

INTRODUCTION

The purpose of this handbook is to acquaint the parents and students with the policies and practices of Queen of Angels Catholic School. The participation by and cooperation of parents and students are vital factors in the development of a successful school program.

To insure the success of the educational program with the Queen of Angels Catholic School, parents and students are encouraged to consult this handbook and to become familiar with the policies and practices of the school.

MISSION STATEMENT

Queen of Angels Catholic School is established to provide a quality education in a family-centered environment, where an academically challenging curriculum and traditional Catholic values are tightly intertwined. We are dedicated to helping children, Pre-Kindergarten through Grade 8, reach their full academic, spiritual, social, emotional, and physical potential. We strive to instill in our students, each a unique child of God, a lifelong love of learning, an honorable character, and a willingness to serve.

PHILOSOPHY

Philosophy of the Diocese of Greensburg

The mission of the Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the tasks of our schools are to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop the Gospel values, academic ministry, spirit of community service, and global perspective that will give their lives passion and purpose.

Philosophy of Queen of Angels Catholic School

Queen of Angels Catholic School is committed to the education of the whole child and integrates the Gospel values in every aspect of our curriculum.

Each student is a unique child of God and the educational process affords opportunities for each student by providing a variety of teaching methods and hands-on learning experiences. We create an optimum learning environment that is challenging and stimulating and supported with love, respect, dedication, and loyalty to each student in a Christ-centered atmosphere.

Each teacher values the individuality of every student and fosters an environment that encourages cooperation rather than competition. Teachers model and teach respect by encouraging students to view change as an opportunity for growth toward love of God, love of self, love of neighbor, and love of learning. It is our belief that learning is individual, personal, sequential, and promotes a lifelong search for the fullest meaning in life. Our teachers appreciate the value of integrated creative learning and provide flexible schedules that are child-centered and proceed from the concrete to the abstract.

Queen of Angels Catholic School values the family's involvement in the educational process and recognizes parents as the primary educators of their children. To this end, we strive to provide a

variety of cooperative and support programs for parents so that our combined energies may serve the needs of our children through developmentally appropriate programs.

Cooperative partnerships with the local area communities create a sense of **family** and foster mutual respect among the total Queen of Angel's community as we strive to live the Gospel message, "**To teach as Jesus did.**"

SCHOOL LOGO

The logo was designed to capture the essence of the school's culture and values.

Its gold colored crown symbolizes our "Queen," the Blessed Mother Mary, while the purple is the combination of red and blue, the colors of the former Saint Agnes and Immaculate Conception schools, which were consolidated to form Queen of Angels.

The cross in the middle symbolizes Jesus Christ, while the upper-left quadrant symbolizes that each student is a "unique child of God."

The three hearts represent parent, teacher, and child working together, symbolizing our "family-centered environment."

The book in the upper-right quadrant symbolizes "education," while below it, the sun and the hills represent bright horizons, symbolized our vision for the "children of the future."

STATEMENT OF NONDISCRIMINATORY ACCEPTANCE POLICY

Queen of Angels Catholic School will not discriminate on the basis of race, gender, or national origin. Students seeking acceptance or enrollment will be considered based on religion, academics, character, morality, and conduct consistent with Catholic doctrine, and applicable payment history within a Catholic or private/nonpublic school. The school maintains the rights to give preferential acceptance and enrollment to Catholic students.

As Queen of Angels Catholic School is a private, nonpublic institution, the administration reserves the right to terminate the enrollment of student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate enrollment of a student for any reason at any time.

ADMISSION

The school adheres to the age requirements of the local public school. Any child who reaches the age of five (5) by the local public school district cut-off date or September 1 of the current school year, whichever is later, may be admitted to Kindergarten unless there is evidence that the child is not ready to begin. Any child who reaches the age of six (6) by the local public school district cut-off date or September 1 of the current school year, whichever is later, may be admitted to the first grade unless there is evidence that the child is not ready to begin. Parents and/or guardians must accompany the child to school for purposes of registration and verification of residency.

Registration will be held in the spring of the year for the following school term. On the date of registration, the following documents must be presented:

- Birth certificate or copy of certificate
- Baptismal certificate (if applicable)
- Immunization record
- If living with a person other than a parent, verification of residence, and guardianship

In the event the child resides with a person other than the parent or legal guardian, a conference with the school principal may be necessary for verification of residence.

