the panel will go into executive session. The student, parent/guardian and the administrator will be informed of the panel's decision in writing. The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers.

Expulsion from GRACE schools may be permanent, or the school administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

Dispute Resolution Policy

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedure for dispute resolution:

- **First**, contact the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher. In the case of endangerment or legal concern, moving to the second level immediately is deemed acceptable.
- **Second**, contact the immediate supervisor of the person directly responsible. The supervisor will determine the appropriate actions necessary to resolve the issue. This may include arranging and facilitating an appointment between the parent and the employee/volunteer. (For any faculty concerns, the supervisor would be the school administrator.)
- **Third**, If concerns continue, the issue will be brought to the on-site advisory committee for discussion and recommendation.
- **Final** recourse is to bring concerns to the President of the GRACE School System.

*The Site Advisory Councils are not involved in the day-to-day operations of the school and, therefore, are not appropriate avenues for dispute resolution.

Dress Code Policy (Revised May 2023)

Rationale

Father Allouez Catholic School's mission centers around fostering an environment best suited to learning and faith development. The purpose of the Student Dress Code is to create a respectful, professional learning environment with particular emphasis on neatness, modesty, and cost effectiveness. Parents or guardians are expected to support the school's enforcement of the Student Dress Code, thus supporting our Catholic values and morals.

General Regulations

- Clothing is to fit properly. Clothing may not be form-fitting, see-through, too tight, or oversized. Undergarments may not be visible.
- Clothing must be neat and clean. Holes or frayed clothing are not allowed.
- Clothing may not contain pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, weapons, or drugs.
- No hats, outerwear, or hoods are to be worn in the building during school hours.
- Personal electronic devices with WIFI access or data plans (including cell phones, tablets, smart watches, etc.) may not be worn or carried with students during the school day. These devices need to be turned off and stored.
- The school principal reserves the right to restrict the dress code policy for individual students who fail repeatedly to follow the dress code guidelines.

Uniform Colors

- Shirts: navy blue, dark green, white, and red
- Bottoms:
 - St. Matthew Campus—Navy blue only
 - Resurrection Campus—Navy blue and khaki
- Socks / Leggings / Tights: navy blue, dark green, white, red, and black (No patterns)

Tops

Shirts

- Plain solid uniform colors only, no patterns
 - Collared button-down polo or turtleneck style with long or short sleeves
 - FACS school logo shirts optional
 - Shirts should be plain or have the school logo only. No brand or other logos are allowed.
- Long-sleeve shirts may be worn under short-sleeved shirts in uniform colors only

Sweaters

- Plain solid uniform colors only, no patterns
- Crew neck or cardigan style

Fleece

- School approved uniform style only in navy or dark green with school logo
- Uniform style shirt must be worn underneath

Bottoms

Pants / Shorts / Capris

- Plain solid uniform colors only, no patterns
Materials allowed include cotton, polyester, or corduroy
- No cargo or carpenter styles, frayed hems, or denim material
- Capris and shorts may be worn in August through October, and April through June
- Shorts must be an appropriate length falling at or just above the knee

Skirts / Skorts (Girls only)

- Plain solid uniform colors only or plaid (hunter/classic navy style)
- Materials allowed include cotton, polyester, or corduroy
- Skirts and skorts are to be of an appropriate length falling at or just above the knee • Legging-style pants are only permitted when worn under a skirt, skort, dress or jumper bottom

Dresses & Jumpers



Dresses (Girls only)

- Plain solid uniform colors only, no patterns
- Collared button-down polo or turtleneck style with long or short sleeves
- Materials allowed include cotton, polyester, or corduroy
- Dresses are to be of an appropriate length falling at or just above the knee • Legging-style pants are only permitted when worn under a skirt, skort, dress or jumper bottom

Jumpers (Girls only)

- Plain solid uniform colors only or plaid (Navy blue, green and Red)
- Uniform style shirt must be worn underneath
- Materials allowed include cotton, polyester, or corduroy
- Jumpers are to be of an appropriate length falling at or just above the knee • Legging-style pants are only permitted when worn under a skirt, skort, dress or jumper bottom

