

August 2011



### **WEBSITE**

Our primary method of communication is our website [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org). Please try to check it on a regular basis. We will also be using email more this year to communicate so please be sure that we have your current email address.

### **FORMS**

The necessary forms for parents are on the website. We will make every attempt to keep them up to date.

### **THANK YOU**

Our Annual Appeal goal of \$40,000 was not reached. To date we have received \$34,390. In these difficult economic times we understand the financial struggle and are grateful to all those who were able to contribute. God bless you for all that you do to provide a Catholic education for the students of Our Lady of the Angels.

### **COLD WEATHER**

There are times during the winter that our girls wear long pants under their skirts to stay warm when they are outside. If your daughter finds this necessary I ask that they wear navy blue or gray pants. These colors will look more appropriate with the plaid skirt or jumper.

### **FOCUS**

This year our families received \$3500 from the Diocesan scholarship fund (FOCUS). We are grateful to the Diocese for all that they do for us.

### **NEUMANN SCHOLARSHIP**

This year Our Lady of the Angels School families received \$101,699 in tuition assistance. This is due to the generosity of many businesses that make use of the Educational Improvement Tax Credit. Pennsylvania businesses donate money and receive tax credit from the state. The businesses have the option of designating particular schools. Our Lady of the Angels has been blessed by the generosity of:

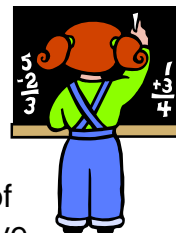
An Anonymous Donor  
Conestoga Title Insurance Co  
Lancaster Starter and Alternator

### **BACK TO SCHOOL NIGHT**

These dates are listed on your calendar. This is an opportunity to meet your child/ren's teachers and get an insight into the procedures and expectations for the 2011-2012 school year. The program will begin at 7PM in the respective building cafeteria to go over the schedule for the evening.

### **HOMEWORK JOURNAL**

Each child in first through eighth grade will be given a journal on the first day of school. We require that all students have and use their homework journal. The journal should be taken home every night and then brought back to school the next day.





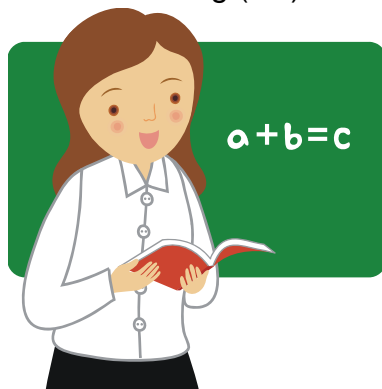
### TUITION

Your financial commitment to Our Lady of the Angels School is very important. According to our 2011-2012 school budget we estimate the cost of educating a student at Our Lady of the Angels as \$4126. Your tuition is 61% of this amount for one child, 49% for two children and 42% for three or more. The remainder is from Parish Subsidy, Annual Appeal, Home and School Fundraisers and Gifts and Bequests. Both Pastors have made it very clear that no child will be denied a Catholic education if there is a financial hardship.

### OUR LADY OF THE ANGELS FACULTY AND STAFF

We extend a warm welcome to Mrs. Manley and Mrs. Herskowitz

K4	Mrs. Manley
K5	Mrs. Zeamer
1 <sup>st</sup>	Mrs. Williams
2 <sup>nd</sup>	Mrs. Detz
3 <sup>rd</sup>	Miss Buchheit
4 <sup>th</sup>	Mrs. Herskowitz
5 <sup>th</sup>	Mrs. Collins
6 <sup>th</sup>	Mrs. O'Donnell
7 <sup>th</sup>	Mrs. Barninger
8 <sup>th</sup>	Mrs. Fischer
Library/ Art	Mrs. Spicer
Computer	Mrs. Carey
Gym	Mrs. Chmiel
Music	Mrs. Grochowski
Religion	Sr. Anna
Secretary	Mrs. Diffenderfer (EB)
Administrative Assistant	Mrs. Crumbling (PB)



### SMOKE FREE

Our Lady of the Angels is a smoke free school property. There is no smoking permitted on school property during the school day, at extracurricular activities or school functions. We are role models for our children.

