

August 22, 2011

Dear Parents:

Holy Angels School issues a new Handbook each school year. We feel that it is important for teachers and parents to be aware of the policies, rules and expectations required of those attending our school. In this way we can support each other in the cooperative effort of educating your children.

This Handbook may have additions, changes and clarifications from year to year. I ask you to read it carefully so you and your child(ren) understand it. If you have any questions, please contact me.

Handbook Changes for 2011-2012 are:

Page 14	Lunchroom Duties
Page 18-19	Skirts/Scooter Skirts

It is necessary that this letter be signed by at least one parent or guardian, and then returned to the school no later than September 2, 2011. Your signature indicates that you have received and read the Handbook, and also that you and your child(ren) understand its contents. I would especially encourage you to read and discuss the changes with your children.

The permission form for the Responsible Use of Technology Policy is on the back of this page. **Please complete both sides of this page.**

Sincerely,

Mary T. Martin  
Principal

**Signature Required on Both Sides of Page**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student(s) Name \_\_\_\_\_

**(OVER)**

**RESPONSIBLE USE OF TECHNOLOGY POLICY - USER AGREEMENT FORM  
STUDENT NETWORK ACCESS**

**Student:** Signing below, I acknowledge that I have received, read, understand and agree to follow the Holy Angels School Responsible Use of Technology Policy. I understand that use of the network is a privilege and may be revoked if misused. (Pages 11-12-13 in handbook)

_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date
_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date
_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date
_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date

**STUDENT INTERNET ACCESS CONSENT FORM**

**Student:** By signing below, I agree to follow the Archdiocese Responsible Use of Technology Policy. I understand that use of the Internet is a privilege and may be taken away if misused. I further agree to follow the decision of school personnel regarding what are appropriate materials. I pledge to restrict my usage of the Internet to purposes consistent with my schoolwork and will only access the Internet in classrooms under teacher supervision.

_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date
_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date
_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date
_____	_____	_____	_____
Print student's name	Student's Signature	Gr.	Date

**PARENTS/GUARDIANS**

**Please only sign one option**

**Option 1:**

**Parent or Guardian:** I grant permission for my child(ren) to access the Internet at Holy Angels School. Although Holy Angels has an Internet filter, I understand the school does not warrant the accuracy or appropriateness of any of the information. I also understand that some material contained on the Internet is inappropriate for school aged pupils. I agree to reimburse Holy Angels School for any damages or losses, which may incur via my child's improper usage of this network.

_____	_____	_____
Print Parent's or Guardian's Name	Signature of Parent/Guardian	Date

**Option 2:**

**Parent or Guardian:** I do not grant permission for my child(ren) to access the Internet at Holy Angels School

_____	_____	_____
Print Parent's or Guardian's Name	Signature of Parent/Guardian	Date

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August 22, 2011

Dear Holy Angels' Families,

As we greet the new school year there is much to be thankful for. I personally am thankful for the opportunity to utilize the knowledge I have gained as an educator. The students of Holy Angels School are utmost in mind as I begin my first year as a principal. By living our Catholic faith we can bring out the best in each other to further the Kingdom of God.

**Theme for 2011-2012:  
Angels All Around**

Not only do we keep in mind that God has plans for us to prosper, but also that He gives us messengers of His love through his angels. Our students will have some activities regarding the catechism surrounding angels throughout the year with Angel Crews, and I will encourage many opportunities for our elder students to foster responsibility and leadership both in and out of the building.

Each of us is called according to our own gifts to be a messenger and example of our Faith. Holy Angels School appreciates any gift of time, talent and treasure regardless of the amount. Each of you is important to the success of the school and valued as a child of God no matter your age or self perceived abilities. All of it is a gift that has the ability of spreading God's message.

The late Pope John Paul II emphasized the need of Catholic Christians to 'be' for others. He said, "All of you then undertake to reach these ideals of maturity through love of duty, meditation, spiritual reading, examination of conscience, spiritual guidance and regular use of the Sacrament of Repentance. The Church and modern society need mature personalities: we must fill that need, with the help of God!" (St. Pio Parish, October 1979)

I thank you for the trust you give our school in the formation of your children. I believe it is valuable, and the rewards will be many in God's time. So let us all do our part to follow the angelic model of spreading Christ's message all around.

Joyfully,

Mary Guilfoyle Martin  
Principal

## FACULTY AND STAFF ROSTER

Mrs. Mary T. Martin	Principal
Mrs. Cindy Wagner	Kindergarten
Mrs. Gail Frantz	First Grade
Mrs. Ginny Lauber	Second Grade
Mrs. Joan Market	Second Grade
Mrs. Jill O'Leary	Third Grade
Mrs. Julie Watkins	Fourth Grade
Mrs. Mary Beth Heckman	Fourth Grade
Mrs. Jennifer Hoersten	Fifth Grade
Mr. Ken Kellner	Sixth Grade
Mrs. Judy Thaman	Fifth/Sixth Grades
Mrs. DiAnna Jutte	Seventh Grade/3 <sup>rd</sup> Grade Math
Ms. Susan Francis	Eighth Grade
Mr. Harold Schmiesing	Jr. High Math
Mrs. Krista Schulze	Jr. High Science
Mrs. Pamela Stewart	Physical Education
Mr. Tom Hill	Technology Services
Mrs. Nancy Mitton	Art Teacher
Mrs. Lorie Beigel	Choral/Music Director
Mrs. Elaine Schweller-Snyder	Band Director
Mrs. Jill Heitmeyer	Library
Mrs. Jane Ulrich	Kindergarten Aide
Mrs. Patricia Edwards	Secretary
Mrs. Jane Bowman	Secretary
Mr. James Palmisano	Maintenance Manager
Rev. Daniel Schmitmeyer	Pastor
Rev. Daniel Hess	Assoc. Pastor
Mr. John Holthaus	Deacon/Pastoral Associate
Ms. Lori Spence	Speech Therapist
Mr. Josh Billing	Learning-Disabilities Teacher
Mrs. Kendra Ayton	Reading Intervention
Ms. Connie Fahnce	Parish Office Manager
Mrs. Judith Monnier	Clinic Nurse
Ms. Lesli Huelskamp	Cafeteria Supervisor/Athletic Director
Mrs. Jeanette Carter	Cafeteria
Mrs. Rebecca Thobe	Cafeteria

## **PHILOSOPHY OF HOLY ANGELS SCHOOL**

Holy Angels School is a Christ-centered community that strives to educate children in partnership with their parents, to provide a curriculum integrated with Gospel values, and to encourage all students to seek and follow their faith.

### **MISSION**

Holy Angels School is dedicated to the teachings of the Catholic Church. The school acknowledges that children are gifts from God and focuses on their faith formation, academic achievement, and Christian responsibility.

### **BELIEF**

Impelled by the Gospel message, Holy Angels School believes that:

Students will know what it means to be Catholic in the contemporary world and God's loving plan for them in this world.

Students will be academically, emotionally, socially, and religiously prepared, regardless of race, creed, or ethnicity to meet the demands of a changing and culturally diverse world.

Educators who continue their own faith formation in order to teach and model Gospel values.

Educators will be committed to continue professional development to meet the diverse needs of the various students in their charge.

Parents are the prime educators of the children. The school community needs to work as partners with the parents, for it is they who inspire their children by their example, interest, and support.

The school community is one that has Christ and His teachings at its center.

The school community will provide the means for students to reach their God-given potential.

