



St. Angela Merici
PARISH SCHOOL

**PARENT-STUDENT HANDBOOK
TRANSITIONAL KINDERGARTEN - GRADE EIGHT**

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ACCREDITED BY

**THE WESTERN CATHOLIC EDUCATION ASSOCIATION
THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES**

“Alone we can do so little; together we can do so much.”

Dear St. Angela Merici Parish Community,

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.

St. Angela Merici Parish School provides a faith-based education. This is a mission that our school is proud of and is honored to be a partner with all parents who are the primary educators of their children to develop faith-filled active Catholics. Family life closely mirrors our larger family, the family of God. Faith formation simply takes actions.

The Parent/Student Handbook reflects the policies of St. Angela Merici Parish School for the 2022-23 School Year. Please read this document carefully. This agreement states that you intend to abide by the policies of St. Angela Merici Parish School during the 2023-24 School Year.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

You are Gift from God

St. Angela Merici Parish School

MISSION STATEMENT

The Mission of St. Angela Merici Parish Catholic School is to proclaim the Gospel, celebrate through worship, build community, serve others and to achieve academic excellence through the discovery of each student's gifts and talents.

PHILOSOPHY

St. Angela Merici Parish School is a Catholic faith community composed of clergy, administrators, teachers, staff, parents, and students, which fosters a Christ-centered environment. We integrate

our religion with all aspects of living and learning.

We recognize that parents have the primary responsibility of servicing 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 Parish School 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 or here 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 Cathoilic faith is a way of life.

ST. ANGELA MERICI PARISH SCHOOL-WIDE LEARNING EXPECTATIONS

1. Students **Strive** to be Faith-filled, active Catholics by:
 - A. Celebrating the message of the Gospel
 - B. Understanding the teachings of the Catholic faith
 - C. Building a strong moral conscience
2. Students **Aspire** to be Life-long learners by:
 - A. Setting realistic goals
 - B. Utilizing technology competently and responsibly
 - C. Developing critical thinking skills
3. Students **Model** Effective Communication by:
 - A. Articulating ideas clearly
 - B. Listening actively
 - C. Expressing opinions respectfully

CODE OF CONDUCT

It shall be an expressed condition of enrollment that the students and parents/guardians behave in a manner, both on and off school grounds, that is consistent with Christian principles 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.

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.

Parents/guardians and students 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, study 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 school grounds and/or participate in parish/school activities, volunteer work, etc.)

The students' interest in receiving a quality, morally based education is served when 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. 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.

When it is necessary for disciplinary measures to be enacted by faculty or administration, they will be effective only to the extent that we have the whole-hearted cooperation of the parent. Your attitude of respect for authority and for good judgment on the part of the teacher, as well as your appreciation of the efforts of the school, is reflected in the attitude of your child. **Good discipline originates in the home. The parent is the primary educator of the child and develops in him/her, good behavior habits and proper attitudes toward school.**

Since parents are making sacrifices to keep the school in operation, all students are entitled to the best education and environment. If any student, therefore, is lacking in self-control and is disturbing others, counseling of the student and consultation with parents is conducted, and every effort is made to help the child. **If, however, the student continues to disrupt the educational process or the Christian atmosphere, parents will be requested to withdraw the child from the school in order to provide justice for the other students.** This decision is the prerogative of the school administration. The Principal and the Pastor are the final recourse in all disciplinary situations and may waive any/all regulations for just cause at his or her discretion.

Parents and guardians of students at St. Angela Merici Parish School acknowledge the unique partnership between school and family in a Catholic School setting. If parents are not able to adhere to this code, the student(s) may be asked to transfer to another school. As partners in education, parents and guardians at St. Angela Merici Parish School agree to:

- Provide moral guidance in nurturing the spiritual foundation of the child
- Model the behavior and attitude of Christ
- Respect confidential issues that may arise during volunteer time at the school
- Treat students, faculty, staff, administrators and other parent/guardians with sensitivity and respect

- Respect all decisions made by the administration and staff, both academic and disciplinary, and direction express concerns and questions to them
- Assure that your child comes to school prepared both mentally and physically
- Inform the teacher of any problems or struggles seen at home regarding academics or school life
- Attend all parent-student -teacher conferences
- Attend Back to school Night and general parent meetings
- Balance your child's athletic and after-school activities with school commitments
- Abide by the guidelines set forth in this school handbook

Any parent, guardian, or other person who insults or abuses any school personnel in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, street, or other public ways adjacent to the school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine. A report will be filed with the local law enforcement agency. Students will be subject to expulsion.

PARENT/GUARDIAN RESOLUTION OF CONDUCT

There are times when misunderstandings occur between parents and school personnel, or times when a procedure or policy requires clarification. This is the procedure for addressing concerns, as recommended by the Diocesan Schools Office:

1. If the concern involves school personnel, for example, parents are to call the individual involved and arrange for a meeting opportunity. The results of that meeting are to be in writing with all parties signing. If a telephone conversation is held instead parents are to write down the results of that conversation and send a copy to the parents. Include the date and time of the call.
2. If there is no resolution in step one, the parents are to call the Principal and arrange for a meeting opportunity with the individual present for that meeting. The parents should bring a copy of the results of the first meeting. The express purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties signing and copies distributed.
3. If no solution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. Again, the express purpose of the meeting is to bring about a solution. The results of the meeting are to be in writing with all parties signing and copies distributed.
4. If no solution can be reached, the parents are to write a letter to the Superintendent of Catholic Schools, briefly stating the problem and including all written documents from all meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.

Parent Grievance Process

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 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 conference will be held with the purpose of bringing about a solution with the Principal and teacher/staff. A summary of the conference may be in writing with both parties signing the document
- If no solution is agreed upon, the Pastor will be notified and a meeting time will be set up. The Pastor will receive all written documentation before the meeting
- The Pastor may require another conference if the issue is not resolved, the parent may submit a written documentation with a cover letter to the Diocese of Orange. The Superintendent will review the documentation and decide on a course of action after consultation with the Pastor and the Principal.

ACADEMIC INFORMATION

Curriculum

The Diocesan curriculum guidelines, consistent with the standards, are followed for the teaching of all secular subject areas. St. Angela Merici Parish School offers students opportunities for growth. All school programs are planned according to the directives of the proper educational authorities: the Church and Diocesan and State School Offices. The curriculum for each grade includes the following subject areas: Religion, Language Arts (English, Reading, Writing, Literature, Spelling/Vocabulary and Handwriting), Mathematics, Science, Social Studies, Computer literacy integrated in core subjects, STEM activities, Physical Education, Art, and Music

Religion

Our Religion program is central to the development of our faith community. Religion classes supply academic knowledge of the truths of our faith as well as a familiarity with an appreciation for the word of God. This is achieved through study of scripture, bible verses, and understanding of the Catholic Traditions. 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 many levels as possible, not only with their parents and families, but also with all members of their Parish.

This is accomplished through

- Celebrating Eucharist
- School lead Eucharist that reflects liturgical seasons, virtues, Saints, and special days of the church's liturgical calendar
- Participation in a variety of Christian service activities that support our Student Learning Expectations.
- Student lead Stations of the Cross
- Spiritual retreats
- Opportunities for grades 5-8 to become an alter server

The development of Christian stewardship is one of the main objectives of St. Angela Merici. In cooperation with parents, who are the primary educators,, we strive to train our students 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.

