



*St. Angela Merici*  
PARISH SCHOOL

# **PARENT/STUDENT HANDBOOK**

*2011-2012*

*St. Angela Merici Parish School*

575 S. Walnut Ave. Brea, Ca. 92821  
(714) 529-6372      [www.stangelabrea.org](http://www.stangelabrea.org)

A School Accredited By The  
Western Catholic Education Association and  
The Western Association of Schools and Colleges

**REVERENCE, RESPECT, RESPONSIBILITY**

Dear Parents and Students,

*"The Church has always had a love for its schools, because this is where its children receive their formation."*

Welcome to St. Angela Merici Parish School! In choosing St. Angela Merici Parish School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Angela Merici Parish School for the 2011-2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Angela Merici Parish School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

God Bless,

Mrs. Nancy Windisch  
Principal

**“TOGETHER WE MAKE A DIFFERENCE”**

***DEPARTMENT OF CATHOLIC SCHOOLS  
DIOCESE OF ORANGE  
PARENT POLICIES***

**PHILOSOPHY AND OBJECTIVES:**

The Catholic schools in the Diocese of Orange will assist the parents with the spiritual and academic formation of their children.

**SPIRITUAL OBJECTIVES:**

- A. To proclaim and live the Gospel. Therefore:
- We will challenge all to be witnesses to Jesus Christ in word and action.
  - We will instill and nurture Catholic Christian values.
  - We will involve our school communities in Christian service and global concerns.
- B. To build faith communities. Therefore:
- We will create an environment where healing and compassion are primary.
  - We will provide opportunities for the ongoing spiritual formation of faculty, staff, students, and parents.
- C. To celebrate through worship. Therefore:
- We will celebrate Eucharistic liturgy and other sacraments.
  - We will participate in para-liturgical services and individual and communal prayer.
- D. To affirm the dignity of all persons. Therefore:
- We will challenge our faculty, staff, students, and parents to reject racism, sexism, and discrimination.
  - We will welcome and support educational, economic, cultural, and ethnic diversity.

**ACADEMIC OBJECTIVES:**

- A. To provide a holistic, Catholic education. Therefore:
- We will commit to academic, spiritual, physical, psychological, social, and cultural development of faculty and students.
- B. To strive for academic excellence. Therefore:
- We will create a positive learning environment.
  - We will assess student achievement and develop appropriate curriculum and methods
- C. To recruit and maintain competent leadership. Therefore:
- We will actively identify, select, and develop administrators, teachers, and staff who espouse Gospel values and demonstrate professional competencies.
  - We will provide opportunities for ongoing spiritual formation.
  - We will provide opportunities for ongoing professional growth, which encourage innovation, experimentation, risk-taking, collaboration, and collegiality.
- D. To encourage active parental involvement. Therefore:
- We will support parents as the primary educators of their children.

- We will encourage parents to be actively involved in the school through formal and informal structures established by the diocese and the school.
- We will design and implement marketing and development that will provide accessibility and long range financial security of our schools.
- We will support the organization of a broad-based coalition to lobby on every level of government in order to achieve equal educational opportunities for all.

**Diocesan Christian code of conduct covering students and parents/guardians.**

**The following is Code of Christian Conduct is from the Diocese of Orange:**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles, include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action, short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

## ***Diocesan policy against harassment***

The Diocese of Orange confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is a student's, administrators, teachers, parent's, staff, or volunteer's responsibility to conduct himself/herself in a manner, which contributes to a positive school environment. Therefore any form of harassment whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action to and including termination or expulsion.

### **Definition of Harassment:**

Harassment occurs when an individual is subject to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender.

### **Confidentiality:**

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

### **Retaliation:**

The Diocese forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.

### **Examples of Harassment:**

Harassment includes, but is not limited to, the following examples:

- Sexual: Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets, or unwelcome touching.
- Verbal: Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin, or physical ability.
- Written: Letters, notes, or invitations (electronic or on paper) which are suggestive or hostile.
- Physical: Unwanted touching, contact, assault, deliberate, impeding or blocking movements, or any intimidating interference with normal study or movement.
- Visual: Leering, gesture, display of suggestive objects, pictures, cartoons, posters or drawings (electronic or on paper).
- Environmental: Detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of others in the room.

### **Administrative Procedures:**

In order to ensure that all students, employees, and volunteers have knowledge of this policy, a copy of the policy is readily available:

- Posted where appropriate in the administrative building on each campus.
- Shall be provided to all students currently enrolled in the Diocesan schools and shall be distributed at all orientation programs conducted for new students, staff, and volunteers at the beginning of each school year and summer session.

- Shall be provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at the time a new employee is hired or a new volunteer comes on campus to assist the school personnel.
- Shall appear in the parent and student handbooks at each local site.

**Complaint Procedure:**

- Students, employees or volunteers who feel aggrieved because of conduct that may constitute harassment, depending on the severity of the conduct, may directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances (especially for students) it may be better to directly contact an adult such as those listed below.
- If the student, employee, or volunteer does not feel comfortable doing this or are unable to do so, they shall direct their complaint to their parents or to a school counselor, principal, assistant principal or teacher. If a person (usually a student) feels uncomfortable speaking to adults of the opposite gender, they may request that a same gender adult be present. Such a person has been designated to assist in resolving the complaint and are bound by the highest degree of sensitivity, concern, professionalism, and confidentiality.
- The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Diocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

## **Mission Statement of St. Angela Merici Parish School**

St. Angela Merici Parish School is an integral part of the Catholic Church's mission to proclaim the Gospel, build community, celebrate through worship and serve others. We welcome all students and encourage parent participation in support of providing a well-rounded holistic educational experience, which prepares students for high school and responsible participation in the Catholic Church and community.

We believe that every student can achieve excellence through the discovery and use of their gifts and talents. Our mission is to develop faith filled active Catholics who are life long learners, effective communicators, responsible citizens, quality producers and integrated individuals.

## **Philosophy**

St. Angela Merici Parish School is a Catholic faith community comprised of clergy, administrators, teachers, staff, parents, and students, which foster a Christ-centered environment. We integrate our religion with all aspects of living and learning.

We recognize that parents have the primary responsibility of serving as active Christian role models in the formation of their children's spiritual, and intellectual development. To facilitate this parental responsibility, the St. Angela Merici community is a partnership that supports and provides opportunities for spiritual, academic, moral, physical, and cultural growth.

St. Angela Merici is committed to providing a faith filled, student centered environment and curriculum recognizing each individual's differences and developing their God-given talents and gifts. Each student is challenged to expand his/her intellectual abilities through a variety of successful learning experiences. Our goal is to empower each student to become a responsible, active Christian capable of making appropriate moral decisions, facing the challenges of contemporary living.

While learning is in the context of St. Angela's faith community, each student develops a realization that their Catholic faith is a way of life.

