

## **Our Lady of the Angels School 2017 – 2018 Student/Parent Handbook**

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*The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.*

Our Lady of the Angels School was founded in 1947 under the leadership of Father M. Charles Carey, the pastor of Our Lady of the Angels Parish, and the Sisters of Notre Dame de Namur. The Sisters of Notre Dame entrusted their teachers with the obligation to educate their students to be aware of what is happening in their lives and be able to assume responsibility for themselves and others. Although the Sisters no longer staff the school, their loving legacy continues. “To train children, to form them to knowledge and better still to piety and virtue, to cultivate souls, to fashion hearts, what is there nobler, what is more divine?” (St Julie Billiart, Foundress of the Sisters of Notre Dame)

**Our Mission:** Our Lady of the Angels School is a traditional Catholic school, rich in history, dedicated to success through excellence in education, leading students toward their fullest potential with Christ as their guide.

**Our Vision:** Our Lady of the Angels School will prepare students to become independent thinkers who base their actions upon the religious foundations of Jesus Christ. They will continue to be nurtured and grow through their daily interactions among peers, school personnel, parents, and community. Every child will be recognized as an individual and a contributing member of a community that embraces, with respect and acceptance, the cultural, social, and educational differences of its members. The students will recognize their role as responsible participants in an environment that promotes compassion and service for all God’s children through outreach projects. Faculty will be encouraged to continue their professional development in an effort to incorporate new and effective programs into a curriculum that is aimed at allowing the opportunity for each child to reach his/her maximum potential as a student, a citizen, and a child of God.

**Absence and Grade Retention:** Students who accrue more than fifteen (15) unexcused absences will be considered for retention in the current grade. Absences are only excused in the event of sickness, serious family emergencies, or upon receipt of a physician’s note. Vacations are not considered excused absences. All vacations should coincide with the school calendar. Appointments with doctors should be made after school hours or during vacations. Early dismissals should not be requested except in the case of emergency. Late arrival or early dismissal is considered an absence if the child is not present for at least half the school day. Report cards will indicate the total number of all tardies and absences whether or not they are excused.

**Academic Probation:** Along with a concrete faith foundation and social program that teaches students to be respectful, kind, and courteous, Our Lady of the Angels School provides a challenging academic program to its students in an effort to prepare them for high school. Students are expected to complete all assignments, study at home, and come to class prepared. Students who consistently fail to be responsible for their work will be placed on academic probation by the Administration.

Academic Probation is a specific period of time during which a student must improve failing grades and/or demonstrate cooperation in completing assignments at home. The student will be monitored closely for changes in grades and/or completion of assignments. For a student whose performance and level of cooperation improves during the period of probation, the probation will be lifted and will be expected to maintain their improved performance. Subsequent poor grades or lack of cooperation may result in expulsion.

**Admission Policy:** Our Lady of the Angels School is open for admission to all, regardless of race, religion, sex, or national origin. Siblings of enrolled students, parishioners of Our Lady of the Angels Parish, and Catholics of other parishes in the Worcester Diocese are given preference for admission in that order. Students must be three years of age by December 31<sup>st</sup> and be fully toilet trained to be eligible for preschool. Students must be five years of age by December 31<sup>st</sup>, have a letter of recommendation from their current preschool, and pass the screening placement of the school to be eligible for kindergarten.

**Attendance:** Regular, punctual attendance is the key to success. Irregular attendance plays havoc with the student's academic achievement. Every effort should be made by parents to see that the child is in school each day. Parents of absent children must call the school office by 8:00am each day that the child is absent and follow-up, when the child returns, with a written note to the homeroom teacher explaining the absence.

**Before and After School:** Students wait outside until 7:50am when the bell rings and they enter the building. Supervision is not provided for early arrivals unless they are enrolled in the Before School Program, which opens at 7:10am. Students who are dropped off before 7:35am will be sent to the Before School Program. Parents will be billed \$3.00 per day. Students who have not been picked up by 2:35pm will be immediately sent to the After School Program. Parents will be billed \$6.00 per hour/1 hour minimum charge. Invoices are distributed at the beginning of each month.

### **Behavior Guidelines**

Members of the community of Our Lady of the Angels School should be identified by the respect they show one another and their appreciation of the Christian dignity possessed by everyone. The following guidelines are intended to produce positive behavior in an environment which is conducive to learning and to foster development of mutual respect based on Gospel principles. The school administration may require, at their own discretion, the withdrawal of any student whose behavior is not consistent with the stated expectations.