## **COMMITMENT TO PARENTS**

As Catholic school educators we believe children are influenced by home, community, and a society in which attitudes toward Christian values are often challenged. Parents, the source from whom children and youth derive their values, entrust their children to the Catholic school to instruct, complement, and intensify the education and formation begun in the home. We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child; therefore, we will:

1. Respect parents' fundamental human right to know, to understand, and to share in decisions that affect the education of their child by
  - Assuring parents of a commitment to ongoing education as a professional educator and informing them, upon request, of educational qualifications.
  - Keeping parents apprised of the curriculum and method of instruction.
  - Providing opportunities for parents to learn about classroom and school policies and to have a voice in shaping those policies through the parish school committee.
2. Develop educational programs and activities to enhance family life as well as the home and school relationship.
3. Respect any confidential information which parents share.
4. Report regularly to parents their child's progress with professional accuracy and honesty.

## **COMMITMENT TO CATHOLIC VALUES AND TEACHINGS**

Holy Angels School seeks to promote the values and teachings of the Catholic Church as expressed through the Magisterium. The school is under the formal jurisdiction of the Archbishop of Cincinnati whose authority is carried out on the local level by the Pastor of Holy Angels Parish. All aspects of the education program at Holy Angels School will be designed to promote the educational goals of the parish and to reflect full and authentic Catholic doctrine.

## HOLY ANGELS PARISH SCHOOL COMMITTEE

The key purpose of the School Committee is to formulate and recommend policies to the pastor and school principal. This task is the heart of the committee's role.

### What are policies?

Policies are based on the needs of the students, parents and all people of the parish. Policies give a direction or "vision" to the school so that it will meet these needs. The policies establish the parameters or boundaries in which the school operates.

Policies are distinct from rules in that policies allow for some discretion. Rules allow no discretion. An example illustrates this concept:

Policy - Certain areas of this building will be designated as "no-smoking" areas.

Rule - No smoking in this room.

The policy allows for discretion. The rule does not.

### The Committee recommends policy

The School Committee is not a "School Board". Unlike a board, which establishes rules, the policies that the committee creates are recommended to the pastor and principal. The pastor, or the principal as his designate, give final approval to every policy.

The principal administers the school and sets the specific rules that must be followed in the school. These rules are based on the policies formulated by the committee and are the principal's way of implementing those policies. This practice is set by the archdiocese.

### The value of recommending policy

The policies created by the School Committee are to express the basic value and vision underlying the school. Since these policies are based on the needs of everyone in the parish, they give a focus to the school causing it to better meet these needs. Though the committee's policy recommendations are not the final word, they give much needed advice to the pastor and principal and ensure that the needs of the students, parents and the whole parish will be met.

School committee meetings are held on the 1st Monday of the month in the Religious Education Office. The meetings are open to parish members and parents of Holy Angels students. School committee officers and members for 2011-2012 are:

Sara Olding, President  
Amy Gleason, Secretary  
Ken Magoteaux, Finance

Kara Sollmann, Vice-President/Policy/Marketing  
Gail Denning, Scrip  
Cameron Haller, Textbooks/Technology

The pastor, associate pastor, and principal are ex-officio (non-voting) members of the school committee.

## **ADMISSION OF NEW STUDENTS TO HOLY ANGELS ELEMENTARY SCHOOL**

The admission process for Holy Angels School is threefold. It includes registration, the submission of medical and academic records and, if considered necessary, a pre-testing program.

Children entering Holy Angels School may be pre-tested before or in the beginning of the school year. The purpose of pre-testing is to enable the teacher to learn of a child's academic strengths and weaknesses and achievement level in reading, vocabulary and mathematics. This will help to place the child within his/her level.

Children entering kindergarten must be five years old before August 1st of the year they are enrolling and have completed the required kindergarten screening. The school reserves the right to make final decisions with regard to admission.

Children transferring to Holy Angels School from another school must have records to previous academic years and medical records completed and in our school office along with an application for enrollment before acceptance is considered. The school reserves the right to make final decisions with regard to admission.

All children entering Holy Angels School must show written evidence from a doctor or clinic of having received, or of being in the process of receiving, proper immunization according to the Revised Code of Ohio (Section 3313.671).

Holy Angels Parish is committed to providing a first-rate, Catholic education for as many students as possible. For this reason, in addition to providing the school building, Holy Angels Parish gives an annual grant to Holy Angels School, which in the 2011-2012 will be \$519,000.00. This is 49% of the \$1,045,605 cost of operating the school. Meanwhile, the total amount of tuition paid by parents will be \$392,194, which is 37.5% of the cost of operating the school. Other income will account for the remaining 13.5% of school operating costs.

On the assumption that they attend Mass regularly, and therefore contribute to the financial support of the parish through the offertory envelopes, active members of Holy Angels Parish will receive a reduction in tuition payments that amounts to an average of \$2,257 per student.

What Holy Angels Parish asks in return of its members is that they attend Mass regularly and contribute to the financial support of the parish. Holy Angels Parish is not asking for a specific dollar amount of donation. Rather, it asks that its members contribute regularly to the church (no matter how little) "according to their financial means."

### **STUDENT REGISTRATION** - New Students

The following policy for "New Student" registration for grades Kindergarten through Eight has been established. In determining acceptance at Holy Angels School, the following guidelines will be considered:

- A. The family is a registered member of Holy Angels Parish who regularly participates at Mass, in parish life, and meets their financial obligations to the church. The length of membership in Holy Angels Parish may be taken into consideration for all grade levels, if necessary. They have older children who have attended Holy Angels School.
- B. The family is a registered member of Holy Angels Parish who regularly participates at Mass, in parish life, and meets their financial obligations to the church. The length of membership in Holy Angels Parish may be taken into consideration for all grade levels, if necessary. They are registering their first child into Holy Angels School.
- C. Non-parishioners with older children who have attended Holy Angels School.
- D. Non-parishioners registering their first child into Holy Angels School.

## **PRE-REGISTRATION - February Registration**

Students presently attending Holy Angels in Grade K through 7 must register in February to insure their admission for the coming school year. Registration fee is Non-Refundable and deducted from the next year's tuition. If you do not register your child(ren) by March 1, you will still have to pay the registration fee in addition to your tuition. Failure to register by March 1 may result in your child(ren)'s place in their class being opened to the families who have applied and have their child(ren) on established waiting lists.

The final decision regarding student registration is made by the Holy Angels School Administration.

## **TUITION**

For Holy Angels Parish family members this fee is a set amount for the first child in the family. The second and third child, etc. in the family pays a smaller additional fee.

There is a per child fee for non-parish members. This is higher because the non-parish family does not contribute to the support of the Parish in the Sunday collection.

The tuition cost changes each school year (depending on per child cost of educating a student at Holy Angels) and is communicated to the families each Spring at the completion of the budget.

The full amount of tuition payable to the school may be paid at the beginning of the school year or the designated amounts at the time on the Tuition Payment Schedule. The school reserves the right to withhold the final report cards and transcripts if tuition is not paid before the end of the school year. Any other schedule of payments must be arranged by the parents with the Administration.

NOTE: See back cover for Tuition Payment Schedule

## **TUITION ASSISTANCE**

Tuition Assistance information and forms for the 2012-2013 school year will be available in the school office in March, 2012. These must be filled out and sent in to the Financial Aid Company prior to May 1, 2012.

## **FEES**

Students will be charged a Sports fee of \$30.00 (\$25.00 paid by student and \$5.00 paid by Sports Committee) for each sport they participate in during the school year. A Band fee of \$30.00 will also be charged as well as an Algebra fee of \$30.00.

## **INSUFFICIENT FUNDS FEE:**

It is the policy of Holy Angels School to charge a \$20.00 fee for any check written to Holy Angels School for insufficient funds. This includes checks for field trips, lunches, tuition and other miscellaneous payments.

## **TEXTBOOKS**

Textbooks are loaned to students during the school year. Students are responsible for having their textbooks covered. Avoid book covers with sticky backing that adheres to books.

