



2020 – 2021
PARENT AND STUDENT HANDBOOK
www.QueenofAngelsFW.org
1600 WEST STATE BOULEVARD
(260) 483-8214

**GUIDING STUDENTS, AS CHILDREN OF MARY, TO BE DISCIPLES OF
CHRIST THROUGH FAITH, KNOWLEDGE AND SERVICE.**

Parish Mission Statement

As children of Mary, to unite souls to Christ through fellowship, prayer, and the Sacraments.

School Mission Statement

Guiding students, as children of Mary, to be Disciples of Christ through Faith, Knowledge and Service.

School Vision Statement

To be Christ-centered in our words, thoughts and actions.

Belief Statements

- ❖ Parents, students and staff work in collaboration for the success of each student
- ❖ Curriculum is sequential, relevant and progressive
- ❖ Clearly defined academic goals are measured and assessments are valid
- ❖ Liturgy is alive and vibrant and student participation is abundant
- ❖ Students and staff witness to a Catholic Lifestyle
- ❖ The school building is clean and well maintained
- ❖ The building has current technology available to staff and students to meet the challenges of a world that is changing daily.
- ❖ Queen of Angels School is a place where all want to come and learn, work together and show the Light of Christ to one another.

The Four (4) Pillars

Queen of Angels Catholic School offers students curriculum based off of the Indiana College and Career Readiness Standards as well as incorporating the Fort Wayne – South Bend Diocesan Curriculum. We know that our academics are important but our Catholic faith drives our everyday lives. In order to fully prepare our students for their future endeavors in High School and beyond, we address the academic, spiritual, and active life, as well as the life of service through the following four (4) pillars:

Academic Life at Queen of Angels is designed to challenge all students while preparing them for High School and beyond. Our teaching staff is up-to-date on all academic standards and presents materials in an interactive and engaging way.

Spiritual Life at Queen of Angels is our very core. We prepare students not only for the Sacraments of Reconciliation, First Communion and Confirmation, but we also strive to teach them the Love of Jesus. Through our religion classes, students are taught the basic foundation of Catholic doctrine. They encounter Christ several times a day, through their experience with Catholic Identity in the culture of our school. Teachers are educated through the Foundations of Faith program provided by the Fort Wayne-South Bend Diocese, where they are also students of our Faith.

Active Life at Queen of Angels involves students having opportunities to participate in many after-school activities, including football, volleyball, basketball, track, soccer, softball and robotics. Eighth graders also have the opportunity to participate in the Yearbook Club. These activities help teach students teamwork, dedication, commitment and how to best represent their school, self and faith.

Life of Service at Queen of Angels involves students having the opportunity to participate in social-action service projects. Students will engage in the community as well as working on different projects at the school in order to learn how to become better disciples and servants of God. Eighth graders are required to participate in

five (5) hours per quarter of service oriented work. Late Bishop John D'Arcy once said, "No one can find himself until he learns to make a gift of himself to others".

Code of Conduct – Parents

- Parents are expected to demonstrate a polite and Christian attitude toward the teachers and staff of Queen of Angels School.
- Parents must cooperate with the principal, teachers and the staff in the educational endeavors of the school.
- Parents must conduct themselves in a Christian manner while visiting the school and at all school functions.
- Parents, in collaboration with the school staff, are expected to support the accountability of disciplinary decisions made by teachers and administration of the school. This will help their child with their personal growth and development, as well as giving them an understanding of God's Love no matter the situation.

Principal/Diocesan Right to Amend the Handbook

The school administration and Diocese retains the right to amend the handbook for just cause. Families will be notified as soon as possible if changes are made.

The Catholic Schools Office issues an expansive set of policies that all families, students, and employees of the Diocese are expected to follow. A copy of these policies is available in the school office. These policies are granted precedent over any individual school policy.

Seclusion and Restraint Procedure

Queen of Angels School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of this plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, adverse behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g. disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website www.QueenOfAngelsFW.org

Crisis Action Plan

Queen of Angels School has in place Crisis/Safety procedures that are public information and readily available for review. These procedures have been approved and supported by the Diocesan Safety Committee. Drills and practices take place annually so that every student and staff member is proficient and knowledgeable of

procedures to be followed in the event a breach in our safety plan takes place. Please contact the school office at (260) 483-8214 with any questions.

General Statement - Public Health and Safety

During public and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to respond to severe weather events appropriately. For example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management; mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved. (updated 8/11/2020)

Queen of Angels Admissions Policy

Registration at Queen of Angels

Registration for all students presently attending Queen of Angels School, and those that wish to register for the following year, will be in the spring preceding the fall term. Registration forms should be returned to the school office with a non-refundable registration fee per child.

Registrations at Queen of Angels School will be accepted according to the following guidelines:

- **Classification A:** Families who are registered at Queen of Angels or St. Patrick's Arcola who presently have children attending Queen of Angels School grades K-8.
- **Classification B:** Families who are registered at Queen of Angels or St. Patrick's Arcola, in order of parish registration date, who do not currently have children enrolled at Queen of Angels School.
- **Classification C:** If room permits, families who are registered in another Catholic Parish who presently have children attending Queen of Angels School. First to be admitted will be students in another Catholic Parish with no school. Second to be admitted will be students in another Catholic Parish with a school.
- **Classification D:** If room permits, families who are registered in another Catholic Parish (not Queen of Angels or St. Patrick's Arcola) who do not currently have children enrolled at Queen of Angels School grades K-8.
- **Classification E:** Siblings of students in a family not registered in another Catholic Parish who are currently enrolled at Queen of Angels School grades K-8 will only be admitted if there is no one else on the waiting list in classifications A-D
- **Classification F:** If room permits, families who are not registered in another Catholic Parish.
- Any child currently enrolled in grades K-8 has a spot the next school year provided that all registration requirements are fulfilled.
- The principal, in consultation with the pastor, reserves the right to depart from the above guidelines.
- All tuition payments must be up to date in order to enroll for the following school year.
- According to Diocesan Policy (#5140) a new student will not be permitted to enroll in a Diocesan Catholic School if they have an outstanding bill at another Diocesan Catholic School.

If due to health concerns, a family may utilize virtual learning; however, it is a quarterly commitment. Virtual learning allows for instructional learning to be delivered in real-time by the student's classroom teacher (updated, August 10, 2020)

Enrollment Guidelines (Diocesan Policy #4010)

I. School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and Diocesan Policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

Children with Exceptional Educational Needs:

Children with exceptional needs requiring special modifications and accommodations are accepted if their needs can be reasonably accommodated in the school. Initial enrollment is on the tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school within the first month of enrollment, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of the exceptional child.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

III. State Entrance Requirements

1. A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels.
2. Proof of legal custody may also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for information on Missing Children (policy #4030) and will cooperate with local authorities if the child has been reported missing.
3. The custodial parent or legal guardians shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment. Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

Kindergarten

Any child who attains the age of 5 before August 1 of a school year will be eligible to enter the kindergarten program of the Catholic schools of the Diocese of Fort Wayne/South Bend. Individual schools may make an exception to this rule under individual circumstances.

The appeal procedure will be handled in the following manner.