Children of any race, color, or national origin are eligible for admission to Queen of Angels Catholic School. Children of any religion are eligible for admission; however, priority is given to Catholics.

ATTENDANCE

Purpose

Queen of Angels Catholic School believes there is a strong correlation between regular classroom attendance and academic achievement. With a shared responsibility of both the school and the home, students begin to develop the habits of punctuality and good attendance. To achieve required levels of proficiency according to the PA State Standards, and to get the best possible education, it is imperative that students maintain regular school attendance. When students are absent from school on a regular basis, it becomes extremely difficult to provide them with support and assistance with their education.

Queen of Angels Catholic School Administration reserves the right to include Kindergarten through 8th Grade in our attendance policy. Consequently promotion to the next grade level is contingent upon compliance with the attendance policy.

According to the Pennsylvania Public School Code, 24 PA Code 13, and the State Board of Education Regulations Pupil Attendance, 22 PA Code 11, the following guidelines apply:

Excused Absences

As required by state law, in addition to calling the school office prior to the opening school bell, all students who have been absent from school are required to bring a written excuse to school, signed by the parent or guardian, upon re-entry to the classroom. The written excuse should include the following information:

- Date/Dates of the absence/tardiness
- Name of the student
- Reason for the absence/tardiness
- Parent/Guardian signature

Although the student will still be marked absent or tardy, the school recognizes a number of specific reasons for which a child may be excused from regular attendance. These include, but are not limited to the following:

- Illness
- Death in the family
- Impassable roads when certified by the school district
- Religious holidays as certified by written explanation
- Receipt of religious instruction
- Prearranged doctor and dentist appointments which cannot be arranged after school hours
- Special circumstances or requests prearranged and approved in advance by the principal or superintendent
- Out of school suspensions
- Educational trips pre-approved by the administration
- Emergencies

Health Exclusion

There are times when students are excluded for health reasons, which may include, but are not limited to lice, pink eye, scabies, ringworm, chicken pox, missing required shots/immunizations, etc. The length of these exclusions is 48 hours. Days absent after that time will be unexcused without a valid medical excuse. Other, more serious communicable disease timeframes will be determined in consultation between the school and the child's physician. Cases may be reviewed as necessary.

Unexcused Absences/Unlawful Absences

Unexcused or unlawful absences include, but are not limited to:

- Truancy
- Parent neglect
- Sleeping in
- Illegal employment
- Pupils who run away from home
- Shopping
- Trips not approved by the school in advance
- Absence without a written excuse submitted by parent/guardian within 3 days after the student returns to school
- Missing the bus 3 times within a grading period. Additional offences will be referred to the administration

Tardiness to School

Students are expected to be in their seat prior to the first bell and prayers. Students must bring a written note from a parent or guardian if they are tardy. A student who arrives two (2) hours after the start of school will be considered absent ½ day. Once 5 tardies have been reached a letter will be sent to the parent/guardian informing them of the tardies. After 10 tardies disciplinary action will be taken by the administration and the tardies will be accumulated to equal days absent.

Early Dismissals

Students are expected to be at school for the entire school day. If an early dismissal is needed, students must bring a written note from a parent/guardian requesting an early dismissal from school. Students will not be released into the care of any person who is not authorized for such purpose, or on the basis of an invalidated telephone call. Children must report to the office before leaving the school for an early dismissal, and must be signed out by the person responsible for transporting them. Parents are asked not to take students from classroom doors or bus lines without the permission of the principal, or his/her delegate.

Students leaving school two (2) hours prior to dismissal will be considered absent ½ day.

Make-Up Work from Absence

Make-up work is assigned at the discretion of the teachers, depending on the grade level of the student and content missed. The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted the same number of days absent to make up the work. It is the student's responsibility to obtain the assignments and return them to the teacher in the time designated. If work is not turned into the teacher within the designated number of days, the student will receive a zero for any missing assignments. Excessive absences may result in the school's inability to issue grades for a particular quarter.

AUXILARY SERVICES

Students may benefit from additional educational services. Based on the results of standardized tests, teacher observations, and/or recommendations, students are eligible for the following auxiliary services:

Speech – Available from PreK through grade 8

Reading/Title I – Available from Kindergarten through grade 5

Math – Available from Kindergarten through grade 6

Guidance Services – Available from Kindergarten through grade 8

Written parent consent/refusal will be obtained for those students recommended, and will be kept in the student's file.