*The following are examples of behaviors that are not permitted at Our Lady of the Angels School.*

#### Level A

Non-behavioral examples:

Wearing incomplete school uniform.  
Wearing make-up, colored nail polish, fake nails.  
Wearing inappropriate earrings.  
Wearing inappropriate clothing.  
Wearing inappropriate shoes.  
Other similar violations.

Behavioral examples:

Use of inappropriate language.  
Involvement in horseplay.  
Distracting others in class.  
Tardiness.  
Missing homework/unprepared for class.  
Unauthorized locker trip/unsecured lock.  
Other similar violations.

Consequences:

Grades K-3: Homeroom teachers will deal with any infractions in accordance with departmental policy and in a manner appropriate for the age of the child. (i.e. loss of recess)

Grades 4-8: Students who commit a Level A violation of any kind, will receive a notice to be signed by a parent/guardian that must be returned to school the next day. Any three behavioral Level A offenses per academic quarter will result in a Level B office detention.

Note: Parents will be given twenty-four hours notice of any session/detention. The detention form signed by a parent/guardian provides permission automatically for the next scheduled date of detention when one is missed due to absence.

#### Level B

Bringing/using minor contraband to school.  
Throwing snowballs or other objects.  
Failing to follow teacher direction at once, without arguing.  
Distracting others during mass or prayer.  
Plagiarism.  
Talking during fire drills or other emergency procedures.  
Showing disrespect/cursing at another member of the OLA community.  
Damaging school property or the property of another member of the OLA community (plus restitution).  
Similar violations of school rules/policy at this level.

Opening outside doors to anyone.  
Fighting.  
Disruption of class.  
Forgery.  
Cheating.

Consequences:

Grades K-3: Homeroom teachers will deal with any infractions in accordance with departmental policy and in a manner appropriate for the age of the child.

Grades 4-8: For each violation at this level, a student will receive a one hour after school detention. Any student who receives a third level B notice within a ten week period will serve a one day in-school suspension. Work missed may not be made up and will be graded as "0". Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. Parents/guardians must meet with the administration before the student may return to school. A warning will be issued regarding the conditions for the student to remain at Our Lady of the Angels School. A student who receives two in-school suspensions may be asked to withdraw from Our Lady of the Angels School.

Level C

Showing serious disrespect to a teacher.

Serious and/or repeated disruption of class.

Serious vandalism.

Defiance.

Threatening or harassing another member of the school community.

Conduct detrimental to the reputation of the school.

Similar violation of school rules/policy at this level.

Consequences:

Grades K-8: Parents/Guardians will be called to come and pick up their child who will be suspended for a minimum of the remainder of the day. Any work missed, including tests and/or quizzes, will be counted as zeros and will not be allowed to be made up.

No student may participate in extracurricular activities for two weeks following a Level C offense, a Level D offense, or an In-School Suspension.

Level D

Causing serious injury to another member of the OLA community.

Threatening serious harm to or serious harassment of another member of the OLA community.

Possession of drugs, alcohol, or weapons of any kind.

Conduct detrimental to the reputation of the school.

Immorality in talk or action.

Similar violation of school rules/policy at this level.

Consequences:

The school reserves the right to ask for the immediate withdrawal from school (with no warning other than this one) of any student involved in an incident involving weapons, drugs, defiance, injury, or serious property damage. *In the cases of weapons possession, drugs, or threats of serious harm, the school is required to file a report with the police.*

**Bus Policy:** It is a privilege to ride on the school bus and use of that privilege is contingent upon appropriate behavior. Behavior on the school bus must be quiet, orderly, and conducive to a safe trip. Students are expected to remain seated and may not lean out windows or throw any objects. Misbehavior on the bus will result in a written warning. A second incident of misbehavior will result in the loss of bus privilege for one week. A third incident of misbehavior on the bus will result in the loss of bus privilege for one month. Finally, on a fourth offense, the student will lose the privilege for the remainder of the school year. For safety reasons, preschool students are not allowed to take the bus to school in the morning.

