
MESSAGE TO PARENTS OR GUARDIANS

The Second Vatican Council unequivocally stated in its Declaration on Christian Education: "Parents must be acknowledged as the first and foremost educators of their children. The family is the first school of those social virtues which every society needs."

We consider ourselves privileged to share with you, this sacred and awesome responsibility for the Christian formation of your child. Our Catholic school is committed to presenting Christ as our teaching center, leading your child not merely to the attainment of knowledge, but to the acquisition of values and the discovery of truth.

The Challenge of our Catholic education is to impress upon our students that knowledge is not to be considered merely as a means of material prosperity and success, but rather, as a call to serve and to be responsible for others.

What greater work is there than training the mind and forming the habits of the young?

St. John Chrysostom

Nothing is greater than the mind of man, except God.

St. Augustine

Dear Parents:

I am pleased to welcome you and your family to Our Lady of the Angels School. Our commitment is to an education rooted in the Catholic faith and in Academic Excellence. Our faculty is comprised of experienced professionals committed to providing every child with the best educational opportunity available.

We realize the importance of each and every child reaching his full potential. We make every effort to provide opportunities for spiritual, academic, physical, social and emotional growth. It is imperative that children learn how to live a life rooted in faith and not merely facts.

Parents are our partners in the important ministry of educating the children of God. We welcome your suggestions and support in this endeavor.

Peace,

*Mrs. Theresa M. Burg
Principal*

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MISSION STATEMENT

Our Lady of the Angels Catholic School, established in 1998 with the consolidation of Saint Peter and Holy Trinity Schools, serves Columbia and surrounding communities. We exist to preserve the tradition of Catholic Christian education by developing the “whole child” spiritually, academically, emotionally, socially and physically.

As a united community we strengthen the covenant between home and school by proclaiming the Gospel message in a constantly changing world.

We, the parents/guardians and faculty of Our Lady of the Angels School believe:

- We provide an academic environment that fosters a lifelong love of learning.
- We are partners in educating our children/students.
- We recognize each child as a unique individual who learns differently and achieves at different levels and rates.
- We provide our children/students with a sense of service and well-being for all God’s people.

PARENTS/GUARDIANS AS EDUCATORS

Parents/Guardians have a serious obligation first and foremost of providing and supervising the education of their children. The family is the first school but it needs assistance from society and from the Church in developing values, attitudes, as well as a love of Christ and man. Consequently, parents/guardians must create a family atmosphere filled with love and respect for God and man, in which a well-rounded personal and social education is fostered.

The Catholic School is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his/her education – but continuing it, and needs the help of his/her parents/guardians.

Your attitude toward the school and the teacher is most important and it will be reflected in the attitude of your child.

When and if problems between teachers and students surface, parent/guardian judgments should be reserved until such time that a conference with the teacher can be arranged. Problems should first be addressed to the classroom teacher. If resolution can not be reached there, the next step is to meet with the principal.

If disciplinary action toward a student excluding corporal punishment is necessary, the school must have the full support of the parents/guardians.

As partners with parents in the education of children, we will notify parents of concerns about student life or behaviors even when the issues may take place outside of school.

PHILOSOPHY & OBJECTIVES OF EDUCATION

Inspired by Christ's words, "I came that they might have life and have it to the full" we dedicate our apostolate to the education of others and of ourselves. Fully aware of the accelerating changes in society, we work diligently to set our students on an unending pursuit of truth, goodness and beauty.

Motivated by the love of Christ and committed to the pursuit of excellence in the apostolate of Christian education, we the faculty of Our Lady of the Angels School strives to achieve the following objectives for our students:

1. To transmit the Christian message and to educate our students to achieve a mature personal relationship with Christ.
2. To help our students to integrate religious truths and values with life in contemporary society and our world of technology.
3. To foster in our students a positive self image and a spirit of inquiry and discovery that will inspire them to attain a mastery of curriculum commensurate with their potential.
4. To provide our students with fundamental knowledge and usable skills sufficient to prepare them for life's work, and to develop a sensitivity to cultural and aesthetic experiences.
5. To extend the interest and concern of our students beyond themselves into the total community, thereby fostering in them a sense of responsible freedom and a desire to acquire those qualities of heart and mind necessary for the effective services of others.
6. To give witness to the meaning of Christian Service by our dedicated effort to instill Christian truths and values in a community of faith, creating a climate of warmhearted concern, mutual respect and joy.
7. To use our abilities and aptitudes, our time and talents in a way that best serves others seeking for ourselves and our colleagues opportunities for professional enrichment.
8. To initiate those changes and innovations in our school, within diocesan guidelines, which will improve the education of our students to better prepare them for life in today's changing world.
9. To respect and appreciate the cultural, social, and ethnic differences of those in our apostolate and to respond sensitively and effectively to the challenges of race, poverty and religion.
10. To encourage the involvement and active cooperation of parents/guardians as partners in education, regarding them as vital members of the school's community.

ABSENCES/TARDY

WHEN A STUDENT IS ABSENT, HE OR SHE MUST:

- Bring an excuse signed by his/her parent/guardian, stating the reason for the absence and the dates of absence. If the note is not received within two days the student will call their parent. If the note is not received by the third day the child will lose recess until the note is brought to school.
- Bring a signed doctor's excuse for absences of three consecutive days.
- Ask his/her parents/guardians to notify the school in the morning by telephoning the office. It is permissible to have a brother or sister report the absence to the office. If the office is not notified on the day the child is absent, the parent/guardian will be contacted by telephone. However, this does not replace the need for a note upon returning to school.