## **Student Learning Expectations**

1. A faith-filled, active Catholic who:
  - celebrates faith through prayer, sacraments, Christian service, words, and actions.
  - understands and participates in the teachings and traditions of the Catholic faith.
  - strives to build a moral conscience enabling him/her to make decisions based on Catholic values.
  - uses scripture as a guide in his/her personal journey of faith.
2. A life-long learner who:
  - sets realistic goals, recognizes his/her personal learning style and is self-motivated.
  - utilizes technology competently and responsibly to facilitate learning, research, and growth.
  - values a quality education.
  - develops critical thinking skills to solve problems.
3. An effective communicator who:
  - articulates ideas clearly and creatively through writing and speaking.
  - listens actively and responds appropriately to communication.
  - expresses opinions compassionately, appropriately, and respectfully.
4. A responsible citizen who:
  - exhibits respect, integrity, and empathy.
  - supports and participates in community activities.
  - respects the value of all life through Christian stewardship.
5. A quality producer who:
  - develops and utilizes his/her God-given talents.
  - uses organizational skills and manages time effectively.
  - works independently or collaboratively.
6. an integrated individual who:
  - understands the importance of making healthy choices.
  - accepts responsibilities for one's decisions and actions.
  - develops self-confidence and leadership qualities.
  - applies conflict resolution skills.

## **Academic Information**

### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the common core guidelines, are followed for the teaching of all secular subject areas.

St. Angela Merici Parish School offers students opportunities for growth in the following major subjects:

### ***Religion***

Our religion program is central to the development of our faith community. Daily religion classes supply academic knowledge of the truths of our faith as well as a familiarity with and an appreciation for the word of God. Formal and spontaneous prayer is part of our daily life. Christian values are integrated into all aspects of our curriculum. Children are encouraged to share the faith life they are practicing in school on as many levels as possible, not only with their parents and families, but also with all members of their Parish.

This is accomplished through:

- ❖ Celebrating the Eucharist monthly, which reflect liturgical seasons and special days of the Church calendar
- ❖ Monthly Prayer Services reflecting virtues and classroom Saints.
- ❖ Students participate in a variety of Christian Service activities that support our SLE, “Learning to be a faith-filled Catholic.”
- ❖ Each grade celebrates the Eucharist once a week.
- ❖ St. Angela Merici provides an opportunity for grades 6-8 to be part of Campus Ministry
- ❖ Students in Grades 5-8 are provided the opportunity to train to become an altar server

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in October.

### **Christian stewardship community program**

The development of Christian stewardship is one of the main objectives of St. Angela’s School. In cooperation with parents, who are the primary educators, we strive to train our children in Christian courtesy, obedience to direction and responsibility and care for the needs of others. Primary training in these areas must, of course, remain in the home. St. Angela’s role is to assist in the development of these traits. Participation in regular service projects is a key element of this program

## ***Computer Literacy***

Word Processing, Keyboarding skills, PowerPoint, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects. All grades K-8, attend the computer lab throughout the week.

## ***Fine Arts***

Music, Art

All grades, JK-8, participate in an art program, “Art Masters”, once a month.

All grades attend music classes for preparation of liturgies, exposure to music and programs.

## ***Language Arts***

Reading, English, Spelling, Writing, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Requirements for Enrichment: Previous grades, Teacher Recommendation, ITBS Scores, End of the Year Assessments and articulation.

## ***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I.

Advanced Math- Grades 5<sup>th</sup>-8<sup>th</sup>

Requirements for Enrichment: Previous grades, Teacher Recommendation, ITBS Scores, End of the Year Assessments and articulation.

## ***Physical Education***

Physical fitness programs appropriate for each grade.

St. Angela Merici provides a P.E. Teacher for grades JK-8.

## ***Resource Program***

Students with learning differences are assisted by a resource teacher. The resource teacher offers services 5 days a week, small groups and individualizes plans.

## ***Science***

General Sciences and Laboratory Experiences.

Grades 4-8 use the science lab with the science teacher.

## ***Social Studies***

History, Geography, Economics, California History, and Current Events.

## ***Spanish***

Grades 6, 7 and 8

Vocabulary, common expressions, grammar, conversation, and culture.

## ***Academic Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. In order to participate in any extra-curricular activity, a student must maintain acceptable behavior and be working to his/her ability. A student must maintain a B in conduct and a minimum 2.0 GPA. If the student does not uphold these standards he/she will be placed on probation.

Probation indicates that a student may still participate in the activities but must make an effort to improve. If there is no improvement in a two week period, than a suspension will follow.

Suspension Entails:

- No participation in meetings, rehearsals, practices, or other activities or functions.
- No participation in games or performances.
- Turning in uniform or script/costume.
- The student will not be allowed to return to the activity for the remainder of the school year.

## ***Absences***

**When a student is absent from school, a parent should call the office by 8:30AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Angela Merici Parish School students.

**Students should be fever free for 24 hours before returning to school.**

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (40) days or the equivalent of 40 days including tardies** can be cause for a student to be retained in the current grade for another year.

## ***Absence During the School Day***

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

## ***Tardiness***

A student is tardy if he arrives after the 8:00 a.m. bell. Only medical or dental appointments are an excused tardy. St. Angela Merici Parish School believes that tardiness is disruptive to the class and morning activities. Students should be on time for school as part of displaying responsible behavior and an attitude of conscientiousness.

## *Admission Information*

### *Nondiscriminatory Policy*

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin.

### *Admission*

Placement tests are administered to all incoming students. Upon satisfactory performance, all incoming students are accepted for admission and placed on academic and conduct probation for at least one complete school year. Continued probation is at the discretion of the principal.

It is of utmost importance that parents constantly seek to remind themselves that their support of the school, especially in regards to prompt payment of tuition and a willingness to fulfill their parent participation commitment, does operate as a pre-requisite to registration and is a condition of enrollment and continued presence in St. Angela's School.

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting "in loco parents" that continuation of the child in the school might be morally impossible.

### *Interest Form/Meeting*

All families (including families who already have children in our school) must fill out a Student Interest form. Information regarding the Open House for interested parents/students will be published in the church/school bulletins in early January. The date of the New Parent Interest Meeting will be published in the church/school bulletins in early February. Students will be scheduled for testing based on completed Student Interest forms.

As openings become available, the following priorities will be used to accept students to St. Angela Merici Parish School:

1. Members of St. Angela Merici Parish
2. Members of other parishes
3. Non-Catholic students

**Students entering Kindergarten must be 5 years old before September 1st to qualify for testing.**

- **Students entering 1st Grade must be 6 years old before September 1st to qualify for testing.**
- **Students entering Grades 2-8 must meet the same Kindergarten/1st Grade entrance birth dates as the currently enrolled students in those classes.**

Testing will be scheduled in March for **all new** students requesting admission to our school in Grades K-8th. **No child will be tested without all requested forms on file in the school office prior to the test date.**

The following forms are required to be on file prior to the test date:

- Teacher Recommendation or Pre-K/Kinder Report Form
- Birth Certificate
- Baptismal Certificate
- First Reconciliation (Grades 3-8)
- First Communion (Grades 3-8)
- Report Cards
- Stanford Test Scores for past two years (Grades 2-8)
- Interview Form
- Immunization Form

### **Acceptance procedures-incoming new students (Spring)**

Acceptance of students will be based on space availability and the following criteria as assessed by the Principal and a team of staff members. All criteria will be equally taken into account during the acceptance process.

