

AD MAJOREM DEI GLORIAM
"FOR THE GREATER GLORY OF GOD"



a **HANDBOOK** for
PARENTS & STUDENTS



a TABLE of CONTENTS



- INTRODUCTION..... 1
- MISSION STATEMENT..... 1
- WHY TRADITIONAL CATHOLIC EDUCATION?..... 1
- SPIRITUAL FORMATION..... 1
- COLLABORATION BETWEEN THE FAMILY AND SCHOOL..... 1
 - COMMUNICATION..... 2
 - CONFLICT RESOLUTION..... 2
 - DISCRETION..... 2
 - FINANCIAL OBLIGATION..... 2
 - HOMEWORK SUPERVISION..... 2
 - MORAL FORMATION..... 2
 - PATERNAL PARTICIPATION..... 2
 - REGULATION OF ELECTRONIC MEDIA..... 2
- APPOINTMENTS AND CONTACT WITH STAFF..... 2
 - APPOINTMENTS WITH TEACHERS OR ADMINISTRATION..... 2
 - CONTACT WITH TEACHERS..... 2
- PARENT-TEACHER CONFERENCES..... 2
- UNIFORM POLICY..... 2
 - BOYS UNIFORM..... 3
 - GIRLS UNIFORM..... 3
 - COLD WEATHER..... 3
 - RECREATION AND PHYSICAL EDUCATION..... 3
 - HYGIENE AND APPEARANCE..... 3
- DISCIPLINE..... 3
 - REWARDS..... 3
 - CORRECTION..... 4
 - INFRACTIONS..... 4
 - DISCIPLINARY MEASURES..... 4
 - REPORTING OF BEHAVIOR..... 5
 - SUSPENSION..... 5
 - EXPULSION..... 5
- GENERAL SCHOOL RULES AND GUIDELINES..... 5
 - GENERAL RULES..... 5
 - FORBIDDEN ITEMS..... 5
 - CLASSROOM BEHAVIOR..... 6
 - RECREATION BEHAVIOR..... 6

- BIRTHDAY PARTIES..... 6
- CONVIVIUMS AND OTHER PARTIES..... 6
- RESPECT FOR SCHOOL PROPERTY..... 6
- RESTROOM USE..... 6
- VISITOR POLICY..... 6
- CURRICULUM..... 6
 - RELIGIOUS INSTRUCTION..... 6
 - LITERATURE AND LANGUAGE ARTS..... 6
 - OTHER SUBJECTS..... 7
- GRADING AND ACADEMIC DISCIPLINE..... 7
 - GRADING SCALE..... 7
 - HONOR ROLL..... 7
 - HOMEWORK POLICIES..... 7
 - LATE WORK..... 7
 - HOMEWORK REQUESTS WHEN STUDENTS ARE ABSENT..... 7
- CALENDAR..... 8
- ATTENDANCE POLICY..... 8
 - EXCUSED ABSENCES..... 8
 - UNEXCUSED ABSENCES..... 8
 - LONG-TERM ABSENCES..... 8
 - TARDY POLICY..... 8
- DAILY SCHEDULE..... 8
- ARRIVAL AND DISMISSAL POLICY..... 8
 - RULES FOR ARRIVAL..... 8
 - RULES FOR DISMISSAL..... 8
- MEAL POLICY..... 9
- HEALTH POLICY..... 9
 - ALLERGIES..... 9
 - MEDICATIONS..... 9
 - IMMUNIZATIONS..... 9
- EMERGENCY PROCEDURES..... 9
 - EMERGENCY DRILLS..... 9
 - ACCIDENTS..... 9
 - INCLEMENT WEATHER AND SCHOOL CLOSINGS..... 9
- FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES..... 10
- ADMISSIONS..... 10
 - NEW STUDENTS..... 10
 - RETURNING STUDENTS..... 10
- TUITION AND FUNDRAISING..... 10
- WITHDRAWAL, TRANSFER, AND READMISSION..... 11
 - TRANSFER GUIDELINES..... 11
 - READMISSION AFTER WITHDRAWAL..... 11
- POLICY REGARDING CHILDREN WITH SPECIAL NEEDS..... 11

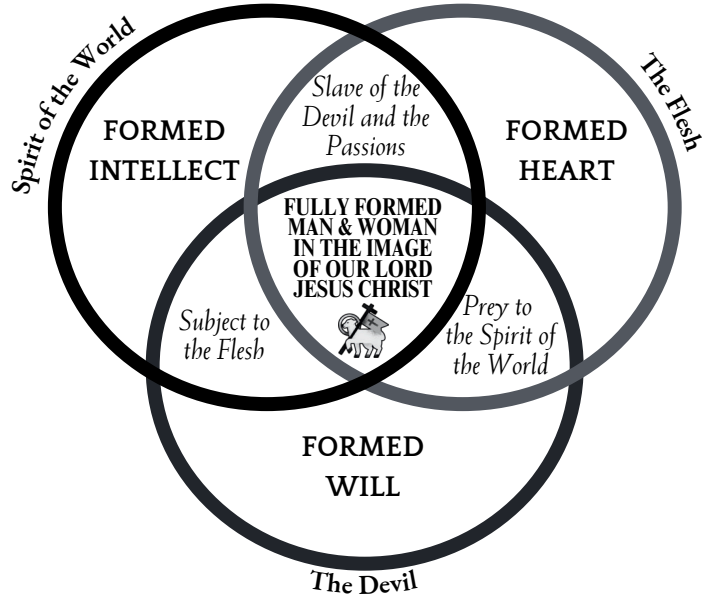
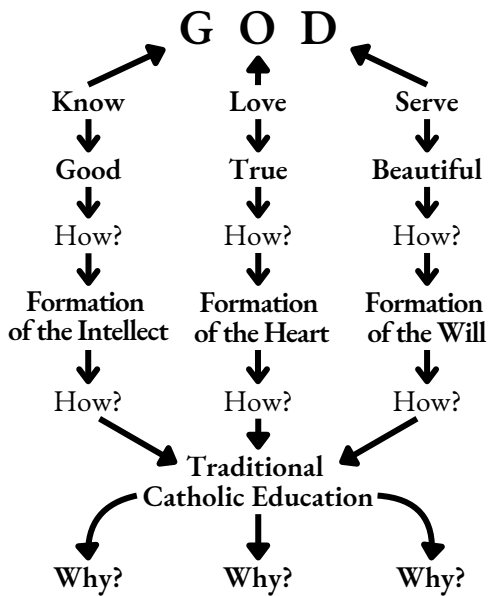
INTRODUCTION