### SEPARATE CHECKS

Please never send cash to school with your child/ren. When sending checks please label the purpose of the check and place it in the zippered Our Lady of the Angels bank pouch labeled with your family name. There are times during the year when checks are being sent to the office for a multitude of reasons (lunch, tuition, gym uniforms, stationery, scrip, etc.) and separate checks makes crediting the appropriate account less complicated.

### HANDBOOK

In an effort to keep the handbook up to date it is on our website [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org). There is a form in this folder requesting your signature after you and your child have reviewed the handbook. This year to eliminate some paperwork we have included more in the handbook such as the "Acceptable Use Guidelines" and "Playground Rules" therefore it is imperative that you download and sign the handbook form.

### **VOLUNTEERS**

All volunteers at Our Lady of the Angels School must complete the Diocesan volunteer requirements. The procedure for becoming an approved volunteer is found on the Diocesan website, [www.hbgdiocese.org](http://www.hbgdiocese.org) and our website [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org). Applications for approved volunteers will only be processed until December 22, 2011.

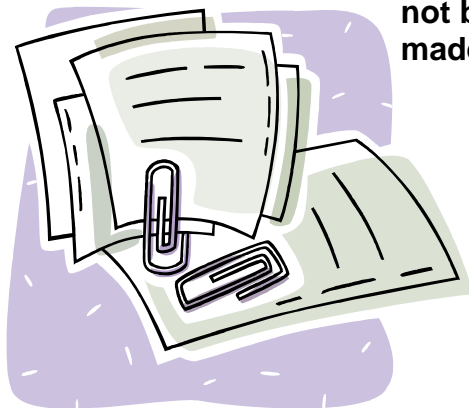


### **MONTHLY TUITION STATEMENT**

Tuition statements will be emailed on monthly basis. We ask that you remain current with your financial commitment. Please review your statement and contact the office immediately if you have any questions.

### **GYM UNIFORMS**

If for some reason your child does not have a gym uniform during the year they are to wear their regular school uniform to school and then change into dark shorts and a white t-shirt. After gym class they will change back into their regular uniform. The option to order OLA gym uniform orders is usually made available to parents twice a year, September and December.



### **DRESS DOWN DAYS DRESS (DDD) CODE**

On triple "D" days students may only wear sneakers. They may wear t-shirts or sweatshirts as long as the wording on pictures is appropriate to be worn by a student attending a Catholic School. The complete information on DDD dress code is available in the school handbook on the website.

### **FRIDAY MASSES**

It is important that you check the school calendar for the location of the Friday Mass. Students are dropped off at the site where the Mass is celebrated. Only under extenuating circumstances do we change the location.



### **\*EMERGENCY FORMS\***

Of all the forms you will be completing this year this is the **most important**. This form will be distributed at Back to School night. Please make any changes on the form that is in your family folder using a red pen. Also throughout the year as **information changes** please send the new information in writing to the school office or email it to [scrumbling@ourladyoftheangels.org](mailto:scrumbling@ourladyoftheangels.org). These forms are necessary for the welfare of your child. **If this form is not received and updated the school will not be held responsible for decisions made on your child's behalf.**

## WELCOME

We welcome the following families to Our Lady of the Angels School Family:

Joseph & Mandeé Havrilla  
Luke & Jennifer Parrish  
Andrew & Amanda Zeamer  
Timothy & Colleen Ford  
Matthew & Alicia Gable  
James & Melissa Horn  
Matthew & Carrie Kitchen  
Frank & Abby Tyson  
Jake & Sarah Weaver  
Jeff & Christine Detz  
Christopher & Elizabeth Garpstas  
Chris & Krista Kadyszewski  
Jackie Shive  
Shawn & Barbie Helton



## WE SAVE...

Listed below are the things that Our Lady of the Angels School saves that benefit the students and teachers:

1. **Campbell Labels**
2. **General Foods Box Tops**  
Supplements the cost of field trips and retreats
3. **Ink Cartridges for Printers**  
Consumable supplies for Technology
4. **Discarded Cell Phones**  
Technology fund.
5. **Turkey Hill Moo Caps**
6. **Capri Drink pouches**

There is information under the fundraiser tab on the website about these. Please take a little extra time and help your school.