**Care of Property:** All students are required to carry their books in a backpack or school bag. Adhesive book covers are not permitted. All students are expected to keep their books covered and in good condition. Parents will be billed for books or other school property lost or damaged by students, and obligation for payment will be treated in the same manner as the obligation to pay tuition and fees. Students in grades 5-8 fill out textbook-condition reports when their textbooks are issued. Any damage not listed on the form becomes the responsibility of the student.

**Cell Phones:** Students who choose to bring their cell phones/other electronic devices to school for after school activities will be required to turn the device into the homeroom teacher at the beginning of the day. It will be returned at dismissal, however all devices must remain off and unused while on school property. Students who do not “park” their cell phones/electronic equipment safely with their homeroom teacher will have the device taken away by the administration if they are heard or seen at any time during the school day following these guidelines: *first offense:* the device will be taken for 5 school days and the student shall receive a Level B after school detention, *second offense:* the device will be taken for the remainder of the school year and returned on the last day of school and the student shall receive a Level B after school detention. The school shall not assume responsibility for these items if they are damaged, lost, or stolen. Smart watches (watches linked to the calling/texting/app features of a smart phone) are not allowed in school.

**Cheating:** Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade and/or detention.

**Child Custody Policy:** Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the administration of the school. The school will not be held responsible for failing to honor arrangements that have not been made known to the school administration.

**Confidentiality:** Our Lady of the Angels School respects the confidential nature of information concerning students and may give information only to authorized personnel or agencies directly concerned with the student’s welfare.

**Counseling:** Our Lady of the Angels School does not have a school counselor on staff. In the event of an emergency or a crisis, the school will utilize the resources from the guidance departments in the area parochial high schools.

**Dismissal:** Parents or other authorized persons calling for children who are being dismissed early must report to the office and wait in the foyer for the child. No one may go directly to classrooms without permission from the office. In the event that a student becomes ill during school hours, parents will be notified by telephone to arrange for the child’s dismissal. Parents requesting an early dismissal are required to send a note to the teacher in the morning to advise the school of the arrangement, and then must come in to the office at the time of the dismissal to sign the child out. Parents are required to send a note informing the school of any changes in the child’s transportation plan. Students may not leave the building with anyone not pre-authorized in writing by the child’s parent/guardian. Please try to foresee occasions such as medical emergencies and snowy days when another adult may need to bring your child home.

**Drugs, Alcohol, and Weapons Policy:** Any student on school grounds with alcohol, drugs, or weapons of any kind will be suspended immediately and may be expelled at the discretion of the administration of the school. *In the cases of weapons possession, drugs, or threats of serious harm, the school is required to file a report with the police.*

**Emergency Response Plans:** Our Lady of the Angels School is dedicated to the safety and well-being of the students entrusted to our care. Besides the routinely practiced fire drill procedures, we have in place Emergency Response Plans for accidents, serious injury or illnesses, hostage/intruder/unsafe building situations and bomb threats, or any other situation that would require evacuation from the school building. To ensure that every member of the Emergency Response Team knows their role and to ensure that the children know what to do in case of an emergency, we will be practicing response actions for each of these situations, as we do fire drills, over the course of the school year. The Principal is our Safe Environment Coordinator. The procedures for emergencies outlined in our Emergency Response Plan are as follows:

- **Hostage/Intruder/Unsafe Building Situation:** An all-call announcement will come from the office indicating that it is **DEAR time**. **Drop Everything And Read** is a routinely practiced classroom activity that the children are familiar with. The office announcement will indicate to teachers that there is a dangerous situation in the school building prompting them to lock their classroom doors, pull the shades, move children to an area of the classroom away from windows and doors and await further instructions. The Crisis Response Team goes into action according to

the guidelines of the Emergency Response Plan. Should your child come home and tell you there was an all-call office announcement DEAR time, please assume this was a practice drill unless you have been notified otherwise in an official announcement from the school office.

- **Bomb Threat or other Situation Requiring Evacuation:** An all-call announcement will come from the office indicating that it is **time to take a walk**. Students and teachers will evacuate the building to **Hadwen Park**, by the ball field on Heard Street, as it is necessary to evacuate at least 500 feet from the building. Teachers will bring with them their cell phones and class rosters. The Crisis Response Team goes into action according to the guidelines in the Emergency Response Plan. In the event of real danger, parents will be called to come and get their child/ren from Hadwen Park. *Information pertaining to a real emergency may be obtained by contacting Ray Delisle in the Diocesan Communications Office.* Should your child come home and tell you that there was an all-call office announcement indicating that it was time to take a walk, please assume that this was a practice drill unless you have been notified otherwise in an official announcement from the school office.