Our Lady of Good Success Academy (OLGSA) is a private, traditional Catholic academy located in De Pere, Wisconsin, for 1st through 11th grade. OLGSA is a 501(c)(3) non-profit organization. This handbook is provided freely as a reference to staff, parents, and students regarding school policy. OLGSA does not discriminate on the basis of race, color, or national or ethnic origin in the administration and hiring of personnel, admissions, or any other school-administered programs.

MISSION STATEMENT

Our Lady of Good Success Academy is the only traditional Catholic school in the Green Bay and Fox Cities metropolitan areas and aims to provide children with an intellectual and spiritual formation to know, love, and serve God, thereby fulfilling the end for which they were created. Our Lady of Good Success Academy leads children to seek and find the answers to the “why?” as they are formed to know the good in their intellects through classical education, love the true in their hearts by drawing upon the riches of the 2,000-year history of the Church in its community life and practice of social virtue, and serve the beautiful in their wills through an authentically Catholic atmosphere of prayer and discipleship. Our Lady of Good Success Academy exists to further the reign of Christ the King by fostering future vocations and magnanimous souls animated by zeal.

WHY TRADITIONAL CATHOLIC EDUCATION?



Traditional Catholic education cultivates true Christian men and women in the image of Our Lord Jesus Christ by forming three essential parts: intellect, heart, and will. Formed intellects have the wisdom to see the world for what it is. Formed hearts are masters of their flesh. Formed wills are fortified against the devil. Defects in formation leave one vulnerable, and modern Catholic education, public school, and homeschool often form only two out of three essential parts.

SPIRITUAL FORMATION

Daily life at Our Lady of Good Success Academy is filled with the lifting of the mind and heart to God in prayer, for in Him we live, move, and are. Students will assist at the Holy Sacrifice of the Mass when available and may also have opportunities for Confession. As Mass is not an everyday occurrence, the daily recitation of the Holy Rosary is essential. St. Augustine observed that “only the lover sings.” To nurture a deep and profound love for Holy Mother Church, singing is at the core of daily prayer at OLGSA, whether with “Jam Lucis” from Prime in the mornings, singing of the Glory Be during rosary, Angelus or Regina Caeli on special feasts, or Marian antiphon of the season before dismissal. A booklet containing prayers, hymns, and rosary meditations is provided to each student. Students are expected to have their own rosaries. Girls must have their own chapel veils.

COLLABORATION BETWEEN THE FAMILY AND SCHOOL

In the effort to provide a true Catholic formation, the cooperation of students’ parents with the content of this particular section is necessary. OLGSA strives to implement the laws of God and the discipline of the Church, which are imperative for the students’ sanctification as well as for their proper intellectual development.

COMMUNICATION

Provide any helpful or necessary information about a child's health or physical, spiritual, or intellectual strengths and weaknesses.

CONFLICT RESOLUTION

If concerns arise, recourse is given first to the teacher involved via email and then to the Principal. Direct recourse to the Principal is justified when a concern or complaint concerns a school policy or matter that cannot be delicately presented to the teacher.

DISCRETION

In the spirit of charity and unity, avoid discussion of any faults, difficulties, or problems, actual or perceived, with OLGSA or its staff in the presence of students. This spirit of criticism is harmful to formation and development, undermines the operation of the school, destroys a child's confidence in authority, and is often the result of miscommunication and misinformation.

FINANCIAL OBLIGATION

Parents will fulfill all points of the tuition contract, including the support of official fundraisers, to the best of their abilities. This is a matter of justice for teachers and students alike.

HOMEWORK SUPERVISION

Parents will ensure homework is completed properly. This daily investment of parents' time is one of the strongest proofs they give to their child of their respect for the school and education in general.

MORAL FORMATION

A child's religious attitude, practice, and morality will be learned primarily at home rather than school. It is imperative that parents provide a balanced and joyful Catholic family life at home, which is vital for their child's education and healthy development as well-rounded human beings and children of God. Guidance in this regard is available through the parish priest.

PATERNAL PARTICIPATION

As an extension of God's authority, Catholic hierarchy, and heads of families, fathers must take an active interest in the education of their children in matters of curriculum, school activities, and especially their children's progress.

REGULATION OF ELECTRONIC MEDIA

Parents are encouraged to eliminate or minimize exposure to electronic media in the home, or at the very least thoroughly screen its content and spirit.

APPOINTMENTS AND CONTACT WITH STAFF**APPOINTMENTS WITH TEACHERS OR ADMINISTRATION**

Parents may request and schedule meetings with any member of the school faculty or administration by email and in advance of the date and time requested. These meetings may be in person, by phone, or with programs such as FaceTime or Zoom.

CONTACT WITH TEACHERS

Parents should contact teachers regarding school matters through email during regular school hours. OLGSA will not call teachers out of the classroom or away from other supervisory duties to take phone calls during normal school hours. Teachers will respond to emails at their earliest convenience. Parents should not contact teachers at their homes, via cell phone, or at parish functions regarding school matters unless a prior agreement was made between parties.

PARENT-TEACHER CONFERENCES

At least one parent per family is required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers. If academic or behavioral issues arise, individual meetings may be held more often as requested by the parent, teacher, or Principal.