SPIRITUAL GROWTH AND DEVELOPMENT

Faith Formation

St. Angela Merici Parish School believes that a child's academic, physical, social and spiritual development is rooted in his/her formation in the Catholic faith. This begins early in the child's life under the supervision of parents, and is nurtured by the school. To foster this growth, the school offers a structured faith formation program and participates in liturgical celebrations at all grade levels.

Prayer

Students participate in Prayer as a community. Students pray frequently throughout the school day in both formal and spontaneous prayer. Special emphasis is placed on devotion to Mary, the Mother of God, through recitation of the Rosary, May Crowning ceremonies and special liturgies.

Liturgy and Sacraments

Preparation for the sacraments assists both the parent and child to develop a deeper love for and understanding of the sacraments. In cooperation with the parish office of faith formation, students who have demonstrated a readiness receive First Reconciliation and Eucharist in Grade 2. Emphasis is placed on the importance of parent involvement in the sacramental preparation and attendance is required at parent meetings scheduled in advance of the reception of the sacraments. After this reception of a sacrament, the continued participation in the sacrament is the primary responsibility of the parent. Any student, not in grade 2, in need of sacramental preparation must contact the school office and if needed the parish director of Faith Formation for instruction classes. Specific catechetical instruction for sacramental preparation is not a part of the religion curriculum for other grades.

All students are invited to attend Mass once a week, along with special occasions, Ash Wednesday and Holy Days of Obligation. Students participate in retreats. Grades 3-8 participate in the Sacrament of Reconciliation during Advent and Lent.

Altar Serving

In 5th -8th grade children are encouraged to further their service to the community by becoming altar servers. Liturgies are planned to increase participation by children in entrance processions, presentation of the gifts, liturgical movement, song, and prayer.

Service Opportunities

Students in grades 6-8 are expected to respond to their Christian call to service by earning six service hours per trimester. Projects and assignments may be given in the Religion class for completion. Service learning is defined as a voluntary service for a community group (class, school, parish, or wider community) where the student is not compensated. The administration reserves the right to make final determination and approval of service hours.

HOMEWORK

Daily reinforcement of learning through the assignment of homework is important because it contributes to the growth of responsibility, self-direction, and independent learning by students. Assignments for homework/practice are given at each grade level. Homework 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 homework assignments are not always written and that research and reading assignments should be completed with as much diligence as written assignments. Many long-term assignments are assigned and are considered part of the homework. Careful supervision, on the part of the parents, provides valuable insights into your child's work, ability, and progress. At times, homework may be given over the weekend to further support student learning outcomes.

Please note that weekend assignments may be given at the teachers' discretion. Parents should consult the teacher for advice if the student is experiencing difficulty in completing practice work in the recommended time frame. Teachers are not required to give make-up assignments or assessments for absences due to an unexcused absence (personal day, vacations, staying home to visit with family members, or sleeping in too late, etc). No assignments will be given in anticipation of the vacation.

ACADEMIC HONESTY

Honesty is expected of students in the performances of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's assignments are all forms of academic dishonesty. Anyone who violates the policy of academic dishonesty may immediately receive a failing grade on that assessment and/or assignment, and a Stop and Think form will be issued (detention, suspension, and/or expulsion)

STUDENT LEARNING ASSESSMENT

The administration and faculty of St. Angela Merici Parish School are seeking to measure total student performance: in-class work, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. Grades will be maintained through *FACTS* to maximize awareness of performance. Frequent parent contact with the teacher **first**, and Principal **second** is necessary. ***Any matter involving a student's work or behavior must be taken up with the teacher first.*** It is the teacher's discretion to include another member of the faculty, staff, or administration at any meeting.

Student Learning Assessments

Student Learning Assessments (Report Cards) are issued three times a year to grades K through 8.

Progress Reports

FACTS provides parents access to student's grades and attendance, as well as school news. Though parents should frequently check *FACTS* to be aware of their child's progress, at the midpoint of each trimester parents will be reminded to check *FACTS* in lieu of paper "Progress Reports". It is the responsibility of the student and parent to inquire, at that time, about the steps to be taken for the

correction of any deficiency. Families are reminded that the Progress Report is not a report card, but rather an indication of progress, to date, in specific areas

Parent-Teacher Conferences

Parent-Teacher conferences are formally scheduled in the first trimester. Parent-Teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, e-mail, or visit is welcomed with the reminder that arrangements must be made in advance for a visit with the teacher. This provides an opportunity for the parent to confer with the classroom teacher on matters pertaining to the growth and development of the student, and to receive an evaluation of his/her accomplishments.

Access to Information

Unless there is a court order to the contrary, a non-custodial parent is allowed to discuss a child's academic progress and be given "unofficial" copies of the child's report card. The request for the conference and/or report card is to be put in writing and retained in the child's cumulative file for the duration of the year. This request is to be renewed in writing each year.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. In order to participate in any extracurricular activity, a student must maintain acceptable behavior and be working to his/her ability. A student must maintain a minimum 2.0 GPA , a B in responsible behavior and a B in Personal Success Skills . 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, then a suspension will follow.

Suspension entails

- No participation in meetings, rehearsals, practices, or other activities or functions
- No participation in games or performances
- Any SAM clubs or ministries will be on probation for two weeks

The student will not be allowed to return to the activity for the remainder of the school year.

PROMOTION AND RETENTION POLICY

Advancement to the next grade level at St. Angela Merici Parish School is based on a student's daily performance, assessment results, recommendations of teachers, and the student's ability to complete work successfully on a more rigorous level.

Promotion to the next grade level 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

Students must complete the final trimester with passing grades, in all subjects, in order to be promoted. Students who have failing grades in all subjects for the final trimester will not be promoted into the next grade.

Eighth Grade Graduation

Students must maintain a passing (C-70%) grade in Language Arts, Mathematics to graduate. A certificate of attendance rather than a Diocesan diploma will be issued to any student who fails to meet academic and/or attendance requirements necessary to graduate. Parents of students who are in danger of not graduating will be notified prior to graduation and will not be invited to attend any 8th grade events or activities.

In cases involving behavioral offenses prior to graduation, the student can be suspended or expelled and will not participate in the graduation activities. No fees for tuition, graduation, or other grade-specific events such as trips will be refunded if an 8th grade student is suspended or expelled.

STUDY TRIPS

School-sponsored study trips are designed to support curricular objectives of the classroom. Safety of our student is our #1 priority. Students attending school-sponsored study trips are under the responsibility of the school during the school hours.

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 study trips for students. **Chaperones are not permitted to “meet the students at the designated study trip”, if they are not chosen to chaperone.**

To support our school’s responsibility towards supervision, all students are first to report to school, attend the study trip with the class, and return back to school at the end of the study trip. Students must be recorded by their teacher as present when the teacher takes attendance in the morning.

Study Trip Information

- A student must be up to date on all schoolwork in order to attend study trips. Study trip fees will be announced prior to scheduling of each activity
- Protocols for study trips will include timely notification
- The chaperones’ primary responsibility is to ensure the safety of the small group of students that are assigned to the chaperone and must stay with the group.
- A Parent cell phone or other communication device must be available on the trip for emergency calls
- Medications including an EpiPen and a copy of the student’s emergency
- The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.
- Parents may not meet up with the student at the field trip destination if they are not selected to be a chaperone

All parent volunteers who drive or would like to accompany his/her child on a study trip, **MUST** have Diocesan fingerprinting, safe environment clearance, and the authorization to drive personal vehicles (auto insurance in the amount of 100/300/100) and the online driving clearance in order to attend a study trip. This policy is also inclusive for parents who volunteer in any other school event or classroom help.