**Extra Curricular Activities:** There is a variety of sports teams and after school clubs to meet the interests of our students at all grade levels. Most include a fee. Permission slips will be sent home throughout the school year for students to sign up for extra-curricular activities. Student participating in athletics must have the release form for athletics completed and signed by a medical doctor prior to participating. Students who receive a grade of F and/or two D's are not eligible to participate in extra-curricular activities. No student may participate in extra-curricular activities for two weeks following a Level C or D infraction or an in-house suspension.

**Field Trips:** Field trips are considered part of the learning experience and are not optional. Students are required to return our field trip consent form signed by a parent/guardian in order to be allowed to participate in any field trip. Only school designated chaperones are permitted to participate in school sponsored trips. All chaperone volunteers must have a completed CORI on file at Our Lady of the Angels School. Students participating in school sponsored field trips must ride the bus to and from the trip with their class. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. In cases where parents are asked to transport students for any reason, it is necessary for the driver to submit a valid driver's license, proof of insurance, and proof of said insurance being current/paid. Electronics/cell phones are not permitted on field trips.

**Grade Retention:** Students who fail two or more major academic subjects are considered for repeating the grade. Depending on progress and regardless of academic grades, retention may be recommended to parents for the benefit of the student. Eighth graders who do not successfully pass eighth grade will need to repeat the year elsewhere.

**Grading System (Grades 4-8)**

A+ 95-100	B+ 85-89	C+ 75-79	D+ 65-69
A 90-94	B 80-84	C 70-74	F below 65

**Homework Policy:** *Purpose:* The purpose of homework is to reinforce and recall curriculum that is being covered in class. It should also be a source of learning and exploring further by doing projects, reports, etc. *Parents Role:* Key roles that parents play in helping students to succeed are: helping children set up a work space that promotes good study skills and work habits, monitoring their children as they are working to be sure there are no interruptions, such as phone calls, use of the computer, television, etc., reviewing student's work (reviewing homework allows parents to know what is being taught in school and to understand if your child is having difficulty with a certain skill), contacting the child's teacher should you notice consistent difficulty with completing assignments, orally quizzing students on materials being studied for quizzes or tests.

*Sufficient Time:* There are many variables when determining time allotments for homework. The following are guidelines per grade level: Primary (Gr. 1 & 2) 20 minutes to one half hour, Intermediate (Gr. 3-5) one half hour to one and one half hour per night, and Junior High (Gr. 6-8) no more than three working hours. Students who consistently fail to complete homework assignments may be scheduled for required after school study sessions at teacher discretion.

**Honor Roll (Grade 4-8)**

High Honors:	All A's with at least S in conduct, effort, and homework.
First Honors:	All A's and one B with at least S in conduct, effort, and homework.
Second Honors:	All A's and/or B's with at least S in conduct, effort, and homework.
Honorable Mention:	All A's and/or B's, one C and at least S in conduct, effort, and homework.

**Image Use Policy:** Our Lady of the Angels School, from time to time, may use a student's image (either in photograph, movie, or sound recording) for educational or advertising purposes. Examples of this are: school projects, promotional videos, school web site, school and parish newsletters, community and local newspapers, Catholic Free Press. Our Lady of the Angels School will adhere to the following rules, with respect to student images: 1. OLA will not associate any identifying information (name, etc.) with a student's image in mass media (e.g. school web site). 2. OLA may associate identifying information (name, etc.) with a student's image in local media (e.g. community and local newspapers, Catholic Free Press, school and parish newsletters). 3. OLA will not use a student's image for any profit making enterprise. 4. OLA will not use a student's image for any political advertising. 5. OLA will not give or sell a student's image to other organizations – exclusively OLA will retain the copyright.

**Locker Policy:** Each Junior High student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The outside of lockers may not be decorated. Junior High students are issued school owned combination locks for which they pay a \$5.00 deposit. Lockers must be secured with the assigned locks at all times. Students are expected to use the time before school, during morning break, and during lunch to return to their lockers for books and supplies. Extra locker trips made outside of these times are considered Level A infractions. The school reserves the right to inspect lockers at any time.