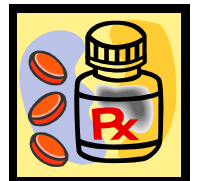


## CHANGING MODES OF TRANSPORTATION

Please make every effort to have transportation plans made prior to your child's arrival at school. If your child/ren will be changing how they go home please put it in writing and send it to your child's teacher. There may be times when you have to call school and leave a message but we ask that this not become a practice.

**If there is nothing in writing and no phone call, the child will be sent home using their regular mode of transportation. This will be the practice even if the child says they are to do something different. You are the parent and we will only follow your instructions.**

Our Lady of the Angels School does not have the authority to give permission for students to ride a bus if they do not live in that school district. I have shared this information with the districts that bus our children.



## MEDICATION

Students are **not** permitted to carry medicine to and from school when riding a bus or walking. Parents are to bring the medication along with the appropriate form to school and if necessary pick it up. The necessary forms are on the website. This pertains to **ALL** medication not just prescription.

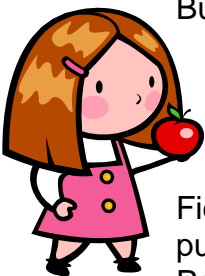
## WEAPONS

**Nothing resembling** a weapon may be brought to school. That includes knives, guns, slingshots, brass knuckles, screwdrivers, etc. whether they are real or toys.



### SCHOOL HOURS

Students may enter their classrooms at 7:55. Our day begins with prayer at 8:05. With the exception of students that ride buses students are not to arrive before 7:55 unless there is a note on file. Dismissal for grades 1 – 8 is at 2:45. The Primary Building is dismissed from the Union Street door and car riders are dismissed first. At the Elementary Building buses are called first.



### FIELD TRIPS

Field trips are for educational or spiritual purposes. There are no class trips. Parents may be asked to be chaperones from time to time. Chaperones must be on the **approved volunteer list** and are responsible for the group of students assigned to them, which may or may not include their child. We are grateful to our volunteers. Chaperones have a serious responsibility.

### SCHOOL YEAR VACATIONS

Trips during the school year have been on the rise. A completed excuse form is to be sent to school prior to your trip. Please do not request work prior to the trip. Teachers will keep track of what your child has missed and give it to them when they return to school. Understand that it is the child's responsibility to make up the work, projects and tests.

### INSTRUMENTAL LESSONS

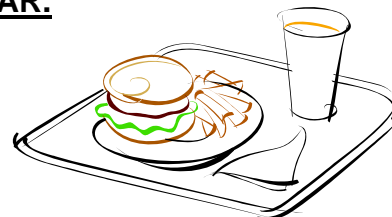
Mrs. Kern is our instrumental music instructor. There will be information provided to students in grades 4 through 8 who are interested in playing an instrument. Violin lessons will also be available to 3<sup>rd</sup> graders.

### ACCEPTABLE USE GUIDELINES

Students and parents are required to read the Acceptable Use Policy before the students are permitted access to the Internet at school. The policy also refers to inappropriate use of the Internet at home. Please read the policy with or for your child/ren so that they understand the consequences if this educational tool is misused. These guidelines are in the handbook so when you have signed that you read the handbook, your child will be permitted to use the school computers.

### FEDERAL LUNCH PROGRAM

Our Lady of the Angels participates in the Federal Lunch Program. This program provides eligible families with free or reduced lunches. It costs the school nothing. There will be an application in your family envelope as well as on the website. Please take advantage of this program and complete the application if you feel you may be eligible. **All information is confidential.** If your financial circumstances change during the school year please contact the office for a form or print one from the website. If you were eligible for the 2010-2011 school year you will receive these benefits until September 30<sup>th</sup>. **YOU MUST COMPLETE A NEW FORM EACH YEAR.**



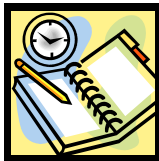


### TRAFFIC

In the handbook you will find the directions of how you are to drop off and pick up your children. **I ask that you follow them and share them with anyone who may be sharing this responsibility with you.** Over the years this has become a major concern because of those, who for one reason or another, decide to do things “their way”. As a school family our goal is to work together and **respect** each other.