WHEN A STUDENT IS TARDY:

- There must be a phone call to the school office or a note brought in with the student on the day the tardiness occurs.
- If a student is tardy more than 15 minutes in a marking period they will make up that time after school with their teacher.

If excessive absences or tardiness occurs, parents will be notified by a letter sent from the school office.

AFTER SCHOOL PROGRAM

Angel Care is the extended care program at Our Lady of the Angels Catholic School. It exists to provide a wholesome, Christian environment for children in an after school setting. A combination of both moderator-directed as well as self-directed activities is provided. For additional information about the Angel Care program, contact the school office.

APPOINTMENTS

We ask that you try to avoid making dentist and doctor appointments during the school day. If possible, vacation days could be used for these regularly scheduled appointments. If appointments are unavoidable during the school day we ask that 24 hour notice is given in writing to the principal. Students leaving for appointments during the school day will meet their parents/guardians at the school office. Upon returning to school, students are to report to the office for an admission slip.

AUXILIARY SERVICES

The same health service available to the public schools is extended to Our Lady of the Angels School by the school district.

HEALTH SERVICES PROVIDED INCLUDE:

1. Planning and assisting with required physicals of pupils in grades Kindergarten and Sixth.
2. Providing vision screening tests each year.
3. Hearing screening tests to grades K, 1, 2, 3 & 7.
4. Interpreting the health status of the pupil to parents/guardians and school personnel.
5. Planning and assisting with required dental exams of pupils in grades Kindergarten, Three and Seven.
6. Scoliosis screening testing in grades Six and Seven.
7. Evaluation of student with symptoms of communicable diseases or conditions.

SERVICES PROVIDED BY INTERMEDIATE UNIT 13:

1. Remedial – Math and Reading
2. Speech Therapy
3. Guidance
4. Psychological Services

FEDERAL PROGRAMS:

1. Title I Reading

BAND INSTRUCTION

Instrumental music lessons are provided for students in grade 4 through 8. They are available during the school day on a weekly basis. There is a minimal charge paid directly to the instructor for the lessons.

BIRTHDAYS

Our Wellness Policy prohibits certain non essential foods in school. Parents will be informed in the newsletter as to appropriate foods. **PLEASE CONSULT WITH YOUR CHILD'S TEACHER BEFORE BRINGING IN A TREAT.** Invitations are not to be distributed at school unless the entire classroom is included.

BOOK CARE

Book bags must be provided to carry books to and from school. Every child is responsible for the proper care of his/her books. All textbooks must be covered at all times. Writing in hard cover books is not permitted. All lost and damaged books must be paid for by the student. The students receive their secular textbooks on loan from the Commonwealth of Pennsylvania.

BOOK FAIR

There is an annual Book Fair where students are provided the opportunity to purchase books. All proceeds benefit our school library.

BUSING

Public School systems provide busing for our students in grades Kindergarten through eight. Children who ride the school buses must do so in an orderly fashion and must follow instructions of the bus driver in charge. Riding the bus is a privilege; therefore, riders who fail to comply with the rules will be subject to disciplinary action. ***Questions and concerns should be directed to your local school district.***

CANCELLATIONS

School cancellations and delays are announced over WARM 103/WSBA 910 and WGAL T.V. as well as other stations that may be added at the start of the school year. Students who are bused are to follow their districts' schedule. Our Lady of the Angels makes every attempt to follow the majority of districts that it serves.

When weather conditions during the day warrant early closings, school children will be dismissed following their school district's dismissal schedule. Radio and television are advised of these decisions. Students who are normally car riders, regardless of their school district, are encouraged to follow Our Lady of the Angels delay schedule

Parents/Guardians should have a plan devised for their children if early dismissal occurs and no one is at home.

COMMUNICABLE DISEASES & CONDITIONS RESTRICTIONS & RULES

The health of your child is most important. Regulations to exclude a student when symptoms of communicable school disease or condition are present are for the purpose of protecting the health of all our school students, faculty, and staff.

Students with evidence of a communicable disease will be excluded until the disease state is no longer considered contagious. The school nurse can be consulted for decisions regarding exclusion and return.

Students with evidence of pediculosis (head lice) infestations will be excluded. The school maintains a “no nit” policy. Students excluded for head lice will be checked for nits by the school nurse before they are permitted to return to school.

COMPUTER ROOM

The computer lab at Our Lady of the Angels School plays an integral role in our curriculum by connecting the students to the constant advances in technology. Each student will participate in weekly computer classes. The goal of these classes is to improve the students’ interest, ability and confidence in using technology.

Our computer lab consists of seventeen PCs with internet access. Students use the lab for research, improvement of word processing skills and class projects. Students are also given the opportunity to use a variety of educational software.

Students and parents are required to sign the “Acceptable Use Policy”. Failure to comply with this policy will result in consequences for the student and their use of the internet.

CONFERENCES

Parents/Guardians – teacher conferences are held in December to coincide with the distribution of grade reports. There is an optional conference time that is made available in the Spring of each year. At that time either the parent or teacher may request a conference. Parents/Guardians may request a conference at any time with the teacher. This is to be done by a phone call, email or written communication. In order to avoid class interruptions, conferences are not to be impromptu. Conferences must be prearranged. ***Telephone calls to teachers’ homes are strongly discouraged.***

CURRICULUM

The school curriculum is determined by the Department of Education of the Diocese of Harrisburg and is available on the Diocesan website.