1. Parent/guardians may complete a registration form after discussion with the principal. The parents must provide verification of the student's birth date at this time. Questions for the preschool teacher's letter of review will be distributed to the parents when they initiate the waiver process.
2. The completed form and a letter of review by the child's preschool teacher will be submitted to the local Catholic Schools Office in the spring prior to the school year of the date of requested entrance.
3. Determination of early entrance will be decided by the local school principal based on the following:

- a. Whether or not space is available in the kindergarten program at the school where the child will attend.
- b. Any and all information submitted by the parent(s), guardian(s), of the child with the application.
- c. A recommendation of the preschool teacher for the child's entrance. In case of a child who did not attend a preschool, the principal may require a conference with the kindergarten teacher, parents and principal about whether early entrance is in the best interest of this child.
- d. Administration of the Gesell Assessment of Developmental Readiness is optional for determining eligibility for an entrance waiver to kindergarten. In no case may the Gesell Assessment of Development be used as the sole determining factor for a decision about a waiver. Financial responsibility for the assessment is a local school decision.

Note: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program who does not meet the Indiana State age eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

First Grade Entrance Requirements

A child entering first grade must be six years old on or before August 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

Students enrolling in a diocesan school after successfully attending kindergarten in another school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

Tuition and Fees

The School Board and the Finance Council will recommend tuition fees for the following school year in the spring of the prior school year. According to School Board Policy, if families' tuition/fees are not up-to-date, the report card shall be held and they will not be allowed to register for the following school year at Queen of Angels or another Diocesan School. If a family is experiencing financial difficulties they are asked to contact the pastor so special arrangements can be made. Tuition and fees are payable on a monthly schedule beginning in August and finishing in May-July.

In cases of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies, and practices will remain in effect and binding. (updated 8/11/2020)

Non Payment of Tuition (Diocesan Policy #5140)

A student's report card shall be held if tuition payment is not up-to-date. Parent/guardians will be notified 2 weeks prior to the report card date to make arrangements with the Pastor if the family is unable to make the payment on time. If no communication is received, the report card shall be held.

Any tuition payment account that reaches two months delinquent will be handed with personal contact from the Business Manager to make arrangements to bring the account current. The school reserves the right to dismiss a student from the school due to nonpayment (of tuition or fees). **If arrangements cannot be made to bring your account up-to-date after two months past due, the child(ren) will be dismissed.**

Transfer and New Student Enrollment

Queen of Angels School wants your child to have the best educational opportunities possible. In order to get a clear picture of your child's current educational performance, we will require the information below. After all the information is received, a decision will be made to determine acceptance.

- NWEA assessment in Reading and Math.
- Review of your child's educational records.
- Review of behavior/conduct from previous school.
- A trial period of 30 days.

Curriculum

Queen of Angels complies with and follows curriculum guidelines established by the Diocese of Fort Wayne-South Bend. Queen of Angels is fully accredited by the State of Indiana. All the faculty members are certified. Queen of Angels also provides art, physical education, music, Spanish and computer classes.

Academic Policies

Religious Education

Queen of Angels School provides (Catholic students with sacramental preparation for First Reconciliation and First Holy Communion in second grade and provides preparation for Confirmation in eighth grade. This involves service as well as Doctrine. The Sacrament of Reconciliation for Grades 3 through 8 is offered. All students in grades K-8 attend Mass or prayer service each week. Pre-school will attend once per month. Every student is expected to attend. Parents are welcome and encouraged to attend. As part of their religious education, students are given grade appropriate instruction in Catholic family life.

Grading

Evaluation and Report Cards

Grade cards are issued quarterly. It is highly recommended that each parent monitor their child's grades through the use of PowerSchool. Each family has been given the login information for each student. It is highly encouraged to monitor the student's progress weekly throughout each quarter. For grades 5-8 Midterm progress reports will be sent home for those students receiving a C or less in a subject.

Kindergarten students will receive a report card that reflects proficiency in certain developmental tasks.

Grades 1-2 will receive grade cards using the following scale.

E = Excellent, V = Very Good, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Grades 3-8 will receive grade cards using the following scale:

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = Below 60%

If a student is on a Student Service Plan or if a student qualifies for special assistance they may be given a modified learning plan for remediation or enrichment. This will be documented in the student's permanent record file.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must promptly initiate communications about those challenges to the classroom teachers and school principals. (updated 8/11/2020)

Conferences

Parent/Guardian/Teacher Conferences will be scheduled after the first quarter of the school year. Third quarter conferences are available upon request by the parent or teacher. Special conferences may be requested any time throughout the school year by the parent, principal or teacher.

Reporting Curriculum and Grading Modification (Diocesan Policy #4120)

A "Modified for Ability" label will be affixed to the front of the permanent record of any student receiving "frequent curriculum and grading modification."

A FCGM (frequent curriculum and grading modification) permanent record form should be completed by the homeroom teacher each year and kept in the student's permanent record file and an appropriate notation shall be indicated on the permanent record.

Honor Roll Grades 4-8

Academic Qualifications:

High Honors:

"A" all academic subjects.

Honors:

No academic grade below "B".

Angel Awards

The Angel awards are given out quarterly for exceptional progress in Academics, Attitude, Christian outlook, and Effort. Candidates are chosen by their classroom teacher.

Testing Program

Students participate in the ISTEP+ test (Indiana Statewide Testing for Educational Progress), NWEA, IREAD-3 AND ECA (End of Course Assessment for eighth grade). This is administered in grades three through eight. Test results will be kept on file and sent home with each student.

Incoming kindergarten students are assessed for strengths and weaknesses in the spring before placement in the fall kindergarten class. This is not an admittance test, but gives parents and staff information that is helpful for the child's educational progress.

Certain grade levels are screened for speech, hearing, vision and scoliosis. Parents will be notified if the volunteer nurse or speech pathologist feels there is reason for concern. Parents are also asked to alert the teacher if they are concerned about their child.

Special Testing

In certain cases, a student may be experiencing learning difficulties. With parental consent they may be tested by Fort Wayne Community Schools or their home school district. This testing will be followed by a case conference to discuss educational interventions to help the student succeed and the best educational setting for the child. If a student qualifies for special assistance an annual case review will be held to discuss their educational progress. The public schools do not provide direct intervention to students who qualify for assistance on private school grounds. However, in certain cases, a special education consultant will work with the classroom teacher to discuss educational interventions.

Attendance

Attendance (Diocesan Policy #4040)

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Parent/ Legal Guardian Responsibility

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from age of seven until the date on which the child:

- Graduates
- Reaches at least 16 years of age or less than 18 years of age and :
 - The student and the student's parent or guardian and the principal agree to the withdrawal.
 - At the exit interview the student provides written acknowledgment of the withdrawal and the

- o student's parent or guardian and the school principal each provide written consent of the student to withdraw from the school.
- o Reaches the age of 18 years.