Other

Socks / Tights / Leggings

- Plain solid uniform colors only, no patterns
- Leggings or tights may be worn under proper-length skirts, skorts, dresses and jumpers
- Socks must be worn
- Socks must be visible

Shoes

- Dress shoes or tennis shoes only
- No heels, wedges, open toes, open back, light-up, wheels, slippers, Crocs or winter boots
- Shoes must be worn in the school building at all times

Grooming

- Hairstyles must be kept neat, clean, well groomed, and a natural hair color
- Boys must be clean shaven
- Body piercings, other than ear lobes, are not allowed
- No hanging earrings are allowed
- Excessive jewelry and accessories are not allowed
- No visible permanent or temporary body tattoos
- Minimal, natural looking, make-up is allowed in 7th and 8th grade

Gym Clothes / Shoes

- **Gr. K-8**
A pair of non-marking tennis shoes should be left at school for indoor gym use
- **Gr. 5-8**
Students must change into loose-fitting athletic shorts or pants, and an appropriate t-shirt (long or short sleeved)
Shorts must be mid-thigh length or longer
Appropriate logos, pictures, words are allowed

Special Dress Days

Dress Down Days and N.U.T (No Uniform Today) Cards

- **Casual clothing, jeans, long and short sleeve t-shirts, sweatshirts are all allowed**
- **Shorts are allowed but must be an appropriate length at or just above the knee**
- **Dresses, skirts and skorts are allowed but must be an appropriate length at or just above the knee (girls only)**
- **Hooded sweatshirts are allowed but hoods must be down while in the building**
- **Not allowed are leggings, short shorts, or tank tops**
- **Tennis shoes or dress shoes only**
- **Must follow all general regulations (see above)**

Football Fridays (on school day before a scheduled home Packer game)

- Top that supports your favorite sports team: professional, college, school, or extracurricular are allowed
Hooded sweatshirts are allowed but hoods must be down while in the building
- Uniform bottoms are required

Spirit Wear Days (Every Tuesday; also known as T-shirt Tuesdays)

- Father Allouez Catholic School, Notre Dame Academy, St. Norbert College, or Green Bay Area Catholic Education shirt, sweatshirt, hoodie, or fleece is allowed
- Uniform bottoms required

Scouts Uniforms

- Scout uniforms tops are allowed on meeting days with uniform bottoms

Dress Code Violation Procedures

- Parents will be notified of a dress code violation and the student will be asked to change into appropriate dress code attire. The student may borrow clothing at school from the used uniform closet or parents may bring a change of clothes.
- A parent/administrator meeting will be held if there is a chronic problem to set up a plan of action to prevent any further issues.
- Any personal electronic devices that are visible will be turned in to the office and need to be picked up by a parent or guardian.

Educational and Class Trips

- The Diocese of Green Bay states that all field trips must have an educational purpose and be safe for students. To participate in a field trip, students must have a signed copy of the school's permission slip from the parent or guardian prior to taking the trip. Field trips require a sufficient number of chaperones/supervisors. All chaperones/supervisors must complete a background check and VIRTUS training prior to supervising or chaperoning any school event.
- Field trips are a privilege afforded to the students. Students can be denied participation if they fail to meet academic and/or behavioral requirements as determined by a school administrator. Students may not participate in field trips if they do not have a signed school permission slip prior to departure of the trip. Parents are responsible for providing information or medication should there be a foreseeable medical issue on the trip prior to departure (an epi-pen, inhaler, etc.).

Emergency Procedures

- Emergency Procedures for:
 - Fire Drills
 - Tornado Drills
 - Bomb Threat
 - Hazardous Spills
 - Crisis Situationsare on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in every classroom.
- Fire drills, severe weather drills, and school safety drills are held throughout the year in accordance with Wisconsin Statute 118.07.

E.P.A.