DAMAGING SCHOOL PROPERTY

(also see Suspension)

Restitution is expected for any damage done to the school property. If the damage is great and/or done willfully, disciplinary action will be taken.

DETENTION

Detention will be held if and when necessary. An effort will be made to notify parents/guardians in advance of the detention. Transportation will be the parents/guardians' responsibility.

DEVELOPMENT/ANNUAL APPEAL

The Development Committee is comprised of parents/guardians and former parents/guardians of students of Our Lady of the Angels School and school faculty members. The main focus of this committee is raising funds to defray the cost of tuition. There are five main areas of concentration: recruitment, a semiannual newsletter, the Hall of Fame, the selling of Food Club/Scrip certificates and the Annual Appeal.

The support of a great many people including current students' families, alumni, parishioners, and local businesses make the Annual Appeal such a success. All funds raised by the Development Committee go toward decreasing tuition.

DISCIPLINE

The essence of Christian discipline is self-discipline. We at Our Lady of the Angels endeavor to develop this self-discipline. Each teacher is responsible for his/her classroom. It is also the responsibility of each classroom teacher to establish guidelines for classroom behavior. These guidelines will be presented to the parents/guardians and students at the beginning of each school year. It is the responsibility of the teacher to notify the parents/guardians as soon as inappropriate behavior is recognized. By working with parents/guardians it is hoped that serious discipline problems will be prevented.

In consultation with the Executive Pastor, the Principal reserves the right to review any disciplinary case or other grave situation on an individual case basis and, depending upon any extenuation or mitigation, to present an alternate decision to the one generally prescribed in the school handbook.

E-MAIL

All administration and faculty of Our Lady of the Angels School can be contacted by using the Internet. The address for the school is: @ourladyoftheangels.org. This address should be preceded by the first initial and the last name of the person you wish to contact.

EARLY DISMISSAL

(see Cancellations)

ELECTRONIC DEVICES

Students are not permitted to have electronic devices at school. These include but are not limited to cellular phones, CD players, electronic games, iPods, headphones and calculators. If students bring any such items to school they will be confiscated and parents will be asked to pick them up in the office.

EMERGENCY CARDS/HEALTH HISTORY

(also see Auxiliary Services)

Emergency cards must be filled out for each student and kept on file in the school office. This form must be kept up to date.

ANY CHANGES MUST BE NOTED PROMPTLY.

This is used as a communication source in case of individual or school wide emergencies. Please note any special health problems on the card. Health histories are kept by the school nurse.

EVALUATION

The grading system for grades K-3 is based on::

E Exceeds Expectations **P** Proficient **I** In Progress

The grading system for grades 4-8 is based on letter grades:

A Excellent **B** Above Average **C** Average **D** Below Average **F** Failing

EXCUSES FOR ABSENCE

(see Absence)

EXPULSION

as per Diocesan guidelines, policy 5114(b) (also see Suspensions)

Students may be expelled for the following reasons:

1. Proven moral delinquency which has a bad influence on other students.
2. Incurable behavior which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the clear promulgation penalty is expulsion. Clear promulgation requires written notification to pupils and parents/guardians.
5. Three suspensions.

The principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

If the parents/guardians choose not to withdraw the child, the principal must inform the parents/guardians in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

FIELD TRIPS

Field Trips are taken at the discretion of the teacher by the students as an extension of their curriculum. **A PARENT/GUARDIAN PERMISSION SLIP IS REQUIRED FOR EACH STUDENT.** Parents/Guardians have the right to exclude their child from participation in a field trip.

Each trip will be supervised by the teacher and volunteering parents/guardians. All volunteers must comply with the diocesan regulations regarding volunteers. Most trips will be made in public, licensed carriers, or school buses. When private vehicles are used for short trips, all vehicle licensing and insurance information must be on file with the school.

There may be times when parents/guardians are asked to help defray the cost of field trips. Teachers reserve the right to deny participation to individual students for academic or behavioral reasons with administrative approval.

FIRE DRILLS

The state requires monthly fire drills in the school. Students should follow the instructions given by their teachers. It is important that students remain quiet during the drill so that they can hear instructions. The fire drills are timed. A fire exit is posted in each classroom.

FOOD CLUB & SCRIP

Families who purchase grocery certificates or scrip will have a portion of their purchases applied to the following year's tuition. A percentage of the amount of each certificate results in a profit for Our Lady of the Angels Catholic School. Due to the time restraints of mailing tuition statements these families will receive tuition credit for certificates purchased from June 1st to May 31st of the following year. Dates of calculation may vary. This allows accounting time to calculate amounts and credit families. Participating grocery stores are Giant, Weis, Darrenkamps, John Herts and through gold card usage, Musser's. The Scrip program involves the purchase of gift certificates from a large variety of restaurants and stores. For a complete list of participating businesses or additional information about how or where to purchase the certificates, please contact the school office or go to our website for an order form.

FUND RAISING

Fund raising is important to the operation of the school for purchasing new and necessary equipment. Most fund raising activities are under the auspices of the Home & School Association. All families are encouraged to participate.

GUM

Gum and/or gum chewing is not permitted anywhere on school property. An immediate detention will be issued.