Students are expected to complete assignments that may be given, and participate in the service in a respectful and cooperative manner. Inappropriate conduct will result in dismissal from the service and disciplinary action.

COMMUNICATION

Open communication among parents, teachers, staff, and administration is important for student progress and for maintaining a healthy school climate. Communication should begin with the student's homeroom teacher.

Communication consists of, but is not limited to:

Report cards on a quarterly basis
The PowerSchool Parent Portal
Fall and spring conferences
Email

Written notes
Phone calls through the office
Scheduled appointments

CURRICULUM

Queen of Angels Catholic School endeavors to provide a well-balanced curriculum through which the knowledge, skills, and attitudes needed for daily living can be acquired. The students are challenged to develop their full potential with open, inquiring minds while always realizing a sense of accomplishment.

The curriculum is designed to meet and exceed the minimum standards established under PA Department of Education State Standards. Courses include religion, reading, language arts, mathematics, science, social studies, music, art, library, drama, wellness, physical education, computer education, and foreign language for the students in the upper grades.

Religion permeates our curriculum. Opportunities for prayer, liturgy, and participation in a community of faith are important components of the religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the gospel values.

Students of all faiths are required to study religion, complete assignments, and to participate in the religious activities.

Initial catechesis for the sacraments is the responsibility of the parish communities. Queen of Angels Catholic School reinforces and supplements the parish programs.

DISCIPLINE AND CODE OF CONDUCT

Discipline is an integral part of the learning process. In order to develop self-control, the student must be helped to understand his/her emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country, and to obey the laws of God.

Every faculty member, staff member, and the principal shall have the right to exercise the same authority to student conduct and behavior as do the parents/guardians of the student. Student responsibilities include regular school attendance, conscientious effort and classroom work, and conformance to school rules and regulations. Most of all, students share, with the administration and faculty, the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

Process of Intervention

Faculty, staff, and administration reserve the right to act upon any disruption to the student's code of conduct to settle the occurrence immediately as deemed necessary by that faculty, staff, or administrative member. Depending on the seriousness and frequency of the violation to the student's code of conduct, one or more of the following disciplinary actions may be taken by any faculty, staff, or administrator:

- **Refocus** – For a minor misbehavior, or first time occurrence, the child will take a Refocus Form to a buddy classroom to complete in detail, explaining why and how they plan to correct their personal behavior. These forms will be kept on file with the homeroom teacher.
- **Guidance** – With reoccurring inappropriate behaviors, Refocus Forms will be continued and the parents/guardians will be notified by school personnel on the disrupting behavior. The faculty, staff, or administrative member will conduct a conversation with the student to explain the impact of his/her behavior, and how he/she can begin to correct the behavior, ultimately acting in a more appropriate way. Other classroom management techniques may be implemented to help control the inappropriate behavior.
- **Conference** – With continued unacceptable occurrences, the faculty, staff, or administrative member will conduct a conference with the child's parents/guardians within 48 to 72 hours to discuss the student's behaviors and the impact it is having on his/her learning process, as well as the impact it is having on the rest of the classroom. The parents/guardians and school personnel will work together to assist the child in correcting the inappropriate behavior. A behavior contract, consequences, or other necessary inventions may be established in efforts to help the student.
- **Administration Involvement** – When a student's unacceptable occurrences cannot be corrected with parental and school involvement on the classroom level, or when the behavior is of a more serious nature, the involvement of the administration becomes necessary. At this point the administration will determine the necessary actions to take, which may involve, but are not limited to, corrective action on the student's part, removal of activities, detention, suspension, or other action as determined by the administration.

Students in grades Pre K through Grade 8 who violate the code of student conduct will be subject to a range of consequences, including, but not limited to a warning, parental contact, detention, suspension, and/or expulsion. *Note that the disciplinary offenses and recommended consequences do not cover every possible situation, and that the age of the child is taken into consideration when determining consequences.* ALL final disciplinary interpretations and decisions are the prerogative of the administration of Queen of Angels Catholic School, the Board of Trust Administrators, and the Superintendent of Catholic Schools for the Diocese of Greensburg. The administration reserves the right to extend beyond the consequential sequences listed below at any time the administration sees that the need arises.