- Placement Test
- Report Card Grades
- Stanford Test Scores
- Current School/Teacher Recommendation
- Parent Interview
- Parish Status
- Date of Interest Form

### **Definitions:**

#### **Parish Status**

- **In Parish:** Registered and regularly active parishioners who have contributed through the use of the Church envelope system for at least three months prior to the New Parent Interest Meeting in February.
- **Out of Parish:** Families who live outside the boundaries of St. Angela Merici Church and are registered in another parish **OR** registered members of St. Angela Merici Parish who do not contribute regularly through the envelope system to the financial support of the parish or members who registered after November, 2010.

### ACCEPTANCE-INCOMING NEW STUDENTS (after September)

Students admitted to our school after September will be accepted based on:

- Space Availability
- Reason for Transfer
- Current School's Recommendation (Priority - Catholic Schools)
- Report Card Grades
- Stanford Test Scores
- Principal's Review

### ADMISSION POLICY

Admission is complete when accepted families have:

- Registration Forms completed
- Registration Fees paid in full
- Attended the New Family Registration Meeting in May

### RE-ADMISSION POLICY

**The school reserves the right to deny re-admission to any family who has withdrawn from the school because of dissatisfaction in any area or with any aspect of policy, delinquencies in tuition or has not fulfilled the parent participation requirement.** In addition, families who have left the school for reasons other than re-location will not be readmitted at a later date. Failure to support the philosophy, objectives, and policies of the school may also result in non-admission.

## ***Financial Obligations***

### **SCHOOL YEAR – 2011-2012**

#### ***Jr. KINDERGARTEN - GRADE EIGHT***

Actual Tuition Rate per child.....**\$5,260.00**

Tuition charge for “Active Registered Parishioner”..... **\$4,250.00**

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office.**

**\*The application deadline to FACTS® Grant and Aid Assessment is July 2011.**

As we do not want to deny any family the opportunity to receive a Catholic education, there is a financial reality that comes with sustaining the school’s operating costs and responsibilities. We are not in the position to carry delinquent tuition costs or write off uncollected tuition, no matter how small the amount. Financial assistance from the school and the parishes was available last spring and has been awarded for this school year.

If you are behind after 2 months, your child will not be allowed to return to school until your account is current.

#### **Tuition Payment Options:**

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by August 30, 2011, or
- Pay ½ annual tuition by August 30, 2011 and the remainder by February 1, 2012, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in June 2011.
- Please note that you may pay in full for one child and utilize FACTS® for another.

#### **Enrollment/Re-Enrollment**

- Registration Fees are due March, 2011 \$400.00
- All Registration Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Angela Merici Parish School that do not clear the bank.

#### **FACTS® Tuition Management Service Overview**

- There is an annual non-refundable \$38 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 10, 11 or 12 months via personal check, money order, or automatic deduction.
- All monthly tuition payments will be debited from your bank account on the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- You must be enrolled with FACTS by April, 2011

- All families not selecting the FACTS® tuition plan in their registration packet will be expected to make direct payment to St. Angela Merici School no later than August 30, 2011. You may drop off your payment to the School Finance Office.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

When a family transfers with a balance owing, it is understood as a matter of contract that families, by their attendance at St. Angela Merici Parish School, waive their right to the forwarding of transcripts to their next school which may have been granted by the Family Education Rights and Privacy Act and the California Education Code and any/or all other legislative codification’s bearing on the transfer of such records upon request of the school to whom the student is intending to transfer. As this HANDBOOK represents the understanding of both parent and school, attendance at school is therefore to be viewed as assent to the terms and conditions stated in this document.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL FINANCE OFFICE at 714 529-6372 EXT 137.**

**SCHOOL YEAR 2011-2012 REGISTRATION FEE  
(NON-REFUNDABLE FEE).....\$400.00**

Covers registration materials, rental of hardcover textbooks, consumable workbooks,

**CLASS FEES: (non-refundable).....**

JKINDER.....	\$100
KINDER.....	\$150
1ST.....	\$100
2ND.....	\$110
3RD.....	\$110
4TH.....	\$110
5TH.....	\$110
6TH.....	\$125
7TH.....	\$125
8TH.....	\$125
8 <sup>TH</sup> GRADE GRADUATION FEE.....	\$175

## *Fundraising Responsibilities:*

The ability of the school to cover the difference between the actual cost of \$5260.00 and the basic tuition of \$4250.00 is based on the determination of the school community to maintain a successful fundraising program.

**EVERY FAMILY IS EXPECTED TO FULFILL THEIR FINANCIAL COMMITMENT BY SUPPORTING ALL SCHOOL FUNDRAISERS.**

### **Mandatory Fundraisers:**

- A. Auction Dinner Dance: A once a year event, held in the Fall. Each family commits to purchasing a pair of dinner tickets or donating an auction item valued at \$400 or more.
- B. SummerFest: A once a year, three-day event, that provides a significant portion of the school's annual budget. Commitment includes at least 4 four-hour shifts throughout the weekend. If you do not work your scheduled 4 shifts you will be billed \$500 for a missed commitment.
- C. Cougar Cash: Each family commits to generate a minimum of \$250 profit for the school. Families who do not meet this goal will be billed the remainder of their commitment.
- D. School Wide Raffle: Each family is committed to sell 2 raffle tickets for \$200 each. The proceeds from this raffle will pay for the 8<sup>th</sup> Grade Washington DC Trip.

Optional Fundraisers: Poker Night, Nacho Sales, Hot Lunches, etc.

## *Awards*

### ***Discipleship Award***

Grades JK-8 students may receive the Discipleship award during the school year. Each grade selects one Disciple a month.

\*Student exemplifies the motto of St. Angela Merici Parish School.

Criteria: Demonstrates this throughout the month (at least two or more)

- +Reverence
- +Academic effort
- +Appropriate conduct
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm
- +Exhibits interest in the Catholic faith

### **Honor Roll:**

In addition, students in grades 6-8 achieving academic excellence have the chance to be placed on one of the following honor rolls at the end of each trimester.

Principal High Honors List	3.80 - 4.00
Principal Honors List	3.60 - 3.79
Principal Merit List	3.40 – 3.59

All honor rolls include Religion, Language Arts, Math, Social Studies, Science, PE, Electives, Spanish, Music, Art, and Technology.

### **Citizenship Award:**

Students in grades JK-8, who receive an “A” or “O” in conduct, will receive a Certificate of Achievement at the end of each semester.

## ***Bicycles, skateboards, scooters, roller blades***

Skateboards, roller blades, and scooters (Razors) are NOT allowed on campus at any time. Bicycles must be walked to the bike area. Children may not ride their bicycles, scooters, skateboards, and roller blades on the school grounds at any time. Bikes must be walked to the bike area, parked in bicycle racks, and locked at all times. We are unable to provide security for bikes: Children riding bikes are solely responsible. Children may not interfere with others' bikes at any time.

## ***Birthday Observances***

Students in Grades JK through Grade 8 may come to school dressed out-of-uniform on their birthday. All summer birthdays that do not have a day during the school year, the child may celebrate this on their half birthday or up to the discretion of their teacher. In addition, birthday treats may be brought to school for the students. Students are invited to be on the broadcast morning announcement show the day of their birthday. Teachers must be notified prior to the celebration.