HOME & SCHOOL ASSOCIATION

Parents/Guardians are urged to become involved in Our Lady of the Angels' Home & School Association. Aside from financial support the objectives of the association are: to promote the ideals of Catholic education; to promote clearer understanding of the mutual educational responsibilities of parents/guardians and teachers; to encourage a greater degree of cooperation in fulfilling their responsibilities; to promote the general welfare and safety of the students of Our Lady of the Angels Catholic School.

HOMWORK

(also see Make-Up Assignments)

Each student is given a homework journal. This journal can be an integral part of home and school communication. Homework includes both written and study assignments. While students should complete homework independently, parental help and interest are encouraged when needed. Written work should be done neatly and legibly. Studying is most beneficial when done in a quiet place conducive for learning. All assignments are expected to be completed.

HIV/AIDS OR RELATED DISEASES

(as per Diocesan guidelines, Policy 5150)

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/Guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school's curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

ILLNESS AT SCHOOL

In the event that a child becomes ill at school, the parent will be contacted and asked to come to school for the child. An excuse will be needed only if the child does not return the following day.

INSURANCE

At the beginning of each school year, the Catholic Diocese of Harrisburg sponsors a Student Accident Insurance Program providing the opportunity for parents/guardians to obtain adequate insurance for students in Our Lady of the Angels School.

KINDERGARTEN

(also see Ages of Attendance, Policy 5111 OLA)

Our Lady of the Angels School provides a full day Kindergarten program for students who have reached the age of five by September 1st. A Kindergarten handbook is sent to each parent/guardian in August prior to the start of school.

LIBRARY

Each class has a weekly scheduled library period in order to check out books or magazines. There are instructions on the use of the library, time to read silently and do research. A fine of five cents per day shall be paid for books that are overdue. Any book that is lost or damaged must be paid for before the end of the school year.

LITURGIES

Students attend Mass as a school every Friday at alternating sites. (Consult the school calendar to see if Mass is at Holy Trinity or St. Peter Church.) Each class assists with the preparation and participation on a rotating basis. Students also attend Mass on Holy Days of Obligation at their respective sites (Primary Building at St. Peter Church and Elementary Building at Holy Trinity Church)

LUNCH PROGRAM

Our Lady of the Angel students are served a balanced lunch daily. Students are allowed to bring their lunches from home (we encourage them to be in compliance with the Wellness policy) or choose the sandwich from the menu. Menus **must** be returned by the date listed on each monthly calendar or the student will receive the daily entrée for the month. Each class has at least forty minutes for lunch, part of which may be spent in the recess yard under proper supervision. The school participates in the Federal Lunch Program which allows eligible families to receive free or reduced priced lunches. The success of our lunch program is reliant on participation of families. We encourage families to purchase a hot lunch for their child/ren

MAKE-UP ASSIGNMENTS

It is the responsibility of the student to make arrangements with the teacher for make-up work upon returning to school after an absence. *Individual teachers* will decide on the amount of time given to complete make-up work. Neglecting to do so will be reflected in the student's grades and may require a parent conference.

MEDICATION: ADMINISTRATION IN SCHOOL SETTINGS

The Diocese of Harrisburg recognizes that parents/guardians have the primary responsibility for the health of their children. Therefore, parents/guardians are requested to administer medication before or after school hours whenever possible.

Only medication in the original container and provided by parents/guardians may be administered to students. No other medication will be administered.

If it is essential that a student receive prescription medication during school hours, the following procedure is to be followed. **Forms are available on the website.**

1. All prescription medication must be in the original, properly labeled container. The container should be "child-proof" and labeled by a pharmacist or a physician. The **original** container is to be accompanied by a form containing the information listed below:
 - a) Student's name
 - b) Signature of physician prescribing the medication
 - c) Name of medication with physician's directions including: amount to be given, time to be given, date(s) to be given, and reason
 - d) Curtailment of specific school activities (if any)
 - e) Other medications which the student is taking
 - f) PARENTAL/GUARDIAN PermissionRequired form is available at the school office or on the school website.
2. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student's plan of care is required. The plan of care must be written and included as a part of the student's school health record.
3. Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances, medication may be self administered (by the student himself/herself) with appropriate physician/parental request and approval. In such cases, self-administration may vary (in terms of needed assistance), depending on age, the degree of chronicity, the nature and severity of the illness, parental consent, and physician recommendation.
4. Since most schools do not have the full-time services of a nurse, the Principal shall designate in writing, the person(s) authorized to administer medication or to *monitor* self-administration of medication in the absence of a school nurse. The Principal is responsible for ensuring that the designated person(s) are thoroughly familiar with the principles of medication administration and the side and desired effects of specific medications which are to be administered.

5. A Medication Log shall be maintained in the school office or Health Room. The physician and parental medication request form shall become part of the student's health record.
6. All medication permission forms are to be retained for the duration of the prescription.

Over-the-counter medication is to be administered only with the written authorization of the parent/guardian and the approval of the Principal/Designee. If it is essential that a student receive over-the-counter medication during school hours, the following procedure is to be followed:

1. All over-the-counter medication must be in the **original** container accompanied by a form containing the information listed below: (forms are available on the website)
 - a) Student's name
 - b) Name of medication with parent/guardian's directions including: amount to be given, time to be given and date(s) to be given.

Medications must be stored in a *locked cabinet* in a secured area which is convenient to the person responsible for administering medication.