- Father Allouez Catholic School is in compliance with all Federal E.P.A. guidelines regarding asbestos and hazardous materials. A copy of the plan is in the school office.

Extended Day Care Options

Fr. Allouez Catholic School Before/After School Care - St. Matthew Campus

- **Ages:** EC - 8

After School Care 3 to 4 p.m. / \$12 per day

After School Care 3 to 4:30 p.m. / \$13 per day

After School Care: 3 to 6 p.m. / \$15 per day

Early Dismissal Care: 11:15 a.m. to 3 p.m. / \$15 per day

Early Dismissal Care: 11:15 a.m. to 6 p.m. / \$27 per day

Annual Registration Fee

- \$45 per child or \$60 per family. A 10% discount will be applied for more than one child in the program. 20% are available for GRACE school teachers.

Financial Assistance

- Families experiencing any kind of financial difficulties contact the GRACE office: 499-7330

Health Screening Program

- The Brown County Health Department provides vision and hearing screening each school year.
- Screening for vision and hearing is available upon request to students who are not to be tested that year.
- Vision: K, 1, 3, 5, and 7
- Hearing: K, 1

Health Wellness Recommendations (GRACE System-wide)

Dear GRACE Family,

Welcome to the new school year!

The GRACE Wellness Committee is pleased to announce an outcome of our work since our formal inception in spring 2018. The Wellness Committee is committed to fulfilling our mission of providing a school environment that promotes well-being through a balance of healthy eating and physical activity as well as mental and spiritual growth.

One of our ongoing efforts to promote health and well-being in the schools has been exploring potential opportunities for daily classroom snacks and celebrations in addition to food alternative ideas specifically for birthday celebrations.

Based upon our research, we are excited to share our recommendations. The following lists have been comprised and are enclosed for your reference.

- **Daily Classroom Snacks & Celebrations List**- including health choices for food items
- **Birthday Celebrations List**- focusing on celebrating in a fun and inexpensive way without food

We hope you find our recommendations helpful throughout the coming school year and hopefully for incorporation into your day-to-day family life.

If you have any questions or comments now or at any time, please feel free to contact GRACE Director of Food Service.

Blessings from the GRACE Wellness Committee,

GRACE Wellness Committee SNACK & CELEBRATIONS Recommendations

Please Note

- The foods list below is not an allergy-free list. As needed for specific allergens, students and families are to work with their classroom teacher.
- Certain snacks mentioned below may require refrigeration. If choosing to bring a snack that requires refrigeration, students and families are to work with their classroom teacher for storage or are to pack in an individualized lunch box/bag with ice pack(s).
- Students and families are to obtain prior approval and coordinate all snack and celebration times, along with birthday activities, with their classroom teacher.

Recommended Foods List for Daily Classroom Snacks and Celebrations

- Yogurt/Non-Dairy Yogurt
- Fresh Fruit (Ex. - Apples, Bananas, Watermelon, Oranges, Strawberries, Blueberries, etc)
- Applesauce (unsweetened)
- Dried Fruit (Raisins, Craisins, Mango, Pineapple, etc.)
- 100% Fruit Juice Fruit Snacks or Fruit Leathers
- Raw Vegetables (plain) - (Ex. - Carrots, Celery, Cauliflower, Broccoli, Cucumbers, etc.)
- Raw Vegetables (paired with a dip option below):
 - Vegetable Dill Dip - Ex.- Baby Carrots and Vegetable Dill Dip
 - Hummus - Ex. - Carrot Sticks and/or Celery Sticks with Hummus
 - Guacamole- Ex. - Pepper Strips (Red, Green, Yellow and/or Orange) with Guacamole
- Dried Vegetable Crisps (Ex. - Green Pea Crisps)
- Vegetable Chips - (Ex. - Kale Chips, Sweet Potato Chips, etc.)
- String Cheese or Other Cheese Slices/Cheese Cubes
- Hard Boiled Egg(s)
- Cottage Cheese
- Chicken, Turkey, or Beef Jerky, Sticks, and/or Bites
- Nuts & Seeds - (Only in non- allergy classrooms)
- Trail Mix - (Only in Non-allergy classrooms)
- Granola Bars - Whole or Multi-Grain, Low Sugar
- Nut & Seed Bars - (Only in non-allergy classrooms)
- Fruit/Meal/Health Bars - (Only in non-allergy classrooms)
- Oyster Crackers and/or Saltine Crackers
- Whole Grain Crackers (Ex. of Whole Grain Cracker Brands: Triscuit, Kashi, Wheat Thins, Annie's)
- Multi-Grain Crackers (Ex. of Multi-Grain Cracker Brands: Keebler, Breton, Ritz, Cheez-It's)
- Pretzels
- Popcorn
- Rice Cakes
- Whole Grain Corn Chips (with or without Salsa)
- Whole Wheat Toast (plain or choice to add avocado, jam, etc.)
- Dry Breakfast Cereal - Whole Grain and Low Sugar - (Ex - Cheerios, Kix, Chex (Rice, Corn, Wheat), Corn Flakes, Crispix, Rice Krispies, Life, Mini Wheats, etc.)