## **Blogs/Internet**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Twitter®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## **Bullying and Cyber bullying**

St. Angela Merici Parish School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) will receive a detention, suspension, and/or expulsion.

All members of the school community have a responsibility to recognize bullying and to take appropriate action when they become aware of it.

Any incident of bullying should be reported to the classroom teacher.

### **1<sup>st</sup> Reported Incident:**

A detention will be issued to the student

The student will meet with the principal or vice principal to discuss ways to eliminate negative behavior

### **2<sup>nd</sup> Reported Incident:**

An in house suspension will be issued to the student

The student, parent and principal will meet to discuss the negative behavior

The pastor will be informed that if there is a further incident of bullying, the student may be asked to withdraw from St. Angela Merici Parish School.

### **3<sup>rd</sup> Reported Incident:**

An out of school suspension will be issued to the student

The student, parent, administration and pastor will meet to discuss withdrawal of the student from St. Angela Merici Parish School.

## **Drop off/Pick Up procedures:**

For the safety of all of our children this procedure is to be used for all students being dropped off or picked up at school:

### **Morning Drop Off:**

ENTER the parking lot by the Walnut School entrance. Follow red line, stop and unload passengers as directed by the supervisors. Turn left and exit on FIR St.

### **Afternoon Pick Up:**

Gate will open at 2:30 p.m. for parents to line up, attend to office business, or buy Cougar Cash. All business must be complete by 2:40 p.m. and everyone back in his or her cars to begin the dismissal procedure. Children are brought out from the classes and stand in their designated areas. Follow the current dismissal procedure and the directions of the staff on duty.

Parents who wish to walk and pick up their children may park in the Fir lot and walk thru the “The Tunnel of Knowledge.” **Students must stay with their parents at all times once they have been checked out.**

### RAINY DAYS

Parents may drive up to the school only when the orange cones for traffic control are placed in the parking section in front of the school. Please drive forward to the front of the line before allowing your children to enter/exit the car.

### *Cell Phones*

No cell phones are to be turned on or used by a student during school hours (7:30 am to 3:00 pm). If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office, or give to their homeroom teacher, upon arrival in the morning. Students must have the cell phone in the off position for the day. The student at dismissal may pick up the cell phone and must stay in their backpack until 3:00. At no time during the day should a cell phone be in a student’s locker or in his/her possession. If a student is caught with a cell phone during the school hours, they will fill out a Stop and Think Form (Level 2, or possible Level 1). The phone will be taken and held in the front office until the parents pick it up at a later time. The second offense will result in a detention after school.

### *Cheating*

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, Stop and Think Form (Level 1), detention, suspension, and/or expulsion.

### *Child Abuse Laws*

In accordance with DIOCESAN POLICY and CALIFORNIA LAW, section 11166 of the Penal Code, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will contact parents in advance of making a report to legal authorities, which would be the procedure, followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review

## **Communication**

In providing the most effective program possible for your child, we believe that communication between home and school is of paramount importance. We plan to communicate with you in the following ways:

### **Report Cards:**

A report card is issued at the end of each trimester. The first report card is issued at the Fall Parent-Teacher conference.

### **Teacher-Parent Conferences**

Formal conferences are scheduled at the end of the first trimester, but parents are encouraged to schedule conferences at any time they feel there is a need. Teachers will also seek conferences if they have any concerns or problems.

If a problem arises involving your child, contact the classroom teacher **first** via email or voice mail. If a follow-up conference is needed, the Principal is available by appointment to meet jointly with the teacher and parents.

### **Parent evaluation of schoolwork:**

Your child's schoolwork will be sent home periodically. Please encourage him to put forth his best efforts and use his/her God-given talents. More information regarding the frequency of student work sent home is given out at the September "Back to School" meetings.

### **Weekly Newsletter:**

A Weekly Newsletter will be available each Thursday afternoon on the schools website [www.stangelabrea.org](http://www.stangelabrea.org)) containing the events of the upcoming week and important information. If you would like to submit an article, it must be to the office by Tuesday afternoon for approval. You may email this to [schooloffice@stangelabrea.org](mailto:schooloffice@stangelabrea.org).

### **Yellow Communication Folders:**

Each child will have a yellow communication folder that will go home each Thursday with any school communications and informative fliers. Please check your child's folder weekly.

### **Teacher Websites/emails:**

All teachers have a website that will have the following posted:

- Field trips
- Practice/Preparation
- Updated News
- Reports
- Projects

### **Global Emails/Cougar News:**

All parents will receive global emails /Cougar News once or twice a week with weekly news.

### **All Call Message:**

All parents will receive all call messages on their phones once or twice a week with weekly news.

**Parent Meetings:**

Meetings involving all school parents are held two or three times a year. All parents are to attend these General Parent Meetings as a part of their commitment to St. Angela Merici Parish School and a condition for re-enrollment. Attendance is taken.

**Student Records:**

Under the Family Educational Rights and Privacy Act of 1974, parents have the right to inspect all portions of their child's records upon two day written request. A copy of the regulations pertaining to student's records may be obtained from the school.

***Day Care***

Day care is available for children of working parents from 6:30 a.m. to 6:00 p.m.

***Discipline***

**DISCIPLINE PROGRAM  
“Building Discipleship”  
Grades JK-8**

St. Angela Merici Parish School's approach to discipline focuses on managing and motivating student behavior in a manner that is consistent with optimum student growth: academic, social, and psychological. St. Angela Merici Parish School offers a discipline approach that supports our learning expectations and creates a positive and encouraging classroom environment.

The words "discipline" and "disciple" both come from the Latin word meaning "to learn." To learn the way of discipleship, to follow in Christ's footsteps, we must be prepared to face the disciplines that make learning possible. Sometimes we need to be corrected, lest we go astray, knowing God's corrections are always acts of love.

In an effort to help each child reach his/her God-given potential, each teacher will be updating GradeLink each week with our new section of Responsibility and Conduct grades. Please check Gradelink each week for your child's progress, and discuss the week with them, as you are the primary educator. We will be focusing on the Fruits of the Holy Spirit (Gal. 5:22), which is the evidence of the Holy Spirit at work in us. Our goal is to become followers of Christ, who consistently exhibit love, joy, peace, and self-control.

***Discipleship***

**D** - Discipline - Proverbs 19:20 listen to counsel and receive discipline, that you may eventually become wise. **I** - Internal Motivation - Remember that nothing is small in the eyes of God. Do all that you do, with love. St. Therese Lisieux **S** - Self-Control- 2 Peter 1:5-7 Do your best to improve your faith. You can do this by adding goodness, understanding, self-control, patience, devotion to God, concern for others, and love. **C** - Christ-like behavior- Preach the gospel at all times: use words when necessary.

