

St. Angela Merici Parish School



St. Angela Merici Parish School

Student-Parent Handbook

2011 - 12

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Fairview Park, Ohio 44126

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School Website:

[*http://www.samparish.org/day-school.html*](http://www.samparish.org/day-school.html)

Parish Website:

[*http://www.samparish.org*](http://www.samparish.org)

*“For if it is Jesus who directs and teaches you,
you will be well taught.”
Saint Angela Merici*

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A Letter from Our Pastor

Dear Parents and Guardians,

Being Catholic is a gift of faith, hope and love; a life-time journey to experience and to live according to the identity that it signifies. Education in Catholic schools—which includes a parish community and faith practiced in the home—exists to implement a specific educational ideal: to foster a deepening of faith and knowledge that is used to give witness to Christ. Since 1923, Saint Angela Merici School has succeeded in achieving that goal. As we open our doors this year to the young men and women who come to us, we are eager to take up our ministry once again as we offer the gift of a Catholic education – a legacy of academic excellence imparted within an atmosphere of a lived faith in Jesus Christ.

I am the eighth pastor of this outstanding Catholic parish. As I complete my eighth year this year and enter my ninth, I want to thank you for your trust in us and for the sacrifices you make to make this outstanding school a reality. It is only together that we can help your children grow in their God-given talents to achieve great success in life.

Our aspirations and objectives are clear: a superb academic education, a well-rounded education, and an education suffused with a totally Catholic perspective. To accomplish these goals, we are blessed with an excellent and caring faculty, administration, and staff. Guided by such believing professionals, your youngsters will discover more about God and will grow in respect for God’s gifts. They will explore our Catholic heritage and engage in service to others. Here they will also meet our priests, deacons, and other members of the parish pastoral staff at the Eucharist and at the many sacramental moments of their elementary school life.

We are privileged to have as our school leader Mrs. Denise Modic Urban, a vibrant and peerless professional. As principal, she has set the bar high for both student body and staff. Her presence and administration as principal is truly a blessing. Together, we look forward to another year of excellence. Along with Mrs. Urban, I offer you my support and prayers for another successful year. Thank you for your commitment and prayers. We also thank the entire parish family who support our school both financially and spiritually. May God’s Spirit guide all of us – parents, parish members and staff – in the vital work of Catholic education. I think that we can expect great things this year. God bless you! Saint Angela Merici, pray for us.

Soli Deo Gloria,

Father Michael J. Lanning, B.A., M.Div., M.S. Ed.
Pastor

A Letter from Our Principal

Dear Families,

"How does St. Angela Merici School compare with the local public schools?" is a common question potential new families ask of me to which my answer is *"There is no comparison."* Of course, many of the public schools in the area provide an excellent educational experience for their students and St. Angela's academic experiences for our students meet or exceed the local schools; how we at St. Angela's are unique is rooted in our Catholic mission and culture. No public school, regardless of how excellent their academics are, provides a rich Catholic experience for their students as we do at St. Angela.

"The glory of God is the human person fully alive" (St. Irenaeus of Lyons) encapsulates our holistic view in fostering the development of the student. God is incarnate or present in all of our programs at St. Angela – there are no secular subjects since our faith formation is gently woven throughout the curriculum and throughout the school day.

A focus on the Fruits of the Holy Spirit – *charity (love), joy, peace, patience, kindness, goodness, generosity, faithfulness, gentleness, self-control, modesty, and chastity* – is a continuation of our initiative to root our code of conduct in our Catholic values. Rather than just providing a list of don'ts, our efforts will continue to focus on Catholic virtue development on the presence of good virtues or habits. Students will have opportunities this year to grow in awareness of these habits with their multi-age prayer partners.

Our initiative to celebrate the uniqueness of each student through differentiated instruction provided the foundation for continuation of this program into this year. During second semester, our students will be provided the opportunity demonstrate their learning through self-selected project-based learning.

"Do This in Memory of Me" is this year's catechetical theme. Our school, in concert with our parish, will provide the faith formation opportunities for parents, students and faculty to explore the changes to the Liturgy, which will begin during Advent this year. In addition, our teachers, in partnership with the teachers at Lakewood Catholic Academy, will participate in four workshops to deepen their knowledge on the four strands of the religion curriculum.

The partnership of our parish, our pastor, our parish staff, our parents, our school staff and our students provides a "fully alive" Catholic school community. An attitude of gratitude goes out to all who make sacrifices and commitment to our school!

May God bless you and keep you and your family.

In Christ,
Mrs. Denise Modic Urban, M.A.Ed.
Principal

The Catholic School Graduate Is

A faith filled disciple of Christ who is:

Called by Baptism and nourished by the Eucharist;
Active in the Sacramental life of the church through weekly participation in the Eucharist and regular participation in Reconciliation;
Centered in Gospel Values;
Prayerful.

Christian leader who is:

A decision maker whose conscience is formed by the teachings of the Catholic Church;
A witness to the faith;
A person of integrity;
Respectful;
Committed to justice;
Collaborative;
A community leader;
A steward of the environment;
Active in parish life.

A centered well-rounded person who is:

Self confident;
Self-disciplined;
Open to growth;
Responsible;
An active productive citizen.
A loving person who is:
Compassionate;
Kind;
Forgiving;
Appreciative of diversity;
Welcoming;
A peace-filled mediator;
Respectful of the talents and abilities of others.

A life-long learner who is:

Articulate;
Creative;
Technologically literate;
Academically and spiritually competent;
A critical thinker;
A problem solver.
A healthy person who is:
Respectful of life;
Practicing good health habits;
Committed to reaching one's full potential;
A good sport.

St. Angela Merici School Prayer

Dear God,

We praise you and love you above all else.

Teach us to care for each other.

Guide our work and bless our play.

Keep our families close to You.

*Open our hearts and our minds
to know Your will and live our faith.*

We ask these things through the intercession

of our patroness,

St. Angela Merici.

Amen.

St. Angela Merici School Staff and Phone Numbers

Telephone Numbers

School Office..... 440-333-2126
School Attendance Line 440-333-2126, *ext. 145*
School Fax 440-333-8480
School Cafeteria 440-333-2126, *ext. 148*
School Maintenance 440-333-2126, *ext. 140*
School Health Office 440-333-2126, *ext. 152*

Parish Center Office 440-333-2133
Parish Fax..... 440-333-8061
Business Office 440-333-2126, *ext. 112*
Bookkeeper..... 440-333-2126, *ext. 113*

Pastor and Associate Pastor

Pastor Fr. Michael J. Lanning
Associate Pastor Fr. Gregory F. Schaut
Fr. Joe Spolny
Deacons Deacon Jim Agrippe
Deacon Erick Lupson

Religious Education and Liturgical Music Ministries

Director of Religious Education Mrs. Linda Heiss, *ext. 116*
Religious Education Secretary Mrs. Marie Kay, *ext. 115*
Youth Ministry (YOSA) Mrs. Maureen Adler, *ext. 120*
Children’s Choir..... Mr. David Tidyman, *ext. 104*

School Leadership and Administration

Principal Mrs. Denise Modic Urban, M.A.Ed., *ext. 146*
School Secretary Mrs. Kathleen Harding, *ext. 143*
School Office Aide..... Mrs. Tammy Dobrzeniecki, *ext. 144*

Extended Day Care Mrs. Julie McGovern, *440-356-8054 (3 – 6 pm)*
Nutrition Services Supervisor..... Mrs. Danyelle Anderson, *ext 148*

Preschool Leadership

Preschool Director Mrs. Christina Kutz, *ext. 155*

School Faculty and Staff

Early Childhood Team

Kindergarten.....	Mrs. Rebecca Arsena Miss Marie Beck
Grade 1.....	Miss Elizabeth Cirillo Miss Caroline Gallagher
Grade 2.....	Mrs. Sandra Corrigan Mrs. Patricia Horner
Grade 3.....	Mrs. Lindsey Close Mrs. Lisa Whelan

Intermediate Team

Grade 4.....	Mrs. Eileen Augustin Mrs. Erin Leshner
Grade 5.....	Mrs. Kathleen Bouley Miss Eileen Matthews

Middle School Team

Grade 6.....	Mrs. Pattianne Ruccella Mrs. Amy Lally
Grade 7.....	Miss Erin Hegarty Mrs. Bonnie Molchan
Grade 8.....	Mr. Kenneth Knox Miss Colleen Randazzo

Special Subjects Team

Media (K – 8)	Mrs. Jessica May, <i>ext. 151or 150</i>
Wellness/PE (K – 8).....	Mrs. Jean Strippoli, <i>ext. 127</i>
Music (K - 8) & Theology (6).....	Mrs. Elaine Volpi
Visual Art (K – 8).....	Mrs. Erica Trapp

World Language Enrichment

Mandarin Chinese (K – 3).....	Ms. Jianhui Du
Spanish (4 – 8)	Señorita Ann Marie Anelli
Latin (5 & 6)	Mrs. Judy Nairus
Latin (7 & 8)	Mr. Paul Nemeč

St. Angela Merici School Mission

The mission of St. Angela Merici Parish School is to promote a safe environment where students achieve the highest standards of academic excellence and live our Roman Catholic faith in service to others.

Belief Statements

1. We believe that each student is a unique individual and should be provided the opportunity to grow in his/her Catholic faith, to develop a greater love for God through prayer and to reflect Catholic values through service to others.
2. We believe that curriculum, instruction and assessment practices should address a variety of learning styles and incorporate innovative activities to accommodate every unique learner.
3. We believe that stakeholders share responsibility for advancing the school mission, and the goals and needs of all involved must be taken into consideration to achieve continuous improvement in students' faith formation and learning.
4. We believe that each student's spiritual, social, emotional, intellectual and physical needs must be addressed to enable him or her to become a confident and self-directed lifelong learner.
5. We believe that a safe environment, which incorporates mutual respect among students, staff and parents, promotes optimal student learning and growth.
6. We believe that students should have the opportunity to learn lived Catholic values through the modeling of parents and school staff.