UNIFORM POLICY

A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal, and the result is uniformity, not individuality or fashion. OLGSA strives to develop strong individuals who possess a true depth of character and a personality made strong from within and not defined by the things around them. A uniform facilitates this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to oneself. Far from suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity. Moreover, it demonstrates a strong love for Our Lord Jesus Christ and a desire to imitate his modesty and humility. The purchase of school uniforms is the responsibility of parents, and any deviations or pushing of boundaries set by the contents detailed in this section will be addressed by the Principal with the student, parents, or staff.

BOYS UNIFORM

- Shirt: Oxford blue dress shirt (long or short sleeve)
- Cardigan: Black V-neck sweater cardigan (no visible logos)
- Tie: Red tie
- Belt: Black belt (with a standard buckle)
- Pants: Navy blue dress pants with a pleated or flat front (no cargo pants)
- Socks: Black socks
- Shoes: Black dress shoes or black boots

GIRLS UNIFORM

- Blouse: Peter Pan or Oxford blue blouse (long sleeve or short sleeve)
- Cardigan: Black crewneck sweater cardigan (no visible logos)
- Tie: Red cross tie
- Skirt: Navy blue solid pleated ankle length skirt
- Socks: Black socks, black knee highs, or black tights
- Shoes: Black closed toe dress shoes with a covered heel (no high heels)

COLD WEATHER

During the cooler months of fall, winter, and spring, jackets (no hoodies), winter coats, hats, and gloves should be worn outside as needed for protection from the cold, but they are not to be worn inside church. Due to the inability to control the visibility of name brands and logos on outerwear, emblems may be worn, but parents are asked to keep emblem sizes to a minimum.

RECREATION AND PHYSICAL EDUCATION

Tennis or running shoes are required, and students will change shoes before and after recreation and are expected to wear clothes in keeping with Catholic modesty for PE. Students will go outside for recreation and PE if the temperature, plus wind chill, is above 10 degrees. Snow pants and boots are required for playing on snow-covered surfaces. Students without these are required to stay on blacktops or plowed surfaces. Girls may wear snow pants for arrival, departure, recreation, and PE in cold weather.

HYGIENE AND APPEARANCE

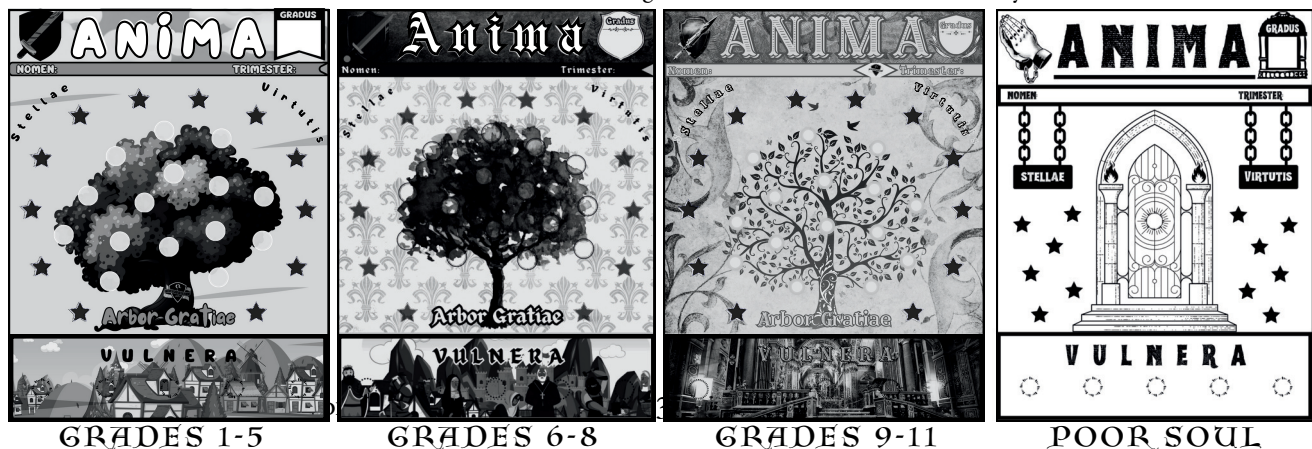
Students are to bathe regularly, and older students are expected to use deodorant. Clothing should be clean, pressed, complete, and in good order. Students are expected to be properly dressed when arriving at school and to remain in full uniform while on school property unless at appointed times. Boys must be clean-shaven and have hair kept short and off the collar and ears. Girls are to keep their hair pulled back from their faces, and only solid black, blue, or white hair accessories are to be worn. Cosmetics, make-up, and fingernail polish are forbidden. Jewelry is forbidden, with the exception of girls, who may wear a fine-gauge necklace with a single religious medal or single-stud earring in each ear. Boys may not wear earrings, and any other religious items worn must be covered beneath the uniform. Smartwatches are not permitted. No temporary or permanent tattoos are to be worn or displayed.

DISCIPLINE

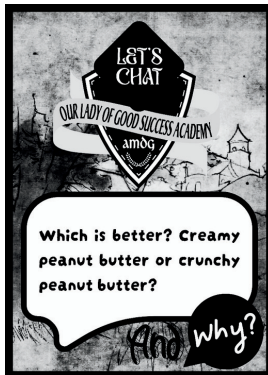
The purpose of discipline is to form true disciples of Our Lord Jesus Christ, and the method of rewards and disciplinary measures at OLGSA accomplishes this in an authentically Catholic way by being rooted in biblical symbolism and grounded in the Faith. Each student is given a sheet called an "Anima," which is Latin for "Soul," at the beginning of each trimester. Students are responsible for their Anima at school and may take it home, but it must be present with them when they are at school.