**Make-up Work:** It is the student's responsibility to contact teachers to arrange to make up assignments, quizzes, and tests. All assignments, quizzes, and tests must be made up within one week of the student's return to school, the general rule being one day for each day absent. Special arrangements can be made in the event of prolonged illness. Absence from the classroom deprives students of direct instruction as well as interaction with teachers and classmates. Material which has not yet been taught cannot be "reinforced" by written assignments; therefore, advance assignments will not be given to students for purposes of vacations scheduled outside of the school vacation schedule. Upon their return to school, students will need to meet with their teachers to get assignments and schedule make-up of tests and quizzes. Homework for absent students will be ready for pick-up at the end of the day, provided it has been requested by 8:30am. Whenever possible, homework will be given to a sibling of the absent student.

**Non-School Days and Half Days**

Friday, Sept. 1	Half Day – 11:00am Dismissal
Monday, Sept. 4	Labor Day – No school
Friday, Oct 6	Professional Development Day – No school
Monday, Oct. 9	Columbus Day – No school
Thursday, Nov. 9	Half Day – 11:00am Dismissal
Friday, Nov. 10	Veterans Day – No School
Friday, Dec. 1	Religious Enrichment – No School
Friday, Dec. 22	Half Day – 11:00am Dismissal
Monday, Jan. 15	Martin Luther King, Jr. Day – No School
Friday, Mar. 30	Good Friday – No school
Monday, Apr. 2	Easter Monday – No School
Monday, May 28	Memorial Day – No school

**No School Announcements:** Families are advised to listen to local TV and radio stations or check the Worcester Public Schools website when snowy weather is forecast. Our Lady of the Angels School follows "Worcester Public Schools" announcements for school cancellations and delays. When there is a delayed opening of two hours, morning sessions of preschool do not meet. When there is a two hour delayed opening of school, full day preschool meets with a two hour delayed opening. There is no Before School Program available on delayed opening days. The After School Program does not meet when school has been dismissed due to weather conditions.

**Office Records:** Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

**Outdoor Recess:** All students are required to participate in outdoor recess unless a teacher requests that a student remain inside. Parental requests (for a specific date, in writing) that a student remain indoors for medical reasons must be accompanied by a doctor's note. Students may not go outside until the designated teacher is on duty. Once outside, students remain outside until the end of recess. Students may play only in the designated areas. Students may only re-enter the building with the permission of the teacher on duty. Any problems, disputes, or injuries should be referred to the teacher on duty. During outdoor recess, students are not to make contact with anyone except parish/school staff or other OLA students. Parents calling for children for early dismissal or for any other reason should report directly to the office as usual, even if the child is playing outside. Re-entry into the building after recess is to be quiet and orderly.

**Phone Calls:** Please see the section on dismissal regarding phone calls concerning transportation arrangements and early dismissal due to illness. Last minute phone calls at dismissal time present many problems at a busy time of the day. Teachers do not take phone calls during class time, but will return a call if parents/guardians leave messages for them. Please do not call teachers at home. Only in limited cases will students be allowed to call from the school. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, lunches, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students must submit a note from their teacher stating that a phone call must be made. Final telephone permission is determined by the Administration Office.

**Physical Education:** All students are required to participate in physical education classes unless a note of excuse is supplied to the teacher by a physician. Appropriate physical education uniform is required.

**Plagiarism:** Plagiarism in any form will not be tolerated. Taking credit for someone else's work will result in a grade of zero as well as disciplinary action. Claims of ignorance, unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity.

**Report Cards and Progress Reports:** Report cards are issued quarterly for grades 1-8 and twice a year for kindergarten. Report cards are our formal means of providing information on student progress. Halfway through each quarter, progress reports are issued for all students in grades 1-8. Progress reports are to be printed at home by parents of students in grades 4 – 8. The progress report and report card slips are to be signed by parents and returned to the homeroom teacher. A parent- teacher conference may be scheduled when a student receives two or more "D's" or "F's" in any marking period. At this conference teachers and parents will help the student form an academic plan which may include extra help sessions, the use of an outside tutor, or referral for evaluation by specialists outside the school through the local public school system.

#### **Report Card Dates**

End of 1 <sup>st</sup> Quarter: Nov. 3	First Quarter Report Cards issued: November 9.
End of 2 <sup>nd</sup> Quarter: January 19	Second Quarter Report Cards issued: January 29.
End of 3 <sup>rd</sup> Quarter: April 6	Third Quarter Report Cards issued: April 13.
End of 4 <sup>th</sup> Quarter:	The day before the last day of school.