Accreditation

St. Angela Merici School received full accreditation from the Ohio Catholic Schools Accreditation Association (OCSAA) in May 2010. Our school meets or exceeds all OCSAA Standards and all State of Ohio Department of Education Standards. In addition, all educators at our school possess and maintain the appropriate certification or licensure required by the Ohio Department of Education and all Catechetical Certification requirements required for teaching religion as set forth by the Diocese of Cleveland and the OCSAA.

OCSAA School Improvement Plan (2010 - 2016)

St. Angela Merici School's School Improvement Plan goals are as follows:

1. **Catholic Identity Goal:**
Students will use the Fruits of the Holy Spirit to demonstrate respect of the dignity of the human person.
2. **Student Performance Goal:**
The students will increase the use of higher order thinking skills across the curriculum.

Faith Formation Programs

The primary purpose of St. Angela Merici School is to provide an atmosphere in which our students can grow in their Roman Catholic faith and in which students can learn and grow in an environment infused with lived Gospel values and Catholic social principles. Since the primary faith educators of children are the child's parents, St. Angela Merici School acts as an extension of the Catholic home in supporting the parents' instruction of Catholic values and love for the Eucharist.

Religious Education

Catholic ideas and Gospel values permeate instruction throughout the school day and are not limited to the students' religion class. Our students receive religious instruction for a daily minimum of 30 minutes in grades K through 4 and a daily minimum of 40 minutes in grades 5 – 8. In addition, our pastor and associate pastor visit classrooms regularly to enrich religious instruction. Religion instruction, including a Catholic understanding of human sexuality, follows the Diocese of Cleveland's Religion Curriculum.

Liturgical Celebrations

St. Angela Merici School provides liturgical and other worship opportunities for the school community. Liturgical, sacramental, and prayer opportunities include All School Masses, Class Masses, Reconciliation, Eucharistic Devotions, Stations of the Cross, May Crowning, and seasonal prayer services. The published school calendar will list the liturgical events for the month. In addition, our students are active in the preparation and planning of School Masses. They serve as lectors, ushers, and present the gifts. Parents and families are most welcome to join us in these celebrations.

Student Service Opportunities

Our school provides students of all grade levels with Catholic service opportunities through the school year. Through these opportunities, students are given an opportunity to live the message of Catholic social justice and compassion through various service programs.

Sacramental Preparation

The religion program offers the opportunity to prepare for the sacraments of First Reconciliation and First Eucharist in the second grade and Confirmation in the eighth grade.

Prayer Partners

Our Prayer Partners Program pairs students in grades 1 – 8 with a partner class of a different grade. Our goal for this program is to foster and create a sense of community through developing multi-age friendships. In addition to praying for one another, Prayer Partners come together in activities such as Prayer Services, Class Mass and planning, service activities, and community-building activities.

Peer Mediation

Our school offers Peer Mediation as a means to assist students to solve conflicts peacefully. During Peer Mediation, a trained student mediator, along with a faculty moderator, walks the disputants through the steps of peace in order to help the students solve their own problem. Once the students determine a solution, the mediator and moderator help the disputants write a contract for their solution. *Please note that The Peer Mediation process is limited to students solving and resolving problems with other students, and this program does not replace disciplinary consequences for student behavior choices.*

Retreats

Our faith formation experiences extend outside of the classroom walls. St. Angela Merici eighth grade students experience an off-site leadership retreat during the school year in the fall. Our second graders, in preparation for their First Eucharist, join our PSR students in our Jesus Day retreat. The eighth graders, along with our PSR students, participate in our Spirit Day Retreat. Our sixth graders travel off-site to Camp Christopher for leadership building experiences. Also, all students participate in a Holy Thursday Retreat at the end of Lent in celebration of the Institution of the Eucharist.

Liturgical Ministries for Students

We encourage our students to serve Christ and live their devotion to the Eucharist as an Altar Server (grades 6 – 8) and in the Children's Choir (grades 1 – 8). Watch the church bulletin and Family Mail for details on these special ministries.

Parish Faith Formation Programs

In addition to school faith formation programs, students and their families have many faith formation opportunities through St. Angela Merici Parish. A few of the opportunities offered include:

- **Family Mass** is a PSR and Day School partnership in which the families of a specified grade level come together to plan and participate in a Sunday Mass. Family Masses are scheduled once a month during the school year at the 11:30 am Mass.
- **Vacation Bible School** is offered for both Day School and PSR students in K – 6 typically during late summer. Older students are encouraged to volunteer to help with the activities.

Academic Programs

St. Angela Merici School follows the Curriculum of the Diocese of Cleveland that meets State of Ohio Standards and OCSAA Standards. Textbooks and other learning resources are selected in order to meet the needs of our students and the curriculum requirements.

Core Academic Curriculum

Students at St. Angela Merici School participate in learning experiences in the following core academic subjects:

- Religion/Theology
- Language Arts, *which includes reading, spelling/vocabulary, phonics (K – 3), English and handwriting*
- Mathematics
- Science and Health
- Social Studies

Special Subjects Curriculum

Our students, also, receive regular instruction in the following special subjects as part of our academic program and curriculum:

- Physical Education
- Music
- Visual Art
- Technology
- Library/Print Media Literacy

World Language Enrichment Programs

In order to enrich our students' educational experience, St. Angela offers the following world language opportunities:

- Mandarin Chinese (K – 3)
- Spanish (4 – 8)
- Latin (5 – 8 elective)

Library/Media Center

Students have a regularly scheduled library period and are free to check out books. A fine is issued for each overdue book. Charges for lost or severely damaged books equal replacement costs.

Literacy Enrichment Programs

Reading skills and the enjoyment of reading is critical for development of a lifelong learner. To promote literacy skills and enjoyment, St. Angela students participate in several programs to engage the developing reader.

- **Accelerated Reader** ~ This independent reading incentive program is designed to encourage independent and recreational reading for all students. The Internet-based program tracks a student's reading progress over the course of the school year. Parents and students have access to the student's record using the Internet.
- **Reader's Theater** ~ Students in grades K – 3 participate during the school day in our new Reader's Theater Program. Reader's Theater, an oral performance of a script based on authentic literature, is a best-practice strategy to develop reading fluency. The ability to read fluently – that is to read with accuracy, speed and proper expression – can assist in the development of a student's reading comprehension. In Reader's Theater, meaning is conveyed through expression and intonation—students need to interpret the script instead of memorizing it, thus helping with comprehension as well as fluency. Repeated readings, or rehearsals, helps students build fluency in a natural and authentic manner. Reader's Theater can assist an elementary student's development of reading in a creative and genuine way.
- **Book Buddies** ~ Our emerging first grade readers partner with our preschoolers during the second semester. This partnership allows our first graders to build confidence in reading while providing positive peer modeling of reading to the preschoolers.
- **Summer Reading** ~ Our Summer Reading Program provides students the opportunity to practice reading skills over the summer. Students are assigned a book list for their grade level to assist in the selection of age appropriate books.

St. Angela Merici uses the web-based version of Accelerated Reader. Benefits of the web-based version of Accelerated Reader (AR) include:

- Access to all AR tests available rather than a limited number of individually purchased tests.
- Online listing of all available books can be viewed at home or at the library through Internet access.
- Online parental access to your child's AR account in order to monitor your child's progress (what tests were taken and test scores).
- Students will be able to take AR tests in their classroom in addition to the technology lab and library.

21st Century Learning: Technology Resources

In today's digital age, students must possess technological literacy to be prepared for the future. St. Angela Merici School has a wide-range of state-of-the-art technological resources to enhance teaching and student learning. Our technology program includes:

- **iPads** (NEW!) have been acquired as part of a pilot program to integrate the use of the new tablet technology in the development of core literacy skills in grades kindergarten through grade 2.
- **Mac Laptop Cart** can be used either in the Laptop Technology Lab or in the classrooms.
- **Mac Technology Lab** with over 30 desktop iMacs for use during technology class and Accelerated Reader. In addition, teachers may sign-out the technology class for their students to do research or other learning activities.
- **ActivBoards** (interactive white board) are in each classroom.
- **TInspire graphing calculators** are used in our middle school pre-algebra and algebra coursework.
- **Broadcast Studio** allows our student production team to broadcast both audio and video for morning announcements.
- **Online interactive textbooks** are available for our students use at home.
- **Web-based Accelerated Reader** is available for parents and students to monitor and track their progress in our literacy program.
- **Various software programs** are available for use on all computers which includes Microsoft Office, iMovie, iWeb, iTunes, iPhoto, Kidspiration and other learning software packages.

In addition, we provide parents and students with ProgressBook (NEW!) for online grades and assignments.

St. Angela Preschool

The goals of the St. Angela Merici Preschool are to provide a living faith community in which each child can grow in continuing awareness of being a child of God and to encourage the children to become lifelong learners and lovers of learning, creative and independent thinkers, to become socially responsible with Christian love and concern for others and to awaken in each child the profound joy of living. Programs are offered for pre-kindergarten, four year olds and three year olds. For any information regarding preschool program, contact Mrs. Christina Kutz, Preschool Director.

Homework Policies

Homework is assigned by teachers at every grade level in order to enhance, to provide practice or to extend classroom learning. Homework can be assigned nightly and may be assigned over the weekend or during vacation periods. The length of homework assignments depends on several factors such as the initiative of the student, the ability of the student, the type of assignment given, and the environment in which homework is completed.

In addition, homework assists students in developing a sense of responsibility, dependability, and time management skills. Students are responsible for recording their homework assignments in their assignment notebooks, bringing all necessary materials home, and completing homework assignments on time and to the best of their ability. Although completion of homework is the student's responsibility, parents should provide an environment at home that encourages responsible completion of assignments and to review or check assignments as needed. Providing a definite time and a quiet place for homework completion assists students in developing good study habits.