Absences from School

Absences from school shall fall into one of the three following categories

1. Absences which are counted as present
 - a. Student serves as page in Indiana General Assembly
 - b. Students in grades 7-12 serve on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal
 - c. Court appearances pursuant to a subpoena.
 - d. Placement in a short term inpatient treatment program which provides an instructional program.
 - e. Homebound instruction
 - f. Religious observances
2. Excused Absences
 - a. Illness of the student (with written statement by parent/guardian or doctor)
 - b. Funerals
 - i. For death in the immediate family
 - ii. For persons outside of the immediate family with parental permission
 - c. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
 - d. Out of school suspension
3. Unexcused Absences
 - a. No parent contact with the school giving an explanation for the absence on that day of the absence.
 - b. No physician's note to excuse an absence once more than 5 days of absence have occurred.
 - c. Family Vacations
 - d. Absences other than those defined as excused or absences counted as present.
4. Half Day Absences
 - a. Students that arrive after 10:00 A.M.
 - b. Students that leave before 1:30 P.M.
 - c. Students that leave school for at least 2 hours.

Truancy

A student is truant when she/he is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following Diocesan procedures.

Habitual truancy may be evidenced by the following:

1. Refusal to attend school in defiance of parental authority.
2. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a singled isolated incident of unexcused absence.
3. Three or more judicial findings of truancy.

Reporting an Absence

A parent/guardian shall call the school office by 8:15 A.M. to report a student's absence.

Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

Response to Irregular Absence

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

1. Call daily from school to parent/guardian to verify absence and determine reason.

2. After a student is absent 6 days per school year, a school administrator will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
3. After a student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established and documentation kept.
4. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Tardy

Regular attendance is essential to successful school work. Students and parents are responsible for regular attendance and punctuality. Tardiness in all grades may cause for discipline.

- Morning session: Arrival after 8:10 A.M. -- tardy

Students who are tardy must report to the office for a tardy slip to be presented to the classroom teacher. Tardies are considered unexcused unless accompanied by a doctor or dentist note.

1. On the 7th unexcused tardy of the semester, the teacher will send home a standardized letter that states that the student has been tardy seven times. This letter will be signed by a parent/guardian and returned to the teacher.
2. On the 8th unexcused tardy, and any there after, a standardized letter will be sent home to notify the parent of a detention.
3. On the 9th unexcused tardy a parental conference will be requested by the administration and the teacher.

Attendance During Extended Learning (Updated 8.11.2020)

In the event that an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

Suppose a student's doctor recommends that the student not return to the school building should his or her health be compromised due to a contagious disease event. In that case, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

The school's guidelines for students and staff returning to school follow:

Confirmed Symptomatic Case

- No fever without any fever-reducing medication; and
- Improved Symptoms (i.e. Respiratory symptoms like fever (<100.4 or higher) , chills, cough, shortness of breath, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea); and
- >= 10 calendar days from 1st day of symptoms OR
- Two negative COVID-19 test/ 24 hours apart from each other.

Confirmed Asymptomatic Case

- > = 10 calendar days passed without symptoms, and
- Released by a healthcare provider

Presumed Case of COVID-19

- 72 hours Fever free without any fever-reducing medication; and
- Improved Symptoms (i.e. respiratory symptoms like fever (<100.4 or higher) chills, cough, shortness of breath, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea); and

- > = 10 calendar days from 1st day of symptoms

School Hours

Students in K-8 may enter the building for class at 8:00 A.M. and dismiss at 3:00 P.M. The tardy bell will ring at 8:10 A.M.

- School personnel supervise during "school hours" only, therefore students who arrive before 8:00 A.M. must report to Before School Care. They may not play on the playground area. Students should go home immediately after school unless they have explicit written permission from parent/guardian to do otherwise. Students not picked up by 3:20 P.M. will be asked to go to After Care for supervision. Parents will be requested to pay a fee for supervision. Children are not allowed back into the building after dismissal unless they are under the supervision of a teacher or appointed adult.
- Students in after school activities must not wait on the school grounds until their practice time. They must be supervised at all times, go to After Care or to a prearranged location that parents have arranged for (library, friend's home, etc.).

Preschool hours:

1. Morning 8:10 am to 11:00 am
2. Full Day 8:10 am to 2:55 pm

Before Care

Supervised care is provided to any student arriving before 7:50 A.M. There will be a nominal charge for this service (\$2.00 per student per day). Students may arrive between 7:30-8:00 A.M. and report directly to the Activities Center and sign in for liability purposes. Parents will be asked to send in payment at the end of the week. **There is no Before Care on weather related delay days.** The students will be dismissed by class when the 8:00 A.M. bell rings and will exit in an orderly manner.

After Care

After Care is available from 3:05-6:00 daily. The cost will be \$10.00 per child per day or \$15.00 per family. Children who attend After Care will be subject to all school rules. Fees are due upon receipt. Families who utilize After Care will be expected to fill out a separate emergency information sheet which will be kept on file. (After Care procedures and schedules will be distributed to all students attending the program and must be adhered to.)

Weather Related Delays & Closings

Occasionally, it is necessary for the principal, on an emergency or special circumstance basis, to close or delay school. Announcements specific to QUEEN OF ANGELS SCHOOL will be posted on all three television stations, as well as in a SHOUT OUT MESSAGE. Queen of Angels School will begin with a two (2) hour delay when necessary to avoid a school closing and need for an additional make-up day. SHOUT OUTS will also be used for other important information that parents need to be aware such as meetings, emergency situations, early dismissals etc...

The school will open 30 minutes before class is scheduled to begin and the students are to report to the Activities Center. Students should arrive within 15 minutes of the first class. There is no Before Care Program available on delay days.

Parents always have the discretionary right to keep a child home in the case of emergencies and students will be given an excused absence In these situations.

Disciplinary Policies

Expected Behaviors

Self-discipline, respect for others, and cooperation are considered basic behaviors for Queen of Angels students, teachers and staff members through the graces given by the Holy Spirit. Those graces are granted to us through the Gifts of the Fruit of the Holy Spirit.

Harassment (P4580)

Sexual or racial harassment shall not be tolerated in the Catholic schools. It is the policy of the Catholic Schools Office of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from sexual or racial harassment.

It shall be a violation of this policy for any employee or student of the Catholic schools to harass another employee or student through conduct or communications of a sexual nature as defined in Section 1 of the Procedure to this policy or of a racial nature as defined in Section II of the Procedure to this policy. The use of the term "employee" in this policy also includes non-employees and volunteers who work subject to the control of school authorities.

Playground rules:

1. Take turns on all playground equipment.
2. Be careful when equipment is wet.
3. Do not walk up or climb on slides.
4. Slide feet first, face forward, in a seated position, one at a time.
5. Do not run, jump off, or dive off playground equipment.
6. Do not throw rocks, mulch or snowballs.
7. If a ball is thrown or kicked out of school property, only a teacher is allowed to retrieve the ball.

When disciplinary actions are necessary, those measures will be based on correcting inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change or reconcile the inappropriate behavior.

Teachers will handle all discipline situations that occur in their classrooms. They may also discipline students outside of the classroom if behavior warrants consequences. Teachers will communicate by email or telephone with parents concerning problems so they can work together to correct these. **It is our belief that when teachers and parents work together, students are free to direct their energy and attention to learning.** There will be times when behavior merits a detention or attention from the principal.

The principal may find it necessary to speak with a child about something that the child has witnessed involving misbehaviors. **It is inappropriate for a parent to call other students or parents to ask for an accounting of a situation or looking for witnesses.**

Refusal by a student to meet with the principal for any reason will be an automatic suspension until a conference with the discipline team and parents can be arranged. The discipline team shall consist of the principal, the teacher directly involved and the pastor when available.