Recommended Ideas for Birthday Celebrations

- Birthday Blessing at Mass
- Special Morning Announcements
- No Uniform Today (NUT) Pass
- Show and Tell - One day per month honoring those who have a birthday in that month (Elementary Students)
- Special Art Project - One day per month honoring those who have a birthday in that month (Elementary Students)
- Favorite Book Selection - Read a teacher-approved, favorite book in classroom on day of birthday (Elementary Students)
- Classroom Coupon - Redeemable for something fun in the classroom (Extra Art Time, Playing A Board Game, Riddles/Puzzles)
- Extra Recess Time - For birthday child and a selected friend on day of birthday or one day per month honoring those who have a birthday in that month
- Teacher-Approved No Homework Pass
- Talent Sharing - Student to share a talent of theirs with the class
- Bring a parent, sibling, or special guest to lunch or recess
- Bring a parent, sibling, or special guest to class to read a story or share a special talent/skill
- Priest Visits - In the classroom or at recess
- Trivia Word Games - Stump the priest or stump the teacher
- YouTube Video - Watch a short, teacher-approved video in the classroom on day of birthday
- Favorite Song - Play a short, teacher-approved song in the classroom on day of birthday

Homework

- Homework is an important extension of the teaching/learning that takes place in school.
- Homework provides an avenue to practice and reinforce learning and can provide opportunities for study, research and creativity.
- Parents can assist their children by providing a quiet place for students to work and checking that assignments are completed.
- Parents should contact teachers if their child spends too much time doing homework on a regular basis. Teachers are willing to discuss homework concerns and will help find reasonable solutions.
- Teachers will provide students/parents with their homework policy.

Lunch Program

A monthly menu is found on our website and can be sent home upon request.

- Student Hot Lunch Price is \$3.75(includes milk) - Adult Lunch \$4.98. Reduced Student Hot Lunch \$.40. Milk is available for cold lunch students. The cost is \$.60 per milk carton.
- Please make the school aware of any food allergies.
- Parents may not bring in fast food for their children or provide pizza party lunches on birthdays because of the Diocesan Health & Wellness Policy.
- Parents are encouraged to volunteer in the cafeteria and/or stop in to share a meal with their child(ren).
- Please notify the office prior to 9 am if you are planning on eating the hot lunch meal when you visit.
- Our middle school campus ONLY will continue to offer the **A la Carte options** to students on all regular school days. This option may be suspended on special event days to allow for quick service to all.