Students are permitted to carry on their person prescription medication only with the physician's authorization. Students are not permitted to retain medication in the property assigned for their usage (e.g. desks, locker, etc.).

Specific procedures to implement this policy may be established by the local school.

Diocese of Harrisburg, Policy 4108 – Adopted: June 14, 1996

MUSIC PROGRAM

Students in grades K-8 participate in a weekly music class. Enrichment activities supplement the music program throughout the school year.

NEWSLETTER

A monthly e-newsletter is available on our school website (www.ourladyoftheangels.org) You are encouraged to keep this for reference throughout the month thus reducing the number of phone calls and questions.

NON-DISCRIMINATION

In compliance with the Diocesan Board of Education Policy, Our Lady of the Angels School, mindful of its primary mission as an effective instrument of the educational ministry of the Church and the witness to the love of Christ for all men, shall not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, loan programs, and athletic or other school-administered programs.

Policy of Non-Discrimination Based on Sex: In compliance with the Diocesan Board of Education Policy, Our Lady of the Angels School, mindful of its primary mission as an effective instrument of the educational ministry of the Church, and witness to the love of Christ for all men, shall not discriminate against any student because of sex in an educational program or activity.

PARENTAL CUSTODY

The establishment of custody of children is a matter established by the courts. School personnel cannot deny the rights of any parent to contact or receive information about a child unless a copy of the order denying this is on file at the school. We cannot honor a verbal or written request made by a parent unless a court order is on file.

PHYSICAL EDUCATION

Students participate in physical education classes on a weekly basis. Gym classes will be held in the Elementary Building or outside during seasonal weather.

PERSONAL BELONGINGS

All clothing (uniforms, sweaters, coats, shoes), book bags, lunch boxes, and all other personal belongings **must** be marked in some way with the student's name. Please do not bring items of value to school unless they serve an educational purpose. The school is not responsible for any lost items. If items are found they are placed in the lost and found. If they are not claimed within a month they are given to a charitable organization.

PICTURES

Students will have their pictures taken by a professional photographer during the year. Sufficient notice will be given as to the dates. There is no obligation to purchase the pictures. Candid pictures are taken of the students participating in classroom or school events throughout the year by the faculty and staff. Photographs of students may appear on the website or in other publications. Parents who do not wish their children's photographs to be placed in public media **must notify the principal in writing at the beginning of each school year.**

PRAYER

Prayer and Scripture readings begin and end our school day. Not only are children taught the traditional prayers of our faith, but also to spontaneously pray from their hearts so that they may develop a deep, personal relationship with our Lord.

PRE-SCHOOL

Our Lady of the Angels has pre-school classes for three and four year old children. Information about orientation and class days for pre-school will be sent to parents/guardians after registration.

PRINCIPAL'S BOOK

When a child is sent to the office by a teacher for inappropriate behavior or academic performance they will sign the principal's book. The principal will speak with the child and also send a form home to be signed by the parents/guardians. The consequences are determined by the seriousness of the action.

PROGRESS REPORTS

Progress reports are used by teachers to keep parents/guardians informed about their child's progress or grades. These reports are sent home about six weeks before the end of each marking period. These notices are signed by the parent/guardian and returned to the homeroom teacher. Parents/Guardians are encouraged to contact teachers at anytime during the year with any questions or concerns.

RECONCILIATION

The Sacrament of Reconciliation is made available to the entire student body at various times throughout the school year.

REGISTRATION

(also see Ages of Attendance, Policy 5111 OLA)

All students must register in the spring for the following school year. Registration does not guarantee placement. Parents/Guardians will be notified.

1. Children entering Kindergarten must be 5 years old as of the first day of school.

2. Birth and Baptismal certificates and immunization records must be presented at the time of initial registration.
3. A nonrefundable registration fee is required at the time of registration.

REPORTING SYSTEM

(also see Progress Reports, Evaluation and Conferences)

Grade Reports and Progress Reports are issued three times within the school year for grades K5 through eight (a total of six reports yearly). Reports are to be signed by the parent/guardian and returned to the classroom teacher within a week. Every student receives a folder of important information and work each Friday. The contents of the folders are to be examined and folders returned the following Monday.

RESPECT FOR STUDENTS

Catholic school employees and volunteers in the Diocese of Harrisburg must respect the individual dignity of all students. The classroom and, indeed, the entire school facility should be a place where students are accepted and protected. Classroom and school rules should strive to develop positive Catholic-Christian values and behavior. All necessary corrective actions must be conducted professionally.

Ridicule and public humiliation are to be avoided at all times. Corporal punishment and physical forms of discipline are forbidden. Reasonable and limited physical force may be used only when it is necessary for the safety and/or welfare of the child, the employee or volunteer, or of other individuals.

All forms of child abuse or sexual misconduct are serious offenses and, perhaps, crimes against children. If employees or volunteers are guilty of any serious child abuse or sexual misconduct, they will be dismissed, after consultation with and concurrence of the Secretary of Education. (Confer Policies #4119A, #4119B, and #4119C.)

If there is a credible allegation that an employee or volunteer seriously abused a child physically, mentally, emotional, or sexually, the employee may be suspended without pay, or the volunteer suspended, pending the investigation and outcome.

Employees and volunteers must also avoid all situations involving even the appearance of sexual impropriety.

While the Diocese of Harrisburg provides liability coverage on its employees and volunteers in the ordinary and reasonable performance of their duties, every employee and volunteer must clearly understand and accept the fact that this diocesan insurance program does not cover lawsuits where there is a credible accusation of any form of child abuse. Furthermore, the employee or volunteer is likewise responsible for his/her own attorney fees and any costs for and from the litigation.

