

Father Allouez Catholic School

Family Handbook

2018-2019



www.fatherallouezschool.org



Father Allouez Catholic School

Providing Vibrant Quality Catholic Education

In partnership with parents and parish communities, we provide a transformational, faith-filled educational experience for each student.

Spiritually * Academically * Physically * Emotionally * Socially

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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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 message of Jesus that calls us.

Accreditation

Father Allouez Catholic School was accredited by the Wisconsin Religious and Independent Schools Accreditation in 2016. We are in the process of becoming accredited as the GRACE System. Our site visit is scheduled for November 5-6, 2018.

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

Phone: 432-5223

Email: FACSsmsoffice@gracesystem.org

Resurrection Campus

Phone: 336-3230

Email: FACSresoffice@gracesystem.org

Joint Campus Email: FACSoffice@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.

<u>Member Name</u>	<u>Position</u>	<u>Email</u>
Katie Gelb	Chair	katiegelb@yahoo.com
Geoff Lacy	Treasurer	Glacy@strangpatteson.com
Janet Bonkowski	Secretary	jbokowski@new.rr.com
Jessica Hoban		jesshoban01@gmail.com
Brian Bobinski		bobinski48@aol.com
Kay Franz	Principal	kfranz@gracesystem.org
Carrie Gossens	Assistant Principal	cgossens@gracesystem.org
Kelly Fitzgerald	St. Matthew Parish Member	fitz@uwalumni.com
Margie Collins		mmshanley@yahoo.com
Michael Gugliuzza		mgugliuzza@yahoo.com
John McManus	Resurrection Parish Member	jmcmamus478@gmail.com
Fr Bob Kabat	Pastor - St. Matthew Parish	bkabat4452@hotmail.com
Jeff Burich		jeff.burich@pcmc.com
Fr. Tim Shillcox	Pastor - Resurrection Parish	rmorneau@gbres.org
Dustin Thill		dustin.thill@snc.edu
Amy Ertman		amyertman@gmail.com
Lynn Forbes		lynnforbes@att.net
Kelly/Mike VanHandel	School Staff Liasons	vanhandelkm@gmail.com

2018 - 2019 Father Allouez Catholic School Staff

Position	Staff Member
Pastor	Fr. Timothy Shillcox (Resurrection)
Pastor	Fr. Robert Kabat (St. Matthew)
Principal	Kay Franz
Assistant Principal	Carrie Gossens
Athletic Director	Chris Haese (FACsathletics@gracesystem.org)

St. Matthew Campus

Administrative Assistants	Jane Campion / Mary Mueller
Early Childhood - 4 year olds	Candice Johnson/Cara Vermett
Early Childhood Aide - 4 year olds	TBA
Early Childhood - 3 year olds	Sara Burns
Early Childhood Aide - 3 year olds	Polly Liegel
Kindergarten	Doreen Dimeo/Annie Stewart
Grade 1	Jennifer Madson/April Neuville
Grade 2	Tina Sabin
Grade 2-Aide	Amy Kocken
Grade 3	Emily Moon
Grade 4	Natalie Jacobson
Supportive Consultant	Denise Van Zeeland
Art	Jeanne Ihlenfeldt
Librarian	Mary Donarski
Music	Anna Vanderloop (Warpinski)
Physical Education	Brynn Larsen
Technology	Tonia Briski
World Language Coordinator	Jackie Crown
Cafeteria Manager	Janet Smith
Cafeteria Staff	Joanne Raymaker
Playground Supervisor	Julie Ignasiak
Before/After Care Coordinator	Angel Ponce
Custodian	Steve Lealou