Medications

- **A Medical Consent form must be on file for all medication.** For non-prescription medication, written instructions from the parent are needed. For a prescription drug, written orders must be obtained from the doctor along with written consent of the parent/guardian. These forms are available in the school office or on the website.
- The law provides that the employee and the principal will be immune from civil liability for administering the drugs or from providing emergency care unless there is a high degree of negligence.
- **All medications must be kept in the office and administered by the office. No medication may be kept with a student.**
- The only exception to this policy is an asthma inhaler. If your child requires an asthma inhaler to be on his/her person, then you must have a completed "Authorization for Administration of Inhaled Asthma Medications" form on file in the office. There are absolutely no exceptions to this requirement. This requirement is determined by the state.

Parent Service Requirements / Expectations

- Each K-8 family will work a minimum of 20 hours volunteering in ways that support the school by May 15.. At least 5 of those hours need to be in support of the school fundraising event, 5 hours for any other fundraising efforts and 10 hours of choice to help support other school activities and events.

- Families will be billed **\$35/hour** for all **fundraising hours** not worked and **\$15/hour** for all **other service hours** not worked by May 15, 2020.
- Early Childhood families are required to do 5 volunteer hours of choice or be billed \$15/hour.
- Families can **opt out** of volunteer hours. They will be responsible to pay **\$350** for fundraising hours and **\$150** for service hours to the school by May 15..
- Sign up for volunteer hours can be found on FACS website.

Playground / Recess

- Recess breaks are considered an important part of the education process and, if not at lunch, are included in curriculum minute reporting. Our students are allowed outdoors whenever the weather is conducive to outdoor activities.
- Playground supervisors hold the same authority as a classroom teacher. The playground supervisors' directives are to be followed. Respect and cooperation are expected at all times.
- All students are expected to participate in outdoor recess unless prior arrangements have been made with the classroom teacher.
- A supervised indoor recess will be held due to rain or wind chill temperatures below zero/extreme heat. The School office will determine when students will stay indoors.
- Parents should be cognizant of the weather conditions and see that your child is dressed appropriately.
- St. Matthew Campus is incorporating the **Peaceful Playground** program. Students have been trained in procedures for settling disputes, sharing equipment and ending playtime.

SCRIP

- Each K-8 family is required to generate **\$250.00 in profit** by May 1, 2024, or pay the balance due to the school by May 15.. Families can purchase scrip at either the St. Matthew or Resurrection campus (or both), and the total profit will count towards the requirement.
- Early Childhood families are required to generate \$50 in profit by May 1.
- Families can opt out of purchasing SCRIP, responsible to pay their required amount by May 15.
- Once a family has met the SCRIP requirement of \$250.00 in profit for the school, **50% of any additional profit** will be applied toward their Father Allouez Catholic School GRACE tuition for the next school year, or if their child is in 8th grade, it will be applied to Notre Dame Academy tuition. No refunds will be provided for families either not returning to Father Allouez or not attending Notre Dame Academy.

Student Records

- Students' files are kept in the school office. This file contains diocesan progress reports and/or public school report cards, attendance records, kindergarten screening, and standardized test results. A parent/guardian has the right to review this file. The school stands by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Technology

- All students at Father Allouez Catholic School have access to technology. Technology can be an important learning tool, however, technology must be used appropriately and ethically. Any students inappropriately using technology may lose the opportunity to use the technological resources.
- Students are required to sign an Acceptable Use Policy Contract at the beginning of each year.

- Grades 5-8 parents/students please see the **GRACE 1:1 Chromebooks, Procedures, & Information Handbook on the GRACE website.** [Link to Website](#)

VIRTUS

- You are encouraged to volunteer in **ANY** capacity at Father Allouez Catholic School. Prior to your service you must complete an online **VIRTUS** Training, online background check, and a yearly signed code of conduct.
- VIRTUS Information: January 2023 The Diocese transitioned to the VIRTUS Platform for all initial and on going safe environment training. Annual recertification training called “A Plan to Protect God’s Children 4.0 Recertification Online Training is required for all volunteers.
- [SAFE ENVIRONMENT EMPLOYEE/VOLUNTEER REQUIREMENTS](#)
- Complete a yearly virtue recertification [click here](#)
- Background checks are needed. Log into your virtue account to complete [click here](#)
- Code of Conduct must be signed electronically or [click here for a copy](#)

Appendix A Athletics

FATHER ALLOUEZ CATHOLIC SCHOOL ATHLETIC PROGRAM

Father Allouez Catholic School (FACS) Athletics is a Parish/School organization. Religion Education students are invited and encouraged to participate. However, league rules have two requirements for Religion Education students: 1) The athlete must remain in good standing in either parish Religion Education Program, and 2) The athlete is not allowed to participate in an organized public school league of any kind (including organized intra-mural) AT THE SAME TIME that they are participating in a parish sport.