A fine, determined by the principal, will be charged for abuse, misuse or loss of books.

## **COMPUTER/INTERNET USE**

It is the policy of Holy Angels School that all students are required to sign a Responsible Use of Technology User Agreement Form at the beginning of each school year. The policy permission is on the back of the handbook agreement form. The policy is on pages 11-12 of the handbook.

## **SCHOOL CALENDAR**

A copy of the Holy Angels Elementary School Calendar is on the inside front cover of the student handbook. Monthly calendars of events will also be sent home. The calendar is also posted on the school website – [www.holyangelscatholic.com](http://www.holyangelscatholic.com).

## **SCHOOL HOURS 8:35 A.M. - 3:10 P.M.**

The School Office will be open from 8:15 A.M. to 3:30 P.M.

Arrival procedure for students is as follows:

1. All students upon arrival go directly to the cafeteria until 8:25 A.M. All students arriving at school prior to 8:25 A.M. need to enter through the front entrance leading to cafeteria.
2. Students arriving early for a specific event such as choir or band may go directly to the teacher in charge of the event.
3. **WALKERS OR CAR RIDERS ARE TO ARRIVE NO EARLIER THAN 8:15 A.M. SUPERVISION BEFORE SCHOOL BEGINS AT 8:15 A.M. IF YOU DO CHOOSE TO DROP STUDENTS BEFORE 8:15 A.M., YOU ARE ASSUMING RESPONSIBILITY FOR YOUR CHILD.**  
AT 8:25 A.M. STUDENTS SHOULD PURCHASE LUNCH TICKETS, IF NECESSARY, THEN GO DIRECTLY TO THEIR CLASSROOMS.

Kindergarten AM arrival time is 8:35 A.M. Dismissal time is 11:25 A.M.

Kindergarten PM arrival time is 12:20 P.M. and dismissal time is 3:10 P.M.

At dismissal time, the teachers walk the students to their buses. Teachers also walk out with the walkers.

Parents will be notified ahead of time when there is a scheduled early dismissal. If the early dismissal is due to inclement weather or other unscheduled emergency, radio notification will be given as well as ONE CALL NOW.

## **BUILDING ACCESS**

The only door that visitors will be able to enter is the main door on Water Street. All other doors will be locked. Once you enter the building you will find that you will only have access to the Office. The interior doors leading to the corridors on all three floors will be locked. You must sign in at the office and receive a visitor's pass – even if you are only making a brief visit. You will then be granted access to the remainder of the building. This is for the safety of our children. Also, in case of an emergency, the Office needs to know everyone who is present in the building at all times of the school day.

The Water Street doors leading to the gym and cafeteria will be opened for student arrival and then relocked. Students are to continue to enter those doors prior to 8:35 A.M. The PM Kindergarteners are to continue to use those doors as well. The doors will be opened for the PM Kindergarteners to enter and then relocked.

## **EMERGENCY WEATHER PROCEDURE**

In the event of bad weather Holy Angels School will follow this procedure:

1. When a decision to delay or close is made by public school officials, we will follow that decision.
2. ONE CALL NOW will be made to all families who have provided phone numbers.
3. For school closings or delays watch WHIO-TV, WDTN-TV or listen to WOWO, T102, or WMVR (105.5 FM). Best, quickest, and most accurate announcements are

usually provided by WMVR. **Do not** call the school office or parish rectory on such mornings.

4. Check websites from area radio and television stations.

### **KINDERGARTEN SCHOOL DELAYS –**

**ONE HOUR DELAY:** Morning Kindergarten begins one hour later (9:35 A.M.) and ends at regular time (11:25 A.M.).

Afternoon kindergarten has no change (12:20-3:10 P.M.).

**TWO HOUR DELAY:** Morning kindergarten begins **two** hours later (10:35 A.M.) and ends **two** hours later (12:25 P.M.).

Afternoon kindergarten begins **one** hour later (1:20 P.M.) and ends at regular time (3:10 P.M.).

**(Should the public school begin using a Three Hour Delay)**

**THREE HOUR DELAY:** Morning kindergarten begins **three** hours later (11:35 A.M.) and ends **two** hours later (1:35 P.M.).

Afternoon kindergarten begins two hours later (2:20 P.M.) and ends at 4:10 P.M.

NOTE - Please make alternate plans ahead of time for your children in the event of delays or closing. Arrangements should be made with neighbors, family, friends and/or baby sitters, which suit your particular situation. In this way, we can work together to do everything possible for the safety of your children.

### **TRANSPORTATION** - To/From School

All students who are eligible to ride the school bus must follow the bus courtesy-safety rules as directed by Sidney City Schools Transportation Director. The rules are made available to each student from the Transportation Office each year. Students who misbehave and receive a Bus Conduct Report will be dealt with according to their School District's Transportation Discipline Plan.

### To/From FIELD TRIPS - ATHLETIC EVENTS

Transportation of students for Field Trips, Athletic contests and any other school sponsored event will be arranged by those teachers, coaches or faculty members involved. The school will arrange for bus transportation for field trips whenever possible. Transportation to athletic events may be provided by parents. All parents who transport a student, who is not a member of their family, to or from an event must have on file with the athletic director a copy of their current driver's license and their insurance coverage. All vehicles other than buses must have seat belts. All students must wear a seat belt.

### **SCHOOL VISITATION**

We encourage parents to visit the school, but request that you arrange your visit in advance with the principal and/or teacher. This will help us make your visit a worthwhile experience and minimize disruptions.

### **DISCIPLINE**

The Code of Conduct of Holy Angels School exists to ensure students the best possible atmosphere for learning and to direct students toward self-discipline. Holy Angels School allows students to make choices in a guarded and loving environment. Administration, faculty and staff respond to those choices in a way that encourages right choices and supports the students' efforts to correct negative behaviors. They support right behavior and draw attention to the positive aspects of the child's growth in self-discipline.

The school is committed to maintaining high standards so that students may be challenged to be the best they can be. Administration, faculty and staff take their responsibility in this regard very seriously, and they enlist the cooperation of families in supporting these policies.

## CODE OF CONDUCT

1. Students will treat themselves, other students, and adults with respect and courtesy.
2. Students will respond to teachers and other staff in a positive, obedient and respectful manner.
3. Students are to be respectful of the building and everything in it.
4. Students will conduct themselves in a quiet and orderly manner demonstrating respect for the learning environment.
5. Students will participate meaningfully in liturgy and Para-liturgical functions, especially those taking place in church.
6. Students are to be in uniform according to the dress code with all necessary supplies, books, and assignments, which prepare them to meet the day's demands and will be on time for school and all classes.
7. Students will participate in the classroom learning process; complete assignments on time in an acceptable manner; cooperate with the teachers and others in getting the most from their education.
8. Students will conduct themselves with dignity at all times in and out of the classroom, library, lunchroom, playground, locker rooms, gymnasium, assemblies, etc.
9. Students will use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
10. Students will resolve problems in peace, with justice and dignity. When problems cannot be settled, the involved parties are to seek the intervention of the principal, teacher, or the adult in charge.
11. Students will act responsibly at all times and refrain from actions contrary to Christian practice or actions, which might endanger the health, safety, or well being of others.
12. Student will accept correction with respect.
13. Students who are aware of serious violations of the school rules will report them to the principal or teacher in an honest and direct manner.
14. Students will use acceptable language. Offensive or obscene language and gestures are unacceptable in the school environment. The school reserves the right to decide what is "obscene" in disputed cases. As a school, we promote love and forgiveness, thus students will respect school property and the personal property of others.
15. Students will enter and leave church in a respectful manner. Students will leave classrooms only with permission, use lockers/coat closets only at designated times and obtain teacher permission before entering any unauthorized areas.
16. Students will refrain from chewing gum anywhere on campus.
17. Students will not exhibit **bullying** behaviors on school grounds or at any school activity on or off the school grounds. Consequences for students who bully may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. The school reserves the right to determine a bullying behavior.
18. Use of MP3 players, iPods, video games, and C/D players are not permitted to be used at school from 8:15 AM until 3:20 PM. If brought to school, they must be kept in their student locker or their backpack and be turned off at all times.