REWARDS

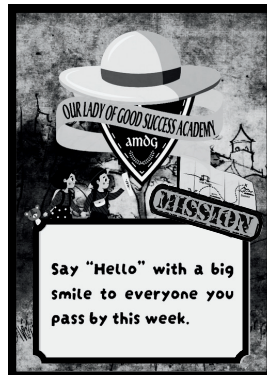
Each Anima has an "Arbor Gratiae," which is Latin for "Tree of Grace." "Graces" are stickers added to a student's Arbor Gratiae if a staff member or volunteer sees good behavior. If a student loses their Anima, a "Lost Anima" sheet is provided, and they become a "Poor Soul," unable to earn Graces until the following trimester. Poor Souls, however, may still earn "Stellae Virtutis."



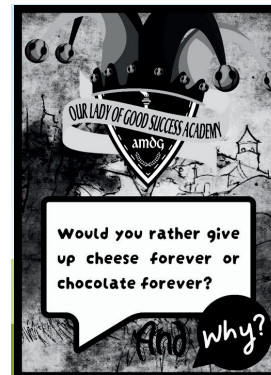
Each Anima contains twelve "Stellae Virtutis," which is Latin for "Stars of Virtue." At the beginning of the week, students are given a card with one of three categories: "Conversations," "Missions," or "Would You Rather?" Before the end of each week, they must either ask the question on their card to all other students at school or complete their assigned mission to earn a single "star" sticker. For every three Stellae Virtutis a student earns, a Grace sticker is given to their Arbor Gratiae.



CONVERSATIONS



MISSIONS



WOULD YOU RATHER?

Rewards at OLGSA nurture a genuine love of neighbor as oneself by helping students grow in humility and overcome awkwardness stemming from a fixation on self. There is a spiritual principle: "grace builds on nature," and the Stellae Virtutis and Arbor Gratiae are visible signs that work in tandem to show spiritual growth in a student's soul through consistent practice of social virtue. For every ten Graces the students in a class collectively earn, the teacher will announce, "Habemus convivium!" which is Latin for "We have a banquet or feast!" If a class has a "Convivium," they will either be rewarded with one additional recreation or a party.

CORRECTION

Sins against truth and charity (e.g., lying and bullying) are the two primary causes for disciplinary measures at OLGSA: truth, because it is a direct offense against God, who is Truth Himself, and charity, because without charity, we are nothing (Corinthians 13:2). Each Anima contains an area at the bottom for "Vulnera," which is Latin for "Wounds." Before Vulnera are administered, a teacher may decide to give their student a "Golden Ruler" as a warning. The Golden Ruler is a physical reminder of the words of Our Lord from Matthew 7:12: "All things therefore whatsoever you would that men should do to you, do you also to them. For this is the law and the prophets." Broadly, there are two separate categories of infractions meriting correction: minor and major. If warranted, or if a student persists after receiving a Golden Ruler, Vulnera in the form of a "sad face" sticker is given to their Anima.

INFRACTIONS

Minor infractions are incidents attributable more to thoughtlessness than to a defective disposition or ill will. Teachers will correct minor infractions by word, Golden Ruler, or Vulnera. Unless a pattern develops, OLGSA will not inform parents of these offenses. Some examples of minor infractions include disorderly desks, neglect of school property, causing disturbances in class or during line-up, neglect or improper performance of academic duties, and incomplete, dirty, or excessively worn uniforms. Major infractions are incidents of a more serious nature. Some examples of major infractions are lying, bullying, insubordination or deliberate disobedience, unexcused absence, unexcused tardiness, fighting, obscene speech or profanity, failure to show up to the Principal's office after receiving Vulnera, and use or possession of electronics, alcohol, or tobacco. All disciplinary measures resulting from infractions made by students are thereafter handled by the Principal between classes.

DISCIPLINARY MEASURES

After Vulnera are given to a student's Anima, that particular student reports immediately after class to the Principal's office to apologize to the Principal and make "Expiation," which differs for boys and girls. A boy will "take up his cross" (Luke 9:23) and do a "Farmer's Carry" with logs silently in the hallway for three to five minutes alongside the Principal. A girl will wear ashes administered by the Principal in the form of a "sad face" on her forehead for her next class period. After that class period has ended, she will report back to the Principal to have her ashes wiped away. From three Vulnera onward, a student will now additionally do "Penance," which is where they will stay fifteen minutes after school to clean toilets supervised by the Principal. Parents will be notified that their child has to do Penance, and Penance will be on a day determined by parents for the following week. From five Vulnera onward, both boys and girls will wear "Sackcloth" for the complete duration of the next full school day, from line-up to dismissal. From six Vulnera onward, a student will be in "Purgatory," where recreation is spent in the Principal's office. All disciplinary measures after five Vulnera are in addition to the normal acts of Expiation and Penance.



V	#1: EXPIATION
U	#2: EXPIATION
L	#3: EXPIATION + PENANCE
N	#4: EXPIATION + PENANCE
E	#5: EXPIATION + PENANCE + SACKCLOTH
R	#6: EXPIATION + PENANCE + SACKCLOTH + PURGATORY
A	#7: EXPIATION + PENANCE + SACKCLOTH + PURGATORY FOR 1 WEEK

REPORTING OF BEHAVIOR

Bullying or harassment in particular, should be reported either in person or in writing. Reports should be made immediately to the adult in charge of supervising the location where the bullying or harassment occurs or to the homeroom teacher. Any behavior of this kind that is reported will be investigated and documented by the Principal before facing consequences. As each situation is unique, each response is unique. Depending on the severity of the circumstances, parents may or may not be contacted.