Resurrection Campus

Administrative Assistants	Sara Bertucci / Carrie Seibert
Grade 5	Emily Diny/JoDee Ripkoski
Gr. 6-8 Math	Lori Dederich
Gr. 6-8 Religion	Teresa Kidder
Gr. 6-8 Language	Bailey Morse
Gr. 6-8 Social Studies	Jeff O'Connor
Gr. 6-8 Science	Fran Patek
Gr. 6-8 Reading	Genevieve Vander Zanden
Supportive Consultant	Kelly Piehl
Art	Jeanne Ihlenfeldt
Band	Christopher Forbes
Health/Physical Education	Brynn Larsen
Music	Anna Vanderloop (Warpinski)
Technology	Tonia Briski
World Language Coordinator	Jackie Crown
Cafeteria Manager	Patty Bradshaw
Cafeteria Staff	Shelly Bennie
Librarian	Katie Meyer
Playground Supervisor	School Staff
Custodians	Glen Champeau / Paul Doucha/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 8:15 a.m., the school is required to contact a parent/guardian by phone to confirm the student is safe.

The school office must be notified immediately of any changes of addresses, telephone numbers, or email addresses 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).
- Absences may be considered excessive when the number of unexcused absent days exceeds ten per cent of the number of required attendance days. Authorities will be notified to assist the family to meet the child's educational needs.
- If a student is absent ½ day or more of a 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. 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 6 or more days per trimester 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..

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 6 times in a trimester will require a meeting with parents and administration to establish a plan to reduce tardiness.

Report Absent/Tardy

- **Phone Call:** Parent/guardian is asked to call school before 8:15 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,** 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 in the school office. 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 MAP - Measure of Academic Progress.
- Testing is done in Fall and Spring for all students and in Winter to monitor individual student progress if necessary. 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 not** 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 (EC – 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.
- **All school rules must be followed before and after school.**

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. Turn left and 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.

St. Matthew Campus

Arrival

- **ENTER** the parking lot through the Beaumont Street driveway closest to the corner of St. Matthew Street.
- Follow the markings on the blacktop. This will bring you to the drop-off lane.
- **EXIT** the parking lot through the Beaumont Street driveway closest to the field.
- Please have your child(ren) exit the car promptly and walk to the waiting area.
- **DO NOT**, under any circumstances, enter or exit the parking lot through the St. Matthew Street driveway or drive around the cones that are set up for safety reasons.
- Parents who need to park should stay clear of the drop-off zone and escort their child(ren) to the waiting area.

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.

If people other than yourselves pick up or drop off your children, please share the traffic flow guidelines.

Athletic Program

- Father Allouez Catholic School has a “no cut, everyone participates” policy. All sports are open to boys & girls with the exception of volleyball. The following sports are offered:
 - Soccer: Grades 5-8
 - Girl’s Volleyball: Grades 5-8
 - 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 speciality instruments are available from school.
- Band students are required to participate in Christmas and Spring 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. Contact [Transportation - Green Bay Area Public School District](#) for more information at (920) 448-2130

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.
- **Remind** is an automated system you will be invited to join through Father Allouez Catholic School. **Remind** will send you a text 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 day.

Cellphones

- All cell phones are to remain in the student's backpack, locker or office while on school property. They should be turned off during school hours unless students are given permission to use in school office to contact a parent.
- 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 student maintains an up-to-date address and phone number record at the school office. Notify the school immediately if you have a change of address or phone number 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 the Communication Folder will be sent home with pertinent school information. Please read the information carefully, sign and return any requested forms and send back to school in the folder.
- The Communication Folder should be returned by Friday.
- 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 make take up to 24 hours for response. Any email received after school hours will be attended to the next scheduled school day. If an emergency or need for quicker reply, call 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 conferences are held in Spring and are parent/teacher requested conferences.
- Teachers are available at all times during the school year to address parent/guardian concerns.

Discipline Procedures

The education of your child is a partnership between you and our school. If in the opinion of the administration that partnership is irreconcilable, the school administration reserves the right to remove the student from our school.

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.

In-School Suspension: The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under 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. This suspension will be recorded in the student's file.

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 for 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.