- 19. Cell Phones: They may not be used during the school day – 8:15 A.M. – 3:20 P.M. They must be turned off at all times. They should be kept in lockers or book bags. If a cell phone is visible, the teacher will take it and send it to the principal’s office. If a cell phone is in the off position, it can be picked up by the student at the end of the day and will be sent home with a warning. If in the on position, the parent(s) must come to school to get the cell phone and a disciplinary notice of detention will be issued. A second offense will result of the student not being allowed to bring cell phone to school.**
20. Leave school property without permission of school personnel.

The school reserves the right to carry out disciplinary measures for any offense or misconduct related to the school, even though not specifically mentioned in the disciplinary policies. The code of conduct applies at all school-sponsored activities including field trips, dances and athletic events.

Students who choose to break the rules may receive any of the following consequences:

#### **CODE OF CONDUCT - GRADES K - 4**

Each K - 4 classroom has a discipline plan using rewards and consequences for appropriate and inappropriate behavior. The last consequence for inappropriate behavior is being sent to the principal. The following procedures will be followed for students that continually display inappropriate behavior and are sent to the principal’s office depending on the nature and frequency of the behavior. This may result in any of the following:

1. Conference with student, principal
2. Conference with student, principal and teacher
3. Conference with student, principal, teacher and parent to set up a behavior modification plan
4. Conference with principal, teacher and parent to review behavior modification plan
5. Out of school suspension and/or in school suspension
6. Expulsion from school may be considered

In all cases a Disciplinary Notice (DN) will be sent home if the student is sent to the principal.

#### **CODE OF CONDUCT GRADES 5 - 8 DISCIPLINARY NOTICE (DN)**

Disciplinary Notices (DN) will be sent home with the student. They must be signed and returned.

Disciplinary Notices are to be taken seriously. It is the notification of a serious violation or repeated violation of a school rule or rules. It may result in any of the following:

1. Conference with student, principal
2. Conference with student, principal and teacher
3. Conference with student, principal, teacher and parent to set up a behavior modification plan
4. Conference with principal, teacher and parent to review behavior modification plan
5. Saturday School (see page 9)
6. Out of school suspension and/or in school suspension
7. Expulsion from school may be considered

## **DETENTION NOTICE**

The Detention Notice will be sent home with the student. This notice will stipulate the date and the time the detention is to be served so that arrangements can be made by the parents to pick up the student (if necessary) after the detention is served. All detentions will be served on the day assigned from 3:10 P.M. to 4:10 P.M., and the student is required to pay a \$2.00 penalty upon arrival at the detention room.

A penalty of \$10.00 per session must be paid upon entering Saturday School. Fees charged for detention and Saturday School may be used for classroom supplies or rewards. Notification of parents will follow the same procedure as outlined above. Again at this point, both parents and the student may meet with the principal, and the teacher.

The following rules apply to Saturday School:

Begins at 8:00 AM - Ends at 12:00 (noon)

Regular Dress Code is to be followed.

Tardy students will be required to attend an additional Saturday School.

Students may not leave their seats to talk to another student.

There will be two 10-minute breaks at 9:15 A.M. and 10:45 A.M.

Students may go to the restroom, throw paper away, and sharpen pencils at this time.

Students will not be allowed to put their heads down or sleep.

No MP3 players, iPods, magazines or other recreational articles will be allowed in the room.

No food or beverages may be consumed.

Students are required to work on class assignments or other work as assigned by the supervisor.

The goal of the school discipline plan is to provide a positive, Christian environment for each student. We appreciate the support and help of the parents as we work toward this goal.

## **MAJOR OFFENSES**

Because of the serious nature of some types of misbehavior, the consequences for violations will be more severe. Offenses in the areas listed below would be considered serious and may result in required parent conference, suspension from school or expulsion.

### **POSSESSION OF A WEAPON**

Guns, knives and other harmful objects that school administration determines to be dangerous will result in immediate suspension or expulsion.

### **SUBSTANCE ABUSE** - (use, abuse, or dealing of drugs and/or alcohol)

Any student found in possession of, using or trafficking in alcohol, non-prescription drugs, or mood altering substances of any kind will be expelled from Holy Angels School according to the school policy on expulsion. In addition, if reinstatement is to be considered, these conditions must be met.

1. The student must attend a series of counseling sessions which are part of a program specifically designed for persons involved in substance abuse.
2. The parent(s) /guardian(s) must attend at least half of these sessions unless otherwise specified by a professional who is involved in the program.
3. The parent(s) /guardian(s) and the student must meet with the principal with documentation from the agency verifying that the student has received help.

4. Reinstatement will be considered and a determination will be made within a 10 day period after the meeting between the parents(s) /guardian(s) and principal.

**SERIOUS ACTS OF DISRESPECT** TO STUDENTS, STAFF, OR OTHER MEMBERS OF THE SCHOOL COMMUNITY. These could include:

1. Assault (verbal or physical) – fighting
2. Harassment, hazing (e.g. name calling, threats, exclusionary comments, negative or offensive remarks)
3. Any bullying type of action that could harm someone. (As determined by school personnel)

**SUSPENSION AND EXPULSION**

Immediate suspension or expulsion may occur when the number of DN'S and/or any violation of rules, which causes or intends to cause harm to one's self or to another determined by the school administration.

Suspension may be either of the following

1. In-School .... can be for up to 3 days. All school work is completed in an acceptable manner during this time.
2. Out-of-School .... can be for up to 10 days. All schoolwork is completed in an acceptable manner during this time.

It is the responsibility of the student to satisfactorily complete all work missed during a suspension. Credit for work related to In-School suspension is at the discretion of the principal. However, no credit is given for daily work missed during an Out-of School suspension. Test credit and makeup is determined on an individual basis.

**PROCEDURES TO BE FOLLOWED IN CASES OF SUSPENSION:**

- A. Procedure may include notice and a hearing.
- B. Written notification and/or personal contact with the parents and student indicating the reason for suspension. The notification should also include the time of suspension.
- C. A conference must be held between the school representatives and the family before or during the suspension.
- D. IMMEDIATE REMOVAL - Where a Student's presence constitutes a threat or disruption he/she may be removed immediately.

Expulsion means that a student will not be permitted to attend Holy Angels School for a minimum of one full semester (90 days). During this time the student must be registered and attend another school. After the time of expulsion is over, the parents may ask to enroll their son/daughter at Holy Angels School again.

**PROCEDURES TO BE FOLLOWED IN CASES OF EXPULSION:**

- A. A conference may be held between the school representatives and the parents.
- B. The advice of the psychologist, physician, social worker, counselor, or other appropriate specialists may be sought when considered necessary.
- C. Written notice will be sent to the student and the parents, stating reasons for the student's removal and proposed expulsion.
- D. A report will be given to the Pastor on each student dismissed from Holy Angels School.

- E. Parents who believe their child has been expelled from school for insufficient reason has the right to appeal. Parents who wish to appeal will ask for a hearing with the Pastor whose decision either to uphold the expulsion or allow reinstatement of the student will be final.
- F. The withdrawal of the student must be reported to the Attendance Department of the local public school district.

**IN CONCLUSION** - We believe that the authority of all those hired by, or giving service to, Holy Angels School applies to all students. Any student who is disobedient or disrespectful toward any of these persons, who breaks a safety rule or violates another's basic right, can expect to receive disciplinary action.