SUSPENSION

Suspension is the prohibition of a student’s attendance at school and school-related activities for a period of up to five consecutive school days. Suspension is never given lightly and is only implemented by the Principal after a conference with the teacher(s). There are two general situations that may lead to suspension. The first is the grave endangerment of personal or school property or the moral or physical well-being of the student body or staff. The second is the prolonged, open, and serious disregard for the authority at OLGSA. If suspension is deemed necessary, the student and parents are given notice and an explanation by the Principal. During the period of suspension, a student will make up all missed classwork, homework, tests, and quizzes. A conference will be held between the Principal, student, and parents within five days of the suspension, and prior to the student returning to school, the student may be placed on probation with a behavior contract set by the Principal for a limited time. During this time, a student must fulfill the terms of the behavior contract or face expulsion from OLGSA. If a suspension is pending expulsion from OLGSA, the duration may be extended from five days to fifteen days.

EXPLUSION

Expulsion is the permanent removal of a student from the school. Full credit will be given for all work accomplished by the student up to the date of expulsion. This removes the student from school until the proposed expulsion can be reviewed. The Principal will notify the student and parent of the specific charges that led to the expulsion. Grounds, evidence, records of conferences, and final notice will be documented. Such documentation is maintained in a separate file, apart from the student’s permanent record. The student’s permanent record will indicate that the reason for the transfer was expulsion from OLGSA.

GENERAL SCHOOL RULES AND GUIDELINES

Character training is an important element of education at OLGSA, and the rules enforced by the authority of the Principal are for the intellectual and spiritual growth of each student and the maintenance of peace and the common good. Loyalty, respect for authority, and good manners, as well as immediate, cheerful cooperation, are expected from all students.

GENERAL RULES

1. Students will be led in the recitation of the pledge of allegiance on a daily basis. This will encourage honor and respect for our nation’s flag as we prepare our children to be responsible citizens with a true understanding of the virtue of patriotism.
2. Silence is maintained outside of the classroom at all times and in all areas except during recreation and breaks.
3. Running, jumping, and roughhousing are not permitted inside the school or church.
4. Chewing gum is not permitted on school premises.
5. Students may use the school phone in case of emergencies, but permission must be obtained by the teacher or Principal.
6. Under no circumstances are students allowed to leave school premises during the day without written parental permission.
7. Unless legitimately required (e.g., Mass, Rosary, lunch, art, cleaning, etc.), the following areas are off-limits to all students: the art supply room, church building, cemetery, garage, red hall, rectory, and the storage and utility rooms.
8. Students are to respect school grounds and not disturb areas that are off-limits to students during the school day.

FORBIDDEN ITEMS

The following items are not to be brought to school and will result in disciplinary measures and confiscation:

1. Electronics (e.g., cell phones, smartwatches, etc.)
2. Games or toys from home
3. Immoral or inappropriate content
4. Weapons (including pocket knives)
5. Drugs

CLASSROOM BEHAVIOR

Students will raise their hands and wait to be called upon before asking or answering questions, unless engaging in periods in which the teacher allows for open discussion in the classroom. Adults are addressed with their proper title (e.g., Father, Sister, Mr., Mrs., Miss, etc.). Students are to stand and respectfully greet all adult visitors to the classroom.

RECREATION BEHAVIOR

Students are expected to have outdoor recreation. If a student must stay inside for health reasons, a written note is required. All students will dress appropriately for the weather. Rough horseplay and tackle football are not permitted. Students will remain within the boundaries of the property laid out for them. During inclement or unsafe weather, recreation will be indoors.

BIRTHDAY PARTIES

Classes may not have birthday parties for individual students, but students may bring snacks on their birthdays to share with classmates during lunch. The Principal will announce birthdays at lunch, and the school will sing "Happy Birthday" to students.

CONVIVIUMS AND OTHER PARTIES

Teachers, parents, and students will not arrange classrooms for feast day or holiday parties other than those approved by the Principal. Conviviums and parties will take place no sooner than, and last no longer than, the last class period. Any exceptions to this rule must also be granted by the Principal. If a Convivium is an extra recreation, that time is given at the teacher's discretion.

RESPECT FOR SCHOOL PROPERTY

Students will help maintain an orderly environment in the school by properly looking after their own belongings and by cleaning up after themselves. Books damaged beyond use or lost must be replaced at the parents' expense. Vandalism and any abuse of school property will not be tolerated. Parents will be billed for damages, and the student will be expected to do any necessary clean-up work. If a student deliberately blocks or plugs a toilet or damages the restroom facilities, parents will be held responsible for the entirety of the cost of repair. Any property on the premises is considered school property and may be searched at any time if the need arises, so there should be no expectation of privacy.

RESTROOM USE

During class, the teacher will grant the students' permission. When Mass is celebrated, students may use the restroom beforehand.

VISITOR POLICY

All visitors, including parents, must enter the building through the main school door. Visitors must check in and out at the school office. All visits should be scheduled in advance through the office so as to keep classroom disruptions to a minimum. As an extension of the church, we ask that visitors dress modestly in accordance with church guidelines.

CURRICULUM

The curriculum at OLGSA for 1st through 11th grade includes the following subjects: religion, language arts (learning to read and write, grammar, dictation, literature, composition), Latin, history and geography, mathematics, science, art, and music. These subjects will be taught at the appropriate developmental level for each grade.

RELIGIOUS INSTRUCTION

Formal religious instruction holds the primary place of honor in the curriculum. Classes include an ordered presentation of Catholicism through the study of Bible history, Christian doctrine, Holy Mass, the life of Our Lord Jesus Christ, the liturgical year, and the lives of the saints. Students are taught to memorize the catechism and to see behind these truths the face of Our Lord Jesus Christ, calling them to lives of holiness in union with Him. Thus, students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

LITERATURE AND LANGUAGE ARTS

OLGSA places great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and spiritual lives. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience, vicariously yet profoundly, circumstances and scenarios that will inspire them to embrace that which is good and reject that which is bad. Through reading, discussing, and writing about good literature, students gain an openness to the realities of the soul and are thus made docile to the call of grace, which draws them toward the highest of all realities. Dictation and poetry are preparations and extensions of the study of literature, inspiring intelligence and nourishing memory with beauty. The study of grammar is the handmaid of literature, enabling children to penetrate the essentials of the written word and to express themselves with clarity and elegance.