Detention Procedure

Misbehavior or disregard of school guidelines will be handled by the supervisory adult and/or homeroom teacher and may result in a detention or assignment of service work on school grounds. When a detention is given, the parent/guardian will be notified by a detention form sent home with the student and/or telephone call from the student. The parent/guardian must sign the detention form and return it the next school day. **Refusal**

by a parent to sign the detention will not excuse the student from serving it. It will require a conference by phone or by appointment between the parent/guardian and the principal. A detention will be served as soon as possible after the offense.

1. Students in grades 1-4 will serve a 30 minute detention after school from 3:15-3:45 pm. Students in grades 5-8 will serve a 45-minute detention from 3:15-4:00 pm.
2. Teachers will supervise students during detentions and provide some type of work – service or schoolwork.
3. Students will be released only to their parent/guardian **from the classroom** at the end of the detention time.
4. Students must be picked up promptly at the designated time or the student will be escorted to After School Care, the parents will be assessed a fee.
5. Failure to serve detention or to return a disciplinary form may lead to further disciplinary action.

A second (2) detention given for misbehavior will follow the same procedure.

A third (3) detention may require a conference held with the parent/guardian, the principal and the student as soon as possible. **A fourth (4) detention will require a conference held with the parent/guardian, principal, and the student as soon as possible and may be an automatic suspension. Students do not receive automatic suspensions or -expulsions based solely on the number of detentions or in-school-suspensions.**

Offenses That Merit a Detention

Detentions may be given to students for the following violations.

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, patrols, office staff, After Care or Before Care personnel, cafeteria and maintenance personnel, etc.
2. Disruptive behavior, such as inappropriately speaking out, excessive talking during class, using deliberate distractions, horseplay and inappropriate behavior on school and parish property.
3. Use of profane or abusive language.
4. Ridiculing or teasing another person.

From this point, a student may be assigned an in-school suspension if it is determined that one is warranted. A conference may be held with the discipline team, parent/guardian, and the student as soon as possible. A final decision by the principal at this time may include but not be limited to the following.

1. Behavioral contract
2. Pastoral intervention

Habitual misbehavior or disregard of school rules will result in notification to parent/guardian that the student's behaviors do not conform to the standards of appropriate Christian behavior. The student may be asked to withdraw or may be expelled from Queen of Angels School if issues cannot be resolved through appropriate interventions within a reasonable time. Habitual offenders may be defined as students who have received five (5) or more detentions or who have received two (2) or more in-school suspensions. School records in such a case will be prepared for the student's transfer to another school or home schooling. A conference will be held with the principal, pastor, parent/guardian, and the student as soon as possible.

Immediate suspensions or expulsion may be given for more serious offenses (overriding the detention process). Any act which is in complete disregard of the safety and health of said student, another student, staff, supervisor or volunteer may be, as determined by the discipline team, subject to the penalties of suspension and/or expulsion. The principal and pastor will determine the consequences according to the severity of the violation.

OFFENSES THAT MERIT AUTOMATIC SUSPENSIONS

Automatic suspensions are given for the following violations:

1. Fighting with another student or aggressive behavior toward another person such as hitting, kicking, scratching, etc.
2. Retaliation against another student for an aggressive action.
3. Biting another person or spitting at another person.
4. Bringing to school or having in his/her person matches, lighters, firecrackers or any other incendiary item such as shotgun shells.
5. Stealing belongings from another person, another student, school employee or school.
6. Racial or Sexual statements directed toward another person.
7. Bringing to school or having on his/her person any item that could be deemed dangerous to another person or self. For example: laser pointers, knives, toy guns with projectiles, etc.
8. Inappropriate text messages, Facebook pages, YouTube videos, etc. that involve the school in any negative way or cause any disruption to the school or its purpose.

Discipline Procedures

Queen of Angels School uses a discipline team approach to address discipline behaviors that affect the school community. **Members of the Discipline team may include but are not limited to: Principal, Pastor, and Teacher directly involved.**

The Principal and Pastor decision is final. The consequences may include, but are not limited to:

1. Having to perform community service
2. Exclusion from school sponsored activities
3. Exclusion from extra-curricular activities
4. Detention
5. Suspension
6. Expulsion

Suspension Procedure

1. Suspensions will be served as soon as possible following the offense.
2. In-school suspensions will be supervised by a hired substitute or Teacher designee. The Principal may decide that it is necessary to assess fees for substitute teacher wages to the parent/guardian
3. In-school suspension time will be served in academic pursuits and/or participation in community service. Students will not bring any non-school related items, such as CD players, hand held video games, or radios. If items are brought to the assigned classroom, they will be confiscated and returned to the parent/guardian.
4. Students must bring a book to read if assignments are completed before the school day is over.
5. The student will not be allowed to participate in any school sponsored activities including all extra-curricular events, during or after school on the day of the suspension or for a longer period as determined by the discipline team.
6. If suspension falls on Mass day, the student will attend 8:30am Mass, but will not sit with his/her class.
7. The student may bring his/her lunch or may participate in the hot lunch program, but will not sit with his/her class.

Out-of-school suspensions will be served in academic pursuits with work provided by the appropriate teaching staff members. Work must be returned within a reasonable period of time as designated by the Principal. The following behaviors have more specified consequences because of the seriousness of their nature and their opposition to the teaching of the Catholic Christian faith.

Cheating

Cheating is an act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. (The consequences below are applied to singular students and singular offenses. Issues involving multiple students and offenses will be directed to the Discipline Team).***

1. **First offense** results in the student receiving a zero on the graded assignment, quiz, test, project, paper, etc. on which the cheating occurred. The parent/guardian will be called by the student in the teacher's presence. **A detention will be given to any student breaking this rule.**
2. **Second offense** results in a zero on the particular graded assignment plus one day in-school suspension. Parent/guardians will be notified and conference held.
3. **Third offense** results in the student being asked to withdraw or student expulsion as determined by the discipline team.

Pornography

Students are prohibited from possessing or generating material or accessing material via computer, email or text messaging that is lewd, suggestive or pornographic in nature. If this occurs, it will be brought to the attention of the school administrator.

1. **First offense** results in a one day in-school suspension and a meeting of the discipline team.
2. **Second offense** results in the student being asked to withdraw or student expulsion as determined by the discipline team.

Harassment Policy (P4580)

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a harassing nature as defined in this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication. The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

In the case of suspected harassment, the employee or student who is identifying the behavior is encouraged to file a written report with the Principal of Queen of Angels School.

Student Harassment

In order to provide a Christian environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals.

Listed are some examples but do not include all examples of inappropriate behavior

- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Threats; intimidation
- Comments that are demeaning with respect to race, religion, ethnic origin, gender
- Threats or offensive material sent through email, by texting or posted to the internet that is deemed by Teachers and/or Principal as interfering with the educational setting.

Students should follow this procedure if they feel they have been harassed and be assured that the concern and response will be treated with appropriate confidentiality:

1. Let the offending person or persons know you want the behavior to stop. Say NO firmly! Look directly at them with a straight face and give a clear message about how you feel. Do not apologize.

2. Promptly contact someone at school about the situation: supervisor, teacher, or principal. The response will include an investigation into the concern and the facts of the situation, and appropriate remedial action if harassment is found to have occurred.