Student Code of Conduct

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. For a safe learning environment, every student is expected to abide by the Code of Conduct. Behaviors against this code include, but are not limited to the following occurrences:

LEVEL I OCCURRENCE

- Classroom disturbances (calling out, throwing objects, safety violations, etc.)
- Classroom tardiness
- Cheating, lying, or plagiarism
- Improper language
- Repeated failure to complete assignments, both classroom and homework
- Repeated failure to carry out verbal or written instructions
- Failure to comply with the request of a faculty, staff, or administrative member
- Violations of the dress code
- Violations of bus riding regulations
- Violation of the school's electronic device regulations
- Any behavior that disrupts the orderly classroom procedures or interferes with the orderly operation of the school environment (horseplay, minor fighting, etc.)

The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each of the levels of occurrences.

LEVEL II OCCURRENCE

- Repeated or more severe Level I occurrence
- Bullying behaviors, including, but not limited to: cyber, name calling, isolation, ridicule, threatening, etc.
- Cutting class
- Truancy
- Repeated tardiness to class
- Lack of respect toward classmates, faculty, staff, or administrative member
- Falsifying excuses or parental/guardian notes
- Continued disruptive classroom behavior
- Failure to attend detention
- Loading of disapproved software on any school system or computer
- Sending any inappropriate, vulgar, or derogatory email or message
- Viewing an unauthorized website on school grounds
- Violation of the Diocesan technology usage policy
- Unsportsmanlike behavior at athletic events, assemblies, or other school related activity
- Persistent violation of the school rules and regulations (running in the halls, gum chewing, eating of candy, mints, snacks without permission, etc.)
- Any other behavior where the frequency and/or seriousness tends to seriously affect the student's education or the education of others

The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each of the levels of occurrences.

LEVEL III OCCURRENCE

- Repeated or more severe Level II occurrences
- Physical aggression toward another student, faculty, staff, or administrative member
- Harassment against another student, faculty, staff, or administrative member
- Indecent or obscene conduct, language or gestures
- Possession or drawing of indecent pictures
- Vandalism
- Theft
- Threats toward another student, faculty, staff, or administrative member
- Use of tobacco on school grounds or at a school sponsored activity
- Disorderly conduct
- Any other act of misconduct that involves the violation of the personal or property rights of others, including the school

Note: In accordance with the State Safe School Act of 1995, incidences of fighting and harassment will become part of the student's permanent disciplinary record.

The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each of the levels of occurrences.

LEVEL IV OCCURRENCE

- Repeated or more severe Level III occurrences
- Extortion
- Bomb threats, terroristic threats/acts
- Possession/use/transfer of any weapon, look-alike weapon, or tool that is capable of inflicting harm on another person
- Possession/use/transfer of unauthorized substances, such as, but not limited to: drugs, look-alike drugs, controlled substances, alcohol, drug paraphernalia, prescription drugs, etc.
- Possession/use/transfer of a dangerous chemical or firework
- Arson
- Setting off fire alarms
- Tampering with fire extinguishers
- Tampering with the AED device
- Beginning a riot
- Harassment that is extreme in nature, such as, but not limited to: sexual, ethnic, physical, verbal, etc.
- Violation of the laws of the Commonwealth of Pennsylvania
- Any act of misconduct that may result in violence to another's person or property, or which may pose a direct threat to the safety and welfare of others, including the school

Note: Level IV occurrences will require an immediate suspension, as determined by the administration, as well as possible implementation of expulsion procedures and PA State Police notification.

The administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each of the levels of occurrences.

Lockers/Desks/Textbooks/Etc.: Items not purchased by the student's families are property of Queen of Angels Catholic School. Textbooks should be covered by the student with an appropriate book cover. Students are not permitted to use unassigned lockers. Care of the lockers, desks, and textbooks being used by the student, along with the personal property within the lockers and student desks, is the responsibility of the individual students. Lost or damaged school property that has been assigned to the student, must be paid for in order to cover the cost of replacement. Students caught vandalizing or in any way damaging school property will be assessed a fee to cover the damage, and will be liable for disciplinary measure. Lockers and/or student desks may be periodically checked by the school authorities and/or law enforcement. Administration and the local law authorities reserve the right to search personal property, which includes, but is not limited to, purses, backpacks, gym bags, pockets, etc. without notice, when warranted. Appropriate action will be taken if school policy and code of conduct is not followed by the student.

Students who do not follow the Code of Conduct may be subject to detention, suspension, or expulsion.

Please be aware that these are not the only instances where discipline may be administered; any disrespect, destructive act, or inappropriate behavior will be dealt with accordingly.