St. Francis of Assisi **I** – Integrity - Matthew 5:37 let your yes, be yes and your no be no. **P** - Perseverance - Romans 5:3 We gladly suffer, because we know that suffering helps us to endure. And endurance builds character, which gives a hope that will never disappoint us. **L** - Love - 1st John 4:16 We have come to know and believe in the love God has for us. God is love, and whoever remains in love remains in God and God in him. **E** - Endurance - Hebrews 10:36 You need endurance to do the will of God and receive what he has promised. **S** - Service - John 15:13 No one has greater love than this, to lay down one's life for one's friends. **H** - Happy Heart - Psalm 118:24 This is the day the Lord has made; let us rejoice and be glad in it. **I** - Inspiration - 1 Thessalonians 5:11 Therefore, encourage one another and build one another up, as indeed you do. **P** - Peace - Matthew 5:9 Blessed are the peacemakers, for they will be called children of God

*Faith in Action*  
*Levels of Discipleship*

## Discipline to Discipleship



#### **4 Doing God's Will (Highest level)**

- Develops self-discipline
- Demonstrates initiative
- Displays responsibility
- Democracy and responsibility are inseparable

*The motivation is internal*

#### **3 Conscientious Christian**

- Considerate
- Complies
- Conforms to peer pressure that may not be appropriate

*The motivation is external*

#### **2 Not Following God's Will**

- Nuisance to others
- Not leaving others alone

#### **1 Breaking Commandments (Lowest level)**

- Absence of order
- Aimless and chaotic
- Absence of government

Serious Offenses: Consequences:

- Sexual Harassment - Suspension, possible expulsion
- Damaging school property - Pay for replacement, suspension or vandalism and/or Stop and Think (Level 1),detention, possible expulsion.

- Uniform violation – responsibility Sheet and correction
- Drug paraphernalia - Suspension, possible expulsion
- Physical fighting - Suspension, and/or Stop and Think (Level 1), detention, possible expulsion.
- Out of control behavior - Stop and Think (Level 1), detention, possible suspension, possible expulsion.
- Cheating - Suspension and/or Stop and Think (Level 1), detention, possible expulsion
- Stealing- Suspension and/or Stop and Think (Level 1), detention, possible expulsion
- Forgery/altering records - Suspension and/or Stop and Think (Level 1), detention, possible expulsion.
- Weapons - Suspension, possible expulsion.
- Foul language - Stop and Think (Level 1),detention, possible suspension.
- Inappropriate unchristian behavior - Stop and Think (Level 1), detention, possible suspension.
- Leaving Campus without Adult Supervision - Stop and Think (Level 1), detention, possible suspension
- Bullying another student(s)- Stop and Think (Level 1), detention, possible suspension or expulsion.

### ***Suspension***

*In-school suspension:* Student is excluded from the classroom and regular participation in the school life, but continues schoolwork elsewhere in the school. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

A suspended child may not participate in any school related activity, such as sporting event, field trip, etc. and must keep up with school assignments. The length of suspension is at the discretion of the school.

*Out-of-School suspension:* Temporary removal from school for a period of time. A suspended child may not participate in any school related activity, must keep up with regular school assignments, and may not be permitted on the school grounds unless accompanied by a parent. The length of suspension is at the discretion of the school. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### ***Expulsion***

Permanently withdrawn from the school with approval of the Principal and the Superintendent of Catholic Schools.

In cases of severe disruptions, parents will be notified immediately and student may be sent home at that time. Principal/Vice Principal will notify parents. It is important that parents and students realize that the following offenses are reasons for IMMEDIATE SUSPENSION OR EXPULSION: (These are stated in the State of California Education Code and in the Administrative Handbook for the Diocese of Orange).

CAUSES FOR IMMEDIATE SUSPENSION/EXPULSION:

- continued willful disobedience

- open, persistent defiance of the authority of school personnel
- use of habitual profanity or vulgarity
- possession of pornographic material; commercial or original work
- smoking or having tobacco
- use, sale or possession of narcotics
- willfully cutting, defacing, or otherwise injuring, in any way, any property, real or personal, belonging to the school
- stealing
- use, sale, distribution, or possession of any alcohol for beverage purposes on or near school premises
- habitual truancy
- assault or battery, or any threat of force or violence, either physical, verbal, or written, directed toward any school personnel or student

### **Student Threats:**

St. Angela Merici Parish School needs your help in keeping our school safe for everyone. St. Angela Merici will take seriously all threats to inflict serious harm to self or others, including practical jokes or off-hand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff, or others, and any weapon possession. St. Angela Merici has an obligation to keep our school safe and will take any of the above seriously. Anyone who becomes aware of a threatening situation should immediately report it to a school administrator.

### **Responsibility Chart Sheet:**

This indicates the student has not followed a school rule consisting of uniform violations, gum chewing, bring toys or magazines to school, uncovered books, not signing assignments, etc...

Students in grades 3-8 will carry this with them during school hours; if teachers feel they are in violation they will date and sign their chart.

### **Stop and Think Sheet:**

This indicates that building discipleship is needed from the classroom. Student will be sent to the Principal, for intervention and recording of time out slip.

NOTE: Students conduct grade will be affected.

NOTE: Once student gets to Level 1, Principal and Vice-Principal will review the matter and come up with an appropriate discipline measure.

NOTE: Only Principal or Vice-Principal can issue out a detention, suspension or expulsion

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## ***Emergency Drills***

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason you **MUST NOTIFY** the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at St. Angela Parish School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parent and that no liability would attach to such a decision in the events that the parents cannot be reached.

- In case of a disaster, the children will be kept at school until parents or an authorized person can pick them up.
- In case of a disastrous earthquake, children will be kept at school until parents or an authorized person can pick them up. If any parents are near school and can help, this would be appreciated.
- We will follow the safety procedures as indicated in the “Earthquake Procedures Handbook” designed for the school by Lifeline, Inc.

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to building when signal is given.

## ***Field Trips***

School sponsored field trips are designed to support curricular objectives of the classroom. Students attending school-sponsored field trips are under the responsibility of the school during the hours they are on these field trips. A student must be up to date on all schoolwork in order to attend field trips. As a chaperone, parents represent the school and, therefore, uphold the responsibilities of the school as they care for the students in their supervision. Chaperones are not obligated to purchase items at the field trips for students. To support our school’s responsibility towards supervision, **all students are first to report to school, attend the field trip with the class, and return back to school at the end of the field trip. Students must be recorded by their teacher as present when the teacher takes roll in the morning.** This is not only school policy, but also Diocesan policy.

### **Field Trip information**

Study trip fees will be announced prior to scheduling of each activity.

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones

### **Field Trip Dress**

School Uniform is the attire for Study trips, unless otherwise directed by the classroom teacher and principal.

### **Field Trip Drivers**

Parents asked to drive for study trips must be 21 years of age, been fingerprinted thru the Diocese of Orange, completed the Diocese of Orange Safe Environment training course, and have a copy of a current Drivers License and insurance policy on record in the school office in order to transport students.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. All monies collected for the field trip are **non-refundable**.

13. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

### *Gifts*

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Any gifts distributed at classroom parties should include each student in the class.

### *Grading Scale*

95-100	=	A
90- 94	=	A-
87- 89	=	B+
83- 86	=	B
80- 82	=	B-
77- 79	=	C+
73- 76	=	C
70- 72	=	C-
67- 69	=	D+
63- 66	=	D
60- 62	=	D-

### *Harassment*

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face Stop and Think Sheet (Level 1), detention, suspension, and/or expulsion.