Final report cards are mailed approximately one week after last day.

#### **Scheduled Vacations**

Thanksgiving:	No school on November 22, 23, and 24
Christmas:	Vacation begins at the end of the day, Friday, December 22 <sup>nd</sup> School resumes on Tuesday, January 2 <sup>nd</sup>
Winter Vacation:	Vacation begins at the close of the day on Friday, February 16 <sup>th</sup> School resumes on Monday, February 26 <sup>th</sup>
Spring Vacation:	Vacation begins at the close of the day on Friday, April 13 <sup>th</sup> School resumes on Monday, April 23 <sup>rd</sup>

## **School Hours**

Preschool:	Full Day:	7:50am – 2:25pm
	Partial Day:	7:50am – 11:15am
Grades K – 8		7:50am – 2:25pm

**School Safety/Harassment or Bullying Policy:** Our Lady of the Angels School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Refer to the Diocese of Worcester Bullying Prevention Policy found on our website ([www.ourladyoftheangels.us](http://www.ourladyoftheangels.us)) for detailed information. Engagement in online websites such as, but not limited to, YouTube, WebShots, Facebook, Twitter, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes comments regarding the school, the faculty, other students, or the parish.

## **Student Health and Medications Policies**

Medication may only be dispensed through the Nurse's Office. All medications-including nonprescription medication-must be brought in to school by a parent/guardian, in person, and must be in the original container: prescription medications must be in the pharmacy bottle. Nonprescription medications must be in the original bottle or box. Written physician's orders along with specific directions for administration must accompany the medication. Medication Administration at School forms may be downloaded from the school's website or picked up in the school office. All medications must be stored in the Nurse's Office at all times. Whenever possible, medications should be scheduled so that they are administered at home. Medications will not be administered when a nurse is not available. Also, medications will not be administered to children with incomplete records. If cough drops are sent to school with a child, they must be kept on the teacher's desk with a written note from home with a parent/guardian signature. These policies are for the protection of your child.

All physical examination forms must be at the school by Wednesday, August 27<sup>th</sup> (or the child's first day of school). Also, physical examinations must be completed by a physician annually for any student receiving medications in school on a regular basis as well as for students entering preschool, kindergarten, grade 4, and grade 7.

**Student Movement:** Student movement in the building at arrival and dismissal times, during recess and lunch periods, with a teacher pass, and during transitions must be quiet and orderly and in compliance with school rules.

**Tardiness:** Tardy arrivals distract classes and form poor habits. Students are tardy if they are not in their classrooms ready to begin the day by 8:00am. On those rare occasions when a tardy arrival is unavoidable, parents are required to call ahead or send a note explaining the reason for the late arrival. Parents are asked to come into the building to sign the child into school. Any three unexcused tardy days per child per quarter will result in an after school session.

**Technology:** The use of computers must support education and research, and the educational goals and objectives of Our Lady of the Angels School. Students may participate in a variety of activities on the Internet and on the schools network that support learning. The following rules and code of ethics are intended to educate students in the proper use of computers in the Our Lady of the Angels School Network.

### ***Adapted and supplemented from NCEA'S From the Chalkboard to the Chat room***

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of the Angels School:

1. Students recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk



softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. Students recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. Students recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. Students will honor the school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

6. As a user of network, a student will not use bulletin boards or chat lines for personal use. In addition, students will not reveal personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

9. Students will promptly disclose to the administration or teacher any message that is inappropriate or makes them feel uncomfortable.

**Transportation – A.M.:** All preschool students must be walked in to the preschool building by an adult. All other students being dropped off by car in the morning are expected to walk up the driveway to the school. Vehicles are not permitted to drive up either driveway after 7:30am.

**Transportation – P.M.** Each OLA Family receives 2 (two) car line visor clips pre-printed with the first four letters of the students last name and their grade(s). Each student receives 1(one) backpack tag with information that matches the family car visor tag. It is the family's responsibility to affix the visor tags and backpack tags immediately upon receipt of these items. Lost tags can be replaced for a fee. All car line students in grades **K-8** will line up in the main school hallway for dismissal. Parents picking up their child(ren) in the afternoon will proceed slowly behind the school in three lines where they will remain in their cars. Students will be called in the order that the cars are lined up and dismissed to the car with the matching visor tag. Loaded cars will then proceed to the Holland Rd. exit.