DETENTION: Detention will occur the day following the occurrence warranting this disciplining action. The parents/guardians will be notified and will need to make arrangements to pick up their child after detention. Faculty, staff, and administration reserve the right to determine the number of days a student will serve a detention based on the occurrence warranting this disciplinary action.

SUSPENSION: For a serious infraction of school regulations or serious behaviors against the Code of Conduct, the administration may temporarily suspend a student. The time of the suspension will become effective immediately upon notification of the parents/guardians by phone or mail. Suspension may be in school or out of school, as determined by the administration. Administration reserves the right to determine the number of days a student will serve a suspension based on the occurrence warranting this disciplinary action. In all cases, the student will be required to complete any class work missed, and they will not be able to take part in any in school or after school activity while serving their suspension. *If a student has in-school suspension, the parents/guardians are responsible for sitting with their child while their child's suspension is served, or they may elect to pay a substitute teacher to monitor the student throughout the day.*

Upon completion of the suspension, a meeting must occur between the faculty/staff member, the parents/guardians, the student, and the administration.

EXPULSION: Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant.

In the event of an expulsion, the following procedure shall be used:

- a. A time of suspension will first be imposed during which there will be private consultations of parents with the principal, guidance counselor, and/or teachers.

- b. The final decision concerning expulsion will rest with the principal. Before any such administrative decision, the principal must consult with the Chair of Board of Members, appropriate local authorities, and the Office of Catholic Schools of the Diocese of Greensburg.
- c. A written report of the expulsion will be submitted to the Office of Catholic Schools.
- d. The parent/guardian may, within five (5) school days of the decision of the principal to expel the student, appeal to the Superintendent of Catholic Schools, whose decision will be final.

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

- An act or offense involving weapons
- Sale or possession of controlled substances
- Willful infliction of injury to another person or act of violence committed on school property, or while in the custody of the school.

Acceptance and Disenrollment Policy

Queen of Angels Catholic School is a private, nonpublic institution, and reserves the right to determine the acceptance of every student upon registration. The administration also reserves the right to terminate enrollment of a student for any reason, at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason, at any time.

Disenrollment or non-acceptance to Queen of Angels Catholic School may occur, but are not limited to the following content:

STUDENT CODE OF CONDUCT: Queen of Angels Catholic School has the right to dis-enroll any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct delineated in our handbooks and policies. This could include, but is not limited to criminal arrest and conviction at the local, state, or federal level. As a nonpublic school, we have the right to consider all conduct internal or external to the school. For instance, a student may be dis-enrolled for conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct whether the action or incident occurs at the school, school event, or within the community at large.

ACADEMIC APATHY: Queen of Angels Catholic School has the right to dis-enroll any student based upon lack of effort in the classroom such as failure to display appropriate classroom behaviors necessary for academic success. This may include, but is not limited to, completion of homework and class assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.

FINANCIAL: Queen of Angels Catholic School has the right to dis-enroll any student based on noncompliance with the Diocesan and school tuition policy.

FAMILY CODE OF CONDUCT: Queen of Angels Catholic School has the right to terminate the enrollment of any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider all disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.

Possession of Weapons

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and will be reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 PA C.S. §912. A weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon, or is intended for such use.

The parent or guardian of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student be taken to a physician or health care provider for a complete examination, and will be requested to notify the school of the results of any such examination. The principal shall also give immediate notice to the police of the incident for possible legal action and for the purpose of identification of the substance.

Drug and Alcohol Policy

A student who, on school grounds, on the school bus, or at any school related activity, sells, uses, possesses, or aids in the procurement of alcohol, narcotics, restricted or prescribed drugs, including, but not limited to, marijuana, tobacco products, anabolic steroids, or other material purported to be drugs, or look-a-like drugs, shall be subject to disciplinary action up to and including expulsion.

A parent or guardian of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student be taken to a physician or health care provider for a complete examination, and will be requested to notify the school of the results of any such examination. The principal shall also give immediate notice to the police of the incident for possible legal action and for the purpose of identification of the substance.

Over the counter medication such as cough drops, Tylenol, aspirin, etc. must be accompanied by written parent permission, with direction on how to administer to the student, be in the original container, must be secured in the office, and can only be administered under faculty/staff supervision.

Harassment/Bullying Policy

It is the policy of the Diocese of Greensburg and Queen of Angels Catholic School that students enjoy a learning environment free from all forms of discrimination, including sexual and all other types of harassment. All forms of harassment in any learning area, school bus, activity area, or other function sponsored by the school, are strictly prohibited.