### *Health room/Procedures for children on daily medication*

The health room is maintained and operated by parent volunteers from 8:00 a.m. until 2:45 p.m. No one at school is allowed to administer medications to a child without a medical authorization form signed by a doctor.

***A medication form must be filled out by the child's parent and their physician for any medication that is to be administered at school.*** At the prescribed time, the child will come to the Health Room and take the medication. The school, however, cannot guarantee that your child will have the prescribed medication at exactly the time it should be administered. Children may either bring one dose per day or have medication stored in the Health Room. Children who use inhalers may leave the inhaler in school, but the medication should be handled as above. If a child is taken off medication, please let the Health Room know so we can correct his/her health card (FROM DIOCESAN AND PRIVATE SCHOOL REGULATIONS).

### **Food Allergy Policy**

St. Angela Merici Parish School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Angela Merici Parish School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Training of St. Angela Merici Staff**

In order to minimize the incidence of life threatening allergic reactions, St. Angela Merici Parish School will provide training and education for all St. Angela Merici Parish School staff. The staff will always be trained in First Aid and CPR every 2 years or their renewal of certification. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):  
A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an epinephrine auto-injector (EpiPen).

Specific steps to follow in the event of an emergency.

Completion of an "Evaluation Form" by each employee after training.

Activating Emergency Medical Response - Dial 911.

Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

### **Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

## **Practice/Preparation**

Practice/Preparation is assigned on a regular basis with the overall goal to support learning outcomes. There is a zero tolerance policy for not turning in assignments. Parents are asked to be mindful of the fact that practice assignments are not always written and that research and reading assignments should be done with as much diligence as written assignments. Many long-term projects are assigned and are considered part of the preparation. Careful supervision, on the part of the parents, provides valuable insights into your child's work, ability, and progress. At times, practice may be given over a weekend to further support student learning outcomes.

Students are to write their assignments in the assignment pad provided by the school. A master pad is kept in the classroom for reference. All teachers post daily assignments on their webpage. Support of subject area learning outcomes is key to practice assignments. The amount of time a student spends on preparation depends on a variety of factors including age level, long-term project completions, assigned reading logs, and comprehension of assignments.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

## **Practice/Preparation due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

## **Practice/Preparation Due to Illness**

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.

2. The student must pay for books damaged or lost before any other materials may be checked out. Students who have lost or damaged books do not receive report cards until their account is cleared.

### **Lockers**

Each student in grades 6-8 is assigned a locker in which to store textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

### **Lunch Program**

Children will not be excused to buy or eat lunch off campus. When your child leaves for school each day, please check and make sure he/she has their lunch with them. We ask all parents ensure that children bring no more food than they will be able to eat. If a child forgets their lunch, parents ***should deliver lunches with name and grade to the lunch cart in front of the office***. Do not take lunch to the classroom or to the patio. ***Children are not allowed to walk to their parent's car to get their lunches at any time.***

Students should not bring glass bottles, soft drinks or excessive amounts of candy. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Snacks**

Snacks are allowed at morning recess. We strongly encourage that they be nutritious -- fruits, vegetables, nuts, cheese, etc. are considered appropriate.

### **Office Records**

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

### **Parent Participation**

**Parent participation is required of all school parents and is a condition of enrollment**, as agreed upon through their commitment to a specific form of service to the school. The school board coordinates the parent volunteer program. When changes need to be made, the parent volunteer coordinator should be contacted immediately. Parents who fail to follow

through on their participation commitment will be asked to meet with the school board to resolve the situation.

First missed shift- You will receive a form letter

Second missed shift- You will be contacted by the SPA Board President

Third missed shift- You will be fined \$50 and a meeting SPA Board and Principal.

Fourth missed shift: You will have a meeting with the Principal and the Pastor.

**Per the Diocese of Orange all volunteers who will be working on campus with students will need to be fingerprinted at their own cost and have completed the safe environment training class. For security purposes, all parents working on campus are to sign in and pick up their badge. The name badge is to be worn throughout their time on campus and returned when the parent signs out.**

## **Parent Teacher Organization**

### ***School Parent Boards***

#### **The Consultative Board and the School-Parent Association**

The Catholic school is an expression of the educational mission of the Church in the parish setting. The Catholic school maintains a Consultative School Board and a School-Parent Association to advise the Pastor and Principal with their respective responsibilities.

The Consultative School Board and the School-Parent Association employ the consensus rule established by the guidelines of the Diocesan Department of Catholic Education to formulate its decisions.

#### **A. The Consultative School Board**

St. Angela's Consultative School Board is designated to assist the Pastor and Principal in the overall planning for the school's future. The board helps to vision the future and plan for the school's continuance. Major matters that concern the Consultative School Board include:

- Long range planning.
- Major school policy revision.
- Financing (including budgeting and input for financial management).
- Public relations, development and marketing.
- Input for selection of the principal.
- Major curriculum development.

Members of the board consist of the Pastor, the school Principal, the School-Parent Association President, and three to six members appointed by the Pastor/Principal. The appointed members serve three year terms with no more than two consecutive terms and no more than four terms total.

Specific guidelines pertaining to the role and responsibilities of the Consultative School Board are contained in the school board's constitution, prepared in accordance with diocesan directives.

## **B. The School-Parent Association**

The School-Parent Association is designated to assist the Pastor and Principal in the ongoing fundraising and parent participation activities. The major matters that concern the School-Parent Association are:

- Forum for communication (parents, teachers, administration).
- Fund-raisers.
- Parent participation.
- Social functions.
- Provide educational information/speakers for parents.

Members of the association are the Pastor, Principal, one faculty member (elected by the faculty for 1 year term), six parent representatives (elected by the parents for 3 year term). Specific guidelines pertaining to the role and responsibilities of the School-Parent Association are contained in the association's by-laws, prepared in accordance with diocesan directives.

To assist the administration of the school in developing faith-filled, active Catholics who are lifelong learners, effective communicators, responsible citizens, quality producers and integrated individuals.

To initiate plans and make recommendations for programs that will raise funds for the school.

To cooperate with The Pastor, Principal, Consultative Board and in any special programs or projects as may be necessary.

The SPA Board shall not seek to direct the administrative activities of The School or to control its policies, but rather to cooperate with the administration and the faculty. Activities that are the direct responsibility of the Principal and Pastor which fall outside the realm of responsibility of the SPA Board include:

- a. The hiring, evaluation, discipline and dismissal of the school faculty and staff.
- b. Personal disputes between students, teachers, parents and staff.
- c. Specific details of the curriculum or the selection of textbooks and teaching materials except as it relates to the school's budget, the morals and beliefs of our Catholic faith, or within the context of assisting the Principal, parents, parishioners and faculty to achieve new direction or emphasis in a general sense.

## **Parent Grievance Process**

Due to the human condition, misunderstandings and differences sometimes occur between administration/staff and parents. Open and honest discussion between the parties at the onset can dissipate problems.