Individual teacher and/or grade level expectations and policies regarding homework completion, and incomplete or missed assignments will be communicated to students and parents at the beginning of the school year. **Please note that extracurricular activities are not accepted as an excuse for incomplete or missed assignments.** Each teacher's consequences for incomplete or late homework will be communicated in their homework policies and may include, but are not limited to: reduction of assignment grade, parent notification, a Responsibility Detention, loss of free time or minor privileges, and/or a parent-student-teacher conference to develop a plan to improve student accountability and to promote academic progress.

Please note that if you would like to request your child's homework and make up work for an absence, please notify the school office at the time you report the student's absence and indicate whether you will be picking up the makeup work after 2:30 pm OR if the make-up work will be sent home with a sibling or neighbor.

Assessment of Academic Performance

Report of Student Progress

In order to provide parents with feedback on their child’s achievements, St. Angela Merici School provides parents with:

- Internet-based ProgressBook grade progress reports with regular updates
- Report cards that are sent home quarterly in grades K – 8

Grading Scale (Grades 2 – 8)

St. Angela Merici School uses the grading scales recommended by the Diocese of Cleveland as listed below. Teachers will communicate to students and parents at the beginning of the year which scale will be used in their classroom.

Letter Grading Scale:

100-98	A+
97-95.....	A
94-93.....	A-
92 -90	B+
89-87.....	B
86 -85	B-
84- 82	C+
81-79.....	C
78-77.....	C-
76-75.....	D+
74-72.....	D
71-70.....	D-
69-0.....	F

O, S, NI, U Scale:

O (Outstanding).....	93% - 100%
S+	87% - 92%
S (Satisfactory)	79% - 86%
S-	76% -78%
NI (Needs Improvement) ...	70% -75%
U (Unsatisfactory).....	0% - 69%

Conduct and Effort Scale

O.....	Outstanding
S	Satisfactory
NI.....	Needs Improvement
U	Unsatisfactory

Honor Roll

Students in grades 6 – 8 have the opportunity to be recognized for academic excellence through our Honor Roll Program. Students in Grades 6-8 must achieve the following to be eligible for Academic Honors:

- First Honors** A to A+ cumulative average
- Second Honors.....** B+ to A- cumulative average

To be eligible for First or Second Honors, only Outstanding and Satisfactory are acceptable in effort, conduct, and participation. A student receiving academic honors may not have a C or a Needs Improvement (NI) or Unsatisfactory (U) mark. Special Subjects are included in the determination of honor roll.

Standards-Based Reporting (Kindergarten and Grade 2)

St. Angela Merici uses standard-based reporting to report student progress in relation to the Diocese’s standards for kindergarten and grade 1. Standards describe what a student should know and be able to do at each grade level in all subjects, and this type of student progress reporting is designed to give parents more detailed information about how their children are progressing in comparison to the standards.

The rubric for standards based reporting is:

- **Exceeds Standard** ~ *The student’s performance exceeds current grade level by one full academic year.*
- **Meets Standard** ~ *The student’s performance meets current grade level standard that shows independent understanding and use of grade-level concepts.*
- **Approaching Standard** ~ *The student’s performance occasionally meets the standard that shows incomplete or inconsistent understanding and use of grade level concepts.*
- **Minimal Progress Towards Standard** ~ *The student’s performance demonstrates minimal understanding of and use of grade-level standards. This rating indicates that the student needs additional support or intervention on the standard(s).*

Standardized Testing

St. Angela Merici School administers three standardized tests annually:

- **Cognitive Abilities Test (CogAt)** is a norm-referenced test measures a student’s general reasoning abilities and is given to students in grade 1 in the fall and grades 3, 5, and 7 in the spring.
- **Iowa Test of Basic Skills (ITBS)** is a norm-referenced test that assesses students’ achievement in areas such as reading, language, mathematics, social studies, science, and sources of information and is given to K – 8 students in the spring.
- **Ohio Off-Year Writing Proficiency Test** is a criterion referenced test that assesses students’ capabilities to write effectively and fluently at grade level standards and is given to students in grades 3, 5 and 7 in the spring.
- **NCEA ACRE** is a proficiency test that evaluates students’ faith knowledge and the affective domains of beliefs, attitudes, practices, and perceptions and is given to students in grades 5 and 8 in the winter.

Services for Exceptional Students

Each child is created in the image of God and has been blessed with many gifts and talents in his or her own unique way. One of our roles as Catholic educators is to meet the unique learning needs of each child in order to achieve their academic potential. With the uniqueness of each child in mind, St. Angela Merici Parish School provides specific services for our exceptional students.

Intervention Assistance Team

Our Intervention Assistance Team (IAT) uses Response to Intervention (RtI) in order to assist teachers in meeting the educational needs of students who classroom performance indicates a potential need for additional assistance or intervention.

Gifted Program

St. Angela Merici School provides a Gifted Program, Project Challenge, for our students with exceptional academic gifts. Gifted children learn differently because they have the ability to absorb abstract concepts, organize them more effectively and apply them more appropriately. Project Challenge is for students who have demonstrated superior cognitive ability (full scale IQ of 128 or higher on the most recent CogAt). Students in our gifted program will have an annual Gifted Written Education Plan (WEP) outlining the gifted services provided for the student.

Special Education Program

Our special education program provides mild to moderate special education services for those students who have been identified with a disability by the public school district and may receive services under a Service Plan. The determination of disability identification is the role of the public school district, not of St. Angela Merici School.

Title I Reading and Other Auxiliary Services

Students who have been identified by the Intervention Assistance Team in need of intervention or other services, or who have an active Supplemental Educational Goals and Objectives (SEGO) Plan and if the staffing resources are available, may receive services, with parent permission and principal approval, through the Auxiliary Services Unit. Depending on availability, students may receive services such as: Speech and Language, Intervention (math or reading), psychological (guidance or testing), or Title I Reading.

Since St. Angela Merici School's Auxiliary Services are staffed by Fairview Park City Schools and PSI and are funded by the State of Ohio Auxiliary Services Funding and Federal Title VIB Funding, the availability of auxiliary services is *determined by the availability of state and federal funding and the staffing assignments made by Fairview City Schools and PSI.*

Home-School Communication

Regular communication between the home and school is the foundation of a supportive and cooperative partnership since this relationship is important for a child's positive school experience. St. Angela Merici Parish School is committed to partnering with our student parents cultivating communication and understanding for the growth and development of each student.

In order to foster collaboration between staff and parents, St. Angela Merici faculty and staff are available to consult with parents through phone conferences, face-to-face conferences, email communication (*reasonable expected responses are typically one full school day*), written communication such as notes, and regular posting of assignments on ProgressBook.

Please keep in mind that the focus during the school day is on the students so teacher availability is limited to ½ hour before school, ½ hour after school, during planning periods, and at evening conferences as scheduled in the official school calendar, and the school office personnel are available during normal school office hours.

Appointments with School Personnel

In order to foster collaboration between home and school, communication between school and parents is essential. In order to cultivate communication and understanding, the following lists a few recommendations.

- When in doubt about policies, procedures, or regulations, contact the school office. The school office staff will either answer your question or direct your question to the most appropriate member of our staff.
- When you have questions regarding classroom procedures, policies, regulations, or your child's academic progress, contact the classroom teacher by either: (1) a written note to the classroom teacher, (2) an email to the classroom teacher, or (3) a phone call to the school office who will give the classroom teacher the message to call.
- If you have a question regarding a disciplinary action, contact the issuing teacher via written note, email, or phone message. If you have already contacted the issuing teacher and your questions or concerns have not been addressed or answered, contact the principal via email, note or phone.
- If you need to meet with a teacher, please contact the teacher in order to schedule an appointment for a conference.

ProgressBook

ProgressBook is an on-line communication tool allowing parents access to the school's ProgressBook site, class information and their student's academic progress. Parents will receive login information at the beginning of the school year. Information regarding a username or password data may be obtained from the school office ext. 143 or 144.

Family Mail Service

Family Mail is a means for the school to convey any information that pertains to the school community. Each family receives a Family Mail Envelope at Welcome Back Day. This envelope is sent home each Friday afternoon via the youngest child and must be returned to school on Monday. The members of our Parent Teacher Connection assist in the process of Family Mail. Any items which are to be distributed through the Family Mail Service must be in the school office by 12:00 noon on Monday for approval from the principal. *Only items that are for the entire school population will be distributed through the Family Mail Service.*

Curriculum Night

St. Angela Merici School sponsors a Curriculum Night during an evening in September. This event provides parents the opportunity to hear about the school's upcoming year, new curriculum updates and how our school is meeting our goals and objectives. In addition, parents will be able to visit each child's classroom, to meet their child's teacher and to hear about the programs and policies for each classroom.

Parent Teacher Connection

The PTC is a volunteer organization open to all teachers and parents/guardians of St. Angela Merici students interested and willing to get involved. If you are interested and have a desire to help and serve our school, simply attend a board meeting and volunteer. Board meetings are held from 7:00 pm to 8:00 pm on the second Tuesday of each month during the school year in the Parish Center West Room.

The PTC will strive to enrich the experience of students by fostering communication, seeking resources (such as funds, materials, and services) and providing activities that help support the religious, social, emotional, and academic development of our students. The resources will be directed toward spiritually and educationally focused goals that further the interest of students, staff, parents, and community in alignment with the St. Angela Merici Parish School Mission.

PTC Objectives:

- *To promote communication among parents, teachers, and administration.*
- *To provide parents and teachers with all the information to aid in aspects of education and the students' growth and development.*
- *To promote good will and cooperation between and among parents, faculty, staff, administration, parish council, and the parish.*
- *To direct and coordinate parental support to the school through assistance activities, social functions, and fund-raisers.*

The PTC is a high-energy and hard-working group that:

- Sponsors events such as the Halloween Party, Father Daughter Dance, Parent Masses, Bowling Night and Skate Night.
- Provides Family Mail and the Homeroom Parent program.
- Assists in the recycling of old uniforms, and organizes meals for school families in need.
- Funds school projects and purchases like in-house "Beyond the Classroom" educational experiences.

PTC fund-raisers include the November Bookfair and the Candy Cane Shop. Continuous fund-raising efforts include: Campbell's labels program, Giant Eagle program, Tyson program, Box Tops, Chuck E. Cheese, SpiritWear, and Market Day!