Policy, Diocese of Harrisburg, Adopted: February 11, 1993

RETENTION

A student is recommended for retention only after careful consideration. Consultation is held with the parents/guardians before a final recommendation is made.

1. Two major subjects failed for the year indicate the student may fail the grade.
2. Parents/guardians are notified in writing at the end of February, of the possibility of retention.
3. Studies have shown that retention is rarely the answer to a student's academic difficulties.

SAFETY PATROL

Patrolmen are provided for the students' safety. Students are expected to respect their authority and obey their instructions. Misconduct will be reported to the Safety Patrol Moderator.

SCHOOL BOARD

This group consists of elected parents of students attending Our Lady of the Angels School, as well as an appointed member from both St. Peter and Holy Trinity Parishes. They provide guidance and suggestions in matters related to our school. Monthly meeting dates are on the school calendar. The general portion of the meeting is open to all who wish to attend. In order to address the board a request to be placed on the agenda must be submitted to the Principal, the Chairperson of the Board or one of the Pastors at least one week prior to the next scheduled meeting. The board must insure that its policies are consistent with the policies of the Diocese of Harrisburg. The specific duties and functions of the board are listed in the board's constitution and bylaws.

SCHOOL CHOIR

Students in second and third grades may participate in the Angel Choir and they normally practice on Tuesday mornings. Students in fourth through eighth grades may join the Concert Choir. And they practice during the school day. Sign up for these activities is in September. These children sing at various functions throughout the year.

SCHOOL CONCERNS

It is very important that there be complete unity in authority between the teacher and parent. It is also important to withhold judgment on what appears to be a grievance until you get all the facts.

- a. Get your facts from the appropriate person.
- b. Classroom teachers appreciate being called first when a concern arises
- c. Discuss your concern with the proper person. In most cases, the concern will be resolved with little difficulty. This act of courtesy is greatly appreciated.
- d. Should the above steps leave the concern unresolved, a conference with the principal may be requested.

SNOW DAYS

(see Cancellations)

SPORTS

We are able to provide several athletic opportunities for our students in cooperation with Our Lady of the Angels Athletic Association which sponsors cheerleading, basketball, softball and baseball. Information is normally dispersed through the school office.

STATIONERY

At the beginning of each year the parents pay a stationery fee. The school then supplies all the stationary needs of the students. The student only needs to bring a book bag the first day of school. The fee is \$25 for students in 1st through 8th grade. The kindergarten fee is \$35 and the K4 fee is \$20.

STUDENT COUNCIL

The Student Council of Our Lady of the Angels Catholic School will fulfill the important responsibility of providing a quality student government for the school. It will promote the following qualities in its members – Citizenship, Scholarship, Leadership, Human Values, and Love of God.

The Student Council, an organized group of elected representatives, meets regularly to serve as the mind, heart and hand of school activities. It consists of an executive board of officers and class representatives. A faculty adviser supervises all activities of the Council and serves as the Principal's personal representative to the students.

STUDENT RECORDS

(also see Withholding of Academic Records/Tuition Reimbursement)

Parents/Guardians shall have the rights to review their child's records.

- They must submit a written request to the principal.
- The confidentiality of each student's record's dictates that the parent/guardian must give written permission for release of the records to all persons or agencies except those required by state statute, or in an emergency in which the health, safety or welfare of the student is in jeopardy.
- Transfer records will not be released until a consent form signed by the parents/guardians is received from the other school.
- Upon request the school will release academic records and other school related information pertaining to the child to noncustodial parents/guardians unless the school has previously received a court order prohibiting such release. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- Records can be held until over due fees are paid.

SUSPENSION

(also see Expulsion)

Students may be suspended from school for serious offenses (truancy, vandalism, insubordination, etc.). Parents/Guardians will be notified immediately by telephone and mail of this suspension and will be required to meet with school authorities before their child will be readmitted to class. The suspension should be for a definite period of time. At the discretion of school authorities the student may be asked to remain either at school or at home during the period of suspension. After two suspensions in a single year a student may be expelled for any additional serious infraction of the rules.

TARDINESS

(see Absences)

TELEPHONE

The school telephone is a business phone and is not for the use of the students unless authorized by the principal. Students may not call home for forgotten homework, books, or gym clothes. It is the student's responsibility to come to school prepared.

Students are **not permitted** to have cell phones in school.

TESTING

A standardized test is administered annually to students in grades three through eight to evaluate student achievement and the effectiveness of the school program.

TIME SCHEDULE

Grades K-8: 8:05 A.M. – 2:45 P.M.
K3 & K4: Announced annually

Unless children ride the bus or attend Mass, **they are not to arrive at school until 7:50 A.M.**

TUITION

It is a basic principle that all members of the Catholic community share the responsibility for the financial support of the Catholic school. The parish subsidy, therefore, remains an essential element in the financing of Catholic schools in the Diocese of Harrisburg.

It is also understood that those who use the school should be willing to make a sacrifice for the special benefits which their children enjoy. The tuition charge, then, becomes the other major source of funding. Tuition is determined by the School Board at its meetings normally held in the late winter early spring. It is our policy at Our Lady of the Angels School that no child will be deprived of Catholic schooling because of financial difficulties. Parents/Guardians are notified of tuition charges as soon as the school budget is approved.