The recommended process for parents in regard to expressing grievance is as follows:

- In all cases, parents need to call and make an appointment to meet with the teacher first in order to settle any controversy. A summary of the conference may be in writing with both parties signing the document.
- If no resolution is agreed upon at the first conference, a second one will be held with the purpose of bringing about a solution with the Principal and teacher. A summary of the conference may be in writing with both parties signing the document.
- If no solution is agreed upon at Step 2, the Pastor will be notified and a meeting time set up. The Pastor will receive all written documents before the meeting.
- If Step 3 does not resolve the issue, the Pastor may require another conference. If the issue is not then resolved, the parent may submit all written documents with a cover letter to the Superintendent of Catholic Schools for the Diocese. The Superintendent will review the documentation and decide on a course of action after consultation with the Pastor and Principal.

## **Playground Supervision/Rules and Regulations**

### **Playground Expectations of Students:**

- Students are expected to play the appropriate games on the blacktop or field.
- Students are expected to play games in a manner that is respectful of others talents, setting up fair teams that includes anyone who wishes to play.
- Students are expected to solve any problems from a game in a responsible manner with each other first, before involving a supervisor.
- Students may not at any time cheat, use foul language, or physical fighting/touching to solve any problems.
- Students will play before eating their snack and will remain at the lunch benches until the teachers pick them up.
- Students will remain at the lunch benches until a supervisor dismisses them or when the bell rings for their playtime.
- Students will sit while they eat at all times. All snacks and food must be eaten and their lunch benches.
- Students will leave their places free of trash at all times.
- Students may go to the bathroom and get a drink, as needed, during their recess time, as long as it is done in a timely manner.
- Students will follow their classroom and school “Discipleship program” when out at recess and lunch.

Always Remember:

REVERENCE, RESPECT AND RESPONSIBILITY

***Rules:***

Play safely and be in the right place at the right time.  
Play fairly and include others  
Playing with “Hard baseballs” in not allowed at any time  
Wrestling and rough play on the blacktop and field are dangerous. Any type of game that involves tacking is prohibited.  
Students must play in areas assigned to them.

***Supervisors:***

Sign in at the front office and take clipboard and vest out with you during your assigned shift.  
Stay at your designated area for supervision.  
Your main job is to stay focused on the students and help them with games, conflicts, rules, etc..  
No Siblings allowed with any supervisor during their shift  
You must check out in the front office when you are finished with your shift.

***Promotion Policy and Retention Policy***

Advancement to the next grade in St. Angela Merici Parish School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

***Report Cards/Progress Reports***

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year.

Students and Parents will have access to grades all year through the program Gradelink. Gradelink is updated every 2 weeks. It is the responsibility of both the student and the parent to check their grades.

No student will be given a Report Card if tuition, sports fees, library fines, or After School Care Program fees are in arrears.

***Sacramental Program***

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Angela Merici Parish School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the

diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **School Hours**

Students who are not picked up by 3:00 p.m. (excluding students in after school sports) will be brought to the Think Together Day Care Program. Parents will be charged for this childcare service. Students are NEVER permitted to be left unsupervised on campus after school or leave the school grounds to go to a store, friend's house, etc.

7:45 am	1 <sup>st</sup> Bell Classroom doors open
8:00 am	2 <sup>nd</sup> Bell School begins/School wide Opening Prayer and announcements. (during school prayer, everyone on campus should stop and participate)
9:45 –10:00 am	Recess Grades 6-8
10:25 - 10:45am	Recess Grades 1-5
12:10-12:45pm	Recess/Lunch K, 6-8
12:30-1:05 pm	Recess/Lunch 1-5
2:45 pm	Dismissal
3:00 pm	School supervision ends

#### Early Dismissal release time:

12:00 pm	Dismissal
12:15 pm	School supervision ends

**Every Wednesday**, unless noted, is late start due to teacher professional growth. School starts at 9:15 am with supervision beginning at 9:00 am. Daycare will be open at 6:30 am.

#### MIDDLE SCHOOL DAILY SCHEDULE

8:00-8:15 am	Homeroom Period
8:15-8:50 am	1 <sup>st</sup> Period
8:55-9:45 am	2 <sup>nd</sup> Period
9:45- 10:00 am	Recess
10:00-10:50 am	3 <sup>rd</sup> Period
10:55-11:45 pm	4 <sup>th</sup> Period
11:45-12:10 pm	Tutorial Period
12:10-12:45 pm	Lunch
12:45-1:40 pm	6 <sup>th</sup> Period
1:45-2:30 pm	7 <sup>th</sup> Period
2:30-2:45 pm	Homeroom

The school doors are opened for students at 7:40 AM. Students arriving before this time will go to the Library for supervision until they are dismissed to their classrooms at 7:45 AM.

Prayer and afternoon announcements begin at 2:30 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

### **School Office Hours**

The school office is open on all school days from 7:30 AM – 3:30 PM.

### **School Property**

Although school textbooks are rented, it is important that each child be trained to respect and take care of books, as well as, school property. To help protect the books, all books must be covered and a book bag or backpack is required. Any books or other school property lost or damaged must be paid for. A “fine” form will be completed by the classroom teacher and distributed to the student/parent for payment.

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

#### **STUDENT DESKS, BACKPACKS, LOCKERS AND PRIVACY**

Schools are required to balance students’ privacy rights with the state’s compelling interest in educating its youth in an environment conducive to learning. Accordingly, student desks, which are the property of the school, may be subject to periodic inspections. School desks are to be kept in good condition by each student. No stickers, writing, or magazine posters are to be kept on or in the desks.

If school administration should have reason to believe that contraband, illegal substances/objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed, a search of a student’s desk or his/her belongings will be conducted. Administrators will follow the standard of reasonable belief prior to conducting a search.

### **Student Socials**

A student must be at school for a minimum of 4 hours on the day of the social, in order to attend.

### **Service Projects**

Each class will be responsible for one service project throughout the year. The rest of the school will support the charity.

September	St. Angela Merici School	All Classes
October	CHOC Walk	4 <sup>th</sup> Grade
November	ACT Office	Jr.K/Kinder
December	Operation Santa Claus	2 <sup>nd</sup> /8 <sup>th</sup> Grade
January	Community	All Classrooms
February	Jump rope for Heart	3rd Grade
March	Parish/Emergency	6 <sup>th</sup> Grade
April	Earth Day	7 <sup>th</sup> Grade
May	Make A Wish Foundation	3 <sup>rd</sup> /1 <sup>st</sup> Grade

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten assignments, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Finance Office accounts have been settled.

### **Uniforms and Dress Code**

Uniforms may be purchased through  
KWD Uniforms 1562-690-2263  
1240 W. Whittier Blvd. , La Habra, Ca.

All students must be in uniform every day. There will be out-of-uniform days, which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND VICE PRINCIPAL.**

**Dress Code, Grooming and Uniform Policies:**

The primary purpose of this code is to assure that each and every student at St. Angela's is neat, clean and well groomed. Students who are not dressed in accordance with the uniform policy will be in violation of the school dress code. It will be necessary for the administration to take appropriate action. Complete uniform will be required the entire year. IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT EACH STUDENT IS NEAT, CLEAN, WELL-GROOMED AND DRESSED IN ACCORDANCE WITH THIS CODE FROM SEPTEMBER THROUGH JUNE. Uniform shirts (including spirit shirts) are to be tucked in at all times. The Principal and Vice Principal will oversee the dress code policy. All staff is responsible to take note of students out of uniform. In all instances, St. Angela Merici Parish School reserves the right to regulate against unbecoming fads or fashion trends that reflect negatively upon the student (s) and the school.