NEW HOPE COUNSELING OF CATHOLIC CHARITIES OF ORANGE COUNTY

Services through New Hope Counseling of Catholic Charities of Orange County are available to all students and their families. Detailed information about these services may be obtained from the school office, the assigned counselor, or any faculty member. Additional information is available in the final pages of this handbook. Counseling services are meant to assess your child's emotional well-being and determine how counseling can improve their academic success. Students can be referred to school counseling by the parent, principal, teacher, or themselves, if 12 years and above*, for different reasons. Legally the counselor can see the student for a one-time visit, without the parent's consent, as it falls within the regular education service of the school, and especially if the child is in a crisis. The counselor, upon the first session, will discuss the limits of confidentiality with the student and obtain their verbal or written consent and explore the reason for the referral. After the first session, the counselor will reach out to the parents to share the reason(s) for the referral and obtain verbal and/or written consent to continue seeing the child. The school counselor will collaborate with parents, teachers, the principal, and others (psychologists, psychiatrists, pediatricians, if applicable) to offer ongoing support to the minor.

*California Health & Safety Code states, "[A] minor who is 12 years of age or older may consent to [outpatient] mental health treatment or counseling services if, in the opinion of the attending professional person, the minor is mature enough to participate intelligently in the mental health treatment or counseling services." (Cal. Health & Saf. Code § 124260.)

CO-CURRICULAR ACTIVITIES

Any student who wishes to participate is committed to faith formation and academic excellence. The core curriculum delivered by our classroom teachers is based on standards by the Diocese of Orange Superintendent of Schools, the State of California frameworks and Standards, and National Core Standards. Additionally, we offer enrichment opportunities as well as dedicated physical education, Spanish, and integrated digital literacy instruction.

Student Council

The Student Council is composed of students in grades 7- 8. The candidates for Student Council must meet academic and responsible citizen requirements. Once selected, Student Council officers must maintain a 3.0 GPA in all subjects with no grade lower than a "B" including Personal Success Skills and Responsible Behavior, or they may be removed from office. The Student Council challenges students to leadership. The main purposes of the Council are to develop initiative and responsibility and to increase the spirit of unity and community within the student body through various activities for the school. Elections for Student Council offices are held in the spring of each year.

After School events and socials

These events are chaperoned by teachers, and administration. Students are encouraged to dance and socialize in a controlled environment. The minimum academic requirement is 2.5 and above on a 4.0 scale. **A student can have no grade lower than a “B” in personal success or responsible behavior.** Administration determines, based on the student’s behavior and academic standings, whether he or she is eligible to participate in Middle School Dances. Appropriate dress must follow the free dress guidelines.

A student who receives a detention will NOT be allowed to participate in the after school event on the day the detention is served. A student who is suspended from school is NOT allowed to participate. Please note a student must be in attendance for a minimum of 4 hours the day of the event.

Celebrations

St. Angela Merici Parish School grades TK-8 celebrates Halloween, Christmas, and End of the year. It is highly encouraged that healthy foods are choices throughout the school year. Halloween party includes a snack, drink, and games. Christmas party includes breakfast, drink, and games. The end of the party includes lunch, drink, and games

Birthdays

A student may wear free dress on the day of his/her birthday. For those who have summer birthdays, free dress may be worn during the first week of June. Birthdays are celebrated with a small drink and snack. Please note birthday treats are to be dropped off before school to the homeroom teacher between 7:30-8:00am. Please refer to the optional dress guidelines under uniform for birthdays.

Athletics

St. Angela Merici maintains an athletic program through its physical education program and after-school sports. When placed in proper perspective and viewed from the standpoint of the entire life of a child, sports can be a positive influence on the student. Learning how to relate to team members and coaches, learning how to develop a cooperative and friendly attitude towards opponents, and learning the basic skills of the sport, must supersede an exaggerated spirit of competition.

Prior to any athletic season, an Eligibility Form must be completed. The minimum academic requirement is 2.5 and above on a 4.0 scale. **A student can have no grade lower than a “B” in personal success or responsible behavior.**

If a student has a D, he/she will be placed on probation for two weeks to bring up their grade. Failure to improve the grade, the student will lose participation privileges for the season. Any student with an “F” will be removed from the team.

A student who receives a detention will NOT be allowed to participate in after-school sports on the day the detention is served. A student who is suspended from school is NOT allowed to participate in after-school sports.

A student who has a "Needs Improvement", "Unsatisfactory" or is poor in conduct is placed on Conduct/Behavior probation. A student may be placed on Behavior Probation at any time.

Athletic Probation

Once on probation a weekly grade check will be required at mid-season of each sport. Students on probation, whose grades are not improved at the time of grade check, will be removed from the team. Any student who is removed from a team, for whatever reason, may or may not, at the discretion of the Athletic Director and the Principal, attend a Sports Awards event.

AWARDS

Grades TK -8 students may receive awards during the school year. This student exemplifies the motto of St. Angela Merici Parish School.

The criteria for determining the awards are based on their ability to demonstrate at least two or more of the following attributes throughout the month:

- 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

Students in Middle School, Grades 6 - 8 achieving academic excellence have the opportunity to be placed on one of the following Honor Rolls at the end of each trimester. Honor Roll includes Religion, ELA, Social Studies, Math, Science, and Spanish.

- Principal High Honors: The student who earns a GPA of 4.0 & higher
- Principal Honors: The student who earns a GPA of 3.80-3.99
- Principal Merit: The student who earns a GPA of 3.50-3.79
- Personal Success and Responsible Behavior grade must be above 80 % or above

*** A student who receives two detentions in one trimester will not be eligible for Honor Roll.**

Christian Citizenship

Students at St. Angela Merici Parish School are expected to assume personal responsibility for good citizenship. Exemplary conduct and citizenship is expected at all times - in class, church, on the school grounds, at assemblies, when engaged in school related activities off campus and going to and from school. Students learn, in partnership with their families, to become good citizens, practicing Catholics, and responsible persons.

Faculty and administration remind them often of their responsibilities, correct their mistakes, and help them become the best they can be. Emphasis is on honesty, morality, Christian behavior, courtesy, obedience to law, respect for our country's flag, and appreciation of our heritage of democracy, respect for parents and home, faith commitment, and respect for all persons.

DISCIPLINE PROGRAM

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 **Discipline Program** offers corrective, supportive, and preventive strategies for achieving order and control in the classroom, creates a positive classroom climate, promotes enhanced self-concept for all students, and provides a framework for establishing an effective partnership between parents and the school's administration and staff.

Grades TK-2

Developmentally-appropriate consequences are in place to guide students in meeting expectations. A result of not meeting expectations may lead to a Stop and Think form that may include a verbal warning, verbal or written communication to home, a short break (students may be asked to sit, read quietly or finish classwork/homework), a conference with teacher, parent and/or administration. Repeated distractions/conduct may impact the Responsible Behavior grade on the report card. Parents are encouraged to check weekly Responsible Behavior and Personal Success Skills grades on FACTS.