OTHER SUBJECTS

The curriculum as a whole harnesses curiosity and strengthens the nature of students. Latin introduces them to the world of Rome, the heritage of the West. Math teaches accuracy, order, and logic. Science explores the beauty of God’s plan in the natural world. History reinforces the study of human nature and the world, bringing to life heroes, events, and connections between causes and effects. Geography integrated with history broadens students’ cultural awareness and helps to develop a truly Catholic perspective.

GRADING AND ACADEMIC DISCIPLINE

GRADING SCALE

Students at Our Lady of Good Success Academy are graded based on their conduct and academic performance. Letter grades are only for 4th graders and above, and only effort grades are given to 1st to 3rd graders.

Letter Grades	Grade Points	Numerical Ranges	Effort Grades
A+	4.00	100-97	E Excellent: Your child is exceeding expectations.
A	4.00	96-94	
A-	3.67	93-90	
B+	3.33	89-87	S Satisfactory: Your child is doing well.
B	3.00	86-83	
B-	2.67	82-80	
C+	2.33	79-77	P Progressing: Your child is improving.
C	2.00	76-73	
C-	1.67	72-70	
D	1.00	69-65	N Needs Attention: Your child needs to improve.
F	0.00	64-0	

HONOR ROLL

The purpose of the Honor Roll is to award outstanding scholastic achievement to eligible students from the 4th grade onward. OLGSA honors those students who are highly motivated, responsible, hardworking, and demonstrate good character. Students who receive any grade of "D" will be ineligible for Honor Roll. Likewise, a student who has received a suspension for any reason will not be eligible for Honor Roll. The criteria for the Honor Roll are as follows:

- Summa Cum Laude:** Final overall average in major subjects of 94% or above (3.90 - 4.00).
- Magna Cum Laude:** Final overall average in major subjects of 90% - 93% (A-) (3.60-3.89).
- Cum Laude:** Final overall average in major subjects of 83% - 89% (3.2 - 3.59).

HOMEWORK POLICIES

Teachers will publish specifications for homework to include acceptable formats, paper, notebooks, pens, and pencils to be used, and are instructed to expect a student’s best work. 1st to 3rd graders receive no written homework, but it is recommended that parents read to their children in this age group as often as possible. Once a child in those grades begins to read, it is beneficial to have them read orally to someone every night. Actual requirements will depend on the child’s ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework but set appropriate limits and require accountability for unfinished work. Teachers will respect and not exceed the time guidelines below to ensure a reasonable expectation of daily homework. OLGSA in no way encourages giving unnecessary homework as mere busywork for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights. General activity recommendations for younger students and time guidelines for older students’ homework are detailed below:

1st grade:	Review catechism questions, read aloud, review poetry, practice math flash cards
2nd grade:	Review catechism questions, read aloud, review poetry and grammar, practice math flash cards
3rd grade:	Review catechism questions, read aloud, review poetry and grammar, practice math flash cards
4th grade:	30 minutes
5th grade:	45 minutes
6th grade:	1 hour
7th grade through 8th grade:	1 1/2 hours
9th grade through 11th grade:	2 hours

LATE WORK

Assignments must be done by the morning of the day they are due. Late assignments will be penalized 5 percentage points for each day they are late. Work will not be accepted after the fifth day that it is late. Homework that is submitted late as a result of an excused absence will not be marked down.

HOMEWORK REQUESTS WHEN STUDENTS ARE ABSENT

It is the responsibility of the student to obtain missed assignments from their teacher, but a parent may obtain those assignments on behalf of their child by emailing the teacher.

CALENDAR

An academic calendar is prepared and distributed to parents each year. It is the parents' responsibility to be aware of important dates and functions. Parents will be notified of any changes to the calendar, should they occur, as soon as the change is made.

ATTENDANCE POLICY

Students who are absent from school more than 21 times, 7 per trimester, in an academic year may be retained in the same grade if the absenteeism results in failing grades. The Principal will make the final decision when there is an attendance issue.

EXCUSED ABSENCES

OLGSA requests notification of any planned absences as soon as possible. Two weeks notice is desired. If notice is less than one week, teachers may not have materials available in advance to make up the missed materials. Parents are asked to avoid scheduling appointments or making other plans, such as vacations or trips, that would take the child away from class time.

UNEXCUSED ABSENCES

If your child will be absent from school, the school office should be notified by 7:30 a.m., and the reason for the absence must be given when calling. If a student will be absent for an extended period of time, arrangements must be made in advance regarding the child's schoolwork. If the absence is more sudden, such as an illness or injury, parents may contact the office to have homework sent home for the student. Absence due to sickness in excess of five consecutive academic days may require a note from a physician explaining the reason for the absence. Student absences for which no excuse has been given by the parents will be considered unexcused. Unexcused absences will call for disciplinary action, and all classwork and other assignments missed on account of unexcused absences will receive a zero. Students who are at school for less than 2 hours will be marked "absent" for a full day. Students who must leave school after completing 4 hours will be marked as absent for a half day.

LONG-TERM ABSENCES

Vacations should be planned around the school schedule. If a vacation time results in an absence, parents and teachers should arrange for homework to be completed while on vacation, and the children will be expected to submit any missed assignments and class work to the teacher for grading and review upon their return to school.

TARDY POLICY

Students are to arrive at school no later than 7:55 a.m. Any student who arrives after 8:00 a.m. will be marked "tardy" for the school day. Students who are tardy will be required to complete a tardy slip and issue an apology to the Principal. If a student receives five tardies in a single trimester, a parent meeting with the Principal will be scheduled.