Tuition assistance through the school is available at the time of registration. For information, contact the school office. Financial assistance is also available from the parishes. Contact your Pastor for information.

UNIFORM CODE

Human nature has strong tendencies to act the way we dress. Therefore, we feel adherence to a dress code is an essential part of education. The following is the dress code at Our Lady of the Angels School. We would appreciate your help in complying with this code. A uniform exchange is available through the helps of a parent volunteer, Mrs. Rebecca Haas (426-2843). This is a free service and you do not need to give a uniform to use the service.

Please sign the enclosed form indicating that you have read the policy and agree to abide by what is stated.

BOYS (GRADES K-8)

- Navy blue uniform pants with coordinated dark-colored belt
- Plain white long or short sleeve polo shirt (no emblems or insignia)
- Maroon sweater or sweater vest with school emblem
- Solid navy blue or white socks **(No sports socks below the ankle)**

GIRLS (GRADES K- 5)

- Plaid jumper or navy blue slacks with coordinated dark-colored belt
- White blouse (long or short sleeves) with Peter Pan collar
- Maroon sweater or sweater vest with school emblem
- Solid navy blue, gray, maroon, or white knee highs, anklets or tights **(No sports socks below the ankle)**

(Fifth grade girls have the option of a skirt or jumper)

GIRLS (GRADES 5-8)

- Plaid skirt and white oxford blouse (button down collar, long or short sleeves)
- Or navy blue slacks with coordinated dark-colored belt and white polo
- Maroon sweater or sweater vest with school emblem
- Solid navy blue, gray, maroon, or white knee highs, anklets or tights **(No sports socks below the ankle)**

OPTIONAL WARM WEATHER UNIFORM:

****Warm weather uniform may be worn until the first full week in October and beginning the first full week of May****

BOYS (GRADES K-8)

- White polo shirt with uniform shorts with coordinated dark-colored belt
 - Regular school shoes with solid navy blue or white socks (socks are to be above the ankle)
- (No sports socks below the ankle)**

GIRLS (GRADES K-8)

- White polo shirt or uniform blouse with uniform shorts with coordinated dark-colored belt
 - Regular school shoes with solid navy blue, gray, maroon, or white knee highs or anklets (socks are to be above the ankle)
- (No sports socks below the ankle)**

The optional warm weather uniform may be worn at the discretion of the school administration. The dates may vary due to weather conditions and parents/guardians will be notified when the warm weather uniform will be permitted.

ACCESSORIES (at ALL school activities):

SHOES (ALL STUDENTS K-8):

Sturdy, flat heeled, dark-colored shoes, regular tie, slip-on, loafers or buckle
NO sneakers, canvas, athletic, clogs, sling backs, flip flops
NO boots of any kind are permitted in the classroom

This policy is to ensure the safety of your child/ren at recess and walking on the stairs

JEWELRY (ALL STUDENTS K-8):

Religious articles and watches are permitted. No facial adornments (nose rings, lip rings, etc.) or visible tattoos are permitted. No jewelry is to be worn on gym days.

ALL GIRLS: No makeup. One pair of small earrings (not over ½ inch in size) may be worn, only one earring on each lobe will be permitted.

ALL BOYS: No earrings are permitted.

HAIR (ALL STUDENTS K-8):

No extreme or bizarre hair styles or colors. Styles will be at the discretion of the administration.

ALL GIRLS: Hair accessories are permitted and are to be conservative and coordinated with the school uniforms in style and color.

ALL BOYS: Hair length must not extend below the shirt collar, bangs are to be above the eyebrows and boys are not permitted to wear hair ornaments.

Parents/Guardians are asked to use good judgment when choosing accessories for their children. Any articles or accessories that distract from the learning process will be confiscated and the parents/guardians will be notified.

Our Lady of the Angels School personnel will not be responsible for any lost, damaged or stolen property.

It is not the administration intent to embarrass any student however it is important the all rules be enforced.

GYM UNIFORMS:

Gym uniforms are purchased through the school office in September and December.

All students will wear:

- Gray gym sweat suit uniforms with the school emblem including the school T-shirt. Shorts are optional during the winter months.

Warm Weather uniform:

- shorts and T-shirt uniform with the school emblem
- White socks and sneakers are required.

Dress Down Days:

- Appropriate attire (T-shirt and sweatshirts with wording and pictures appropriate to be worn by a student attending a Catholic School)
- Sneakers ONLY

VISITORS

All are welcome at Our Lady of the Angels School. However, visitors may not interrupt teachers or students while class is in session. Therefore, all visitors must report to the school office where they must sign in whenever entering the buildings.

VOLUNTEERS

Volunteers provide a wide range of essential services to enhance the academic, spiritual, and extracurricular activities of Our Lady of the Angels School. Since volunteers have regular access to the school children, minimum requirements are established to protect the student, school, and volunteer from health and safety risks. The school must have the following documents before the volunteer can begin his or her support of school activities:

1. Application
2. Pennsylvania residents: Pennsylvania State Police Check
3. Out of state residents: Pennsylvania State Police Check and FBI Background Check
4. Childline Check
5. View Diocesan Video each year

The school will maintain a file on each volunteer. Each year there is a meeting for all new volunteers. You will find the date on the school calendar.