Grades 3-5

Developmentally- appropriate consequences are in place to guide students in meeting expectations. Teachers use procedures to guide students in making appropriate choices. A result of not meeting expectations may lead to a Stop and Think form that may include a verbal warning, verbal or written communication to home, a short break(students may be asked to sit, read quietly or finish classwork/homework), a conference with teacher, parent and/or administration or a detention. Repeated or serious conduct will impact the Responsible Behavior and Personal Success Skills grade on the report card

Grades 6-8

Developmentally-appropriate consequences are in place to guide students in meeting expectations. Teachers used procedures to guide students in making appropriate choices. A result of not meeting student expectations may lead to verbal or written communication to home, a **STOP AND THINK** form, teacher and/or parent conference, principal conference or a detention. **Student conduct in all areas will impact the Responsible Behavior and Personal Success Skills grade.**

You can expect a phone call from your child's teacher if a discipline problem is ongoing, and we may ask you to attend a school conference. At the conference, you and the faculty members concerned with your child's welfare will design a School Action Plan that includes strategies both for dealing with the misbehavior that's occurring and for boosting your child's self-esteem. If you wish, compatible strategies that you can use with your child also can be developed into an Action Plan.

When parents and teachers work together to carry out Action Plans, helping the child to choose appropriate behavior has the greatest chance for success.

Detention

A detention is given for an infraction of school rules, either in the classroom or on the playground. All detentions will be held during lunch time between 12:00 p.m. to 1:05 p.m with administration. **A student does not necessarily receive a warning before a detention is issued.** Detention notices are to be signed by the parents/guardians, and returned to school the **next day.** The detention will take place the following afternoon or at assigned time per teacher/administration. Failure to return a signed detention notice will result in doubling of the detention time. A detention will lower behavior grade by one letter grade at the end of the trimester. **A student who receives two detentions in one trimester will not be eligible for Honor Roll.**

Infractions:

- Lack of respect to teachers, staff, yard-duty supervisors or any other adult on campus.
- Inappropriate classroom or playground behavior
- Profanity of any kind (written, verbal, implied or by gestures)
- Harassment, name-calling, bullying, threatening or intimidating another student/adult (written, verbal implied or by gestures)
- Cell phone use during school hours (including text messaging)
- Inappropriate lunch table behavior (shouting, throwing food, lack of respect towards lunch table supervisors)
- Intentional physical injury of another person
- Destroying or defacing school property
- Academic dishonesty (cheating, forgery, plagiarism, etc.) / dishonest behavior
- Language (verbal or written), gestures, or behavior which is immoral, vulgar, or obscene
- Misuse of digital tools, playing video games
- Failure to serve a detention
- OTHER (as per administration)

Suspensions

Suspensions can occur without prior detentions. A parent conference must be held before the student will be readmitted to school. At this time, a clear plan of action on the part of the student will be drawn up and agreed to by all. In this way, the student's progress toward self-discipline will be clearly established and monitored by the parents and the school. Examples of behavior that may result in immediate suspension and/or expulsion are listed below.

Suspension and Expulsion

Behavior in grades TK-8 that may result in Suspension and/or Expulsion includes, but is not limited to: Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault and battery upon a student, upon school premises or while under the authority of school personnel or any threat of force or violation directed toward school personnel.

- Smoking or having tobacco on or off school premises, or at school-sponsored activities
- Any student who willfully cuts, defaces, or otherwise injures in any way property, real or

personal, belonging to the school is liable for all damages so caused by the student

- For misconduct when other means of correction fail to bring back proper conduct
- Unauthorized use of electronic signaling devices, such as cell phones
- Possession of any weapon including but not limited to knives and firearms (real or imitation), or pepper spray
- Terrorist threats, verbal or written, against school personnel and/or school property
- Stealing or knowingly receiving stolen property
- Possession of dangerous objects
- Sexual misconduct
- Truant from school/cutting all or part of class
- Fighting or "play-fighting"
- Leaving the school grounds at any time during the school day without written permission from parent/guardian and clearance from the office
- Misuse or distribution of over-the-counter substances
- Use, sale, possession or distribution of narcotics or alcohol on or off school premises, or at school-sponsored activities
- Use of any incendiary devices or materials causing or contributing to a fire
- Use of any extreme hate language or the distribution of any hate literature including that which is racial, ethnic or religious in nature
- Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place
- Texting that is vulgar or harming to another student's reputation on or off campus

Suspension Process:

1. The student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story.
2. The gravity of suspension requires that notice be given to the parents by telephone or other appropriate methods within a reasonable time, followed by a written notice signed by the Principal.
3. A conference with the parents, student and appropriate school staff will be arranged.
4. A written form of suspension must be signed by the parents and student. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted.
5. The Principal is required to maintain dated documentation of the facts, and of the parent conference.
6. In "emergency" situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours.
7. A suspension must be approved by the Principal.
8. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to the student and parents.
9. The length of any suspension is left to the discretion of the Principal in accord with the nature of the conduct and all circumstances.
10. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

Expulsion Process:

1. The final decision to expel a student rests with the Principal and with the knowledge and consent of the Pastor.
2. Full credit shall be given for all work accomplished by the student prior to the time of expulsion
3. Expulsion of recommended transfers are made at the end of a trimester except for serious reasons.

In providing a safe environment respectful of all students, an individual student or students may be disciplined for behavior on and off the school campus for behavior unbecoming of a Catholic student and which negatively impacts other students or the reputation of the school. This determination will be made by the school administration. Other conduct determined to be inappropriate by administration and staff may be the cause of action taken by the school. In these matters, the Principal's decision is the final decision at the site.

Harassment

St. Angela Merici Parish School confirms the dignity of each person. It is the policy of the school to provide an educational environment in which everyone is treated with respect. It is the responsibility of students, administrators, teachers, parents, staff members, aides, volunteers, visitors and guests, to conduct themselves in a manner that 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 up to and including termination or expulsion. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidation because of the individual's race, creed, color, age, gender, ancestry, physical or mental disability, or medical condition. 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.

Student Threats

St. Angela Merici Parish School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. We 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. Anyone who becomes aware of a threatening situation must immediately report it to the Principal.

Anti-Bullying Policy

Everyone at St. Angela Merici Parish School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines **bullying** as follows: **Bullying is an unfair and a continuous repeated offense that is one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.** One time occurrences are NOT considered to be defined as bullying.

Examples of bullying include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.

- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a girl or a boy.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose/trying to get other children not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach and reinforce the Basic Rules for Child Safety
- Take parent concerns about bullying seriously.
- Investigate all reported bullying incidents.
- Assign consequences for bullying based on the school's Discipleship Program.
- Provide immediate consequences for retaliation against students who report bullying.

Students at St. Angela Merici Parish School will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

ABSENCES & TARDINESS

When a student is absent from school, a parent should call the school office or email the school office by 8:00 am each day of the absence. If the office does not receive a call or email, the parent may be contacted. If a student is absent due to illness, the student should be fever free for 48 hours before returning to school. A written statement giving reasons for the absence or tardiness must be brought to the school office upon the student's return. 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. Parents are encouraged to schedule trips or family outings during extended weekends or holiday vacations as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students needing medical appointments during school hours require a written note by the parent.

Parents are required to contact the office. If the child returns to school during the same school day, the parent must contact the school office. Students who are away from school for an appointment for 3 ½ hours or more will be counted for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours considered a one-half day absence.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or assessments. For example, a student who was absent three days would be given three school days to complete missed assignments. This excludes students missing school for family vacations. Arrangements for regular classroom assessments missed because of an absence are to be made with the individual teacher (s). Assessments must be taken within one week of the original assessment date.

Teachers are not required to give make-up assignments or assessments for absences due to an unexcused absence (personal day, vacations, staying home to visit with family members, or sleeping in too late, etc). No assignments will be given in anticipation of the vacation.