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. 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 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) (SAC approved 6/21/2018)

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 or hoods worn in building during school hours. (exceptions allowed for special "dress up" days)
- **Personal electronic devices (with wifi access/data plans or camera/video functionality)** may not be worn or carried with students during the school day. These devices need to be turned off and stored in backpack. (cell phone, tablet, smart watches, etc.)
- 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 & Khaki

Socks / Leggings / Tights: Navy Blue, Dark Green, White, Red, and Black (**NO patterns or texture**)

Bottoms: Pants / Shorts / Capris / Skorts / Jumpers & Skirts (see color options above)

- Allowable **materials:** cotton, polyester or corduroy.
- Plaid uniform-style skirts/jumpers are allowed.
- **NO** cargo or carpenter styles, frayed hems, or denim material.
- Legging-style pants are **only permitted** when worn under a skirt or jumper.
- Skirts/skorts, jumpers and shorts may be no more than **2 inches** above the knee.
- Capris and Shorts may be worn in August, September, October, April, May and June.

Shirts (see color options above)

2018-2019 School:

- **collared** or **turtleneck** style with **sleeves**
- FACS **school logo shirts encouraged**. (purchase from Lands End or School Store)
- Long-sleeved shirts may be worn under short-sleeved shirt (uniform colors only).

(NEW) Fleece/Sweaters

- School-approved uniform style **ONLY**, Navy and Dark Green. Uniform style shirt must be worn underneath.
- The current black fleece with school logo is allowed (not available for new purchase).

Socks/Tights/Leggings (see color options above)

- Leggings (socks required) and tights may be worn under proper-length skirts and jumpers.
- Socks must be visible
- No patterns or textures

Shoes

- Dress shoes or tennis shoes **ONLY**
- **NO** heels, wedges, open toes, open back, light-up, wheels, slippers or **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**. (no dying or spray-in color)
- Boys must be **clean shaven**.
- **Body piercings**, other than ear lobes, are **not** allowed.
- **Excessive** jewelry and/or accessories are **not** allowed. **NO** hanging earrings.
- **No** visible permanent/temporary body tattoos.
- Minimal, natural looking **makeup** is allowed in 7th & 8th grade.

Gym Clothes/Shoes

- **Gr. K-3:** A pair of non-marking tennis shoes should be left at school for indoor gym use.
- **Gr. 4-8:** Students must change into loose-fitting athletic shorts or pants and an appropriate short/long-sleeved t-shirt for gym class.
- Shorts must be mid-thigh length or longer.
- Appropriate logos / pictures / words are allowed.

Dress Down Days/NUT Cards (No Uniform Today)

- Casual clothing, athletic wear, jeans, dresses (no more than 2 inches above knee), sweatshirts, appropriate logos/pictures/words (hooded shirts allowed)
- Must follow all general regulations (see above)

Football Fridays (on scheduled Packer Home Games)

- Shirt that supports your favorite sports team: professional, college, school or extracurricular. (hooded shirts allowed)
- Uniform bottoms required.

Spiritwear Days (Every Tuesday)

- FACS, NDA or SNC shirt / sweatshirt / fleece (hooded shirts allowed)
- Uniform bottoms required.

Scout Uniforms

- Scout uniforms are allowed on meeting days.

(NEW) Dress Code Violation Procedures

- A **written warning** will be issued for any violation of dress code and will **require parent/guardian signature**.
- For each warning, **parent/guardian will be contacted by phone**. Parent/guardian may choose to bring a change of clothes or have FACS provide a used uniform item for the day. To avoid any delay in learning, if parent is not able to be contacted, student will be provided with a used uniform item to wear until call is returned.
- Written documentation will be kept on file for each dress code violation.
- A **parent/administrator meeting** will be held with the 3rd violation to set up a plan of action to prevent any further issues.
- Any personal electronic devices that are visible will be turned into the office and picked up by a parent.

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
- **Registration Fee:** \$35/child or \$50/family
- **Rates:** Before School \$5.00
 - Before School Drop In \$6.00
 - After School (3-4 pm) \$11.00
 - After School (3-6 pm) \$13.00
- **Hours:** Before Care: 7a.m. - 8 a.m.
 - After Care: 3p.m. - 6:00 p.m.
- **Optional Early Dismissal Care:** 11:15 a.m. - 3 p.m. \$15/day or \$18/drop in care
 - 11:15 a.m. - 6 p.m. \$27/day or \$30/drop in care
- 10% discount applied to more than one child in the program.