WALKING TRIPS

There are times during the school year when students will walk between the Primary and Elementary Buildings. Teachers may also taking students on walking field trips in the vicinity. The students are always supervised by an adult. If you do not want you children to participate in these walking trips you are to notify the principal in writing at the start of each school year.

School Policies

ADMISSION PRIORITIES

Admission to Our Lady of the Angels School will be on a space available basis according to the following priorities:

1. Registered members of St. Peter and Holy Trinity Parishes:
 - a. with siblings in Our Lady of the Angels School
 - b. without siblings in Our Lady of the Angels School
2. Catholics registered in another parish that does not have a school:
 - a. with siblings in Our Lady of the Angels School
 - b. without siblings in Our Lady of the Angels School
3. Non-Catholics:
 - a. with siblings in Our Lady of the Angels School
 - b. without siblings in Our Lady of the Angels School
4. Final approval must be made by the Executive Director.

Children of non parishioners who attend Our Lady of the Angels Kindergarten will not be guaranteed a space in Our Lady of the Angels School first grade. Non-parishioners will be admitted to first grade only after children of parishioners are enrolled. Once a non-parishioner's child is enrolled in first grade that child will be considered permanently enrolled.

Adopted March 17, 1998

AGES OF ATTENDANCE

Our Lady of the Angels School Policy regarding the age of admittance to the school will align with the school district in which the child resides. If a child is accepted for admission by their own school district, Our Lady of the Angels will also admit the child.

General ages for admission as of the first day of school are:

Pre-Kindergarten – 4 years

Kindergarten – 5 years

First Grade – 6 years

Adopted February 2, 2000, 5111 OLA

CLASS SIZE

Class size will be limited to less than or equal to 30 students in grades 1 – 8. Kindergarten will be limited to 25 students. When a class has been filled a waiting list will be established. Admission will be based on policy 5112 OLA.

Adopted by the Board March 1998 , OLA 5112A

FOOD CLUB

In an effort to assist parents with tuition the Board has adopted the following policy with the assistance of the Development Committee. Families who purchase Grocery Certificates will have a portion of their purchases applied to the following year's tuition. Due to the time restraints of mailing tuition statements these families will receive tuition credit for certificates purchased from June 1st until May 31st of the following year. This allows accounting time to calculate amounts and credit families.

Policy Number 101 OLA, Adopted: March 17, 1998

NO SMOKING POLICY

Our Lady of the Angels School buildings and grounds are smoke free from Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m. during the school year. No employee, parent or visitor is permitted to smoke on school property or at school functions or activities outside the school property. Appropriate signs have been posted at the entrances to the buildings. This policy will be given to faculty, staff and families. Students are not permitted to have tobacco products in their possession on school property or school buses.

Policy Number 102OLA, Adopted: September 2, 1998

TUTITION CREDIT FOR REFERRALS

Families with students enrolled in Our Lady of the Angels Catholic School are eligible for a \$200.00 school credit for each successful family referral. In order for the credit to be awarded the following requirements must be met:

- The new family must reference the referring family on their registration form.
- The new student(s) must remain enrolled for one full marking period.
- Only 1 credit will be given per family per school year.
- The new family's oldest child must be in first grade or higher. Referral credits do not apply for K3, K4, or K5

The Administrator will grant the final approval for all referral credits.

Policy Number 306OLA Adopted: May 9, 2009

WEAPONS AND/OR VIOLENCE

Our Lady of the Angels School Policy, in conjunction with Diocesan Policy No. 5137.5, defines violence as follows: to cause or threaten to cause physical harm to another. The definition of a weapon includes but is not limited to: any knife, cutting instrument, or any type of firearm. The Principal reserves the right to define “weapon” in the case of objects other than the obvious guns and knives.

Procedures to be followed:

- contact local law enforcement officials;
- immediate “out of school” suspension;
- written communication to the parents noting the reason for and duration of suspension.

The Principal is the final recourse in all disciplinary situations and procedures will be followed at the Principal’s discretion. Depending on the severity of the threat or act of violence the Principal may request that the parents withdraw the student from the school or the student may face possible expulsion.

Policy Number 513.5OLA Adopted: November 3, 1999

WITHHOLDING OF ACADEMIC RECORDS/TUITION REIMBURSEMENT

Registration of a student at Our Lady of the Angels School is considered a binding contract, as well as a commitment to fulfill all financial obligations to the school. Financial assistance is available and should be discussed with the pastor of the parish where you are registered.

The administration of Our Lady of the Angels School reserves the right to withhold academic records for nonpayment of tuition or any other outstanding debts at the time the student is withdrawn.

At the discretion of the administration, no report cards will be given to the students at the end of the year unless all debts (tuition, lunch, fundraiser, library) are paid in full.

If a student is withdrawn from school during the first trimester and tuition is paid in full, one third of the tuition will be refunded. When a student is withdrawn after the first trimester and the tuition is paid in full, there will be no tuition refunded. If the parents are using the monthly payment plan no tuition will be refunded when a student is withdrawn.

Extenuating circumstances, a job transfer for example, will be considered by the administration as a possible cause for exception.

Notification of outstanding debts will be given on a monthly basis.

Adopted: February 4, 2002

Reviewed: 11/3/04, 3/4/09

Revised: 5/6/09

Policy Number 3249OLA, Adopted: February 2, 2000

The Administration of Our Lady of the Angels School, in consultation with the Executive Pastor and the School Board, reserves the right to amend this handbook as circumstances warrant. Parents will be promptly notified in writing of any such amendment.