The PTC is always seeking volunteers. If you would like to offer your time and talents to help and serve our school, please contact the current PTC President at ptcpresident@samparish.org or refer to the PTC Officer listing on ProgressBook.

New Family Mentoring Program

Beginning last academic year, St. Angela School launched the New Family Mentoring Program in which experienced St. Angela School parents mentored new families to our school community. The goals of the New Family Mentoring Program include:

- Welcome new families into our school community with a positive and affirming spirit
- Provide all new families with an experienced parent mentor who will reach out to their new family (which includes a few phone calls during the school year)
- Act as a personal contact for any question the new family may have.

School Calendar and Daily Schedule

School Calendar

St. Angela Merici School will be in session for students as per Ohio law. The School Calendar for the academic year is available through the ProgressBook website. The ProgressBook calendar will, also, list important school events.

Daily Time Schedule

On school days, St. Angela Merici School will follow the following schedule:

7:15 amSchool Office Opens
 7:30 amChildren may enter the building
 7:45 am.Attendance Bell (*Students must be in school at this time*)
 2:30 P.M.School Dismisses
 3:00 pm.....School Office Closes

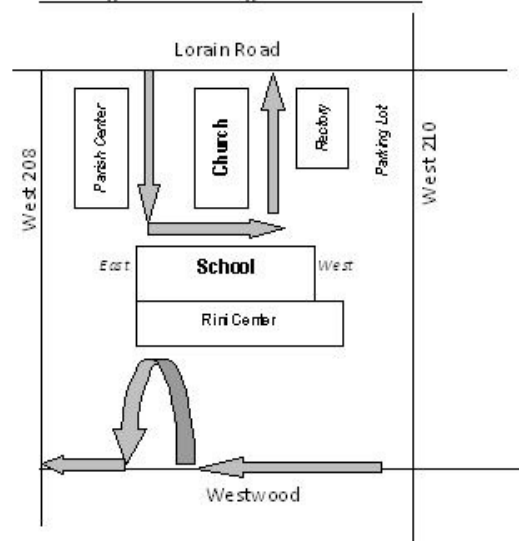
Lunch and Recess Schedule

Grade	Recess	Lunch
Grade 6.....	10:50 am	11:10 am
Grade 5.....	11:00 am	11:20 am
Grade 4.....	11:10 am	11:30 am
Grade 3.....	11:20 am	11:40 am
Grade 7.....	11:30 am	11:50 am
Kindergarten.....	11:40 am	Noon
Grade 2.....	11:50 am	12:10 pm
Grade 1.....	Noon.....	12:20 pm
Grade 8.....	12:12 pm.....	12:30 pm

Since students go out for recess on all days except for those days in which it is precipitating, the playground surface is icy or if the wind chill temperature is below 20 degrees Fahrenheit, please ensure that your child is dressed appropriately for the weather on all school days. **All students must remain on school property during school hours. Any exception to this policy must come through a written request from the parent or guardian with final approval of the principal.**

Morning Arrivals (7:30-7:45 AM)

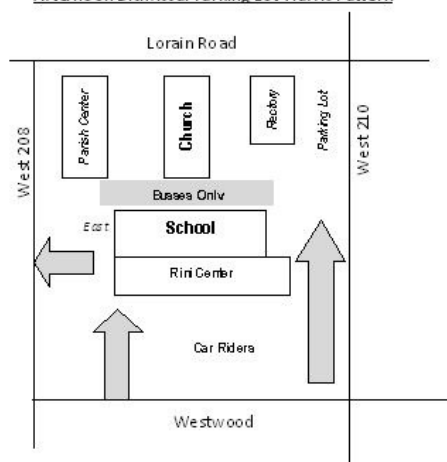
Morning Arrival Parking Lot Traffic Pattern



- **West 210 Walkers** must walk along the rectory garage area and enter the building via the *west front door*.
- **West 208 Walkers** must enter the property via the West 208 parking lot, and then enter the building by the Rini Center doors. No walkers may enter the property via the Westwood Avenue entrance. It is used for car drop off only.
- **Lorain Road Arrivals (Buses and Lorain Road Car Riders)** – All traffic (busses and cars) enter the property via the east driveway off of Lorain Road (*the drive between the Church and the Parish Center*) in a single file line. Students are dropped off between the east and west doors of the school only; students may not be dropped off in the drive between the Church and Parish Center. Students enter the building through either the east or west doors. Cars are to exit onto Lorain on the west driveway.
- **Westwood Car Riders** – Cars enter via the Westwood Avenue driveway in a single file with students dropped off at the Rini Center entrance then exit via Westwood by right turn only. Students enter the building via the Rini Center doors.
- **Morning Parking** before 8 am is only in the West 210 Parking Lot behind the Rectory. If you must park during arrival, you must park in the W. 210 lot.

Dismissal (2:30-2:45 PM)

Afternoon Dismissal Parking Lot Traffic Pattern



For the students' safety, students are dismissed as follows: bus riders, car riders then walkers and bike riders.

- **Bus Riders** exit the building by the both the east and west doors load the buses, and depart by Lorain Road exit.
- **Car Riders** exit the building via the Rini Center doors and walk to the parked cars. *All cars are to wait until (1) the busses have left the property, (2) all students have safely entered the vehicles, and (3) a staff member signals that the cars may begin to exit. At that point, all cars are permitted to exit the parking lot.*
- **West 210 Walkers** exit the building by the west front door, walk to Lorain Road and continue to West 210.
- **West 208 Walkers** exit the building by the east front doors, walk along the West 208 parking lot to West 208.
- **Bike Riders** are dismissed with walkers. *Bike riding is permitted until the first snow and after April 15th. Students must walk their bikes on the school premises. Rollerblades, scooters, shoes with wheels, or skateboards are not permitted as a mode of transportation to or from school.*

Change of Transportation

If your child needs to take a different mode of transportation at dismissal on any specific day, a parent must send in a written notification to the students' homeroom teacher, which will be submitted to the school office. If your child is transported by school bus and needs to make alternate bus arrangements, please contact the transportation office at your local district. Please note that our school staff cannot make changes to bus transportation assignments either permanent or temporary.

Bus Transportation

Bus transportation to and from St. Angela Merici School may be provided by the student's home local school district depending upon their district transportation policy. Students are assigned specific buses by the local school district and may not be changed without the permission of the local school district's transportation department. Bus regulations are set by the local school districts. If you have any questions regarding the local district's bus regulations, please contact the district's transportation department.

Fairview Park Transportation	440-356-3500 ext. 1128
North Olmsted Transportation	440-779-3579
Rocky River Transportation.....	440-333-6000
Westlake Transportation.....	440-899-3075 ext. 6313

Students are to follow all of the local school district's bus rules, regulations, and procedures as well as follow the St. Angela Merici School's Code of Conduct. In the event of a bus rule violation, a bus driver may submit a Bus Report to the principal who will require that a parent sign the Bus Report and return it to the principal by the following school day. In addition to the Bus Report, consequence for a bus report may include, but are not limited to, any disciplinary actions listed in the St. Angela Merici School's Code of Conduct, or loss of bus privileges.

Attendance Policies

Students are expected to attend school every day and to arrive on time. Good attendance and prompt arrival foster a successful educational experience. Regular attendance is compulsory according to Ohio State Law (ORC 3321.01 and 3321.03). Parents and students accept full responsibility for regular and timely attendance.

Procedures for Reporting Absences

All absences from school must be reported by 8 am of the date of absence. In the event that a parent or guardian has not notified the school office on the day of absence by 9 am, school personnel will contact parents first. If the parents cannot be contacted by 9:15 am, the school administration is required to contact the police in order to report the child as missing.

In the event of a student absence, a parent or guardian must call the school office (440-333-2126 ext. 145) by no later than 8 am on the day of absence. Please note that emails cannot be accepted to report a student absence.

When reporting a student absent, please include the following information:

1. **Date of absence**
2. **The student's full name, grade and homeroom**
3. **Your name and your relationship to the child**
4. **The reason for absence (if the reason is due to illness, please state the illness or symptoms)**
5. **If requesting make-up work for your child, please tell us if you will be picking it up after 2:30 pm or if it will be sent home with a sibling or neighbor.**

Excused Absences - In accordance with ORC 3301.69.02, student absences from school may only be excused for the following reasons:

1. The existence of an emergency condition at home such as absence, illness or death of the parent or guardian of the child,
2. Illness of the child (*with a the written statement of a physician/ mental health professional*),
3. Illness in the family necessitating the presence of the child,
4. Quarantine of the home,
5. Death of a relative, and
6. A medical or dental appointment (*with a written statement of a physician/ mental health professional*).

All other reasons for absences are considered unexcused, under Ohio law, even if the absence is reported to the school.

Prolonged Absences

Since prolonged absences interfere with the academic progress of the student, prolonged absences, including vacations and trips, are strongly discouraged. Assignments missed due to prolonged absences are the responsibility of the student to complete within the time limits assigned by the teacher and are at the discretion of the teacher. Since assignments flow from classroom learning and instruction, **assignments cannot be given prior to the student's absence.**

Make Up Work

All class work from absences must be made up by students. If absences add up to a significant number of days affecting academic progress, a student may be required to attend additional class sessions to make up missed work and/or a report card may not be issued.

Tardy Policy

Punctuality is an important aspect of responsibility since tardiness interferes with the student's progress in school. Parents are expected to cultivate the habit of punctuality in their children. **Students who enter the school building after the attendance bell at 7:45 am are tardy.** Please note that students who are late due to bus transportation are not marked tardy. Tardy students must enter the school building via the Lorain Road west doors. *Students who arrive after 8 am must be signed in at the school office by a parent or guardian.*

Partial Day Absence (appointments and funerals)

It is requested that appointments for doctor, dentist, etc. be scheduled after school hours. Please refer to the calendar for testing dates. Please note that a student is recorded absent a half day from school if he or she is absent from school for 2 ½ hours or more during a school day.