### TARDINESS

We have implemented a procedure that if a child is more than 15 minutes late in a trimester they will make that time up after school. For some this worked but for others the tardiness continued. In **fairness** to the members of our **Learning Community who are on time and have begun work we ask that parents make every effort to have their children at school by 8AM. School begins at 8:05.**



### UNIFORMS

Students are to wear their school uniforms the first day of school. If new gym uniforms have been ordered, we ask that the students **wear dark shorts and a white tee shirt until the new ones arrive. We do not keep a stock of gym uniforms because of the cost involved.** The uniforms are ordered in September and December. There are sample sizes available at the school offices and they will also be made available at the back to school night. You may contact Rebecca Haas at

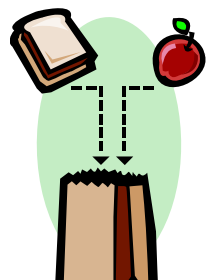
426-2843 or [Beccahaas@yahoo.com](mailto:Beccahaas@yahoo.com) for used uniforms.

### SCHOOL DELAYS AND CANCELLATIONS

Please note that this does not only apply to snow days. There may be other times when delays, cancellations or early dismissals may be necessary. This information will be broadcast on WARM 103 and WGAL. **There is a modified schedule for K3 and K4 on these days.** If your child rides a public school bus they are to follow their district’s delays and dismissals. As a parent I know that when these things happen it causes many concerns. The best thing to do is to have a plan in place for these events and inform your child of the plan. **We ask that you don’t call the school because that ties up the phone lines. If school is dismissed early all planned evening activities will be cancelled.**

### LUNCH MENUS

In the first Friday Folder of the month there will be a menu for your children. On the menu you are to circle if your child wants a sandwich, is packing, or is packing and wants to buy milk (\$.35). **If your child is eating the entree you do not need to circle anything for that day.** We ask that you submit the completed menu as soon as possible so an appropriate food order can be placed. We are being fiscally responsible and need the lunch count to order supplies. If your child will be packing all year you can simply write a note to that effect and you will not need to complete a menu. Also if your child will be eating the entrée all year you can simply write a note and you will not need to complete a menu. I appreciate your cooperation



### **THE PRINCIPAL'S BOOK**

In each office there is a book that is referred to as the "Principal's Book". When children are sent to the office they sign this book. Each situation will be evaluated on its own merits and consequences will be determined. Also parents will receive a form that must be signed informing them that their child was sent to the office and why. If the form is not returned, parents will be contacted by phone. This form may also be emailed to parents.



### **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.

1. Get your facts from the proper person.
2. Classroom teachers appreciate being called first when a problem becomes known.
3. Discuss your problem with the proper person. In most cases, the concern will be resolved with little difficulty. This act of courtesy will be greatly appreciated.
4. Should the above steps leave the concern unresolved, a conference with the principal may be requested.

### **DISCIPLINE RECORDS**

With a change in the state law, student disciplinary records must be sent to a new school, upon the request of the school, for all students who transfer to another school. This law became effective July 1, 2008.

The law notes that the school may continue to hold any academic records when there are outstanding financial obligations.

### **SECURITY**

Our goal is to provide a safe learning environment for your children. All doors are locked at 8:05 and are to remain locked during the day. Students have been instructed not to open the door for anyone. Parents are buzzed into the building and then come to the office to sign the visitors' book. When they leave the building they are asked to sign out.

### **EXCUSE NOTES**

For your convenience we have placed an excuse note form on the website [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org). Notes are to be sent with your child when they return to school after an absence. The form does indicate the procedure that will be followed when a form is not returned. You may also email the excuse note to us. Please include all necessary information in the email.

### **SCHOOL CHOIRS**

Mrs. Grochowski, our music instructor provides opportunities for students in grades 2 through 8 to participate in this program. Students in grades 2 and 3 practice on Tuesday morning before school and students in grades 4 through 8 have rehearsal on Friday afternoons at 2PM. This is the Concert Choir and they are our music ambassadors.



## **OUR LADY OF THE ANGELS SCHOOL SUPPORT GROUPS**

Dedicated parents and volunteers are what have made Our Lady of the Angels School successful. If we want to continue this success we need your help. Become a positive influence by volunteering your time and talent.