DAILY SCHEDULE

The school day for all grades consists of classroom instruction, recreation, and lunch. School is in session from 8:00 a.m. to 3:40 p.m. for all grades, five days a week. The planned daily schedule below may be revised from time to time with proper notice:

7:30 a.m.	Teacher Arrival
7:45 a.m.	Student Arrival
7:55 a.m.	Student Line-Up
8:00 a.m.	Rosary and Pledge
8:30 a.m. - 11:40 a.m.	Instruction
11:45 a.m. - 12:40 p.m.	Lunch and Recreation
12:45 p.m. - 3:35 p.m.	Instruction
3:35 p.m. - 3:40 p.m.	Marian Hymn and Dismissal

ARRIVAL AND DISMISSAL POLICY

RULES FOR ARRIVAL

Students must not arrive before 7:45 a.m. OLGSA will not accept responsibility for any student who arrives before this time. Students should not be left unattended on the school premises. A red sign hanging on Door #2 means the door is locked and students may not enter. A green sign on Door #2 indicates that students are allowed to enter the building to begin the school day.

RULES FOR DISMISSAL

School dismissal is at 3:40 p.m. Parents should form a pickup line along the cones, park, and wait for their children. Students must be picked up promptly, and in no event after 3:45 p.m., unless previous arrangements have been made. The Principal must be informed in advance of any student who needs to leave school before regular dismissal (e.g., doctor's appointment, etc.). This can be done through a handwritten note, email, or phone call to the Principal. Parents are expected to schedule these kinds of appointments outside of school hours whenever possible. Children will not be allowed to leave the school with people who are not family members without prior notice to the Principal. Parents who need to pick up their children early will be expected to enter through Door #1 and proceed to the office. Please do not go to the classroom to pick up your child(ren).

MEAL POLICY

All students must bring lunch to school each day and will eat silently while a reading takes place in the first 10 minutes of lunch. Cooking facilities are not for student use, so lunches should not contain food that needs to be heated. Soda and caffeinated drinks are not permitted. Students are not allowed to trade or share food from their lunches with others. OLGSA asks that children observe traditional days of fast and abstinence (e.g., no meat on Fridays). There is a daily snack break for 1st to 3rd graders.

HEALTH POLICY

Communicable diseases are reported to the Principal, and parents will be notified immediately if a serious illness occurs at school.

ALLERGIES

Parents must notify the school of any and all food or medication allergies and, along with their specific nature and severity, provide a complete and current "Allergy and Anaphylaxis Emergency Plan" from a student's physician.

MEDICATIONS

OLGSA may not dispense medication on its own authority. Due to the school not having an onsite school nurse, a "Medication Authorization Form" must be completed if a student requires any over-the-counter medication or administration of daily medication during school hours. All medication must be brought to school by a parent, guardian, or adult in its original container and not past its use-by date or expiration. If medication is over-the-counter, it should be labeled with the family name. If medication is prescribed, it should be labeled with the particular student's name and only for use by that student.

IMMUNIZATIONS

State law requires children enrolled in a Wisconsin school to be immunized against certain diseases, allowing for certain exceptions, including conscientious or religious objections. A "Student Immunization Record" form must therefore be maintained and submitted upon request at enrollment of a child in OLGSA and as required by the State of Wisconsin or by Brown County's Health Department staff during an investigation. Conscientious objectors are still required to complete their child's Student Immunization Record form, even if they report no immunizations. If a child is partially immunized, that is to be noted on the form along with the immunization history.

EMERGENCY PROCEDURES

Proper safety procedures will be explained to each classroom prior to the first fire drill of each new school year. The school will monitor the U.S. Weather Service bulletins for warnings of tornadoes or other severe conditions. In the event of a tornado warning, students will be assembled in the safest location on the grounds. During emergencies, as at all other times, teachers are directed not to release children to any person other than parents unless notification is received from the parent. In the event of a school emergency closure, these notifications may be given verbally between the teacher and a parent.

EMERGENCY DRILLS

Drills are mandatory and are conducted throughout the school year on a monthly or regular basis. Students are required to maintain silence and conduct themselves in an appropriate manner in order to ensure the safety of all students, faculty, and school personnel. Exiting routes are posted in each classroom and will be reviewed with the students before the first drill and periodically throughout the school year as needed.

ACCIDENTS

In the event of a major accident involving an individual student, the 911 emergency procedures will be used, and the parents will be notified at the earliest possible time. A "Medical Treatment Consent Form" is to be completed by parents for the purposes of medical transport from OLGSA to a hospital, should a need ever arise. In the case of minor to moderate incidents, parents will be notified and given the option to take their children in for medical care. In all cases, first aid will be administered to the fullest extent practicable. In the case of very minor accidents, parents will not be notified immediately. Staff will send home a written notice of the events surrounding the accident and what was done after it happened.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

School may be closed at times due to inclement weather or service interruptions. Since OLGSA is located in the School District of West De Pere, we follow their lead on school closings for severe weather. OLGSA is registered with WBAY-TV (<https://www.wbay.com/weather/closings/>), and school closings or delays will be posted there by 6:00 a.m. on days with inclement weather. If a decision is made to dismiss students early, parents will be contacted by phone or text message. Parents should have an emergency transportation plan in place ahead of time in case they cannot come and pick up their child(ren) unexpectedly due to an unplanned school closure.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

At the beginning of the year, parents are required to fill out a "General Field Trip Permission Form," which will be kept on file for the academic year. Parents will be informed of individual field trips throughout the year. Students who do not have their General Field Trip Permission Form turned in will not be allowed to participate in any field trips. Extracurricular activities and field trips are considered a student privilege and not a right. Students may be denied field trip privileges for poor behavior or academic performance. If a student's privileges have been revoked, the Principal will notify the parents of the student in writing. If a parent wishes to withhold their child from a field trip or activity, it will be considered an excused absence for the day, and the student will be allowed to do equivalent work to make up for any credit that might have been given by the teacher during a field trip. The equivalent work will be determined by the teacher on an individual basis.