Bullying

Bullying in any form IS NOT tolerated at Queen of Angels School. According to Indiana law, bullying is “overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” It can be targeting one victim over and over or it can be targeting a series of victims. Bullying is done to someone who is less powerful. Power can be either **physical**, as in bigger and stronger, or power can be **social**, such as being perceived to have higher social standing or to be more popular. Bullying behavior takes many forms. It can be **physical**, such as fighting, shoving, or other violent behaviors. It can be **verbal** such as name calling, insults, and threats. It can be **psychological** such as spreading rumors or shunning the target/victim. It can be nonverbal such as using gestures or social exclusion body language such as turning away, not responding, acting as if the target is invisible, etc.

Bullying is violent behavior that has lasting effects on the victims. Bullying behavior interferes with school; it is against school rules and goes against criminal and civil laws. Bullying does not toughen a child nor does it prepare students for the real world. Being bullied causes academic problems, social isolation, and mental health problems such as anxiety, depression and suicidal thoughts. Being bullied at school causes young people to dislike and even fear going to school. A victim of bullying is often forced to “go it alone” as his/her friends desert them or join in the bullying because they are afraid of being targeted themselves. Bullying is not a joke! Bullies will claim it was “just for fun”, but the victims do not see it as funny.

The motivation of the bully is all about **power**. Bullies lack empathy for others; and believe their victims deserve it. Because of this imbalance in power, a victim of bullying may not be able to stop the bullying on their own. Ignoring the bullying denies the seriousness and seems rather passive. Fighting back usually provokes the bully to escalate the violence. Bystanders can make a difference by being willing to take a stand by following these simple steps:

1. Calmly and firmly, tell the bully to stop.
2. Report the bully to an adult.

Doing nothing or laughing only empowers the bully. Targets of bullying can take a stand. Be confident. Stay calm. Get away from the situation as soon as possible. Adults need to be ready to intervene and stop bullying behavior whenever they see it or it is reported to them. All students and staff should know and follow these four rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

In an effort to stop all types of bullying at Queen of Angels School, all staff members will take a strong stance and disciplinary referrals will be issued for bullying.

Cyberbullying

Cyberbullying is bullying done using electronic means. It includes rumors, slander, and threats of violence that are posted on social networks, sent in text messages, through instant messaging, emails, and comments on blogs. Such comments, whether posted inside or outside of school that result in the disruption to normal school operations and detrimentally impacts a fellow student, faculty or staff member, the school and/or the school's reputation, will be subject to disciplinary action by the school administration. Cyberbullying is especially harmful because of the speed with which it spreads and the illusion of anonymity. Once posted on the internet, the harmful humiliating comment or picture can be instantly viewed by anyone who has access to that internet site;

and they can also download it or copy and forward it to others. Additionally due to the illusion of anonymity, the messages that are posted are often more harmful than what the bully would ever say to someone's face. Therefore the impact on the one being bullied is often devastating.

Some Tips:

Set social network sites to private, delete from profiles and messages any information that is too specific, and block or unfriend anyone who is not known face to face. Print and report any bullying messages or pictures.

Bullying messages that involve sexual connotations may invoke further disciplinary actions. Sexting is the sending or receiving of electronic messages or pictures that are of a sexual nature. Sexual harassment is any unwelcome word or action which in any way makes a distinction because of one's sex, or implicitly or explicitly invites or suggest sexual activity. Both are unacceptable behavior that may result in expulsion and law enforcement agencies to be notified.

Miscellaneous Information

Lunch Room

The School provides a hot lunch program supported by Fort Wayne Community Schools. Milk can be purchased for those who wish to bring their lunch. Orders for hot lunches must be purchased two weeks prior. We order from FWCS Nutrition Center for delivery. We do not have extra lunches readily available for purchase.

Hot Lunch Program

We participate in the FWCS Satellite Lunch Program. Lunch menus are sent home monthly and orders must be returned with payment two weeks in advance. Even if the payment for a family is in one envelope, each student should return an envelope with their order, cross-referencing it to the child whose envelope contains payment. Every child who orders a lunch should return an envelope. If a student forgets his/her lunch they should come to the office before 9:00 A.M. If the request is made at lunch time, there may not be extra lunches available.

Reimbursement for lunches ordered, but not received due to absence, will be given in the form of a "credit" slip that may be used at a later date. Please turn in the credit slips when ordering the next time. We must have the credit slips for our report forms. Queen of Angels students are to remain on the school grounds during the lunch period. Special permission from the office is necessary if a student needs to leave the school for any reason. Parents/Guardians must sign a student out at the office and sign them back in after lunch if they leave the school grounds.

Cafeteria Rules

- Queen of Angels is a closed campus. You **must** either buy a lunch from school or bring a lunch from home.
- No fast food lunches, soft drinks or energy drinks are allowed to be brought into the cafeteria.
- Enter and leave the lunchroom in single file
- Once you are seated, you must raise your hand for permission to leave the table.
- Students should conduct themselves properly in the cafeteria showing appropriate table manners at all times and using a conversational tone.
- Students should remain seated at designated areas until dismissed. Each child is responsible for cleaning the area in which they are seated.
- Children are not to take food out of the cafeteria back to their classrooms or on the playground.
- Students are discouraged from sharing their lunch with others.
- Children should not leave the cafeteria without permission from a volunteer or staff member.
- Children are not allowed in the kitchen or to use the microwave.
- Lunches from home are not allowed to be heated at school.

Playground Rules:

- Classes are to line up in an orderly manner when entering or exiting the building.

- Students must not leave the school grounds. If a ball is kicked off the playground, school personnel or a volunteer monitor must retrieve it.
- No play fighting is allowed and will be considered serious. Students may not karate kick, etc., as a form of play. No physical contact is appropriate for play on the school grounds.
- Talking to anyone outside the school area is not allowed.
- Leaving the playground without permission is not allowed.
- No food is to be brought out onto the playground.
- Play area is between the Activities Center, Irene Street, and the playground. Students will be allowed on the field when the playground supervisor allows according to adequate supervision and weather conditions.
- Students are not to throw snowballs or other objects. Balls used for games should be nerf material or soft (except basketballs).
- Football may only be played in areas designated by the playground supervisor in a non-contact format.
- All ball playing (soccer, volleyball, kick ball, etc.) should be played on the field or in designated areas on the blacktop.
- Students should be in clear view of playground supervisors at all times.
- Any use of profanity is prohibited.
- Students are to obey teachers, supervisors, and adult volunteers at all times.

Playground Equipment

- One person at a time should be on the slides, poles, etc.
- Students should not sit in tunnels, but keep moving through them.
- Students are not allowed to jump from platforms.
- Students should slide down the slide and not climb on it.
- Students should not play tag or other running games on the playground equipment
- Ball playing should be kept away from the playground equipment.
- Older children (grades 6 and up) should not play on plastic components of playground.

Indoor Recess

- Students should conduct themselves in an orderly manner.
- Students should not be running around the classroom during indoor recess.
- Students should use moderate voices and not yell or shout during indoor recess.