YMCA After School Program St. Matthew Campus

- The YMCA offers an After School Program in the cafeteria. Please contact the YMCA for more information.

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

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 the 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

- Hot Lunch with milk is available for **\$2.95/day for students** and \$3.60/day for adults.
- Application forms for Free and Reduced Meals can be obtained by contacting GRACE. You may apply for Free and reduced meals at any time during the school year. This information is strictly confidential.
- The lunch accounting system is through POWERSCHOOL. You may deposit a sum of money under your family name, and the cost of all meals eaten by members of your family will be deducted from your account. You will be notified when your account falls below \$5.00.
- Checks need to be made out to GRACE, placed in an envelope with your name on it, and sent to school
- A monthly menu is found on our website and can be sent home upon request.
- Milk is available for cold lunch students. The cost is **\$.50 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 welcomed and 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.

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 medication 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 / Service in Kind

- Each K-8 family will work a minimum of 20 hours volunteering in ways that support the school by May 15, 2018. At least 5 of those hours need to be in support of the **school auction** 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, 2019.
- 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 November 1, 2018.
- Sign up for volunteer hours can be found on FACS website and FACS auction 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 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. The School office will determine when students will stay indoors.
- Parents should be cognizant of the weather conditions and see that your child(ren) 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, 2019, or pay the balance due to the school by May 15, 2019. 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, 2019.
- Families can opt out of purchasing SCRIP and will be responsible to pay their required amount to the school by November 1, 2018.
- 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 2018 - 2019, or if their child is in 8th grade, it will be applied to Notre Dame Academy tuition for 2019 - 2020. No refunds will be provided for families either not returning to Father Allouez Catholic School or not attending Notre Dame Academy.

Student Records

- Student's 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 student inappropriately using technology will lose the opportunity to use the technological resources at our school.
- Students are required to sign an Acceptable Use Policy Contract at the beginning of each year. This contract is kept on file in the school office.
- Grades 4-8 parents/students please see the **GRACE 1:1 Chromebooks, Procedures, & Information Handbook on our website.**

VIRTUS

- You are encouraged to volunteer in **ANY** capacity at Father Allouez Catholic School. Prior to your service you must complete **VIRTUS** Training and a background check.
- VIRTUS Information: In accordance with the Green Bay Diocese, all school volunteers, coaches, employees, and other adults who may have contact with children must attend a VIRTUS training session and complete a background check. Completion of both the program and the background check are required prior to any adult being permitted to volunteer or work with students.
- Please go to the [Green Bay Diocese](#) website for more information on training dates and times.
- Background checks are also needed. [Please click here for more information](#) or go to <https://www.eappsdb.com/login.asp>.

Appendix A
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.

GIRL’S VOLLEYBALL: Girls 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 in one weekend at the end of the season in October.

CROSS COUNTRY: Grades 6 – 8. Join in with Notre Dame of DePere’s program, which starts 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 into 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. There will be no Wednesday games or practices after 6:00 p.m. The 7th and 8th grade teams practice twice a week starting in late October and have games on Saturday and some during the week. There might be double-header games. 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 4 - 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.

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. The team may practice once or twice a week after school.

Appendix B
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 signed by the athlete and parent and will be returned to the Athletic Director prior to the first practice.
2. Each year, any student participating in the athletic program will 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 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 signed by the athlete and parent and returned 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 signed by the parent and returned 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 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 receive a note from the doctor releasing this student athlete for further competitions.

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 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.

Go to the school website to read the handbook: www.fatherallouezschool.org (Resources-Docs/Links)

FAMILY HANDBOOK SIGNATURE PAGE (2018-2019 School Year)

Family Last Name: _____

Child(ren)'s First name & Grade:

We have read and agree to be governed by this handbook, which can be found on the school website.

Parent/Guardian signature(s) _____

School/Principal's Right to Amend Handbook

The school/principal retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

*****Please return this page in the Family Folder by Friday, September 14, 2018*****

Go to the school website to read the handbook: www.fatherallouezschool.org (Resources-Docs/Links)

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