If a student is scheduled to leave early due to a partial day absence:

1. The request must be in writing prior to the absence.
2. The parent or the responsible adult designated by the parent must come to the school office and sign out the student.
3. If an authorized adult other than the child's parent/guardian will be signing out and picking up a student, the school office will verify the identity of the person with an Ohio Drivers License or Ohio Photo Identification Card.
4. Under no circumstances will a student be released from school unless a note stating the reason and time of departure has preceded the request. For attendance at funerals or wakes, parents must send a note and sign student out. No student is permitted to attend a funeral without an adult.

Irregular Attendance and Chronic or Habitual Absences

Chronic and habitual absences and/or tardiness are contrary to the mission of our school. Chronic absences or tardies are defined as: seven or more school days a month, or fifteen or more school days in a school year. Habitual absences or tardies are defined as five or more consecutive school days, or seven or more school days a month, or twelve or more school days in a school year. Chronic and habitual absences will be investigated by school administration and will be reported to the appropriate legal authorities if warranted. *The school administration may require a physician's written excuse after a pattern of repeated absences (10 absences per academic year).* The principal reserves the right to determine if chronic or habitual absences and/or tardies indicate the need to retain the student or refuse admittance to St. Angela Merici School for the following school year.

Student Safety Procedures

At St. Angela Merici School, we respect the precious gift of life and protect the safety of our students throughout the school day. We prioritize the safety of our students. Our school personnel submit BCII fingerprint checks, complete the diocesan Virtus training (child abuse awareness training), and continue to read training bulletins. Our staff supervises during both arrival and dismissal of students. While the students are in attendance, the entry doors are locked, and visitors to the building can access the building only through our security system.

It is the responsibility of the entire school community to ensure the safety of all students. In order to assist us in ensuring student safety, it is important to respect and follow the following policies.

- All visitors and volunteers must follow the Visitor Policy and School Appointment Policy during school operations hours.
- All school volunteers who volunteer in the school must be in compliance with the VIRTUS guidelines set forth by the Diocese of Cleveland which includes VIRTUS training and a criminal background check.
- Parents should have periodic talks about the hazards of talking to strangers and other safety issues in an age appropriate manner with their children.
- When exiting the school building, exit through the left-side of the double doors.

School Visitors

For the safety of students, faculty and staff, all visitors and volunteers (including parents and former St. Angela Merici School students) who are on the school grounds for any reason must report to the school office during hours of school operation. The procedures for all school visitors and volunteers are as follows:

- All visitors must enter the school grounds through the west door during school operation hours.
- All visitors must sign-in at the office and must visibly wear a Visitor's Badge while on school grounds. *If you are not wearing a Visitor's Badge, you will be asked to return to the school office.*

Parent Volunteers

Parents and guardians are welcome to serve as volunteers in the school or in the classrooms as needed. Volunteer opportunities may be made available to parents throughout the school year. All volunteers must follow all school policies and regulations regarding school visitors. **In addition, all school volunteers must adhere to the Diocese of Cleveland policies under Protecting God's Children Program and must attend VIRTUS Training and submit to a Criminal Background Check.**

Bus Safety Procedures

When riding the school bus, St. Angela Merici students will conduct themselves in a Christian manner and obey all bus safety regulations as stated by the various Transportation Departments.

Student Contact During the School Day

If your child needs to receive an emergency message from you, the school office will make sure he/she receives it. Students will not be called from class to receive a phone message except in emergency cases. Since students may not use cell phones on school grounds during the school day, please do not call or text your child via their cell phone during the school day.

To foster student responsibility, no items will be delivered to any student beginning October 1st, except lunches, medication and eye glasses.

Emergency Procedures

School Closing/Delayed School Days

St. Angela Merici School will be closed when the Fairview Park City Schools are closed. In the event of any emergency closing situation, the closing information will be forwarded to the television stations. If necessary, the homeroom parents will be notified and the Emergency Phone Chain will be started. It is the parents' responsibility to be sure that the homeroom parent has a number to call to contact each parent on the homeroom list.

Emergency Drills

Every precaution to ensure the safety of your child is taken during normal school hours. Emergency drills, including but not limited to fire, tornado, rapid dismissal and lock down drills, are intended to promote an orderly evacuation for all children in all locations.

Cafeteria

St. Angela Merici Café offers a Federal school lunch program to our students in grades K – 8 for most days that school is in operation. Café menus and order forms will be sent home via Family Mail. Procedures for ordering lunches and menus will be sent home in Family Mail and will be posted on the school website and/or on ProgressBook.

At the beginning of the school year, applications for the Federal free or reduced lunch will be sent home in Family Mail. Families with financial need are encouraged to confidentially apply for free or reduced lunch at the beginning of the year. Also, families may apply for free or reduced lunch any time during the school year should their financial situation change (i.e. unemployment).

*No child shall go without a lunch. In the event you need to purchase a last minute lunch for your child or a lunch is forgotten, a student will be issued an emergency lunch ticket. If the lunch is not paid for that day, a payment envelope will be issued. **The charge for emergency lunches must be paid to the cafeteria within 2-3 days.** Cafeteria credits cannot be used for repayment. Free/reduced status does not apply to emergency lunches. Outstanding lunch debts will be called to the attention of the Parish Business Manager.*

Extended Care Program

St. Angela Merici has an Extended Care program that provides child care Monday through Friday from 2:35 p.m. until 6:00 p.m. Parents must register their children for this program in advance. The Extended Care program is closed on all days when school is not in session and on early dismissal days. The program provides child care for children in Kindergarten through Grade Six. The following is the current fee schedule:

	<u>Days Per Week</u>				
	<u>1 Day</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4Days</u>	<u>5 Days</u>
One Child	\$10	\$20	\$30	\$40	\$50
Sibling Discount	-\$4	-\$4	-\$4	-\$4	-\$4
2 Children	\$16	\$32	\$48	\$64	\$80
3 Children	\$22	\$44	\$66	\$88	\$110
4 Children	\$28	\$56	\$84	\$112	\$140

Payment for Extended Care Services is due with the Monthly Calendar Schedule in advance of services rendered.

Student Health and Wellness Programs and Policies

Wellness Program

The St. Angela Merici Wellness Team seeks to promote awareness of healthy living through health education, motivation for physical fitness and opportunities for good nutrition to enhance the quality of life. Our current Wellness Policy is available on ProgressBook under School Policies.

Student Health Services

St. Angela Merici School is scheduled to receive the services of a school nurse five days a week from 9:00 am – 2:00 pm. *Since St. Angela Merici School's Health Services are staffed by PSI school nurses and are funded by the State of Ohio Auxiliary Services Funding, the availability of a school nurse is determined by PSI and limited by State funding.*

St. Angela Merici School Health Clinic School Nurse may conduct the following screenings as outlined below. If a student does not pass any health screening, the school nurse will notify the parents so that the parents can have the student examined by a physician.

- **Hearing Screenings** are typically given upon referral of the classroom teacher and/or parent with principal approval.
- **Vision Screenings** are given routinely to students.
- **Scoliosis Screenings** are routinely conducted on students in grades 6, 7, and 8. Scoliosis is a sideways curvature of the spine in the neck and/or lumbar area. Since scoliosis in a young spine can typically be corrected without surgery, it is very important to detect scoliosis before the spine is finished growing.
- **Pediculosis (Head Lice) Screenings** will be conducted as needed to prevent the outbreak of pediculosis.

Immunizations

Record of each student’s immunization dates are kept on the school health record. The school nurse will notify parents when a child is lacking any immunizations required for school attendance by Ohio State Law. Since students are required by Ohio Law to have all necessary immunizations, students who are not adequately immunized will be excluded from school. If your child receives any immunizations from a health care provider, please send this information to the school nurse so that the immunization is recorded on the student’s health record.

Student Illness Procedures

Emergency medical forms are kept on file and must be updated by the parent annually. The office must be informed of any changes in emergency information throughout the school year.

If your child becomes ill or is injured, it is the parent's responsibility to provide transportation home with a responsible adult. Under no circumstances is a student permitted to walk, ride a bike home, or take a taxi.

Any student exhibiting the following conditions is required to go home after the parent(s) are notified:

- *Temperature of 100 degrees or above, using an oral thermometer, within the past 24 hours*
- *Nausea and/ or vomiting, within the past 24 hours*
- *An undiagnosed skin rash*
- *Suspicion of pink eye or any communicable disease or lice*
- *Head injury or back injury*
- *Suspicion of broken bone*
- *Presence of head lice or any other communicable condition*
- *Other conditions which place students and staff at risk*

School personnel will call 911 in the case of serious injury.

Guidelines for Dispensing Medication during the School Day

The following guidelines will be followed for school personnel to administer prescribed medication:

1. New request forms must be submitted each school year and as necessary for changes in medication order.
2. A St. Angela School Written Request Form must be obtained from the school office or school nurse and be completed by both physician and the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration of the medication, and possible side effects.
3. Medication must be in the original containers (childproof) and have an affixed label including the student's name, name of the medication, dosage, route of administration, and the time of administration.
4. Any student receiving medication will need to be photographed. This photograph will be attached to the student's file in which their medication is kept. The photograph will be taken at school. The purpose for this photo is to ensure safety and accountability for medication administration.
5. No student is permitted to self-administer medication of any type, either prescription or over the counter. The only exceptions will be doctor ordered. A doctor's order and/or dialogue will allow the self-administering

of inhalers or EpiPens. A copy of the doctor's order to carry an inhaler must be submitted to the health office.

6. Students may not carry or consume cough drops. If cough drops are deemed necessary, a parental permission note and the cough drops must be kept in the health office. Health personnel will supervise the consumption of cough drops in the school Health Office. Due to the possibility of choking, no gum or hard candy is permitted in the school.

Co-Curricular, Extracurricular and Enrichment Programs

Field Trips and Assemblies

Field trips are an extension of our classroom learning and the school curriculum. All students are expected to participate in the field trips and, while off school premises, comply with the School Code of Conduct. Since attending a field trip is a privilege and can be revoked, students who will not participate in a field trip will be given an alternative assignment to complete. No student will be permitted to attend a field trip without written permission from parent(s) or legal guardian. Please contact the principal confidentially if there is a concern regarding the cost of field trips.