Library

- All books must be checked out before a student may take them home.
- Reference books need to remain in the library.
- Damage to books and all lost books should be paid for by the student responsible for the damage or loss.
- Appropriate behavior in the library includes a quiet, respectful voice and manner.
- When a book is overdue, lost or a fine unpaid, the student responsible loses the privilege of checking out books until the fee is paid.

Telephone

Students may not use the telephone unless there is an emergency and only with permission of the teacher and/or principal. All phone conversations must be kept short (1-3minutes) in consideration of others. **Cell phones must be turned into the office at the beginning of the day. They will be taken away if a student is caught using them in school.**

Health/Medications

Medication Policy (Diocesan Policy #4210)

In order to protect the health and welfare of children and school staff members alike, Indiana law requires that school personnel observe certain safeguards in administering prescription medication to students. If we are to administer medication to a child, the following procedures must be observed:

- We must have the written request of the parent/guardian
- All prescription medication must be in original container with specific instructions for dosage, hours for

administration and the period of time medication is to continue.

- Medication (prescription and non-prescription) that is brought to school must be checked in the office. Students are not allowed to carry any type of medication with them during the school day. Continuing long term medication must be verified at the beginning of each school year.
- If a child has an extenuating medical condition (i.e. Allergic reactions, asthma, etc.,) it is up to the parent/guardian to notify the school in writing. Emergency medical procedures should be explicitly explained with necessary medication available. If parents or guardians cannot be reached in an emergency, an ambulance will be called if the situation is considered to be life threatening.

We cannot assume responsibility for medication unless these guidelines are followed. In an emergency the parent/guardian will be contacted by phone for specific instructions.

Immunizations

All elementary students are to be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, hepatitis, and rubella. (Indiana Law: 511-1AC 6.1-2-4).

Medical Appointments

If possible, parents/guardians are asked to schedule appointments outside of school hours. During school hours the student is to be picked up at the school office. The parent/guardian must sign the student out. It is the responsibility of the student to make up missed school work.

Please do not send your child to school if they have had any of the following symptoms within the past 24 hours:

- Fever
- Nausea or vomiting
- Earache
- Abdominal cramps
- Diarrhea
- A cold (when symptoms are not due to allergies)
- Sore throat
- Unidentified rash
- Conjunctivitis (pink eye)
- Any infectious disease your doctor has diagnosed
- Head lice

If your child is sent to school with any of the above symptoms, you will be contacted to pick up your child. The student must be out of school for 24 hours, or may return sooner with a release from a doctor.

Emergency Information Card (Diocesan Policy #4140)

All families will fill out a custodial parent information card the first week of school. This form gives the school the necessary information concerning custodial and non-custodial parent rights in regard to:

Who may transport the child to and from school?

Medical information

Emergency numbers

Home phone number

Parent/Guardian work phone number

You will be required to update this information **each year**. Be sure to notify the office when this vital information changes. Hospitals will not treat children without parental permission; therefore, it is important for us to be able to reach you.

Fire and Tornado Drills

Throughout the school year, the principal conducts regularly scheduled fire and tornado drills. Exit routes are posted in each classroom. Students should be aware of the exit plan and move rapidly and quietly to the designated area.

Asbestos Inspection

The notice is to advise parents, teachers and all school employees that our school has been re-inspected as required by the AHERA federal legislation for the presence of asbestos in our school facility. A management plan for our school has been developed. The amount of asbestos is limited at Queen of Angels School and is non-friable. The management plan for our school requires that we review the conditions of the asbestos periodically and record that this has taken place.

Inspections: (Diocesan Policy #4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, etc. at any time for any reason consistent with diocesan policy.

Records Policy

To safeguard the privacy of our students and the integrity of our records, school records will be **transferred** only if a written request is made from the school where the child will be attending.

Student Records (Diocesan Policy # 4170)

Official student files contain only the following:

1. Academic transfer
2. Records of educational or related testing
3. An emergency card
4. A health form
5. A copy of the baptismal certificate
6. A copy of the birth certificate
7. Completed Health Physical Form (Athletics)

The Buckley Amendment grants non-custodial parents the right of access to student records. Non-custodial parents must be allowed to discuss a student's progress and must be given unofficial copies of the report card (if requested) unless there is a court order to the contrary on file in the school office.

If a parent wishes to review a record he/she should make the request in writing and give it to the principal to make a scheduled appointment. All access to records (other than school personnel) must be documented.
(Diocesan Policy # 4170)

Divorced parents are to provide the school with a copy of the custody section of the divorce decree. This information will also help the school, in determining when the child can be released to a parent/guardian other than the custodial parent/guardian.

Insurance

Diocesan Accident/Liability insurance is required for every student attending Queen of Angels School. This fee is part of the registration fee required of all students. If an injury occurs, seek medical care through your usual providers. Then seek a claim form from the school office. Completed forms must be submitted within 90 days of the date of injury.

Extra Curricular Activities

Participating in an extra curricular activity is a privilege. While participation is highly encouraged, this should not interfere with nor take precedence over the main purpose of our school: a Catholic education. Extra curricular activities include but are not limited to girls' and boys' sports (beginning in grade 4), cheerleading, student council, choir, Variety Show, Rainbows for All God's Children, Newspaper Club, Computer Club and Math and Science Clubs.

The following guidelines are in effect for extra curricular eligibility for grades 5-8.

- Students will be required to sign an extra-curricular eligibility for Grades 5-8

- Students must pass all major subject areas (Religion, Reading/Literature, Spelling, English, Mathematics, Social Studies, Science, and Health,) to remain in an activity.
- Students who receive an "F" on their report card in any major subject area may not be eligible for the remainder of that particular season or until the next progress report or report card.
- Students who receive an "F" in a major subject fourth quarter may be subject to this policy at the beginning of the next school year.
- Any student receiving an "F" in conduct on their report card, suspension, or 3 or more detentions will be ineligible for the remainder of that particular season or until the next progress report or report card.
- Any student receiving a "D" on their report card in conduct, suspension or 2 detentions will be on a 2 week probation subject to principal/parent/teacher review.
- Students who receive 2 or more "D's" on their report card in any major subject area are to be placed on a 2 week probation subject to principal/parent/teacher review.
- Students must be in school at least one-half day to participate in an evening school function and/or ball games/practice. If a student is not in school, they may not participate in an evening school function, practice or ball games.

This policy is subject to principal/parent/teacher review in regard to individual cases. Parents will be notified through the teacher if their child is affected by this policy. It will be up to the parents to notify the coach and implement the decision. At the parent's request, the principal/teachers will give progress reports if the student is on probation from an activity.

Field Trips:

All families will be asked to fill out a Diocesan Field Trip Form for each student at the beginning of the school year. This form will be kept on file in the school office and include important emergency information including insurance and physician. Prior to each field trip, a parent/guardian permission form must be signed and returned on the Diocesan form prior to the actual field trip.

Students showing conduct which does not prove them trustworthy on such occasions will not be allowed to participate. They will be given an alternative assignment for a learning experience.

Parents/guardians who drive for a field trip must have adequate liability insurance, be over 25 years of age, and have a vehicle with seat belts for each student passenger, and have completed the Background Check form required by the Diocese. Please refer to the Safe Environment section.

Homework:

Homework assignments reinforce the day's work and are the responsibility of the individual student. Parents are certainly encouraged to assist and to monitor the homework assignments, but not to do the work themselves. If your child repeatedly claims there is no homework, please check with his/her teacher.