FACS has a “no cut, everyone participates” policy. However, registrations will NOT be accepted from athletes who have not previously returned their uniform and/or equipment. All sports are open to boys & girls with the exception of volleyball. The following sports are offered:

SOCCER: Grades 5 – 8. Team make-up includes coed 5th/6th grade and coed 7th/8th teams. The game season begins in the first week of September and continues through October. There are one or two games a week with some possible practice times. The games start between 5:00 and 5:15 p.m. If you are considering Allouez Buccaneer Cheerleading or Football, there may be conflicts. A league tournament happens on a weekend in early October.

VOLLEYBALL: Grades 5 - 8. The season begins in August (before school starts) and ends in October. There are one or two games a week with some possible practice times. Games are usually on Mondays & Thursdays. A tournament is offered at the end of the season in October.

CROSS COUNTRY: Grades 6 – 8. Join in with Notre Dame of DePere’s program, which starts at the end of August through the first week of October. Participate in local meets against other middle school and GRACE students.

BASKETBALL: The league consists of 5th through 8th grade girls' and boys' basketball teams. The 5th and 6th grade teams practice or play games twice a week from early November thru February. Those times are during the week. The games are determined by the home team facility availability and start between 4:00 and 8:00 p.m. The 7th and 8th grade teams practice or play games twice a week starting in late October into January. All games are held in area local gyms. Those that participate in hockey or select volleyball may have conflicts. **The 3rd and 4th grade instructional program is a short season that does 2 weeks of practice and then 2-3 weeks of games between the 5th through 8th basketball leagues and track. The season happens in February and March.**

TENNIS: Grades 5 – 8. The season begins in April and continues through May. There are several practices before starting matches. Match times vary, but most are after school around 4:00pm. Due to the short season, sometimes there are several matches in a week's time.

GOLF: Grades 5 - 8. If you are interested in golf and you know the game or are learning this will interest you. Green fees at the time of participation will need to be paid. This takes place at area courses after school a few times in the spring. Every effort is made to allow the team to participate in one or more tournaments.

TRACK: Grades 5 – 8. This spring season sport goes from the end of March up to Memorial Day in May. All students compete against each other, although, the girls run against girls and the boys against boys. Meets are held after school at several different sites.

Appendix B Athletics

FATHER ALLOUEZ CATHOLIC SCHOOL ATHLETIC PROGRAM Parent/Athlete Rules

PLAYER RESPONSIBILITIES:

Players will be expected to act like young Christian men and women. As representatives of Father Allouez Catholic School (FACS), they are expected to be on their best behavior at all practices and games. Students are expected to display appropriate effort and attitude both in school and/or religion education and at athletic functions.

A. Athletic Eligibility:

Eligibility to compete will be determined by a player's effort, attitude, and conduct in school.

B. Player Contract:

1. A contract stating the understanding and agreement of player eligibility and player responsibility will be submitted electronically to the Athletic Director prior to the first practice.
2. Each year, any student participating in the athletic program will electronically sign a player contract. The athlete will be held to this contract throughout the duration of his/her participation. However, if amendments are made to the policy, athletes will be asked to review and sign the updated version.

C. Attendance:

Everyone is to be at practice and be on time. Out of respect, if you must be late, a call should be made to the coach. No athlete will be allowed to participate in a practice or contest if he/she has not been in attendance for at least half of the school day.