Performing Arts Programs

Both Visual Art and Music are integrated into our regular curricular programs. The Performing Arts are showcased at the Christmas Program (K – 2) and the Spring Fling (grades 3 – 8) In addition, students have the opportunity to participate in our optional Performing Musical Arts Program (Instrumental Music and Band) in grades 4 – 8 which is offered to our students for an additional fee. Our instrumental music students perform two concerts a year: at Christmas time and in the spring.

St. Angela Sport Boosters

As a parish-sponsored organization, the Sports Booster Club sponsors and supervises a variety of sports and related activities for the school and PSR students as listed below.

<u>Sport</u>	<u>Season</u>	<u>Grade</u>
Tackle Football.....	Sept.-Nov.	Boys 5-8
Volleyball.....	Sept.-Nov.	Girls 4-8
Cross Country.....	Sept.-Nov.	Both 5-8
Girls Basketball.....	Nov.-Feb.	Girls 4-8
Boys Basketball.....	Nov.-Feb.	Boys 4-8
Baseball.....	Mar.-May	Boys 6-8
Softball.....	Mar.-May	Girls 6-8
Track & Field.....	Mar.-May	Both 5-8

For complete contact information about our Sport Boosters, please consult the inside page of the back cover for current information.

Admissions Policy

St. Angela Merici School is a Catholic elementary school created to provide an excellent Catholic education for the children of St. Angela Merici parishioners. *No child is refused admission because of race, creed, or national origin.*

Re-registration

Students who are currently enrolled in the school are automatically accepted for the following school year for grades 1 – 8 unless removed for cause or for the family's failure to meet tuition responsibilities. Re-registration for current students for the upcoming school year is conducted in early spring. Tuition Agreements are sent to parents through our Family Mail Service in the spring and a student is considered re-registered once the Tuition Agreement is signed and returned to the Business Office.

Preferred Kindergarten Registration (New Students of Current Families)

In January, current St. Angela Merici families (both school and preschool) will be given an opportunity to register new kindergarten students from their family during Preferred Registration before Open Registration begins for new families. Preferred Registration forms are sent home via Family Mail to current families. For Kindergarten students, children must be five years of age by September 30th. There is a \$75.00 Kindergarten Registration Fee due at the time of application for admissions.

Open Admissions (New Families)

Open Admission for new families to St. Angela Merici School begins at Open House during Catholic Schools Week. Since there are a limited number of spaces available at each grade level, the following guidelines and criteria are followed regarding admittance of new students to the school.

1. Preference is given to registered parishioners of St. Angela Merici Parish with children already in attendance in the school.
2. Next, preference is given to registered parishioners of St. Angela Merici Parish with children already in attendance in the preschool.
3. Then, preference is given to families who are active parishioners and are financially supportive of the parish.
4. Finally, non-parishioners and non-Catholics may be admitted with the approval of the pastor.

All necessary forms, copies (*i.e. admissions application, the child's birth certificate, baptism certificate, immunization records, and court custody documents, if applicable*) and the per-student registration fees (\$75 for kindergarteners and \$40 for students in grades 1 – 8) must be submitted in order to be considered for admission.

Students in grades 1 – 6 may apply for transfer admission into St. Angela Merici School and may be admitted conditionally only after all academic, religious instruction, behavior/discipline, standardized testing, special services including

evaluations and health records are received and reviewed by the school administration. All transfer students are admitted conditionally for the duration of the first school year and must transfer from a fully accredited school.

St. Angela Merici School typically does not admit transfer students in Grades 7 and 8 and typically does not re-admit students who previously attended St. Angela Merici Parish School. As always, the final decision regarding admittance and readmittance into St. Angela Merici Parish School is made by the Pastor in collaboration with the Principal.

Withdraw Policy

The school office must be informed when a student withdraws from St. Angela Merici School. The Permission to Release Records form with parental signature must be received in the school and all financial obligations must be paid in full before the school office releases student records (including student records to high schools).

Tuition

St. Angela School Tuition Policy

1. The tuition rates for the upcoming school year will be announced by early spring.
2. Parents and guardians will be notified of tuition rates by Family Mail.
3. In order to receive Report Cards and/or maintain ProgressBook progress report access, all financial obligations must be current.
4. Families requesting financial assistance must complete the PSAS Financial Aid form by the deadline.
5. Any special arrangements to meet financial obligations must be made through the business office.

St. Angela Merici Parish community is committed to providing a Catholic education to those families who desire a Catholic education. This includes possible financial assistance through our Guardian Angel Fund to those who demonstrate legitimate financial need. Please contact our Parish Business Manager for consideration. Of course, decisions regarding tuition assistance are confidential.

Tuition For 2010 - 11 (for registered parishioners)

	<u>Tuition and Fees</u>	<u>Family Total</u>
	<u>Grades K – 8, Full Day</u>	
First Child	\$3,075	\$3,075
Second Child	\$2,675	\$5,750
Third Child	\$2,475	\$8,225
Fourth Child	No Charge	\$8,225

In addition to tuition and fees, all families are expected to:

- Participate in SAM Shares (\$2,000/yr/family from June 1st to May 31st). A SAM Share credit towards next year's tuition will be given on purchases above \$2,000.00.
- Participate in two specified fundraisers a year with participation of \$65 per fundraiser or pay \$25.00 per fundraiser.
- Contribute a minimum of \$500.00 in the Offertory envelopes at St. Angela Merici Church from June 1st to May 31st.

Payment Schedules

1. Payment in full at Welcome Back Day.
2. Two equal payments at Welcome Back Day and on January 10th.
3. Twelve (12) monthly tuition payments beginning August through July paid through FACTS Tuition Management.

Dress Code

Our school uniform encourages students to focus on self-expression through the development of an individual's skills, talents and service not on self-expression through material goods. Neatness, cleanliness, and appropriateness in dress and appearance are conducive to a Catholic academic atmosphere and will be expected of all students at all times. Daily parental supervision of personal hygiene habits results in the growth of the child's self-esteem and pride in personal appearance. The St. Angela Merici uniform is a constant reminder of self-discipline rooted in Catholic values required for learning. While dressed in the uniform at school and in public places, all students' conduct, actions, and language will be consistent with the Catholic philosophy and values of our school community and our Code of Conduct.

General Regulations for all Students (K – 8)

- **Hair** - Hair should always be neat, clean and combed. "FAD" or extreme hairstyles are not acceptable; i.e. shaved heads, tails, sculptured styles, etc. Extreme hair color is not permitted. Boy's hair should not be below top of the collar and should not hang in eyes or below ears.
- **Jewelry/Accessories** - All jewelry and accessories should be appropriate for school. Only religious necklaces are permitted. Girls only are permitted to wear no more than one earring per ear with only earring studs and other small style earrings permitted. Boys and girls may wear one functional watch; no other bracelets are permitted. Cartilage piercing, hoops or dangling earrings are not permitted. Boys may not have piercing of any kind.
- **Make Up** - Makeup and nail polish are not permitted.
- **Tattoos** - Tattoos (temporary or permanent) are not permitted.

General Regulations for all Students (1 – 8)

- **Shirts** - Solid white pullover golf shirt (with a collar) with short/long sleeves or solid white turtleneck with no visible decorations or print. Turtleneck shirt may be worn under or in place of golf shirt. Golf shirts and turtleneck shirts must be worn tucked in.
- **Sweaters** - Only solid navy blue v-neck or crew neck sweaters are acceptable. Must be worn over regular uniform.
- **Uniform Sweatshirt** - Any navy blue St. Angela Merici School pullover sweatshirt or SpiritWear. No hooded or zippered sweatshirts allowed.
- **Uniform Pants** - Solid navy blue tailored dress pants or corduroy pants (no rivets). Pants MUST fit properly. No pants with exterior pockets, extreme or fad styles such as cargo, bell-bottom, stretch knit, no studs, side or leg pockets or decorative stitches. Solid navy, black or brown belt MUST be worn with pants designed to have belts for grades 3-8.
- **Belts** - Grades 1-2 - Optional - If worn, belts should be solid navy, black or brown. Grades 3-8 - Solid navy blue, black or brown belt must be worn with slacks and shorts designed to have belts.
- **Socks** - Solid black, navy, white or gray crew socks, knee socks or footed tights are acceptable. No logos, patterns or decorations on socks are allowed. All socks must extend around the ankles at all times.
- **Shoes** - Soft soled, sensible, well-built school shoes which are safe. No heel or sole should be higher than 1 inch nor should the shoes have wheels or other accessories that render the shoe unsafe. Solid black, navy or brown, boat, loafer or buckle type shoes. No boot, high type, sandals, clogs, platform styles, or athletic/tennis shoes are acceptable. All shoes should have closed heels and toes. Shoe laces must be tied safely and shoes must remain on the student's feet while walking. Shoes must fit appropriately such that the shoes remain on the students' feet when moving.

All school uniforms may be purchased at the following stores: **Stores participating in SAM Shares:** Kohl's, Kids R Us, Land's End, K-Mart, JC Penney, Schoolbelles, Wal-Mart; **Other vendors:** Target and SAM Uniform Exchange.

Summer Uniform

- Navy walking shorts for both boys and girls OR navy skort for girls with a white golf shirt with gym shoes. (August through October 14th and April 16th through June)
- Gym shoes must be safe (*must be tied and no wheelies, etc.*) and not distract from learning (*no brightly colored shoes*).
- No cargo shorts are permitted. Shorts and skorts should come down to child's fingertips when hands are at the side.
- Solid navy, black or brown belt MUST be worn with shorts designed to have belts for grades 3-8.