**Our Lady of the Angels Home and School Association** meets every other month. The dates are on your calendar. All parents are encouraged to attend. Babysitting is provided for younger children. The officers are:

**President:** Becky Haug  
**Vice President:** Bonnie Reich  
**Secretary:** Tina Sumpman  
**Treasurer:** Michelle Resch

**Our Lady of the Angels School Board** meets every other month and is consultative in nature. The members of the school board are:

**Elected:**  
Holly Lyle  
Hal Snyder  
Nick Reich

**Appointed:**  
Beth Nikolaus – Holy Trinity  
Mary Ann Hinkson – St. Peter

**Non voting Parish Liaison**  
Scott Haberstroh – St. Peter  
Raymond Hallacher - Holy Trinity

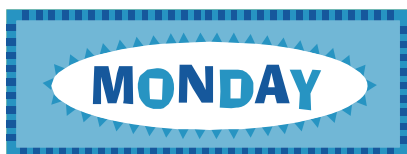
**The pastors, principal and representatives of the Home and School and Athletic Association are also members of the Board.**

**Our Lady of the Angels School Development Committee** meets on a monthly basis. The purpose of the committee is to establish financial security, publicity and public relations. This small group of people oversees the Annual Appeal, publishes the Heavenly News, operates the Food Club and Scrip Program, Baptism Program and conducts the Hall of Fame reception. We are always looking for friends to become involved in one or more of these activities, some require time once a year, others quarterly, and others monthly. Please consider becoming involved.



### **\*\*IMPORTANT\*\***

We have a student that has had a liver transplant and we are very happy to have her with us. I would like to share some information with you. I will quote from the letter from the University of Pittsburgh Transplant Institute. "It would be imperative to notify the child's parents of **chicken pox exposure or outbreaks.** An exposure is considered to be one hour face to face contact with a child that has a confirmed case of chicken pox. The child with the liver transplant would have up to 72 hours to be sent to a local emergency room to initiate treatment to help protect the transplant graft." So **please** keep the **office informed** of any contact with a child that has the **chicken pox**. Thank you in advance for your concern and help.



### **MISSIONS MONDAY**

This year we will be having Mission Monday. The dates are listed on the calendar. On these Mondays we will be selling small items and the proceeds will be given to the Holy Childhood Association. Please look for more information in the Friday Folders or on the website.

### **STUDENT COUNCIL ACTIVITIES**

On the school calendar you will see a variety of activities sponsored by the Student Council. These activities are meant to promote school spirit and they are optional. There will be flyers in Friday Folders with more information as the activities approach.

### **BUSING**

Students are not permitted to ride buses if they do not reside in that particular school district. This is for obvious safety and legal reasons. A note from a parent is not acceptable. If a child is NOT on the bus driver's roster he or she is NOT permitted to ride the bus.

### **OUR STUDENTS SHINE**

#### **LCHS BAND CAMP**

Two of Our Lady of the Angles students, Shane O'Leary (trombone) and Alysa Finegan (flute) participated in Elementary Band Camp at Lancaster Catholic High School this past summer under the direction of Mr. Paul Murr. It was held from 9am to 4pm each day with ensemble work and individual instructions. They completed their week of camp with a concert for their families and friends.

### **HOME & SCHOOL ASSOC NEWS**

The Home & School Association will hold its 1st meeting on Tuesday, September 13, 2011 at the Elementary Building. Social time and refreshments start at 6:30pm with the meeting starting promptly at 7pm.

The meeting is open to all OLA families and we welcome everyone to attend. We appreciate everyone's participation in supporting our children and the school. Babysitting services are provided as an accomodation to parents with an age limit set for children ages up to Grade 5. If a family attends all 5 meetings held throughout the school year, they will get to enter their name into a drawing for a chance to win one of two \$250 tuition vouchers that may be applied towards the 2012-2013 School Year.

The 1st fundraiser for the 2011-2012 School Year will be the Wolfgang Candy Sale. The sale starts September 1, 2011. Forms and money must be returned to the school no later than September 22, 2011 and the candy will be available for pick up November 18th.