**Girls Uniform**

Uniform items MUST be purchased from KWD Uniform Company only.

- White, navy blue or red unisex polo shirt with logo
- Red school sweater or jacket with logo, navy school sweatshirt with logo, red or navy blue hooded zip front school sweatshirt with logo (at least one of these is required). Optional last name must be stitched on upper right front of sweaters and jackets.
- “Solid” red, white, black or navy blue socks, knee high socks or tights (no writing or logos, stripes, laces, etc.) Socks must 2” above the top of the shoe.
- Navy uniform shorts; shorts may not be altered or shortened
- Optional: solid white, red, or navy blue turtleneck
- Hair bows: red, white or navy blue
- Belts (black, brown, navy, red or white only) must be worn with shorts/pants with belt loops
- Optional - navy twill pleated/flat long pants (only KWD uniform pants are allowed)
- Optional - navy skort
- Shoes must be the following colors only: black, brown, red, white, navy blue or gray.

Grades K-4 Red plaid jumper, length must be no more than 3 inches above the knee when kneeling

Grades 5-8 Red plaid skirt, length must be no more than 3 inches above knee when kneeling

**Girls' Formal Attire**

Girls must wear jumper or skirt with a white SAM shirt on days we celebrate the Eucharist as a school. Shorts, skorts, or pants are not allowed. Girls in 5<sup>th</sup>-8<sup>th</sup> grade must wear a school red vest.

## **Boys Uniform**

Uniform items must be purchased from KWD Uniform Company only.

- White, navy blue, or red unisex polo shirt with logo
- Solid white undershirt
- Navy twill pleated/flat pants (only KWD uniform pants are allowed)
- Red school sweater or jacket with logo, navy school sweatshirt with logo, red or navy blue hooded zip front school sweatshirt with logo (at least one of these is required). Optional last name must be stitched on upper right front of sweaters and jackets.
- “Solid” red, black, white or navy blue socks (no writing or logos, stripes, etc.) Socks must be 2” above the top of the shoe.
- Navy uniform shorts
- Shoes must be the following colors only: black, red, brown, white, navy blue, or gray.
- Belts (black, brown, navy, red or white only) must be worn with shorts/pants with belt loops
- Optional: solid white/red turtleneck

## **Boys’ Formal Attire**

Boys must wear long uniform pants with a white SAM shirt on days we celebrate the Eucharist as a school. Shorts are not allowed. Boys in 5<sup>th</sup>-8<sup>th</sup> grade must wear a long sleeve button down white shirt with a solid navy blue tie.

## **Uniform Specific Regulations**

### **Shirts:**

- White, red, or navy blue unisex polo shirt with logo
- Shirt should be properly fitted and *not* oversized or baggy
- Shirt must be neatly tucked inside pants, shorts, skorts or shorts
- Solid white, navy blue or red turtleneck may be worn under their shirt

### **Pants and Shorts:**

- Navy uniform shorts/pants or skort
- Shorts may not be altered or shortened
- Shorts/Pants may not be oversized, baggy, or excessively long
- Shorts/Pants must be worn at the natural waist and may not be rolled

### **Skirts/Skorts and Jumpers:**

- Skirts, Skorts and Jumpers must be no more than 3 inches above the knee when kneeling down
- Skirts may not be rolled at the waist

### **Sweaters and Sweatshirts:**

- **Red school sweater, vest, or jacket with logo**
- Navy school sweatshirt with logo
- Red or navy blue hooded zip front sweatshirt with logo
- Optional last name must be stitched on upper right front of sweaters and jackets
- All articles of clothing, including jackets, sweaters, and lunch boxes should be marked with student's name

### **Socks:**

- Solid black, red, white, or navy blue socks
- Socks must be 2" above the top of the shoe.
- Socks must be worn at all times
- No writing or logos, stripes, etc. on socks
- Knee High socks or tights (solid white, red, or navy blue)
- No laces on socks

### **Shoes:**

- Shoes must be closed at the heel and toe
- Only Vans slip ons are permitted
- Shoes may not have any writings; drawings cartoon characters, lights, etc.
- Athletic Shoes must be the following colors only: black, brown, red, white, navy blue or gray.
- Shoelaces must be tied at all times
- Extreme or faddish shoes are not permitted, including platform shoes, boots, high heel or plastic shoes
- Students are required to wear tennis shoes for PE

### **Accessories:**

- One, small ring per hand
- Simple wristwatch
- Religious medal or cross necklace on a gold or silver chain only
- Fad jewelry is not allowed
- Small stud earrings are permitted
- Body piercing, other than one in each ear lobe, is not permitted
- No unnatural markings, such as tattoos are permitted whether temporary or permanent
- Black, brown, navy, red, or white belts only
- No hats of any kind are to be worn

### **Grooming, Hygiene, and Hair:**

- Red, white, or navy blue hair bows are permitted
- No make-up is permitted: lip coloring, lip gloss, blush, eye shadow, eye liner, face or hair glitter, foundation, clear and colored nail polish, acrylic nails
- Hairstyle should contribute to a neat, well-groomed appearance
- Boys hair length must be above ears and neckline at all times
- No extreme hair styles, extensions, no spiked hair, step haircuts or current fad type haircuts are permitted
- Dyed or color-treated hair is never allowed
- The definition of extreme styles is the discretion of the school administration
- Hair rollers, curlers, or other extreme hair accessories are not permitted

### **Cold/Rainy Day Dress**

Students may wear a solid white, navy blue or red turtleneck beneath their school shirt or blouse. During class time the regular uniform, plus the turtleneck may be worn (turtleneck, shirt, sweatshirt) or jacket. Girls may wear tights for warmth, but socks must also be worn over the tights. Only school jacket, sweatshirt, or hooded sweatshirt may be worn to school for warmth.

### **Free Dress**

Free Dress will be allowed only on designated days. Parents are asked to see that students are dressed appropriately when free dress is permitted. Modesty and good taste should be the guideline. NOT ALLOWED for free dress are casual dress, bare mid-sections, play clothes, sweats, sweatpants, overalls, crop tops, sleeveless tops, mini-skirts, short shorts, thin straps, biker or tight fitting shorts, bare shoulders, clothing with violent or inappropriate words or illustrations and body suits. Students must wear fully enclosed shoes (no sandals). SHORTS MUST BE NO SHORTER THAN 3 INCHES ABOVE THE KNEE!!!

**Note: Any time Free Dress is announced children may always opt to wear their complete school uniform in lieu of free dress.**

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the campus for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

### **\*\*Right to Amend**

St. Angela Merici Parish School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Communication Folder or through e-mail communication.

***Parent Signature Page***

I have read the 2011/2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

***Signed Form due to Front office by Friday, September 16<sup>th</sup>, 2011***