Students will never be dismissed to a car without a matching visor tag. Ride arrangements who come without a tag will be instructed to park at the bottom of the school lot, ring the front doorbell, and show their ID at the office. The ID must match with an authorized name on the student's dismissal form. Students who are being transported from school with another OLA family must inform the school in writing on any days this will take place. That student will then be matched with the family who will be taking them home and the note will confirm such action.

**Transportation Preschool – P.M.** Families picking up preschool students will park at the **bottom** of the school/church lot near the fence at the rectory, walk into the preschool building to retrieve their child(ren), and return to their cars to leave via the Holland Rd. exit. All preschool students should be in the direct care of their parents(guardians) during dismissal – holding a hand or being held. No child should be allowed to run freely to their car through the lot. Families who have older students will join the car line once the preschool student has been picked up.

**Tuition and Fees:** It is the goal of the parish, school administration, and Finance Committee to make Our Lady of the Angels School reasonably affordable. We are obliged to collect tuition and fees to maintain our program. It is the policy of the school that students whose tuition account payments have become two months or more delinquent may not attend class or take final exams until tuition has been paid or until arrangements have been discussed with the administration. It is our policy to be as compassionate as possible regarding late payments. No student records will be forwarded to another school until accounts have been settled.

**Tuition Refund Policy:** Students who withdraw after July 1 but prior to the first day of school will be charged one month's tuition. Please note that the reenrollment deposit of \$250.00 is non-refundable. Students who withdraw after the beginning of the school year will be charged one quarter of the year's tuition for any portion of the quarter attended. Tuition quarters end on the last day of October, January, March and the last day of school (not academic quarters).

### **Uniform Policy**

*All uniform regulations and guidelines are subject to the discretion of the principal*

Uniforms may not be adorned. Excessive jewelry, hair ornaments (including kerchiefs and beads), bracelets, pins, etc., are not part of the uniform and may not be worn. One religious or school issued pin may be worn. Earrings, post style, may not extend below the earlobe. Pierced style jewelry may be worn in the earlobe *only*. No cosmetics are permitted with the exception of clear nail polish for girls. No artificial nails may be worn. No tattoos of any kind. In keeping with an orderly educational atmosphere, all students are expected to be clean and well-groomed, with traditional haircuts. Extreme grooming fashions are not permitted. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Extreme hair coloring and bleaching is not permitted. Students who are out of uniform may be required to phone their parents to bring the necessary uniform to school.

The complete uniform as described below is required every day. Training in proper attire is training for the future. All uniform attire must be purchased at J.B. Edwards Uniform, Allen's Uniform, or Angel's Attic. For all students:

- Belts (navy, brown, or black) must be worn with all pants and shorts for boys and girls.
- Audio/Visual footwear is not permitted. Shoes may not be adorned with sequins or glitter.
- Shirts must always be tucked in.
- Sweaters/Sweatshirts/Vests must be labeled.
- All socks must cover the ankle.
- Winter boots may be worn to school, but must be changed to shoes once at school.

**Jr. High Girls:** Gray uniform kilt with pin or pleated skirt, no shorter than knee length, navy blue or khaki skort – worn with winter-weight tights, or navy, tan, or gray pants; White or light blue oxford blouse with button-down collar; Navy crew-neck uniform sweater or school fleece vest; Nylon stockings or solid navy, white, or gray tights, knee socks, or ankle socks which must cover the ankle. Black, brown, or navy school shoes must have a back and no more than a one inch heel.

**Jr. High Boys:** Navy, gray, or tan pants; White or light blue oxford shirt with button-down collar; Navy v-neck cardigan, pull-over sweater, or school fleece vest; Navy necktie; black or brown flat sole school shoes.

**Girls Grades 1-6:** Light blue plaid uniform jumper, no shorter than knee length; Navy or gray pants; Navy skort which must be worn with winter weight tights only; White or blue blouse with Peter Pan collar; Navy v-neck cardigan sweater; Navy, gray, or white solid tights, knee socks, or ankle socks. Black, brown, or navy school shoes must have a back and no more than a one inch heel.