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

- Derogatory verbal comments, such as epithets, jokes, slurs, or unwanted sexual advances, whether written and/or oral
- Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures, including derogatory and/or sexually oriented materials
- Physical, sexual, ethnic, and religious comments or gestures
- Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's academic performance
- Retaliation for having reported or threatened to report sexual or other forms of harassment

Any student who feels that he or she is or has been a victim of sexual or any type of harassment or bullying is to notify any teacher, administrator, principal, counselor, parish priest, or to the Superintendent of Catholic Schools. All reports of alleged sexual or any type of harassment will be investigated in as confidential a manner as possible. Upon the completion of such investigation, the parents or guardians of the student will be advised of the findings, recommendations, and conclusions as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complaining student and his/her parents/guardians will be advised of such action.

In the event that it is determined that a student has intentionally falsely accused another student or school employee in engaging in sexual or any type of harassment, the student will be subject to appropriate disciplinary action, such as suspension or expulsion.

DISMISSAL

Dismissal times are listed on the yearly calendar. The following dismissal regulations are enforced for the safety of all children:

School bus riders: Children assemble in assigned bus areas and are accompanied to the bus by faculty/staff members.

Car Pick-up: Children who are being picked up by cars will exit from the school under the supervision of a faculty/staff member.

Changes in Transportation

Children are not permitted to change their regular transportation method at dismissal without a specific note or phone call from a parent/guardian. Notice should be given early enough to allow time to alert the child and his/her teacher. Only the Norwin School District permits students to ride on the bus other than the one that they are assigned. However bus passes are required for the changes and will be issued by the office if written parental permission is given.

DRESS CODE

Please see the updated Uniform Dress Code Policy on a separate sheet, sent at the beginning of the school year. If you need an updated copy, please contact the school office.

Dress Down Days

The Student Council will work with their moderator and administration to plan “dress-down” days for the year. Dates will be listed on the monthly calendars. On these days, clothes may be worn outside of the uniform policy, as long as they *continue to follow the school’s safe, neat, modest code*. For example, over-sized, baggy pants/shorts are not permitted. T-Shirts advertising rock bands, slang expressions, or violent pictures are not permitted. Shorts/Skirts must continue to follow the guidelines outlined in the dress code. Faculty/Staff members continue to reserve the right to determine appropriate dress.

Dress Code Violations

Please see the updated Uniform Dress Code Policy Violation Guidelines on a separate sheet, sent at the beginning of the school year. If you need an updated copy, please contact the school office.

ELECTRONIC DEVICES

Bringing electronic devices to school is strongly discouraged.
The school is excused from any liability connected with lost/damage/misuse/theft to these devices.

Electronic devices are identified as, but not limited to: cell phones, I Pods, MP3 Players, CD Players, Palm Pilots, Gaming Systems, Smart Phones, BlackBerries, communication devices, e-readers, etc.

Electronic devices are not permitted to be used during the school day, or on school property, without faculty/administration/staff permission. Failure to comply will result in confiscation of the device and will be returned only to the student's parents. Additional privileges may be revoked.

The school understands that children may carry communication devices for safety reasons. It is required that these devices be turned off and remain in the student's backpack, secured in the student's locker, during the school day. Failure to comply will result in confiscation of the device and will be returned only to the student's parents. Additional privileges may be revoked.

HOMEWORK

Homework is an extension of work done in school, and is essential for the full scholastic development of the child. Homework may consist of written work, reading, study, memorization, or work on special projects. It is the responsibility of the parents/guardians to provide time and a quiet place for homework to be completed.

Children are expected to complete all homework on their own, under parental supervision. Although the amount of time a student needs to spend on homework varies by the individual child, if you see your child is struggling, and spending more than the recommended time on homework, please contact your child's teacher.

Recommended Homework Time Allotments

Kindergarten and First Grade	15-30 minutes
Second and Third Grade	30-45 minutes
Fourth and Fifth Grade	45-60 minutes
Middle School	60-90 minutes

Many times teachers assign long range assignment/projects. Students should not wait until the last minute to complete the work. Parents are asked to check their child's assignment book, yourhomework.com, and/or their child's homework sheet on a daily basis to monitor the completion and progress of all assignments, both long term and short term.