ADMISSIONS

Admission packets are available through the school office. Applicants must be academically prepared for the grade they are applying for. Academic testing and behavioral records from previous schools will be reviewed, if applicable, and prospective students may be asked to take an entrance and/or grade placement examination(s) before final grade placement. Students should be prepared to attend Mass whenever offered and are expected to participate in all scheduled activities, such as the rosary.

NEW STUDENTS

A meeting with the Principal or school board may be requested during the admissions process. Prospective students should have the following for enrollment in Our Lady of Good Success Academy:

1. Copies of baptismal and sacramental certificates.
2. Completed admission packet and necessary forms.
3. Establishment of a payment plan with the Principal.
4. All academic, standardized testing, and behavior records from the previous school.

RETURNING STUDENTS

Continued enrollment in any given school year and reenrollment in any subsequent school year are subject to the parents' continued support of OLGSA's Mission Statement as documented in this handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents. OLGSA reserves the right to not readmit students based upon their observation of the school rules as prescribed in this handbook, including but not limited to general behavior, academic performance, and attendance. Reenrollment in any subsequent year is subject to mutual agreement, and either the parents or the school administration may withhold the agreement to readmit students with or without cause. In order for registration to be considered complete for an upcoming academic year, the following must be done:

1. Completed reenrollment form.
2. Establishment of a payment plan with the Principal.
3. Completed an updated "Student Immunization Record," "Emergency Contact Form," "Medical Treatment Consent Form," "Medication Authorization Form," "General Field Trip Permission Form," and "Photo Release Permission Slip."
4. Demonstration of adequate academic and disciplinary performance to warrant continuation at OLGSA.
5. If applicable, any recorded custodial or legal documents that are in place must be current and up-to-date. OLGSA can only abide by the latest plan that is provided to us.

TUITION AND FUNDRAISING

Number of Children	Tuition Amount	Total Tuition Due	Total Fundraising Obligation
1	\$2,000.00	\$2,000.00	\$1,500.00
2	\$1,800.00	\$3,800.00	\$3,000.00
3	\$1,600.00	\$5,400.00	\$4,500.00
4	\$1,400.00	\$6,800.00	\$4,500.00
5	\$1,200.00	\$8,000.00	\$4,500.00
6	\$1,000.00	\$9,000.00	\$4,500.00
7	\$800.00	\$9,800.00	\$4,500.00
8	\$600.00	\$10,400.00	\$4,500.00
9	\$400.00	\$10,800.00	\$4,500.00
10	\$200.00	\$11,000.00	\$4,500.00
11+	Free	\$11,000.00	\$4,500.00

Parents are expected to take tuition obligations seriously. As previously stated, tuition is a matter of justice and is an indispensable income source for the financial stability of OLGSA. Tuition should be paid on a monthly basis on the first of each month, but payments may also be paid quarterly or in 1 or 2 larger payments throughout the academic year according to the payment plan created and agreed upon between the Principal and the parents. A tuition payment plan incentive is available to give families a \$200 reduction on their yearly tuition. Details may be discussed with the Principal. If tuition payments are missed and the Principal is not contacted to set up an alternate payment plan, late fees may be applied to the balance. Parents may be required to withdraw their child(ren) until their balance has been paid, and all report cards, transcripts, and diplomas will be withheld until that time. All families are required to contribute to and participate in official school fundraisers. The maximum fundraising amount due per family is \$4,500.00. Any additional dollars raised towards fundraising go to the OLGSA general operations budget and are used to offset school costs for staffing and supplies. This defers the need to raise tuition for additional children enrolled until the funds raised no longer keep up with the expenses incurred to operate OLGSA.

WITHDRAWAL, TRANSFER, AND READMISSION

If a student has withdrawn before the end of the academic year and class work and final exams are not completed prior to departure, the student may be subject to a grade of "Incomplete" on their final report card depending upon their academic progress. The following steps should occur in the event of withdrawal from OLGSA during an academic year:

1. Parents should arrange a meeting with the Principal to discuss the withdrawal ahead of its effective date.
2. If the decision to withdraw is finalized after the meeting, parents will return all borrowed books and materials to OLGSA.
3. The faculty is allowed a minimum of 3 days to prepare all materials for the withdrawal.
4. The contract signed for enrollment is legally binding. Parents must pay all fees and reconcile all accounts due to OLGSA according to the payment plan established with the Principal.

TRANSFER GUIDELINES

Before a student's academic and health records can be sent to the new school, the new school must request this information from OLGSA in writing with a transcript release form. OLGSA cannot give student records and transcripts to parents to be transferred to another institution. Student records must be dropped off in person or sent to the new school by the Principal.

READMISSION AFTER WITHDRAWAL

Students who withdraw during an academic year are not guaranteed readmission and may be asked to wait one year, at the discretion of the Principal before reapplying. The enrollment process for these students is the same as for new students.

POLICY REGARDING CHILDREN WITH SPECIAL NEEDS

Due to staff limitations and a lack of accommodations, OLGSA reserves the right to refuse admission to students with special needs.

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E n d o f
a HANDBOOK for
PARENTS & STUDENTS

❖



a QUICK & GUIDE RESOURCE

OUR LADY OF GOOD SUCCESS ACADEMY

1782 Chapelle Rue, De Pere, WI 54115

www.olgsadepere.org

SCHOOL OFFICE..... (920) 336-2813

The school office should be called to:

- Report child absences or tardies.
 - Deliver a message to a student.
-

PRINCIPAL JON CALVO

principal.olgsa@gmail.com

(920) 930-2553

MS. DANIELLE KICKBUSCH | TEACHER [GRADES 1-3]

danielle.kickbusch.olgsa@gmail.com

MS. URSULA WEISSING | TEACHER [GRADES 4-5]

ursula.weissing.olgsa@gmail.com

MS. JOHANNA WEISSING | TEACHER [GRADES 6-8]

johanna.weissing.olgsa@gmail.com

MRS. NANCY LACENSKI | TEACHER [GRADES 9-11]

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