Excessive absence (40) days or the equivalent of 40 days including tardies can be a cause for a student to be retained in the current grade for another year or receive only a certificate of completion at graduation.

A student is tardy if he/she arrives after the 8:00AM bell on except Tuesday. On Tuesday, students are to be on campus by 7:45. Only medical appointments are an excused tardy or absence. St. Angela Merici Parish School believes that tardiness is disruptive to the class and morning activities. Students who are absent or tardy 10 days in one trimester will be considered chronically tardy and parent/guardians are required to attend a meeting with the Principal to discuss the problem and explore possible solutions.

Forgotten Items

It is each student's responsibility to bring to school their classroom supplies, homework, snack/lunch or anything else they need at school. It is important for students to learn to handle responsibility. It is NOT the job of the parents or school staff to do it for them. If your child forgets items that he or she was supposed to bring it to school, we encourage you to let them learn from the experience. If they have to deal with the consequences themselves, they will have a strong incentive to take more responsibility for bringing what they need the next time. This policy limits disruptions of class instruction and facilitates a full instructional program for all students.

Lunch Program

Students are welcome to bring their own lunches to school. **Sodas or fountain drinks (lemonade, milk shakes, ice tea)** are not allowed for recess or lunch. Students may not walk up to the drop box or meet a parent/guardian to obtain lunches. Parents/Guardians may not deliver lunches to students seated at the lunch tables during lunch. A hot lunch outside vendor is also available: Catertots.com

COMMUNICATION

Parent Communication via internet/phone

St. Angela Merici School subscribes to a service that permits administration to send messages to our families via home phones, cell phones, and e-mail addresses. During the school year, this service is activated for community outreach, for example, to remind families of Parent meetings and Student

Body Masses, and for emergency purposes, for example, an unscheduled school closure.

Parent to Parent Email Policy

Parent Volunteers are permitted to communicate directly with other parents with the permission from the school principal. The school reserves the right to request that ANY other direct communication with parents must be submitted to the administration in advance for approval. This includes all emails regarding curriculum, school or Parish sponsored events, and any religious or Sacrament procedures.

Calendar

A calendar is available on the school's website. Changes in the calendar are reflected on the school's website. Attention to important and timely forms is required so please check the website!

Back-to-School Night

This evening provides an opportunity to begin the year with an understanding of the teachers' goals and the means by which these are to be achieved. It is a way to know what is expected of your child/children and will enable you to assist them during the year. An overview of the curriculum for each grade is presented by each teacher. The presence of Parents/Guardians may be required at other times during the school year to discuss concerns arising in specific classes.

Family Information

The maintenance of effective records and files requires the school office to be notified of any change of contact information, i.e., address, including e-mail, and phone numbers (business/home/cell) as soon as possible. Parents going out of town for several days are to inform the office of the name of the person responsible for the student's care in their absence.

When a change occurs in the family during the year because of a separation or divorce, we are better able to respond to the needs of the children when we are informed of the custodial status of parents.

USE OF TECHNOLOGY

Each teacher maintains a website that may be accessed through the school's web site at www.stangelabrea.org. St. Angela Merici Parish School owns the school's name and its use is restricted. Unauthorized use of the school's name and/or logo is not permitted. Acceptable use policies are in effect for the use of all technology devices. Use of such devices to deliberately defame members of the school community is not consistent with Christian values, and students will be held accountable for intentional harm they cause others. What students do off-campus can detrimentally impact a school's reputation. Therefore, the administration reserves the right to discipline students for off-campus conduct.

Release for Publications, Video, Internet Consent, Technology Presentations

St. Angela Merici Parish school students, parents and friends occasionally are asked to be part of school publicity, publications, technology presentations and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, St. Angela Merici Parish School requires a release agreement that is signed by the parent/guardian. This agreement

authorizes St. Angela Merici Parish school to use you and/or your child's name, picture, art, written work, voice, verbal statements, portraits (video or still) and technology presentations for purposes of school presentations, yearbook, public relations, public information, school marketing and promotion, publicity, and instruction.

With respect to publication on the school web pages at www.stangelabrea.org St. Angela Merici Parish School agrees that:

- Individuals under the age of 18 will not be identified by personal details other than first name, or first initial and last name, unless the website area that holds student information is password protected from the World Wide Web.
- Where text on a page is not associated with an accompanying image (e.g., list of honor students or scholarship award winners), only first initial and last name of students will be used.
- St. Angela Merici Parish School will promptly comply with any request by the parent/guardian to remove any photograph or text featuring his or her child.
- No other personal information relating to a student or minor will be published.

In signing this agreement, you understand, acknowledge, and agree that:

- No monetary or other consideration shall be due or owing in connection with this agreement or any use authorized hereby;
- St. Angela Merici Parish School shall be entitled to use the foregoing materials in subsequent years;

This agreement may be terminated at any time with written notice.

SCHOOL SAFETY

Adult supervision is required, at all times, if a student is in a classroom. Usually, the supervisor is a faculty or staff member. The school will not be responsible for students who arrives before 7:30am or remain on the school grounds after 3:00 p.m., unless they are participating in a scheduled supervised activity or enrolled in Extended care. "Participant" is defined as a child who is officially enrolled in such an activity. The school expects any non-participants to be supervised by their own parents. Unsupervised students on the grounds before 7:30 a.m. and after 3:00 p.m. will be escorted to Extended Day Care and the parent/guardian will be charged accordingly.

Students enrolled in Extended Day Care are **NOT** permitted to leave the school grounds to go for lunch on half-days. No supervision is provided for this purpose, even when the Parent/Guardian has signed a permission slip. Once a student is signed out, the student may not return until the following day.

Emergency Information

Up-to-date Emergency information must be completely filled out via FACTS.

Disaster Procedures

St. Angela Merici Parish School practices fire, earthquake, and lockdown drills. In general, during emergencies, we will follow the action of the local public school district regarding the closing of the school. Emergency communication will be sent through FACTS. Procedures to be followed during specific disasters are continually updated and the Disaster Plan is available in the school office.

Playground Equipment

At recess, the following games are permitted: basketball, soccer, kickball, volleyball, jump rope and ball/courts. Bats and baseballs are not allowed. Games that involve throwing a ball or any piece of equipment at other students are NOT permitted. Responsible parties will pay for lost and/or unnecessary destruction of playground equipment. ONLY equipment issued by the school may be used for play.

Closed Campus Policy

The safety and security of students and staff is a primary concern. Closed campus regulations help provide a safe environment for students and restrict the entrance and egress of visitors.

Morning Drop-off

Students are to be dropped off in the morning at the main entrance. Students may NOT be dropped off before 7:30am in the morning. Students needing to be dropped off before 7:30am must enroll in the morning Extended care. As always, follow the directions of the adults on duty. Do not drive between the barriers at any time.

Afternoon Pick-Up,

Follow the flow of movement by entering the school from Walnut street and proceeding to the front of the school. As always, follow the directions of the adults on duty. Do not drive between the barriers at any time.

CAMPUS POLICIES

Office Hours and Telephone

The school office is open from 7:30 a.m. until 3:30 p.m. daily. The number for the school office is **714-529-6372**. This is a business phone and will be used by the students only in emergency situations, designated as such by administration. .