D. Return of Athletic Uniforms:

1. Uniforms are to be returned to the school office or athletic director within one week of the last game of each sport. Uniforms will be checked in by the Athletic Director or designee. If a uniform is not returned, a bill will be sent to the student and his/her parents: \$30 for shorts and/or \$50 for shirt. Getting your uniform back shows respect for all of the programs. There are some uniforms that are used for more than one sport.
2. Failure to pay the bill or return the uniform will result in a student's ineligibility for any further participation in FACS Athletics until the bill is paid or the uniform is returned.

3. Uniforms must be returned in good condition. If a uniform is damaged during a game or a practice session, it must immediately be reported to the team coach who will notify the Athletic Director or designee. Failure to report damage and/or uniform returned damaged will result in a bill to the student and his/her parents: \$30.00 for shorts and/or \$50.00 for shirt.

E. Disruptive Behavior is defined as:

1. A total of two unexcused absences from practice or games. (Acceptable excuses as determined by the coach and/or Athletic Director.)
2. Vulgar language.
3. Verbal or physical fighting.
4. Lack of respect for coaches, referees, players, facilities, or equipment.
5. Poor effort, attitude, or conduct in school and/or Religion Education program.
6. Drinking, smoking, and/or drugs will not be tolerated, nor will possession of any substance that qualifies. Automatic dismissal for the entire school year will occur if a student athlete becomes involved with any of these behaviors inside or outside of school.

F. Disciplinary action:

1. **First Offense:** A letter from the Athletic Director and the Principal to the parents explaining the offense and future ramifications.
2. **Second Offense:** Two game suspension. A letter of apology to the coaches and teammates, if appropriate. This letter will also include a request to be reinstated on the team. This letter shall be delivered to the Athletic Director with a copy to the coach and Principal within five days of notification of suspension.
3. **Third Offense:** Total suspension from all parish athletics for the remainder of the year. If there are less than three games remaining in the season, the suspension will carry over into the next year for a total of at least three games. To be reinstated for the following athletic year, a letter from the student/athlete requesting reinstatement must be in the Athletic Director's possession with a copy to the Principal before the end of the first week of the new school year. The letter will state that the athlete waives the first and second offense warnings if their behavior that caused further disciplinary action. The Athletic Director, together with the Principal, will consider reinstatement.
4. Occasionally, the **severity** of an offense may warrant omitting the first and second offense steps. In such cases, the approval of the Principal and Total Catholic Education Committee is required.

PARENT RESPONSIBILITIES

1. A contract stating understanding and agreement of player responsibility will be acknowledged by the athlete and parent and submitted electronically to the Athletic Director prior to being able to participate in the first game or practice.
2. An emergency medical form providing medical information and giving consent to coaches will be submitted electronically to the Athletic Director prior to the first practice.
3. Participating in meeting with player's coach scheduled at or before the time of the first practice.
4. Communicate directly with coach for questions regarding athlete's participating/performance in the sport. Communicate with the Athletic Director and/or Principal regarding athletic eligibility.
5. Arrange transportation for your athlete. Coaches are not responsible for transporting athletes to and from games/practices.
6. Support team/coach. Presence and **positive** cheering at games is encouraged. There will be no tolerance of vulgarity or verbal abuse toward athletes, coaches, or referees.
7. If a student athlete has been treated by a physician or emergency personnel for any athletic injury, it is imperative that the Athletic Director receives a note from the doctor releasing this student athlete for further competitions.
8. Support the booster club through volunteering with game management or concession stand needs.

GRIEVANCE PROCEDURE

1. Grievance must first be discussed with the player's coach/coaches.
2. If step one does not result in action/solution, a letter from the parent/player must be written to the Athletic Director. The Athletic Director will then meet with the coach and parent/player.
3. The next step will be a letter to the Principal, who will then address the issue with all involved and will make a recommendation to the parties involved.

4. If still unresolved, a letter stating the grievance can be addressed to the Total Catholic Education Committee who may consider a meeting with those involved IF steps 1-3 have been followed.