Kindergarteners

All clothing should be in good taste reflecting Catholic values (*i.e. slogans or graphics depicting violence, weapons or provocative messages are not permitted*). Students are permitted to wear denim jeans, sweats, and athletic warm-ups, knit pants, tee shirts, sweatshirt and tennis or athletic shoes. Soft soled, sensible, well-built shoes which are safe (*i.e. sandals, clogs, shoes with wheels or heels higher than one inch are not permitted nor are shoes that have unsafe accessories or light up*). On Mass or field trip days, dress up days may be enforced. In that case, a note would be sent home with the children. The standard school uniform for grades 1 – 8 may be worn by our kindergarteners but is not required.

Girls, Grades 1-4

1. V-neck, pleated uniform jumper or navy blue uniform pants. Uniform jumper must be purchased from Schoolbelles or obtained from our uniform exchange. All jumpers must be no more than 2 inches above knee.
2. White short/long sleeve golf styled shirt or white turtleneck.
3. Tights, knee high or crew length socks in solid black, navy blue, white or gray.
4. Button down cardigan style sweaters are optional but must be in navy blue. Only St. Angela Merici School or SpiritWear sweatshirts (not hoodies) may be worn with uniform.
5. Solid navy, black or brown belt must be worn with pants designed to have belts for students in grades 3-4.

Girls, Grades 5-8

1. Uniform Kilt or kick pleat skirt or navy blue uniform pants. Kilt or kick pleat skirt must be purchased from Schoolbelles or obtained from our uniform exchange. All skirts must be no more than 2 inches above knee.
2. White short/long sleeve golf styled shirt OR white turtleneck.
3. Tights, knee high or crew length socks in solid black, navy blue, white or gray.
4. Navy uniform sweater vest is to be worn daily with uniform, except with the summer uniform. Solid navy blue sweater, v-neck or button down vest must be worn daily as part of the school uniform except when replaced with a St. Angela Merici School uniform or SpiritWear sweatshirt. St. Angela Merici School or SpiritWear sweatshirts or navy blue crew or v-neck sweaters may take the place of the vest.
5. Solid navy, black or brown belt are to be worn with pants designed to have belts.

Boys, Grades 1-8

1. Solid navy blue tailored dress or corduroy pants.
2. Solid navy, black or brown belt must be worn with pants designed for belts in grades 3-8 (grades 1-2 optional).
3. White short/long sleeve collared, golf styled shirt OR white turtleneck.

4. Navy blue v-neck or crew neck sweaters or a St. Angela or SpiritWear sweatshirt may be worn over shirt.

Physical Education Uniform

All students in Grades 1-8 are required to wear a uniform for physical education class. The St. Angela Merici physical education uniform consists of a white or navy blue logo tee shirts and navy blue logo knit shorts. Gym shirts must be tucked into the shorts. All students are required to have clean gym shoes. The soles on the gym shoes must be non-marking. Chunky heeled or platform style tennis shoes are prohibited. The new physical education uniforms are available through our Parent Teacher Connection's SpiritWear Program, and students are permitted to wear the older physical education uniforms for the 2011 – 12 academic year.

- **Students Grades 1-2 only** wear their physical education uniform in lieu of their regular school uniform on the day that they are scheduled to have physical education class. During the time summer uniforms are permitted, students in grades 1 - 2 only are to wear their gym uniform shorts to school on the day they have physical education class. On all other physical education days, students in grades 1 – 2 only must wear plain navy fleece sweatpants as part of their physical education uniform.
- **Students Grades 3-8** are to bring all required gym items and will change clothes for the physical education class.

Out of Uniform Days

Periodically throughout the year special days may be designated as an “Out of Uniform Day”. Out of uniform days will be announced in writing or by ProgressBook email by the principal. Types of out of uniform days include, but are not limited to:

- **Spirit Days** ~ Students wear St. Angela Merici School SpiritWear shirt (*which includes the gym uniform shirt*) **with** either jeans (*clean, neat, hole-, rip- and torn-free clothing that are age, length and size appropriate*) or athletic pants (*fleece or nylon*). **Students must wear a SpiritWear shirt in order to participate.** Students may wear athletic shorts or SpiritWear shorts during Summer Uniform.
- **Accent Days** ~ Students wear designated accents with their **full** school uniform on those days.
- **Casual Dress Days** ~ Students are permitted to wear appropriate casual clothes (*no sleeveless tops or shorts permitted*). Consistent with our dress code, students must wear *clean, neat, hole-, rip- and torn-free clothing that are age, length and size appropriate*.

All clothing, shoes and accessories must reflect and be consistent with Catholic values, are safe, and do not distract from learning (i.e. no clothing with reference to alcohol, violence, sexual activity, offensive musical group names, crude, lewd or generally offensive language, innuendo or graphics). Questions regarding the appropriateness of apparel, based upon the planned activity, are resolved by the principal.

Dress Code Violations

When a student violates the dress code, the parent is contacted to bring uniform clothes or clothing that conforms to the uniform policy. The child is not permitted to attend classes without the proper uniform; in addition, students must be in complete compliance with the uniform policies for physical education class. Consequences for non-compliance with Dress Code include but are not limited to:

Grades K - 3

1. Verbal Warning
2. Written Notice to parents
3. Conference with parents

Grades 4 – 8

1. Written Notice to parents
2. Detention
3. Suspension until violation is corrected

For out-of-uniform day dress violations, consequences may include but is not limited to any of the above consequences and loss of future out-of-uniform privileges.

Since fads and fashion trends are constantly changing, it is not possible to foresee all possible inconsistencies of student dress and appearance within the spirit and intent of the dress code and the mission of the school. The interpretation of the dress code, including but not limited to student dress and appearance that is not safe, not consistent with Catholic values and/or is distracting to the learning environment, rests with the principal, and the principal's decision is final.

Student Code of Conduct

Catholic education must include the emphasis on the whole child, which includes the development of moral character. For this reason, a code of conduct is necessary in cultivating a sense of Catholic values, encouraging students to think independently in order to make sound judgments, and developing the self-discipline and self-control to live Gospel values. All students at St. Angela Merici School are expected to behave in accordance with the school mission and belief statements and to act as a Catholic young lady or a Catholic young gentleman at all times, both at school and at school events.

St. Angela Merici Parish School's Code of Conduct is rooted in the key Catholic values represented by the mission and belief statements are: **Faith, Service, Leader and Role Model, Respect, Uniqueness, Safety, Excellence and Self Directed Learner.** These Catholic values act as a compass for the classroom rules that span the K – 8 continuum in age-appropriate means.

Kindergarten – Grade 2	Grade 3 – 5
<ol style="list-style-type: none"> 1. Love God, love others. 2. Respect God, people, property and learning. 3. Celebrate each other. 4. Be safe. 5. Do your best. 	<ol style="list-style-type: none"> 1. Love God, love others. 2. Respect God, people, property and learning. 3. Embrace God's unique qualities in all. 4. Be safe. 5. Strive for excellence. 6. Take ownership of your learning.
Grade 6 – 8	Special Subjects
<ol style="list-style-type: none"> 1. Model Catholic values. 2. Respect God, people, property and learning. 3. Embrace God's unique qualities in all. 4. Be safe. 5. Strive for excellence. 6. Take ownership of your learning. 	<ol style="list-style-type: none"> 1. Love God, love others. 2. Respect God, people, property and learning. 3. Embrace God's unique qualities in all. 4. Be safe. 5. Strive for excellence. 6. Take ownership of your learning.

As part of the St. Angela Merici School community – including all students, parents, faculty, staff, volunteers, and administration – we acknowledge and accept the values and policies of the school and parish that are intended for the good of the entire school community. Fair and consistent expectations of acceptable behavior in students provide the environment in which to develop a child's growing awareness of conscience and of appropriate behavior expectations. Keeping this in mind, students may make mistakes, including mistakes in behavior choices, as part of their learning process.

Consequences

St. Angela Merici School strives to provide experiences that assist the students in developing an awareness of their own behavior. Our aim is to teach our students to make appropriate choices, to practice appropriate behavior, and to develop personal responsibility. The consistent effort and support of the entire school community makes this aim a reality.

As part of the learning process, students may make choices inconsistent with our shared community values. Inappropriate behavior is seen as an opportunity for growth and development of conscience. As part of the educational process, the following actions may be taken depending on the severity or nature of the disciplinary infraction and the frequency of the infraction:

- Redirect inappropriate behavior
- Reflective questioning
- Guided choices
- Referral to Peer Mediation
- Reflective writing
- Behavior Altering Time (BAT)
- Detention
- Loss of privileges or rewards
- Removal from classroom or learning activity
- Conferencing – including phone, email, notes/letters, face-to-face -- with student, teacher, parent, principal, and/or pastor
- Referral to principal
- Referral to Pastor or his designee
- Restitution
- Positive Behavior Management Plan
- Referral to the Intervention Assistance Team
- Suspension (in school or out of school)
- Referral for psychological assessment, counseling or referral to psychiatrist for comprehensive mental health evaluation and treatment
- Contract for behavior change
- Probationary contract
- Expulsion/dismissal or non-readmittance for next academic school year
- Other consequences deemed appropriate by the pastor or principal

Detentions

At St. Angela Merici School, there are two types of detentions: Responsibility Detentions and Disciplinary Detentions.

Responsibility Detentions are earned and served for failure to act responsibly for choices including, but not limited to: **ten accumulated tardies in one academic quarter, in returning parent notification forms (BATS, detention forms, report cards, signed test etc.), failure to serve a BAT.** If a student receives five responsibility detentions, the school may contact the parents to arrange a mandatory conference with the principal, student, parents, and/or teacher. At this conference, there is a discussion of the behavior modifications necessary for the student to avoid subsequent detentions. After each additional five responsibility detentions, the principal or may arrange another mandatory conference.