School Hours

School is in session from 8:00 a.m. until 2:45 p.m. Students in all grades, TK-8, are expected to be in their homeroom classroom by 8:00 a.m. with the exception of Tuesdays(7:45am) and are dismissed at 2:45 p.m. Students on campus before 7:30 a.m. and after 3:00 p.m. **will be required to report to the Extended Day Care**. Parents/Guardians will be responsible to pay the required fee. Teachers will escort students remaining in classrooms to Extended Day Care when the 3:00 bell rings.

Parents are not permitted in the classroom areas between 8:00 a.m. and 3:00 p.m. **Students are not permitted to call parents/guardians during the school day unless there is an emergency designated as such by administration.**

Child Abuse Reporting Obligations

In accordance with Diocesan policy and California law, school staff is 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 not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear

intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child.

Health

In attempting to foster an environment conducive to healthy student lifestyle choices, St. Angela Merici Parish School's wellness policy includes nutrition education with opportunities to practice healthy behaviors on the part of students. All members of the school community are called upon to model healthy behaviors in our own lunch and snack choices and resist student pressures to include junk foods in lunch boxes and celebrations. **Healthy food choices are strongly encouraged for snacks and celebrations!**

Accident/Illness

If a student becomes ill or is injured during the school day, the student reports first to his/her teacher, who will then send him/her to the health room. If necessary, the office will contact the parent or person authorized by the parent and/or paramedic. An emergency information card for each student is kept on file in the office, listing the names of persons to be contacted in the event a parent is not available. Parents are responsible for keeping the emergency card up-to-date.

A parent or authorized person must call for a student at the school office. For the protection of the student and school, a register must be signed before a student is released. No student will, under any circumstance, be permitted to leave school grounds unless accompanied by an authorized adult.

School policy (based on CDC recommendations) requires a child stay home if he or she has a fever of 100.4 or higher, been vomiting or has diarrhea (within 48 hrs.), sore throat if you suspect a strep infection, even if there is not fever, drainage from an ear or eye (may indicate infection), severe cough that may be uncontrollable, frequent sneezing and coughing.

48 Hour Rule

Fever: Keep your child home until his or her FEVER has gone WITHOUT medicine for 48 hours. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick. Vomiting or Diarrhea: Keep your child home for 24 hours after last time he or she vomited or had diarrhea. Antibiotics: Keep your child home until 24 hours after the First dose of antibiotic for anything like ear infection, strep, or pneumonia.

When your child is sent home from school with a fever, you are requested to keep the child at home for twenty-four hours after the temperature is normal. For a high fever, the American Academy of Pediatrics recommend keeping the child home for forty-eight hours after the temperature returns to normal. You are requested to keep your child home if he/she complains of nausea/vomiting, pain back or neck, sore throat, fever; cough, red, swollen or discharging eyes; rash; headache; earache; or diarrhea. When a child is under a doctor's care **and/or** is absent for over three (3) days for illness, a note from a doctor is required.

Medication

State law prohibits school personnel from administering any type of drug to students. In very limited circumstances, if a child requires special medication, it is maintained in the Health Room.

Special Health Problems

If a student has a special health problem, this is to be indicated on the emergency card as well as in letter form for inclusion in the cumulative file. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, allergies, bee stings, asthma, recent surgery or anything that might limit students at school.

Screening Examinations

California law requires specific health screening procedures for all children entering school for the first time. No child may be admitted as a student of a school unless he/she has received the required immunizations. Immunization records **must** be current and a physical examination is **required**.

Parents of prospective TK, Kindergarten or First Grade students must verify compliance before the student is admitted to class. Proper evidence of compliance is the completed **Report of Health Examination for School Entry**, which is placed in the student's file.

Legislation AB 1433 (2007) requires that prior to entrance into Kindergarten, parents must provide evidence that their child obtained a dental examination. While this law applies only to public school students, parents of Kindergarteners planning to attend St. Angela Merici Parish are highly encouraged to have their children receive a dental exam. Vision, speech, hearing and scoliosis screenings may be provided at the school for students in certain grades. Parents are requested to follow up and report results to school.

Student Insurance

As a part of the student fee, students are extended insurance coverage through a Diocesan approved plan. An explanation brochure is provided to parents in September and additional copies may be requested through the School Office. It is the responsibility of the parent to request an insurance claim accident form from the School Office, and submit it to the appropriate claims office.

Personal Property

Large amounts of money or expensive articles may not be brought to school. This includes personal electronic devices such as electronic games, toys, etc. If any damage or loss results from disregard of this regulation, the school assumes no responsibility. Such items must be signed into the office if they are brought with special permission from their teacher. If no special permission is granted, a member of school personnel will confiscate them.

Student desks, backpack, 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 and lockers which are the property of the school, may be subject to periodic inspections. No stickers, writing, or magazine posters are to be kept on or in desks or lockers.

Cell Phones

The school assumes no responsibility over damage or loss of cell phones. Students may bring cell phones but are not to be used during school hours including Extended care. Students **MUST** check phones in with their teacher at arrival time and pick them up at dismissal time. Cell phones are not allowed in grades TK-4.

Consequence

If a student chooses not to follow the rule, the phone will be confiscated by a staff member and brought to the Principal. The first offense will result in the phone being returned to the parent. In the event of a second offense, a detention will be issued.

Directory Information

In order to facilitate certain administrative requirements of the State and the Diocese, and to provide important information and communications, parents are requested to cooperate by providing certain statistics and by using certain forms.

School record information must be kept current at all times. **If you have any changes in family name, address, phone, work information, etc., please notify the school office immediately.**

Children are not to have access to directory information (phone numbers, addresses, etc.) which parents have available. Lists may not be given to anyone without permission of the school. Confidentiality of such information is most important!

EXTENDED DAY CARE PROGRAM

Sign In/Out Procedures

EACH child must be signed in and out EACH day. The full signature of the adult (18 years or older) and the initials of a staff member are required to complete the daily procedure. Older siblings attending St. Angela Merici Parish School or anyone under the age of 18 may NOT sign out your child. Please be sure that you follow this procedure for your child's safety. The extension program is responsible for your child only if this procedure is followed correctly and only for the time period recorded.

A child will be released only to adults whose names are on file as authorized representatives. Parents or guardians should not send persons whose names are not authorized on the registration form to ask for the release of children. For the child's safety, the release will not be granted. In special circumstances, a parent/guardian may arrange for such a pickup by sending WRITTEN authorization to the staff. Within such a letter, the name of the person temporarily authorized to take the child from the center, as well as the date and time, should be included.

Fee Schedules

All bills for Extended Day Care will be sent out on a monthly basis in the FACTS management system.

Late Fee

Staff members are employed until 6:00 p.m. Please respect this time of closure. A fee of \$1 per minute must be paid directly to the staff member remaining with the child. If the fee is not paid within 3 days, a statement will be sent which will include a \$10 billing charge.

Termination

The Director may terminate extended Day Care services to the family after consultation with the school Principal. Such cancellation of services will be given with one week's written notice, and for the following causes: Abuse of center hours; chronic late pick-ups, Non-payment of fees, Failure of the child to respect the safety and rights of other individuals in the program.

ADMISSIONS AND TUITION POLICIES

Non-Discrimination Policy

St. Angela Merici Parish, in the Diocese of Orange, admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

ADMISSION INFORMATION

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 seek to remind themselves of their support of tuition and a willingness to fulfill their parent participation commitment, does operate as a prerequisite to registration and is a condition of enrollment and continued presence of St. Angela Merici Parish 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 continuation of the child in the school may be morally impossible.