Assignments are made with class study time taken into consideration. If the child does not use his/her class time well, his/her homework time will be longer.

All students are encouraged to follow the homework guidelines listed below, this may include study and reading time:

- Grades 1-3: 20-30 minutes;
- Grades 4-5: 40-50 minutes;
- Grades 6-8: 60-90 minutes.

If a child is struggling beyond these suggested times on a regular basis, the classroom teacher should be notified. Long term projects (such as history or science projects) may require additional time outside of these guidelines to do research or prepare experiments.

Internet Policy (Diocesan Policy #4620)

It is the policy of Queen of Angels to require that any student using the Internet be supervised by a staff member or teacher. The use of the Internet must be in support of education and research and be consistent with the educational objectives of our school. A complete Internet policy is available in the school office in the technology

plan. All parents must sign the internet usage form included in your first day packets.

Visitors:

All visitors (including parents) need to come directly to the school office when entering the building. You will sign in, receive a visitors badge. This is done to help us keep track of anyone who is in the building.

Forgotten lunches, books, messages, etc., can be left in the school office. We encourage parents/guardians to visit the school, but we ask that you follow a few guidelines to ensure a smooth visit.

- Make arrangements ahead of time, when coming to visit a classroom.
- Always report to the school office before going to a classroom.
- Parents/guardians are asked not to interrupt teachers during school time.
- Conferences can be requested in the office or by contacting the principal or teacher.
- You are invited to eat lunch with your child, but you will need to bring your lunch since we do not have extra lunches.

Volunteer Involvement

Safe Environment

Diocesan Policy mandates that anyone wishing to volunteer in any school related activity such as driving/supervising field trips, visiting classrooms, assisting with classroom parties or any other school related function, **MUST** complete all of the necessary **SAFE ENVIRONMENT** paperwork and background checks. In order to ensure the safety of all students and school personnel, the Diocesan Policy will be followed without exception. Proper forms may be obtained in the school office.

School Board

By definition, the school board is one which operates in the policy making process by proposing and recommending, but not enacting policy.

- The board is an advisory board to the pastor and principal.
- Since the local board is part of the diocesan system, the authority of the school board is subject to that of the Diocesan School Board.
- The role of the school board is to design policy and not administer the school.
- Formulated and promulgated policies must be consistent with the school's stated vision and values and consistent with the teachings of the Church and with Christian formation of students.
- Before implementation, all recommended policies are submitted to the pastor for approval.
- The elementary school board has authority to recommend allocation of the financial resources of the school to the Parish Finance Committee but it has no authority over the general revenues of the Parish.
- Boards are part of the consultative process with the pastor and the Superintendent of Schools in the hiring, rehiring, and /or termination of the principal.
- Each elected or appointed member of the board has one vote.
- Public Forums may be held for community input.
- Board members are elected in April or May for a three year term.
- Anyone may attend School Board meetings. Any individual wishing to address the board must notify the board president 10 days prior to the meeting to be placed on the agenda.
- Refer to the Safe Environment Section for volunteer eligibility requirements.

HASA

The Home and School Association is a parent/guardian support group to enhance and support the school. They will meet four times annually. Meetings will be publicized and parent/guardians are encouraged to attend. Officers will be elected at the spring meeting for the following school year. Refer to the Safe Environment Section for volunteer eligibility requirements.

Athletic Association

The Athletic Association is responsible for extra curricular athletics in collaboration with the Catholic Youth Organization. They will consist of an elected board and coaches appointed by Board Members. Their role will be to oversee and raise funds for the Athletic Program. Any individual with a concern about the extra curricular

athletic program should address the board. If the matter is not reconciled, they may contact the Pastor who will have final authority in all matters. Refer to the Safe Environment Section for volunteer eligibility requirements.

Fund Raisers:

All fundraisers must be approved by the Pastor and Finance Council. Families are encouraged to use SCRIP.

Community Relations (Diocesan Policy #2310)

Parent /Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and / or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor.
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., Pastor and Principal).

Parents and legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g., harassment).

Religious Issues (Diocesan Policy # 4410)

Pregnancy/Abortion

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

The Church views abortion as a grave violation of the principle noted above and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

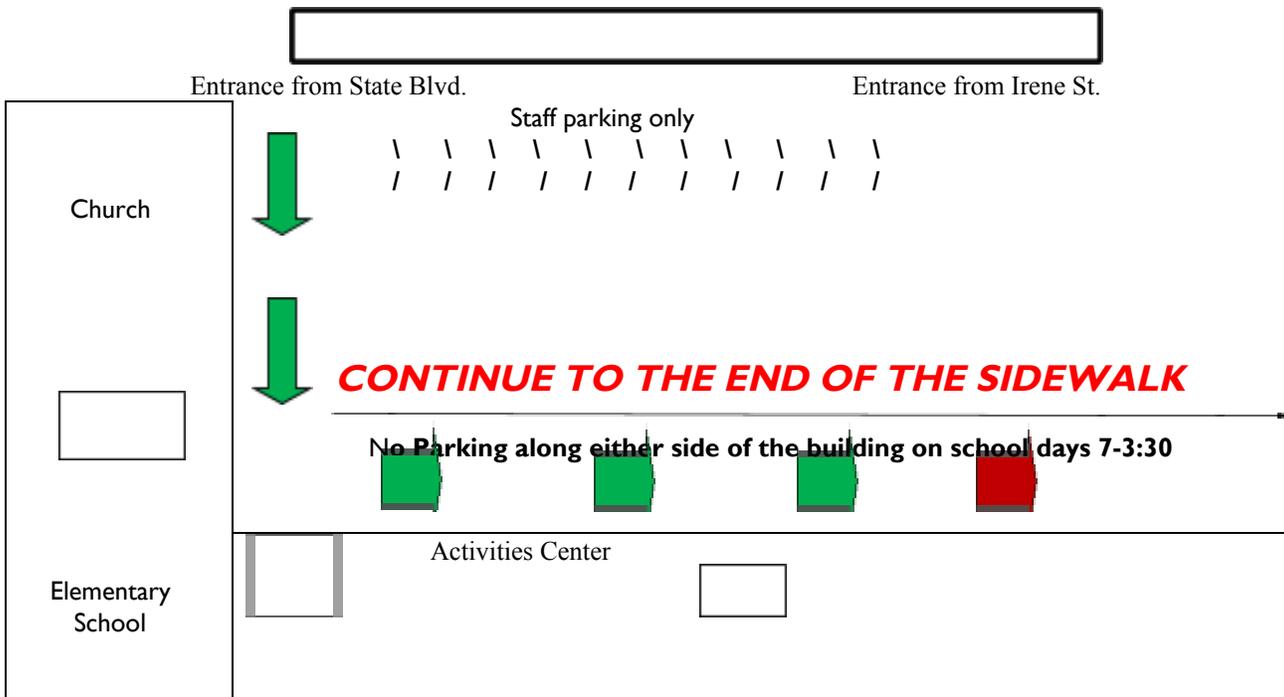
Specific guidelines are in place for handling both pregnancy of an elementary school student or abortion by a student attending a Catholic elementary school. The complete policy is on file in the Principals office.