**RESPONSIBLE USE OF TECHNOLOGY**

**Catholic School Office  
Archdiocese of Cincinnati**

**INTRODUCTION**

- Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

*www.valuesforalifetime.com*

- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world....."

*Aetatis Novae, #2, #3; Rome, 1992*

- Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.

*2004-2007 Technology Plan of the Catholic School Office,  
Archdiocese of Cincinnati*

**GENERAL INFORMATION FOR USERS of TECHNOLOGY**

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

## **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school’s technology resources, school’s Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children’s Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

## **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

## **USER RESPONSIBILITY**

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who

use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

### **RELEASING STUDENTS**

1. Normally no student shall be released to anyone except parents or legal guardians. The school shall have on record who is responsible for each student - parents or legal guardian.
2. (a.) If for any reason it is necessary for a child to leave school during the scheduled school day (e.g. dental, eye, doctor appointment, etc.), a written note must be sent with your child and given to his/her teacher.  
(b.) When the parent or legal guardian comes to school to pick-up the child, the parent or legal guardian must report to the school office where they will be required to sign a log stating the time their child left school.  
(c.) If someone other than the parent or legal guardian will be picking up the child, written notice must be given to the office signed by the parent or legal guardian. The person who is picking up the child must follow the procedure as outlined in "2b" above.
3. When a child is brought back to school the parent or legal guardian must come to the school office to sign the log stating the time their child came back to school.

### **ABSENCE**

Ohio State law regarding student absences requires the following:

1. Parents must notify the school office by phone or note before 8:45 A.M. if their child is to be absent from school that day.
2. If the school does not hear from the parents by telephone or by written communication on the day of the absence, the school must call the home to inquire about the absence. If the school cannot reach such parents, a postcard will be sent out to notify parents that a telephone call or note is required.

In addition, Holy Angels' students who miss more than seven (7) days or partial days during any one nine-week grading period, or twenty-eight (28) days per school year may be required to provide a letter from a physician. Home instruction may be considered in special extended-illness situations. Excessive absenteeism will be a factor in determining a recommendation for retention.

### **TARDINESS**

Students who arrive after 8:35 A.M. will be counted as tardy. Students who leave from school for doctor and dental appointments, etc. will also be counted tardy. If an entire class is missed, student will be counted as absent (1/2 day A.M. or P.M. depending on the time of day).

Late bus students must report to the office but will not be counted tardy.

Any student arriving to school late, regardless of how he/she arrives at school, must report to the school office. A determination will be made as to whether or not it is an "excused" or "unexcused" late arrival.

**Disciplinary action will be taken for chronic tardiness.**

### **PARENTS TAKING CHILDREN ON VACATION TRIPS**

If parents take children on vacation, assignments must be completed for those days missed at the discretion of the teacher.

All days that a child will be out of school must be cleared with the teacher and the principal in advance. Assignments that are done by the class while a child is absent will be kept in a folder for the student to complete when he/she returns from the vacation. Students will use a deadline policy established by the teacher(s). Failure to comply with said deadline will result in the student receiving no credit for unfinished assigned work. Since classroom explanations, lab experiences, group work and activities are sometimes impossible to be 'made up'; parents are encouraged to try to take vacations, whenever possible, to minimize student absence.

## **LUNCH**

Milk and lunch tickets will be sold in the cafeteria every morning before the beginning of classes. School personnel will have daily and 5 day lunch tickets and 5 day milk tickets for students in grades K-6 to purchase as needed. Grades 7 and 8 can only buy daily tickets. Students may purchase as many daily tickets as needed. Lunch prices are:

Lunch Grade 1 - 6	\$2.00
Lunch Grade 7 - 8	\$2.25
Milk	\$ .40

Children are not permitted to call parents to bring a forgotten lunch or lunch ticket. In an emergency situation a student will be given a hot lunch and required to **reimburse the school the following day**. Also the student is required to notify the cafeteria before school starts at 8:35 A.M.

Students may bring a sack lunch from home. "Fast Food," pop and glass bottles are not permitted.

Holy Angels Elementary School participates in the "Free and Reduced Lunch Program" for those families who qualify. Letters and forms are sent home in September. Information concerning the program can be obtained through the school office at any time.

## **LUNCH/RECESS TIMES**

GRADES 1 - 2	11:10 A.M. - 11:40 A.M.	Recess 11:40 - 12:05
GRADES 3 - 4	11:40 A.M. - 12:05 P.M.	Recess 12:05 - 12:30
GRADES 5 - 6	12:10 P.M. - 12:30 P.M.	Recess 12:30 - 12:50
GRADES 7 - 8	12:35 P.M. - 12:55 P.M.	

A short period of playtime is included during these lunch periods for Grades 1 - 6.

## **LUNCHROOM DUTIES**

All students use the cafeteria and therefore share the duties of keeping it ready for future use. Students will be assigned as table captains on a rotating basis by their homeroom teacher. The table captains are responsible for sweeping the floor under their section and wiping tables and chairs prior to being dismissed for recess. This job should take less than two minutes.

## **CANDY/SWEETS/POP**

Parents should not send excessive candy, sweets or pop to school with students. Students are not to hand out or sell candy or sweets without appropriate permission.

## **CURRICULUM**

Curriculum may be defined as all the guided experience of the child under the direction of the school. It includes the content of the courses of study, and it also embraces the development of the whole child in all school activities. The school will strive to assist the child in forming the appropriate skills, attitudes, and habits in each school experience.

## **GRADED COURSE OF STUDY**

Holy Angels School, along with all other Archdiocesan elementary schools, follows a

graded course of study entitled TEACHING FOR THE 21<sup>ST</sup> CENTURY. This curriculum guide provides teachers with identifiable and measurable objectives in each subject area. Through the use of the curriculum guide the school is better able to provide the desired learning outcomes for students at each grade level.

### **STANDARDIZED TESTING**

All archdiocesan students in grades 2, 4, 6, 8 take the Iowa Tests of Basic Skills and Cognitive Abilities Test. These standardized achievement tests are used to discover the strengths and weaknesses of each student, each class, and the entire school. The results of these tests are made available to parents and used by the faculty and principal to evaluate curriculum and plan for appropriate changes. The third, fifth, and seventh grade will be given the writing sample test of the diocese. The fifth and eighth grade are administered the A.C.R.E. tests to help evaluate the religious education curriculum.

### **SACRAMENTAL PREPARATION**

Sacramental preparation (Eucharist, Reconciliation, and Confirmation) is provided for families attending Holy Angels School. The program is under the direction of Holy Angels Parish and is intended to be a means of assisting parents in developing a truly Christian family life. As stated in the DECLARATION ON CHRISTIAN EDUCATION (Second Vatican Council, 1967), ". . . parents must be recognized as the primary and principal religious educators of their children." It is essential that parents provide a family environment that promotes and supports a sacramental life.

### **PROGRESS REPORTS TO PARENTS**

REPORT CARDS - The regular report cards will be sent out at the end of each school quarter. Parents are asked to examine these reports and contact the teacher if there are any questions or concerns.

MID-TERM REPORTS - Mid-term reports will be given to all students in grades 1-8 midway through each quarter of the school year.

PARENT - TEACHER CONFERENCES - Parents are encouraged to confer with teachers regarding progress and/or achievement of their children and other school matters. Please call the school during school hours to set up an appointment with your child's teacher. If further consultation is necessary, parents should then confer with the principal. Conferences for all parents are set up at the end of the first quarter. Conferences are set up again during the third quarter by parent or teacher request.

STUDENT'S GRADES ON-LINE (Progress Book) - Parents are able to access their child's grades on-line. Access will also allow parents and students to view homework assignments as well as upcoming projects, events and important class information. A request form will be sent in September to the parents for a user name and password.