Homework Requests During Absences

Make-up work is assigned at the discretion of the teachers, depending on the grade level of the student and content missed. The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted the same number of days absent to make up the work. It is the student's responsibility to obtain the assignments and return them to the teacher in the time designated. If work is not turned into the teacher within the designated number of days, the student will receive a zero for any missing assignments. Excessive absences may result in the school's inability to issue grades for a particular quarter.

LIBRARY

The purpose of the library program is to encourage a love of reading by providing students with a variety of books, to instruct students in the use of reference materials, and to assist students in their search for knowledge and skills outside of the classroom. Assistance is available to students for locating materials to meet classroom requirements, such as genre reading requirements, research projects, and to satisfy personal interest requests.

In order to keep the library in proper order, students are expected to take care of the books and videos that they use, and return them when they are due. The following rules must be observed:

- A student must "check-out" each resource taken from the library by signing the identifying circulation card with his/her name and class, and leaving the card at the library desk.
- For each book/video not returned, another one may not be borrowed.
- If books or videos are lost, the student will be required to cover the cost of replacing the lost material.

Library computers are available to students for working on school assignments. Students must abide by the school's Code of Computer Conduct and Acceptable Use Policy while using the library computers.

The library offers support to teachers by researching and supplying materials (books, videos, DVD's) to enhance classroom instruction.

Teachers may schedule use of the library media system, which includes a large screen TV with cable access, DVD player, and sound system, to supplement the classroom educational experience.

LUNCH PROGRAM

Queen of Angels Catholic School participates in the Federal School Lunch Program. Families having financial difficulties may take advantage of the school lunch aid program by filing an application for free or reduced lunches. Applications will be reviewed accordingly. Rules for acceptance and participation in the program are the same for each student without regard to race, color, national origin, sex, age, or religion.

Students participate in the PowerLunch program through PowerSchool. Monies can be placed into the student's lunch account at any time. Parents are encouraged to check the account balance regularly to maintain a positive balance. Students can purchase a hot lunch, or an A La Carte item through their PowerLunch account.

Cafeteria Rules

The school cafeteria is operated as a service to students and teachers. The following rules should be observed while in the cafeteria:

- Students should not handle food that is not intended to be bought.
- Students should use good table manners.
- Students may talk in a moderate tone to others at their table.
- Students may not share food.
- No food or drink should be taken from the cafeteria and eaten elsewhere in the school without permission from the principal or cafeteria supervisor.
- Students must remain in the cafeteria until the cafeteria supervisor or designated staff member dismisses them.
- Students are to leave the tables clean, take their trays, milk cartons, lunch paper products and lunch boxes to the designated areas.
- Students are to line up quietly and listen to the instructions given by the staff member.

Queen of Angels Catholic School faculty and staff strongly discourages fast food items being brought into the lunch room for the students' lunches.

Students are encouraged to eat their lunch in a timely manner. If necessary, a student will be given additional time to finish their lunch.

MEDICATION POLICY

School personnel will administer medication only if requested in writing by the parent/guardian. School personnel are not permitted to administer any medication without a written release, which specifies the medication, side effects, dosage, time, date, etc. The school will administer only essential medicines prescribed by a physician and accompanied by written instructions prescribed by a physician.

No over-the-counter medicine, such as aspirin, Tylenol, Midol, cough syrup, cough drops, will be dispensed without written permission and guidelines from the parent.

All medications, including OTC items, must be in their original containers and are to be kept in the office, unless specified by a doctor.

PARENTS AND VISITORS

Anyone entering or leaving the building must first report to the office. For the reasons of safety, school personnel must know who is in the building. Any person not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Visitors are required to wear a Visitor's Badge, which is obtained when they sign in at the office.

Parents are not to take lunches, shoes, books, etc. to the classroom or supplies to specific teachers. Any such transaction to child or teacher must be made through the school office. This practice helps eliminate interruptions to the teacher and the students during class hours. Parents wishing to meet with teachers must arrange appointments with the teachers. Teachers cannot meet with parents during the times that they are responsible for the students.

Parents are not permitted to confront students on school grounds or school sponsored events. If there is a problem with a student, please notify the school officials.

Students who need to be dismissed early for medical or health reasons will be met by the parent/guardian in the school's office.

REPORT CARDS

Diocesan report cards are released on a quarterly basis from PowerSchool. Student's grades may be viewed by the parent and student via the parent portal to PowerSchool.