Admission is complete when parents have:

- Registration forms are completed
- Registration fees are paid in full
- Attended the New Family Registration Meeting in the spring

Interest

All families (including families who already have children in our school) must fill out an Inquiry online. As openings become available priorities will be used to accept students to St. Angela Merici Parish School:

- Members of St. Angela Merici Parish School
- Members of other Parishes
- Non- Catholic School

Age Requirements

- Students entering Transitional Kindergarten must be four (4) years of age before September 1st to qualify for admissions.
- A student entering Kindergarten must be five (5) years of age on or before September 1st of the current year, in order to be considered for enrollment in Kindergarten
- A student must be (6) years of age on or before September 1st of the current school year , in order to be considered for enrollment in grade one.

Testing

Placement tests are administered to all incoming students. All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Angela Merici Parish School. The recommendation and decision of the school is final. Testing will be scheduled in the spring for all new students requesting admission in grades TK-8. No child will be tested without all requested forms on file in the school office prior to the test date.

No child will be deprived of a Catholic education at St. Angela Merici Parish School for financial reasons alone. There must, however, be consultation and a demonstration of good faith on the part of the parents.

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

- Birth Certificate
- Baptismal Certificate
- Immunization Record
- First Reconciliation (Grades 3-8)
- First Eucharist (Grades 3-8)
- Report Cards
- Standardized Test Scores for past year (Grades 1-8)
- Interview Form
- Assessment Fee

Acceptance Procedures: Incoming new students (FALL) Students admitted to our school after September will be accepted on:

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

Acceptance Procedures: Incoming new students (SPRING)

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

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

Readmission Policy

The school reserves the right to deny readmission 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

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school
- Registered students who withdraw before the first day of school are responsible for $\frac{1}{3}$ of the full tuition amount
- Registered students who withdraw before the first day of school and December 15th are responsible for $\frac{1}{2}$ of the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance

FINANCIAL OBLIGATIONS

A late fee will be assessed on any outstanding balance after the due date of the charge. This late fee applies to fundraiser commitments, SCRIP balance due invoices, sport fees and any other charges.

Financial assistance forms are available ONLINE at www.factstuitionaid.com The application deadline to FACTS Grant and Aid Assessment is March 30th.

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. If you are two months behind on tuition payments, your child (ren) will not be allowed to return to school until your account is current. **Tuition is nonrefundable.**

Tuition Payment Options

- Enroll in the FACTS Tuition Management Service. Payments can be made in twelve, eleven, or ten monthly installments, semi-annually or a one time payment. Tuition must be paid in full by May 15th.
- Semi-annual payments are due August 15 and January 15
- One time annual payment is due by August 15
- For any ACH payment or credit card transaction that is declined by your financial institution there will be a charge by FACTS. There will also be a late payment added to your FACTS balance that is payable to St. Angela Merici Parish School
- if you have chosen the invoice payment option and your payment does not reach FACTS by the due date, your account will be charged a late fee

Please note that you may pay in full for one child and utilize FACTS for another

FACTS® Tuition Management Service Overview

There is an annual non-refundable 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.

School Year Registration fee

- Registration fees begin in March
- The registration fee covers registration materials, rental of hardcover textbooks, consumable workbooks, insurance and Diocesan fees.
- All registration and class fees are non-refundable
- There will be a returned check fee for all checks made payable to St. Angela Merici Parish school that do not clear the bank

FUNDRAISING

The ability of the school to cover the difference between the actual cost and the basic tuition is based on the determination of the school community to maintain a successful fundraising program. Each student's tuition rate includes the support of the fundraisers for the actual cost to operate Angela Merici Parish School. Fundraising helps subsidize plant, utilities, administrative, and other auxiliary costs incurred in operating a school site. Fundraising is geared to benefit ALL students in the school. All St. Angela Merici Parish School families are required to financially participate in the school's fundraisers to satisfy their Fundraising Commitment..

School-Wide Fundraiser

Mandatory participation in a School-Wide fundraiser is required of each family. Each family commits to a value of \$400 by participating in the said fundraiser (Fall and Spring) or straight donation. Your FACTS account will be charged if commitment is not met.

SummerFest

Every family commits to work (4) work shifts during SummerFest over the course of the event. SummerFest is tentatively scheduled for the weekend after Memorial Day. If you are unable to meet the requirements, you will be billed \$500.00 for each missed shift.

All monies are due and payable by the date of the event applicable

Cougar Cash/SCRIP

"Raise Right" is a fundraising program whose proceeds will be directed to the school's operating budget. Each family commits to generate PROFIT of \$250.00 for the school year. If you choose to opt-out of the year round program, you must pay \$350.00 with your registration payment or the amount will be added to your FACTS account and paid per tuition schedule.

If you have not earned a minimum profit of \$250.00 by April 30, you will be billed the difference from the opt-out amount of \$350.00. All monies are due by the last day of the school for returning families. Monies are due by May 15 for non-returning families. **All monies are due and payable by the date of the event applicable**

It is important that parents understand that their support of the school, especially in regard to prompt payment of tuition and willingness to volunteer in school projects, does operate as a prerequisite to registration and a condition for attendance at St. Angela Merici Parish School.

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. Parents who fail to follow through on their participation commitment will be asked to meet with the Principal to resolve the situation.

- First missed commitment, you will receive communication from the school
- Second missed commitment, you will be contacted by the School- Parent Association Board president
- Third missed commitment, you will be fined \$50.00 and a meeting with Parent Association Board and Principal
- Fourth missed commitment, you will have a meeting with the Principal and 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 a badge. The name badge is to be worn throughout their time on campus and returned when the parent signs out.

Consultative School board

St. Angela Merici Parish School's Consultative School Board is designed 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 Board include:

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

School -Parent Association (SPA)

The School- Parent Association is designated to assist the Pastor and Principal in developing plans and make recommendations for::

- Fund-raisers
- Parent participation and communication
- School functions and events for SAM families

UNIFORMS

Everyday school uniforms and formal attire uniforms may be purchased through: Dennis Uniform, located at 22825 Savi Ranch Pkwy, Yorba Linda CA 92887 www.dennisuniform.com

All students must be in uniform every day. Uniforms are worn by all students in order to foster a spirit of equality and neatness and must be worn from the first day of school until the end of the school year, unless otherwise directed. The discretion of the Principal is the deciding factor, at all times.

Principal and teachers exercise the right to make judgments concerning dress and appearance guidelines.

St. Angela Merici Parish students in grades TK-8 wear uniforms according to these guidelines:

Uniforms: Grades TK-5

Shorts Navy (belt loops required beginning in grade 1)

Pants Navy (belt loops required beginning in grade 1)

Skort Navy or Plaid

Skirt Navy or Plaid (only for grade 5 girls)

Jumper Plaid

Skorts and jumpers must be no more than 3" inches above the knee when kneeling down

Polo Shirt White, red, navy blue unisex polo shirt with logo

Solid white, navy blue or red turtleneck may be worn under their shirt

Sweater Red sweater with logo

Sweatshirt Navy or red school sweatshirt with logo and/or hooded zip front sweatshirt with logo, including any St. Angela sweatshirt sold by approved vendor

Jacket Blue lined windbreaker from uniform store

Belt Solid black, brown, navy, red, white (required with shorts and pants)

Shoes Predominantly solid white, black, red, blue or gray, leather/leather-like/canvas athletic shoe. NO platforms, wheeled, or slip-on shoes. Shoes may not have any writings: drawings, cartoon characters, NO boots, sandals or shoes with lights. Shoe laces must be tied. High-top shoes are acceptable however the sock must be showing. Students are required to wear tennis shoes for PE.