### **HOMEWORK**

The school day does not allow sufficient time for all the practice necessary to develop the various skills the child must learn. Therefore, the work done in the classroom must be supplemented at home.

A suggested schedule for home study is as follows:

Grades 1, 2, 3	about 20 - 30 minutes
Grades 4, 5, 6	about 45 - 60 minutes
Grades 7, 8	about 60 - 90 minutes

Timing is based on achievement of the average child. Some students work slower or faster than others and this must be considered. A child should begin to form good study habits during the elementary years. Parents should see that the child has a regular time to study and a place free of interruptions. Even if a teacher does not assign written work, the child should be encouraged to spend the time studying or reading.

As a Catholic school, one of our main goals is to support and encourage family life. On occasion, a situation arises in which children may have a valid reason for not completing a homework assignment. If such a situation occurs, please send a note to the teacher explaining the circumstances. We will make every effort to take into consideration any extraordinary circumstances.

If a student has been absent because of illness, it is his/her responsibility to contact the teachers so that work missed can be completed and submitted. The teachers should be contacted at the appropriate time and place. **(NOTE: Parents may request assignments for their absent child which can be picked up in the school office after 3:00 P.M.).**

### **DEADLINE TO COMPLETE ASSIGNMENTS**

If a student misses one day due to some legitimate reason, that student has one extra day to get the assignments completed, etc. . .two missed days, two days to complete assignments. . five days missed, one week to complete assignments.

### **MISSING HOMEWORK AND INCOMPLETE ASSIGNMENTS**

Homework notices will be used to notify parents of missing homework and incomplete assignments. You may also check On-Line (Progress Book) to view missing assignment(s).

Students may be kept in from recess or after school to complete assignments. Parents will be sent a detention notice should one be assigned. (See Detention, page 9.)

### **JUNIOR HIGH HONOR ROLL**

FIRST HONORS - Average of 93% or higher of those subjects graded by percentage.

SECOND HONORS - Average of 85% - 92% of those subjects graded by percentage.

Students with a grade of "N" in more than one of the subjects of Art, Music and PE are not eligible for the Honor Roll.

### **RETENTION POLICY**

Retention is deemed appropriate if, after relevant factors relating to the child's academic performance, his/her emotional and attitudinal characteristics, and his/her future cognitive, personal, and social development have been fully weighed and considered. The benefits to be expected from repeating a grade must outweigh the negative aspects of retention. Each retention consideration shall be approached on an individual basis.

It shall be the teacher's responsibility to inform the student's parents, on an ongoing basis of the student's difficulties as the school year progresses. The possibility of retention shall be proposed by the end of the third quarter of the school year.

If the parents disapprove of the proposal, the principal of the school in consultation with the teacher(s) will make the determination as to whether retention is to be carried out. This determination will follow the considering of information pertinent to the issue.

### **CLINIC PROCEDURE**

If a student becomes ill in school or is injured, that student is to go to the clinic. The secretary or principal is to be notified if a clinic nurse is not on duty.

The clinic nurse, secretary, or principal will do what is appropriate for the illness or injury.

Parents will be notified by telephone if there is any doubt about what should be done or if treatment is needed.

## **ADMINISTERING MEDICINES TO STUDENTS**

A. The following guidelines have been established for the administration of prescription medications:

1. The clinic nurse, secretary, principal or person designated by the principal must receive a written request signed by the parent, guardian or other person having care or charge of the student, that the medication may be administered to the student.
2. Upon receipt of a written request, a Physicians/Parent's Request Form for the Administration of Medication will be sent home with the student. The parent, guardian, or other person having care or charge of the student must complete the form with the exception of the Physician's Signature section, which will be completed by the clinic employee by receiving telephone verification from the prescribing physician. This verification will be made before the medication is administered. The completed form must be returned to the school the following day.
3. If any information provided on the Physicians/Parent's Request Form for the Administration of Medication changes, the parent, guardian, or other person having care or charge of the student must submit a revised statement. A new Physicians/Parent's Request Form will be sent home with the student for completion by the parent, guardian, or spouse having care or charge of the student.
4. The person authorized by the principal to administer the medication must receive a copy of the statement as required in guidelines 2 or 3.
5. The individual who will administer the medication must assume responsibility that the student will be available at the correct time to take the medication.
6. The medication must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
7. Any other procedures required by the principal must be followed.

B. The principal shall establish a location in the school for the storage of medication to be administered. All such medications shall be stored in that location in a locked storage place, except medications that require refrigeration may be kept in a refrigerator in a place not commonly used by students. (ORC 3313.713, 4729.02)

C. Students who react to bee stings/certain foods and have been identified by the parent and physician as reacting to stings/foods will receive immediate medication in emergency situations by school personnel. Proper identification of these students must be made by completing the Physicians/Parent's Request Form for the Administration of Medication. The principal will designate employees to administer this medication because of the need to quickly act in this situation. During the administration of an injection a witness should be present whenever possible. It is the parent's, guardian's, or other person's having care or charge of the student responsibility to furnish the principal with a special kit and doctor's orders to use it.

D. In case of self-medication for prescribed drugs, the procedure will be followed in the same manner as in steps A and B.

E. Non-prescription medication will be administered on a short-term basis upon the written request of the parent, guardian, or other person having care or charge of the student. If non-prescription medication must be administered for an extended period of time, the completion of a Physicians/Parent's Request Form for the Administration of Medication will be required.

F. At Holy Angels all medication is administered by the clinic nurse, secretary, principal, or person designated by the principal. If an emergency situation should occur involving the administration of medication, any staff member present may respond to deal with the situation to the best of his/her ability.

## **ILLNESS/INJURY AND RECESS**

**When your child(ren) are too sick to go outside for their recess, please keep them home.** If a child has an injury which prevents him/her from participating in gym class, going out for recess etc., then a Physician's note giving information on the injury along with suggestions to the school should be provided. We will make special arrangements for those few cases.

We will continue to have outdoor recess for all K - 6 students when possible. Please be sure the students have proper clothing when the weather is cold.

## **DRESS CODE**

The following standards for grooming are guidelines all students, grades K through 8, are expected to follow.

Holy Angels School is committed to excellence in education. A dress code promotes scholastic performance through appropriate dress and grooming.

Students will be expected to conform to the standards of Christian modesty in their dress for activities separate from the regular school day, and to the dress and grooming standards as outlined in the following guidelines during school hours.

## **STANDARDS**

Educational Apparel and JC Penny's IZOD have new brochures available for 2011-2012 for Holy Angels School. Below are the items that are approved for Holy Angels.

**SLACKS/SHORTS:** They must be the proper COLOR of blue (navy) or solid black and the correct style and material regardless of where they are purchased. It is required that these items be purchased from Educational Apparel or the SCHOOL UNIFORM LINE OF CLOTHING from other retail stores such a Sears, Penney's, etc.- they must still be the proper style and color. Students who are wearing slacks or shorts that have logos (Dockers, etc.), extra or patch pockets, flaps on the pockets, boot cut, or FLARES will be required to change to proper clothing before attending classes.  
(BOYS & GIRLS)

**SHORTS:** Only solid navy blue or solid black dress shorts may be worn during the first and fourth quarter of the school year at the discretion of parents/guardians. They must be a proper length. Shorts length should be above the kneecap for boys. For girls, the same as the skirt guideline.  
(BOYS & GIRLS)

**SKIRTS AND JUMPERS MUST BE PURCHASED FROM THE UNIFORM COMPANY**

**SCHOOLBELLE ITEMS MAY STILL BE WORN AND PURCHASED AT THE UNIFORM SALE IN AUGUST.**

**JUMPERS:** The plaid jumper purchased through the Educational Apparel  
(GIRLS Grades K - 4) may be worn.

**SKIRTS:** The solid navy blue skirt purchased through the Educational Apparel  
(GIRLS Grades 5 - 8) may be worn. Kick Pleat is available.  
All skirts must be kept at the proper length; usually they come from the company at the right length. They should not be more than 3 inches above the knee.