Disciplinary Detentions are earned and served for a serious behavior choice that is inconsistent with Catholic values including, but not limited to:

- **Safety Violations:** Pushing/shoving, bullying or teasing, failure to comply with safety rules/policies/procedures, in unassigned area without permission, unsafe behavior in any form, eating or drinking outside of cafeteria (including gum or candy), violation of cell phone policy, violation of acceptable use or Internet policies, talking or disruptive behavior during an emergency drill, other safety violations
- **Integrity Violations:** lying/misrepresentation, cheating/academic dishonesty, forgery, stealing, failure to serve assigned detention, going through/moving faculty or staff's or another student's property without consent, other integrity violations
- **Respect Violations:** disrespect of faculty/staff/other adults, refusal to comply with staff directives, disrespect of other students, disruptive or distracting behavior, inappropriate language (oral, written, drawn or gestured), Bus Report, Dress Code violation, violation of classroom rules, policies or procedures, disrespect of property, vandalism/defacing property/misuse of school property, other respect violations
- **Catholic Values Violations:** failure/refusal to participate in prayer or liturgy, failure/refusal to assist or serve others, disrupts another person's right to pray or serve others, encourages another student to violate the code of conduct, other core value violation

Students who receive five disciplinary detentions, the school administration reserves the right to require including but not limited to: conference with principal and/or pastor, contract for behavior change, loss of privileges, referral to the Intervention Assistance Team, contract for behavior change, probationary contract, suspension or expulsion.

Detentions are served by students after school on the date and at the times listed on the detention slip. Students who do not attend the assigned detention date and time as noted on the detention slip will serve an additional detention. If a student is unable to attend a detention due to a medical appointment, written documentation from the health care provider is required. Students must have a detention slip signed by their parent/guardian and returning to the issuing teacher by no later than the next school day. Detentions are scheduled on Monday and Thursday afternoon from 2:40-3:10 p.m. A parent, guardian or other adult designated by the parent or guardian must provide transportation home from detention. During the detention session, the student reflects on his actions, assumes responsibility for inappropriate behavior and plans to make correct choices in the future.

Suspension and Expulsion

Some violations of the Code of Conduct and serious discipline matters may result in a student's suspension. A suspension is an extreme consequence designed to impress upon the student the seriousness of his or her behavioral choices. A suspension may be issued to a student including but not limited to (1) committing a serious violation of school policy or serious misconduct, as determined by the school and/or parish administration, or (2) receiving five behavioral detentions or any additional detentions, or (3) while a disciplinary matter is investigated, or (4) while a student needs to be assessed and evaluated by a psychologist or other therapist to determine whether the student is a danger to self or others in order to determine if a disciplinary action or probationary contract should be devised, or (5) when a student may be a danger to self or others but the matter is not yet fully resolved, or (6) when called for by one of the other policies in this handbook.

Suspension is used for severe offenses at the discretion of the principal and/or pastor. Student actions that can lead to a suspension and/or expulsion include, but are not limited to: Leaving school premises without permission, possession, use, sale transmission, attempted use, attempted sale, or attempted transmission of drugs, alcohol, tobacco, hallucinogens, controlled substances, and look-a-likes, assault on a student, staff member or volunteer, prosecutorial acts (i.e. commission of a crime and/or actions for which prosecution is instituted), abuse of computer hardware or software, falsely calling 911 or falsely pushing a fire alarm, threats of any type, possession of flammable objects, possession of firearms or look-a-likes, harassing conduct including but not limited to sexual harassment, acts of indecency or voyeurism, repeated, extreme, excessive or profane vandalism or graffiti on any school or personal property (restitution is expected), repeated or extreme aggressive physical contact including but not limited to fighting, tripping, pushing, or shoving, repeated or extreme inappropriate, vulgar, indecent, offensive, or profane language spoken, written or gestured, repeated or extreme disrespectful behavior including but not limited to verbal abuse, negative or belligerent attitude, or demanding reasons when being corrected, repeated or extreme verbal aggression including but not

limited to bullying, name-calling, taunting, teasing, or put-downs, inappropriate or sexual contact between students including but not limited to public display of affection, Bus Report (repeated or serious offense) excessive or unexcused absences or tardies, repeated dress code violations or failure to comply with dress code, repeated acts of misbehavior and other serious behaviors as determined by principal.

A student's suspension may be either an in-school suspension or an out-of-school suspension as determined by the principal. A mandatory parent conference will occur with student, teacher, and principal prior to suspension. At the conference, the principal explains the reason for the suspension and leads a discussion to plan behavior modifications for the student to avoid future suspensions.

Before a student is readmitted to class following any suspension, the following must occur: (1) any work missed during the suspension must be made up without credit, and (2) the student and one parent must meet with the principal and/or pastor for a post-suspension conference. In some cases, other conditions, as determined by school or parish administration, must be met prior to readmittance including but not limited to a behavior management plan, behavior contract, probationary contract, or a psychological/psychiatric referral and treatment.

The responsibility for determining a student's expulsion is made after serious consideration of all factors by the principal and the pastor. The principal and pastor may deem an action by a student so severe that it would result in immediate expulsion from school. However, the principal and pastor may deem that a pattern of suspensions would result in an expulsion from school.

Searches

All property of the school, including but not limited to, students' desks and lockers, and files on computers or network storage areas, as well as their contents, may be searched and inspected at any time without notice. School personnel have the right to search the above.

Communication Regarding Disciplinary Decisions

If you have questions or concerns regarding a disciplinary decision, contact the issuing teacher via email, note or phone message to discuss your concerns or questions. If you have already contacted the issuing teacher and still have questions or concerns after discussion with the issuing teacher, contact the principal via email, note or phone.

Because it is impossible to foresee all problems that arise, the administration is authorized to take disciplinary action for any behavior that violates the spirit, mission, and philosophy of St. Angela Merici School even though the act is not specified under the code of conduct and discipline policies and procedures.

School Policies

Cell Phone and Electronics Policy

No student is permitted to use a personal cell phone in the school building during the school day and school events. All student cell phones and any electronic devices -- including but not limited to MP3 players, games, cameras, iPods, Nanos, CD/DVD players – must: (1) remain in the student's locker in their backpack, (2) turned off during the school day, and (3) not be taken out and used in the school building at anytime. **Any student with a cell phone or any other electronic device out of their locker without teacher or principal permission will receive the following consequences:**

1. **First Offense:** The cell phone or electronic device will be confiscated, and the student's parent must make an appointment with the principal to obtain the cell phone or electronic device, and the student will receive a disciplinary detention.
2. **Second Offense:** The cell phone or electronic device confiscated for a period of five school days, and the student's parent must make an appointment with the principal to obtain the cell phone or electronic device, and the student will receive a disciplinary detention.
3. **Third Offense:** The cell phone or electronic device confiscated for the remainder of the school year, and the student's parent must make an appointment with the principal to obtain the cell phone or electronic device, and the student will receive a disciplinary detention.

Repeated cell phone or electronic device infractions may result in additional disciplinary consequences including suspension or dismissal. *Please note that the cell phone policy is applicable even for phone calls or text messages received by students from parents or guardians.*

Family/Child Custody Policy

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Therefore, St. Angela Merici Parish School personnel will send home notices and all communication home with the student. It is assumed that both parents are communicating regarding the student, and that all information will be shared by and between parents. This information includes, but is not limited to, conference appointments, report cards, discussions with school personnel, disciplinary matters, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the student. It is assumed that this information is shared by the parents and between parents. Since the situation frequently impacts the student's achievement and interactions at school, parents are required to inform the principal and teacher(s) of this fact so that appropriate support can be given to the child. The school's personnel cannot proceed on hearsay, rumors or

demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree, the principal must be informed by the residential/custodial parent of this fact; a copy of the most recent entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature must be submitted to the principal. Unless the decree states otherwise, all school communications will be sent home to the residential parent. Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access the records, the non-residential parent has a right to the same access as the residential parent. We will, unless instructed by a Court Order, release such records upon request to the non-residential parent. Records include official transcripts, report cards, health records, referrals for special services and communications involving major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of the student's residence. In these cases, the custodial parent is required to cooperate with the school and share this information directly with the non-residential parent.

Further, you should realize that unless restricted by Court Order, any non-residential parent has the right to attend any school activity of the student that includes sports activities and class programs. Parents are required to keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your students. In cases of Joint Custody and Shared Parenting Agreements entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the student and this will be shared by and between the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled jointly if both parents wish to be present. It is required that parents are able to set aside their differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings or misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all parents involved, alternate arrangements may be discussed with the principal, subject to approval of both parents, and further reviewed by St. Angela Merici School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should begin at the home of one of the parents and may not begin at the school or on school property. It is hoped that visitation arrangements would reflect the sensitivity of both parents to consistency and routines that

foster security and allow for school responsibilities and homework to be taken care of during the school week.

Consent and Release of Liability for Media Use

In order for the school to use a student’s photograph, audiotape, videotape, name, image, spoken words, student work, and/or performance in any form to display, release, exhibit or distribute the same, a completed and signed Consent and Release of Liability for Media Use must be signed and on file in the school office. Please note that if this consent is not granted your child may not be included in any class picture or in the yearbook nor may his/her school work be displayed on bulletin boards in the classroom or school.

Personal Property Policy

Students are not to bring valuable personal property on the school or parish premises. All personal property that a student brings onto the school or parish property is at the risk of the child and the school is not responsible for its loss, theft or damage.

Other Policies

The following Policies of St. Angela Merici Parish School are posted on ProgressBook under the section “School Policies and Handbook”:

- St. Angela Merici Parish School Wellness Policy
- St. Angela Merici Parish School Food Allergy Policy
- Anti-Harassment, Intimidation, and Bullying Policy
- Student Threats Policy
- Acceptable Use Policy, Internet Rules and Internet Safety Policies
- Other Policies - St. Angela Merici School has adopted the following policies that are available for review:
 - *Policy on Harassment, Policy on Youth Gangs,*
 - *Policy on AIDS, Policy on Student Pregnancy, and*
 - *Policy on Drugs.*

All parents and students are expected to follow both the spirit and the letter of the rules and regulations listed herein. Retain this handbook for the entire school year and use it as a reference. Changes to this handbook may be made at any time at the discretion of the school and/or parish administration through written notification to parents. Implementation and interpretation of the provisions in this handbook rests with the principal. The principal’s interpretation of the provisions in this handbook shall be final and authoritative interpretation.

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