**Girls Grades 1-3:** Add an OLA girls' necktie to the above uniform.

**Boys Grades 1-6:** Navy or gray pants; White or light blue oxford shirt with button-down collar; Navy, v-neck cardigan or pullover sweater; Navy school necktie; Black or brown flat sole shoes.

**Kindergarten Uniform:** Navy blue or gray pants, shorts, or girls' navy skort with winter weight tights; light blue or navy blue OLA golf shirt or gray OLA t-shirt; OLA sweatshirt. Black, brown, or navy school shoes must have a back and no more than a one inch heel. For Kindergarten students only, belt is optional.

**Preschool Uniform:** Navy blue OLA sweatpants with the OLA sweatshirt and gray OLA t-shirt. Summer uniform includes navy OLA sweatshorts.

**Physical Education Uniform:** All students, K-8, must wear the blue OLA sweatpants, windpants or running pants, with the OLA sweatshirt or OLA track jacket, and the OLA golf shirt or t-shirt. Sneakers must be worn for gym. Inappropriate gym clothing will be met with the same response as other uniform violations.

**Summer Uniform** (*May 1<sup>st</sup> – September 30<sup>th</sup>*): School uniform walking shorts or skorts. Sandals must have a heel strap, no more than a one inch heel, and be worn with navy, gray, or white socks or stockings. OLA light blue or navy golf shirt may be worn in place of oxford shirt or blouse. Sweater is not required. OLA gym shorts may be worn on gym days.

**Out-of-Uniform Days:** Whether we are celebrating a Jeans Day, special holiday, or an earned privilege, students' dress is expected to be school appropriate. T-shirts with music groups or inappropriate slogans are not permitted. All skirts must be at least knee length and OLA shoe policies must be followed. Students will be asked to call home for any infractions. Students may not wear: flip-flop sandals, open back shoes, tank tops, T-shirts with inappropriate writing, sneakers that convert to roller skates, biker shorts, pajama pants, make-up, hats, or artificial nails.

**Visitors:** All parents/guardians and visitors must sign in and out at the school office. Visitor badges must be worn. No parent/guardian or visitor to the school may go to classrooms or other areas of the school without permission from the office. Only the School Administration may give permission for photographers or reporters to visit our school.

**Withdrawal:** Please be considerate of the school and other students if for some reason your child will be attending another school in the fall. When the school does not receive adequate notice of vacancies, wait-listed students who have been turned away may go elsewhere. Vacancies subsequently occur, and as a result, tuition is higher for all other families. No student records will be forwarded to another school until Business Office accounts have been settled.

**Zero Slips:** When students in grades 5-8 do not turn in homework or classwork on time a zero slip may be issued. These slips are intended to communicate to parents that work was not completed and their child will have a "0" grade for that assignment. Zero slips are sent home to be signed by the parent. The work must be completed and delivered with the signed slip the next day. The "0" grade will remain for that assignment. If the behavior of not completing assignments continues Level A's and/or academic probation may occur.

*In order to enhance communications, parents are asked to check on a daily basis for messages or notices from the school. No situation is perfect and misunderstandings may occur. It is always better to clarify a situation directly rather than spread misunderstanding and discontent. It is our policy that if parents have a question, they discuss it first with the teacher, and then, if necessary, with the administration. Effective communication helps administration, teachers, and parents to act as an effective team for the sake of our children. Our goal is our children's sound religious, moral, intellectual, physical, and emotional development. When values and religious practices taught in the home are reinforced at school, and when educational activities initiated at school are supported at home, our children derive maximum benefit.*

**Student/Parent Policy Agreement 2017/2018**

By choosing Our Lady of the Angels School for our child we are agreeing to be part of a team that shows a common goal, providing the best educational and spiritual experience. We understand that confidence in our child's teachers and administrators is of utmost importance. Therefore, we shall encourage our child to be respectful in all situations and to follow school policies and procedures. Should an occasion arise where our child is facing difficulty, we will, with a prayerful Christian spirit, first contact the appropriate teacher. If the matter is not resolved or explained sufficiently, we will then contact the administration.

We, the undersigned, have read the Student/Parent Handbook of Our Lady of the Angels School and we agree to abide by all policies outlined here. Further, we understand that the school reserves the right to ask for the withdrawal of any student who does not comply with the policies of the school in fact and in meaning.

Student Signature: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_