**SCOOTER SKIRT:** This must be the IZOD scooter skirt found in the 2011-12 JC Penny brochure (GIRLS Grades K-8) available at school (or on-line at jcp.com). The 2011-2012 scooter skirt has more pleats than previous years. The old style (from JC Penny) with bigger pleats is still acceptable. **Also, Education Apparel offers a Skort.**

**PLEASE NOTE:** Some of the scooter skirts do not have enough material in the hem to lengthen them as needed throughout the school year, which could result in the purchase of a new skirt.

**TOPS:** Only solid white tops (no logo) are permitted. **(Exception – see blue shirts)**  
(BOYS & GIRLS) They include turtlenecks, plain polos, dress shirts, and dress blouses. All of these must be tucked in the waistband of the pants, shorts or skirt. They may be purchased through the Educational Apparel or, of like styles, from any retail store. Please be sure tops are long enough to be tucked in.

**BLUE SHIRTS:** Light blue polo shirts may be ordered from Education Apparel or  
(BOYS & GIRLS) the light blue IZOD polo from JC Penny in long sleeve or short sleeve. All of these must be tucked in the waistband of the pants, shorts, or skirt. Please be sure tops are long enough to be tucked in.

**UNDERSHIRTS:** Undershirts must be plain white and may not show beyond the outer shirt.

**SWEATERS:** Navy, yellow and white sweaters are permitted. They may be  
(BOYS & GIRLS) purchased through the Education Apparel or, that style(s)/color(s), from any retail store.

**SWEATSHIRT:** The school approved heather gray sweatshirt with Holy Angels crest  
(BOYS & GIRLS) on the front is permitted. The sweatshirt is to be worn in addition to the uniform over the appropriate top. They may be purchased from the school.

**SOCKS:** Solid colors only, **(NO LOGO)** white, navy, black or yellow socks.  
(BOYS & GIRLS) Girls may wear tights in those same colors.

**SHOES:** Tennis shoes and dress shoes are permitted. Clogs, open toed  
(BOYS & GIRLS) shoes or sandals are not permitted. Shoes must be tied and socks must be worn.

**NOTE:** When purchasing uniform items from retail stores it is mandatory that the appropriate style is selected. Slacks, skirts, and shorts that have extra pockets, pleats, etc. will **NOT** be permitted. Clothing must also be constructed of the proper material. Bell bottoms, cargo pants, or their relatives are not permitted. Slacks may not have side pockets, loops, excess width or adornment of any kind or have the pant leg slit. Low riding slacks are not permitted.

## **GROOMING STANDARDS**

**MAKE-UP:** Girls are permitted to wear light make-up.

**JEWELRY:** For the sake of safety we suggest that jewelry be eliminated or limited. If jewelry is worn it is to be simple. Girl's earrings may not exceed the size of a nickel. Boys may not wear earrings.

**HAIR:** Hair must be well groomed, neat and clean. Extreme and/or eccentric hairstyles, as determined by the principal, are forbidden.

The school administration will make judgments, when necessary, on dress code and grooming standards. Students will be required to abide by any decisions made.

## **VIOLATIONS AND ENFORCEMENT OF DRESS CODE**

1. A violation of any Dress Code and/or Grooming standard may result in a Disciplinary Notice.
2. When students are sent to the office for dress code violations, the office staff will attempt to provide school uniform attire before calling the parent.
3. Continued violations will result in a conference with the student, parents/guardian and principal to determine further action.

## **JEAN DAYS**

On jeans pants days, articles of clothing must be clean and in good condition (no holes). Jeans refer to full length jeans pants or bib overalls only. During the first and fourth quarter, students may use a jeans day pass to wear an alternate top as listed below with uniform shorts. Students must provide the Jean Day Pass on the day the jeans are worn. Failure to do so will be considered a violation of the dress code. Jeans may be worn with:

Rugby style shirts  
Polo style shirts with collars  
Other Sports shirts with collars  
"Holy Angels," "Lehman" or college sweatshirts  
T-shirts with proper logos are permitted

**NOTE: Jean day passes can be used only on Mondays, Tuesdays, Wednesdays, or Thursdays. Uniforms are to be worn on Mass days.**

## **DRESS UP DAYS**

On special days when students are permitted to dress up, the guidelines of Christian modesty must always be observed. Boys are to wear dress pants and dress shirts. Girls are to wear modest skirts and tops (or dresses) or modest dress pants and tops with dress shoes. See dress code for proper length. Girls should not wear bare shoulder tops/dresses. Students may wear dress sandals on dress up days only. For safety reasons on steps, they must have a strap around the heel.

## **COMPLAINTS/REQUESTS FOR CONFERENCES**

Constructive criticism of the school is welcomed when it is motivated by sincere desire to improve the quality of the educational program.

- A. The normal channel for complaints shall be from complainant to employee (faculty or staff member) to principal to pastor to local school committee to superintendent to Diocesan Board.

Every effort shall be made to give both complainant and employee a hearing and resolve the issue at the earliest possible stage.

- B. Whenever a complaint is made directly to the local school committee as whole or to a committee member as an individual, it shall be referred to the school administration for study and possible solution. The employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.
- C. When appropriate, the principal may call a meeting of the complainant, the employee and any other persons who may be involved.
- D. If the matter cannot be resolved, the administration, the person who made the complaint, or the employee involved may request in writing an executive session of the school committee for purposes of resolving the issue. All parties involved, including the school administrator, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.
- E. The school committee may request a disinterested party to act as a mediator to help it reach a mutually satisfactory solution.
- F. Decisions of the school committee (when signed by the pastor) are final unless formally appealed to the Diocesan Board. Such appeals are made solely through the superintendent and may be made only after the local school committee has rendered its decision.

### **SCHOOL PHOTOS AND YEARBOOK**

School pictures will be taken in the Fall of each year. All students' pictures will be taken to be included in the yearbook. Picture packages can be purchased at this time using the prepay plan. Pictures offered in the Spring of the year can be purchased using the preapproval method.

Activity pictures will be taken in the Spring. Year Books can be ordered in the Spring and will be distributed in the Fall of the next school year.

### **SCHOOL ASSEMBLIES**

Educational assemblies are held during the school year. Proper behavior is expected during these occasions. Whistling, boisterous talking, booing, etc. will not be tolerated.

### **CLASS PARTIES**

All classroom parties must be cleared with the homeroom teacher.

### **PRIVATE PARTIES**

Invitations for private parties may not be distributed at school unless they are approved by the homeroom teacher **AND** invitations are for the entire class (or all of the boys/girls when appropriate).

### **GIFT GIVING**

Money is not to be collected from the students to purchase any gift for anyone without the permission of the principal.

Gifts sent to the school for a student will be given at the end of the school day so as not to disrupt the learning process.

### **COMMUNICATION WITH PARENTS**

Parental receipt of letters and bulletins from the school is the responsibility of the oldest child from each family (unless parents request in writing a different arrangement). Letters and communications to the parent or guardian will be sent home with them. (NOTE: Those having

information to send to families through our Carrier System must contact the Principal at least 2 days before we send envelopes home in order to be considered. Carrier envelopes are sent home on the last school day of each week.)

### **TELEPHONE CALLS**

Pupils are to be discouraged from making telephone calls during school hours. As a rule, pupils are not called to the telephone - a message can be left and the school staff will deliver the message. Pupils must have a permit slip from their teacher to place a call. Children are asked to take care of their needs and business before leaving home.