Socks: GIRLS: solid black, red, white, or navy blue (socks must be visible) Knee high socks or tights (solid white, red, or navy blue) are permitted. Socks with lace or frills are not accepted.

Socks: BOYS: solid black, red, white, or navy blue (socks must be visible).

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.

Mass Uniform

GIRLS: Jumper and white polo shirt with logo

BOYS: Navy pants and white polo with logo

GIRLS: (Grade 5) Jumper or skirt with white shirt

BOYS: (Grade 5) Navy pants with white polo with logo

Uniforms: Grades 6-8

Shorts: Navy (belt loops required)

Pants: Navy (belt loops required)

Skirt: Plaid

Skort: Navy or Plaid

Polo Shirt: White, red, navy blue unisex polo shirt with logo

Solid white, navy blue or red turtleneck may be worn under their shirt

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

Sweater: Red sweater or vest with logo

Sweatshirt: Navy school sweatshirt with logo and/or red or navy blue hooded zip front sweatshirt with logo, including any St. Angela sweatshirt sold by approved vendor

Jacket Blue lined windbreaker from uniform store

Belt Solid black, brown, navy, red, white (required with shorts and pants)

Shoes Predominantly solid white, black, red, blue or gray, leather/leather-like/canvas athletic shoe. NO platforms, wheeled, or slip-on shoes. Shoes may not have any writings: drawings, cartoon characters, NO boots, sandals or shoes with lights. Shoe laces must be tied. High-top shoes are acceptable however the sock must be showing. Students are required to wear tennis shoes for PE.

Socks

GIRLS: solid black, red, white, or navy blue (socks must be visible) Knee high socks or tights (solid white, red, or navy blue) are permitted

BOYS: solid black, red, white, or navy blue (socks must be visible).

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.

Mass Uniform

GIRLS: Plaid skirt and white shirt

BOYS: Navy pants and long sleeve white shirt with navy tie.

Grooming (TK-8)

Hair should be its natural color only and must be neat with bangs above the eyebrow. Boys' hair must be above and not touch the shirt collar and trimmed around the ears. **No extreme cuts or fade hairstyles such as Mohawks, Step-cuts, designs, lines, sculpting, taper, or spiked hair. Extreme hair coloring and bleaching is not permitted. No beads or feathers may be worn in the hair. NO Messy buns for girls**

*Girls' hair is to be maintained, **secured** in a ponytail(s) or braids, or with hair clips. Hair may not string in a student's face or hide part of a student's face.

*Highlights or color is not permitted for either boys or girls and a student will not be allowed to return to school unless their natural color is restored. The **consequence** of highlights or hair color is points taken from the student's personal success grade. If the student returns without their natural color restored, a detention will be issued

*Boys hair is to be maintained, cut appropriately, off ears. No step cuts, shaved lines or uneven cuts = long/curly on top and short on sides.

Dress attire

*No logo socks and socks must be above high top shoes. Shoes are to be mostly red, navy, white, black, brown, or gray. Shoelaces may not be a different color that does not fit with the shoe

*Middle school boys' ties on Mass days are to be worn inside sweatshirts or jackets, not on the

outside and properly knotted.

*When we do periodic uniform checks, the girls may be asked to kneel and their skirts will be measured. Their skirts may not be shorter than 3" above the ground, as they kneel.

Jewelry

*One set of earrings = one earring per ear, no double earrings per ear. Earrings are to be studs only, no dangling earrings. One ring per hand, no multiple bracelets, **no** Apple watches or FitBits. A simple cross or Catholic medal necklace may be worn

Makeup and Nail polish

*Students may not wear any type of makeup (foundation, mascara, eyeshadow, lipstick, lip gloss, blush, eye liner, eye brow liner). Makeup remover pad will be provided to students who are wearing makeup. If the pattern continues, the student will lose responsible behavior points and may need to conference with the principal and their parents.

*Nail polish, gel polish, artificial nails, or acrylic nails are not acceptable under the St. Angela Merici uniform policy. The **consequence** of wearing nail polish is points taken from the student's personal success grade and the student must remove the polish with nail polish remover in the principal's office. The **consequence** of wearing gel polish, artificial nails, or acrylic nails is points taken from the student's personal success grade, a detention, and the student may not return to school until the gel, artificial nails, or acrylic nails are removed.

Friday Dress

Students may wear St. Angela Merici Parish school spirit shirts with uniform bottoms. These shirts must be purchased from an outside vendor who works with the school.

Free Dress

On special occasions students may be permitted to wear other than uniform attire. Clothing worn on these days is in good taste and does not distract from the learning process.

Unacceptable free dress includes: T-shirts with inappropriate advertisements (alcohol, sex, tobacco, drugs, etc.), bandanas, midriff, halter, spaghetti straps, strapless, exposed back, sheer or tank tops shirts, biker or tight fitting shorts or leggings/yoga pants or sweatpants, and jeans with holes or frayed edges or baggy. No hats can be worn with free dress. Students must wear shoes under the school handbook rules and regulations

We require your cooperation in assuming the responsibility for allowing this privilege to continue. Faculty and administration exercise the right to make judgments concerning dress and appearance guidelines. Consequences for inappropriate attire may include: call to parent; detention; and/or loss of free dress/jean day privilege for trimester.

Birthdays

A student may wear free dress on the day of his/her birthday. **For those who have summer birthdays, free dress may be worn during the first week of June.** Please refer to the optional dress guidelines below. **JEANS are acceptable, but may not be baggy, ripped, or torn.** No clothing showing, referring to, stating, or implying anything to do with music groups, alcohol, drugs, profanity or sex is allowed. No pants worn below the natural waist. Clothing must be no shorter than two

inches above the knee. No sleeveless, spaghetti string tops or bare midriffs. No Yoga pants for girls.

COVID-19

Stay-at-Home Policy

We require students who have been in close contact with someone diagnosed with COVID-19 to stay at home or have tested positive for COVID-19. Students may not be penalized for missing school.

Daily Campus Policy

Any student who exhibits a temperature of 100.4 F will be asked to leave campus.

Health Procedure

Identified exposure. All students who have knowingly been exposed to a positive COVID-19 case shall immediately notify the school and engage a self-quarantine at home.

Possible exposure If any member of your household is being tested, please keep your child home and quarantine until you have results. If the household member's results come back negative **and** your child is healthy, he/she may return to campus. If the household member is positive please continue to quarantine your son or daughter and other family members under the direction of your healthcare provider.

Students with symptoms/positive COVID-19 test. Parents shall keep their child (ren) at home for 5 days if he/she is experiencing (outside of an existing medical condition) temperature of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. Students with symptoms should not return to campus until they have met CDC criteria (negative test result) to discontinue home isolation: Including 48 hours fever free **without** the use of fever-reducing medications, no new COVID-19 symptoms have presented, respiratory symptoms have improved **and** 14 days since symptoms first appeared. Attendance policies will be modified for students unable to attend class on campus, but able to attend through synchronous streaming technology.

Students with symptoms/negative COVID-19 test. If your child is experiencing symptoms but tests negative for COVID-19, he may return to campus after being fever free for 48 hours **without** the use of fever-reducing medicines, **and** other symptoms have resolved. Upon returning to campus, please present a negative COVID-19 test to the school office.

Right to Amend

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

- I have read the 2023-24 Parent/Student Handbook and agree to follow the school policies and procedures stated