Parking Lot Procedures Drop Off and Pick Up

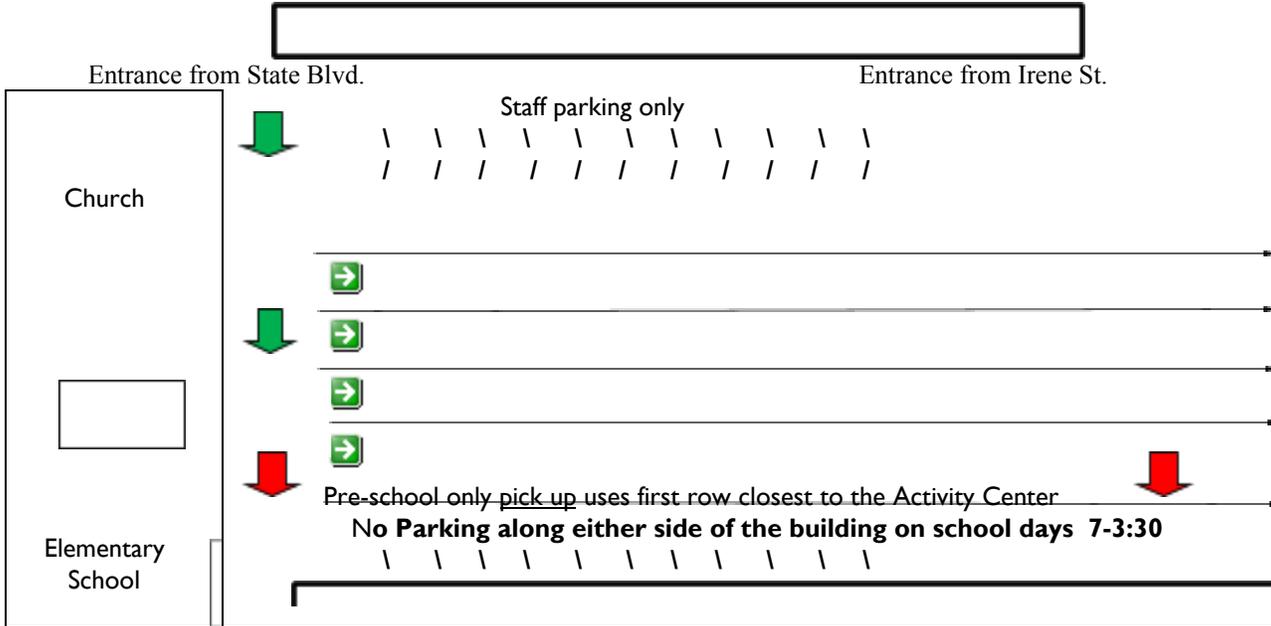
In the morning students should be dropped off in front of the Activities Center and enter through the main entrance of the school. There is no parking in front of the Activities Center during school hours. **Please pull to the end of the building before stopping to drop off children as a line up will occur if cars stop by the door.**

If you want to park and walk your child into school, you must park in the far north parking lot behind the Activity Center near the playground and walk on the sidewalk into school. There is no parking in the main parking lot during drop off or pickup procedures.

Parking Lot Procedure Drop Off



Parking Lot Procedure Pick Up



Uniform Policy

		Girls	Boys
Shirts Must be long enough to stay tucked in when arms are raised above the head	K-8	White, light blue, navy blue, solid color- no trim. Oxford button up (short or long sleeve) Polo (short or long sleeve) No turtlenecks	On Mass days, Oxford button-up shirt either white or light blue. Polo (short or long sleeve) White, light-blue, navy blue, solid color-no trim.
Ties	K-8		On Mass days, navy blue ties will be worn.
Undershirts	K-8	White undershirts with no lettering or anything showing through uniform shirts are permitted. Sleeves and waist of the undershirt must not be visible	Same as Girls
Slacks/Trousers	K-8	Navy blue or beige Khaki dress pants Cargo pants are NOT allowed Pants may not have rivets, decorations or patch pockets on the outside (no top-stitching) Pants must be straight leg-regular fit, traditional dress style, cotton twill pants worn at the waist No Stretch pants, stirrup pants, fleece pants, jeans, hip huggers, flared pants or low riders are permitted. Tight fitting, snug clothing or clothes in need of repair should not be worn.	Same as Girls
Belts	5-8	Belts must be worn with all pants. Belts must be solid black, brown, or navy. No ornamentation	Same as Girls

Shorts –permitted during Aug-Sep and May-June	K-8	Navy blue or beige Khaki dress style shorts Shorts should be no longer than the knee and no shorter than 2 inches from the knee. Capri pants may not be worn Skorts may be worn, but they must be no shorter than 2 inches above the knee. Belts must be worn with all shorts that have a belt loop in grades 5-8	Navy blue or beige Khaki dress style shorts Shorts should be no longer than the knee and no shorter than 2 inches from the knee. Belts must be worn with all shorts that have a belt loop in grades 5-8
Sweater/Sweatshirts	K-8	Navy blue or white solid cardigan sweaters with no hoods. Queen of Angels School fleece jackets Queen of Angels navy or white crew neck sweatshirts No other outerwear may be worn	
Socks & tights	K-8	White, navy, black, red and tan socks Socks must be a solid color Knee high, tights, anklets, crew socks are permitted	Same as Girls
Shoes	PK-8	Students may wear athletic or dress shoes Shoes must have a back that covers the back of the heel Shoes should not leave black marks on the floor Shoes must be closed-toe and should be properly tied. Shoes with wheels are not permitted. Crocs, sandals, and flip flops are not allowed Snow boots may not be worn during the school day	Same as Girls
Skirts/ Jumpers	K-3 4-8	Jumpers are plaid, khaki, or navy Jumpers may not have ornamentation Jumpers must be French Toast brand. Length must be below the knee to mid-calf and must be loose fitting. (Updated 8/12/2020) Uniform skirts must be French Toast brand. Length must be below the knee to mid-calf and must be loose fitting. (Updated 8/12/2020)	
Jewelry/Make-up		Earrings may only be worn by girls and should be small and post type. No long dangle or hoop earrings are permitted Any jewelry deemed inappropriate will need to be removed Make-up may be worn by sixth, seventh and eighth grade students only. Make-up should be light, neutral and subtle. It is a privilege to wear make-up, so if too much make-up is worn, the student will be asked to wash it off. Body piercing, except for earrings for girls is strictly forbidden Tattoos are not allowed	Earrings may not be worn Body piercing is strictly forbidden. Make-up and Tattoos are not allowed

Hair	Pk-8	Hair should be of natural color (i.e.: blond, brown), clean and styles must be appropriate. No extreme or distracting styles (as determined by the principal or school representative).	Hair should be of natural color (i.e.: blond, brown), clean and styles must be appropriate. No extreme or distracting styles (as determined by the Principal or school representative). Boys' hair should be above the collar. Bangs must be cut above the eyebrows. No symbols or stripes of any type may be cut into the hair. These should be visible for boys' hair: the face, eyebrows, and half of the ear. Boys must be clean shaven.
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Acknowledgment of Handbook

I acknowledge that I have received and read this parent/student handbook and agree to abide by this handbook.

Parent Printed Name

Date

Parent Signature

Student Name(s)

Student Grade Level(s)

Principal Signature