**NOTE: Students may not use or possess cell phones from 8:15 AM until 3:20 PM.** (see page 8)

### **FUND RAISERS**

Holy Angels School has several fund raising projects during the year. These projects enable the financing of many extra-curricular activities.

### **FIELD TRIPS**

Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

The student is not obliged to participate in an out-of-school trip.

Whenever an educational trip is planned the parent/guardian will be notified before the trip is scheduled. The parent/guardian will be expected to sign a permission form or the student will not be permitted to participate in the activity. (See Transportation, page 6)

### **SAFETY PATROL**

Students in grades 5 - 6 serve as members of Holy Angels Safety Patrol. Their express purpose is the promotion of the safety of students of Holy Angels School. The Safety Patrol is under the direction of a teacher advisor. They will be on duty from 8:20 - 8:30 A.M. and from 3:10 - 3:20 P.M. Holy Angels students will be expected to listen to patrol members and obey them while they are on duty. Behavior problems will be dealt with according to our discipline code.

### **JUNIOR HIGH DANCE**

The following guidelines have been adopted for seventh and eighth grade dances:

1. Dances are to be informal - no dating is permitted.
2. Students are not to leave except to go home. Students are to remain at the dance until 10:30 unless they are picked up at the door by a parent.
3. At least one staff member and additional adult chaperones as approved by the principal are needed at each activity.
4. Dances will be held from 7:30 to 10:30 P.M.
5. Faculty members are not responsible for supervising refreshment stands, but an adult must be in charge of them.
6. Students are responsible for cleaning up. (Clean-up must be finished by 11:00 P.M.)
7. Planning for any activity must be started early. A list of committees - refreshment, clean-up, student supervision, and chaperones must be in the principal's office two weeks prior to the activity. A faculty member will assist with planning.
8. The date for junior high dance will be on the monthly calendar.
9. There will be a limit of two (2) dances per year sponsored by the

Junior High Grades. Only seventh and eighth grade students who attend Holy Angels School are permitted to attend these dances.

### **JUNIOR HIGH SPORTS AND EXTRA-CURRICULAR ACTIVITIES**

Holy Angels recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. **In order to participate all students must be registered and the initial tuition paid prior to practice.**

Participants and responsible adults involved in approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. Holy Angels further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

All Junior High students must remain academically eligible to participate in extra curricular activities as determined by the administration. An athlete must be in attendance at school by **12:00 noon** in order to practice or compete on that day. Exceptions must have prior approval of the principal. This also includes students keeping stats, managers and clock keepers.

Eligibility requirements are as follow:

1. Eligibility will be determined on a weekly basis - Friday, 3:00 P.M. until the following Friday, 3:00 P.M.
2. A student becomes ineligible when:
  - a. He/she is failing two or more major subjects (those subjects which receive a percentage grade on report card).
  - b. or, when a student's behavior is such that he/she is not representing our school properly. In cases involving student behavior problems, a consultation will take place among parents, teacher, coaches and the principal. The final decision on eligibility in such cases rests with the Administration.
3. An ineligible student may not suit-up for games and may not practice during the time of ineligibility.
4. If a student is on the ineligible list two times during a particular sports season, he/she will be dropped from the team if that student becomes ineligible a third time.

NOTE - It is a school policy that no practice may extend beyond 8:30 P.M. on any school night.

(See pages 6, 7, 8 for behavior expectations at all extracurricular activities.)

## 2011-2012 HOLY ANGELS PARENT-TEACHER ORGANIZATION

### OFFICERS

<b>President</b>	Shelley VanSkiver	493-0679
<b>Co-President</b>	Jason Stiver	497-8111
<b>Vice President</b>	Melissa McDonald	497-1440
<b>Secretary</b>	Mike Wick	493-0638
<b>Treasurer</b>	Connie Barhorst	492-6252

### COMMITTEES/CHAIRPERSONS

<b>Art Supplies</b>	Art Teacher	
<b>Book Fair</b>	Melissa McDonald	497-1440
<b>Box Tops/Campbell Soup/Tyson Chicken/ Sunbeam Bread</b>	Karen Elsner	492-2852
<b>Candy Sale</b>	Kara Sollman Deanna Monnin	497-8456 558-5749
<b>Cell Phones/Ink/Toner</b>	School Office	492-9293
<b>Everybody Counts</b>	Carrie Proffitt	497-8673
<b>Father/Daughter Event</b>		
<b>Make-A Sundae</b>	Shelley VanSkiver Heather Edwards	493-0679 492-1090
<b>Marco's Pizza</b>	Kari Stewart	497-9881
<b>Market Day</b>	Tricia Zimmerman	498-1784
<b>Mother/Son Event</b>	Amy Schmidt	492-3079
<b>Secret Santa</b>	Tina Edwards	492-2399
<b>Special Events</b>	Amy Schmidt	492-3079
<b>Spirit: Decals/Stencils</b>	Nikki Behr	498-9046
<b>Thanksgiving Baskets</b>	Mary Bosway	492-6517
<b>Uniform Exchange</b>	Kelly Thorne Gwen Stiver	638-2593 497-8111
<b>Wreath Sale</b>	Beth Roe Miki Voisard	493-0756 498-1347

## COMMITTEE DESCRIPTIONS

**ART SUPPLIES** – Chairperson is responsible for ordering and maintaining art supplies.

**BOOK FAIR** – Chairperson coordinates the event to be held for one week where students have the opportunity to purchase books, posters, media, etc. during their classroom/lunch period.

**BOX TOPS/SOUP, CHICKEN, BREAD LABELS** – Chairperson is responsible for collecting, counting, and redeeming qualifying tops/labels. Money earned will purchase items for the school.

**CANDY SALE** – Chairperson(s) are responsible for ordering, sorting, and managing all candy sales. This event takes place at the very beginning of the school year.

**CELL PHONES/INK/TONER** – Turn in at School Office.

**EVERYBODY COUNTS** – Chairperson coordinates a date and volunteers to provide a program for students to experience life with disabilities.

**FATHER/DAUGHTER EVENT** – Chairperson(s) coordinate a date, time, and ticket sale for this annual event, usually in the winter months. This is open to K-8, and provides a time for daughters/fathers to interact at a social event.

**MAKE-A-SUNDAE** – Chairperson coordinates a volunteer schedule in making sundaes during Fridays in the month of May.

**MARCO'S PIZZA** – Chairperson coordinates a monthly date for Holy Angels to receive a percentage of sales and the homeroom with the most sales receiving a pizza party.

**MARKET DAY** – Chairperson coordinates a year round program which offers parents and neighbors the opportunity to buy restaurant quality food products each month.

**MOTHER/SON EVENT** – Chairperson(s) coordinate a date, time, and ticket sale for this annual event, usually in the winter/spring. This is open to K-8, and provides a time for sons/mothers to interact at a social event.

**SECRET SANTA** – Chairperson coordinates a workshop (donations requested) to give our students the opportunity to purchase small items for their family members at Christmas.

**SPECIAL EVENTS** – Chairperson coordinates assemblies and various programs to be held throughout the year, such as COSI.

**SPIRIT: DECALS/STENCILS** – Chairperson coordinates special decals/stencils for sell.

**THANKSGIVING BASKETS** – Chairperson coordinates the donation of food items from all grades to benefit needy families in our parish/community.

**UNIFORM EXCHANGE** – Chairperson coordinates the uniform exchange program that offers parents an opportunity to buy/sell uniforms on a scheduled day in August.

**WREATH SALE** – Chairperson(s) coordinate the sale of an assortment of wreaths, garlands, etc. during the holiday time. Delivery is usually just before Thanksgiving.