Report cards showing the student's progress shall be issued in accordance with the dates established on the official school calendar. Progress is determined by the degree to which the child learns subject matter according to ability, accomplishes daily work, participates in class discussions, uses class time effectively, participates in group/class research and projects, and does homework assignments. Parent/Teacher conferences shall be used in conjunction with the report card as an additional means of communicating progress. Typically scheduled fall and spring conferences are put on the official school calendar, but additional conferences throughout the school year may be needed for some students as determined by school officials.

Students must receive a final average passing grade in every subject area. If a student fails a subject, he/she must register for summer tutoring classes with a certified teacher. Proof of a passing grade must be presented before the student can proceed to the next level.

SAFETY DRILLS

Fire drills will be held on a regular monthly basis, or more frequently if required by state law, without prior announcement. To ensure safety, students and occupants in the building are to move quickly, quietly, and in order according to the fire exit directions posted in each classroom and throughout the building.

Drills for other emergencies, such as severe weather or lock down will be held periodically throughout the year and the teachers will review procedures. Students are to remain quiet and attentive to the teacher during all drills.

SCHOOL CALENDAR

Each family will receive a copy of a tentative school calendar for the year. The school must adhere to state and diocesan guidelines concerning hours of instruction and number of days in session, and provisions for teacher in-service and staff development.

In addition to the yearly calendar, every family will receive an updated calendar of monthly activities and a newsletter, distributed monthly through the family folder. This information is also available on our website: www.queenofangelssch.org.

Family participation in school activities is strongly encouraged.

SPECIAL EDUCATION / DISABLED STUDENTS

Queen of Angels Catholic School is a private educational institution and therefore has no federal mandate to provide special education related services to disabled students. The school requires that students continue to work on grade level in order to remain eligible for continuing enrollment at the school. If a need arises, the school's administration will be happy to assist parents in obtaining evaluations with the family's local public school system.

STUDENT COUNCIL

Queen of Angels Catholic School has an active Student Council, involving representatives from Grades 1-8. Eighth grade students hold the officer positions (President, Vice-President, Secretary, Treasurer, and School Representatives). Each homeroom elects two class representatives. The elections for officers are held each spring and elections for representatives are held in September.

Funds for Student Council are collected through Dress Down Days. The money is used for service projects, to sponsor activities, dances, and special days that promote school spirit.

Officers and representatives should be an example to their classmates and students. Therefore proper conduct and behavior is expected at all times.

Students seeking the officer positions must submit a letter of intent to the Student Council moderator. These students also need to maintain an overall 3.0 GPA in 6th and 7th grade. Once elected, the officers and representatives must maintain a 3.0 GPA with no D's, E's, or U's during each grading period. Failure to do so will result in either a temporary or permanent suspension from their responsibilities. Failure to adhere to the Dress Code Policy and Discipline Policy may also result in a suspension from office. The principal and Student Council moderator will have the final decision.

STUDENT RECORDS

The collection and maintenance of information about students which is essential to promoting student welfare and accomplishing the educational objective of the school shall be in accordance with state and federal law. The permanent record card, approved by the diocese, will be maintained in the office of the principal. Guidance records will be kept either in the principal's office or in the guidance office. Information will be collected only with prior and informed consent of the parent or guardian. Student records, in accordance with state and federal law, are made available only to parents and to staff who have a need for access to the information, or with consent of the parent, or as otherwise provided by law. A parent or guardian wishing to review the records of his or her child should make such request for review in writing at least twenty-four (24) hours in advance. Student record information will not be disseminated by telephone.

Parental Right to School Records

Queen of Angels Catholic School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request, the school will provide the non-custodial parent with access to the student's academic records.

If there is a court order specifying the rights and responsibilities of individual parents, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order.** The custodial parent is to provide the principal with the "custody section" of the divorce

decree if it contains information that may be useful to the school in fulfilling its obligation. The school will follow the directives stated in the court order.

Release of Records

School policy does not permit the release of student records (transcripts or reports) until all accounts are cleared.

Report Cards will not be distributed, nor will records be sent until all fees are paid.

Eighth grade students may participate in the Graduation ceremony, but will not receive their diploma or Report Card, if accounts are not cleared.

TELEPHONE

Students may use the school telephone for emergencies only, under the supervision of a school official.

TESTING

Queen of Angels Catholic School follows the testing program established by the Diocesan Office of Catholic Schools. The tests include:

- Stanford Achievement Tests given to students in the 3rd through 8th grade.
- Otis Lennon Aptitude Test given to 3rd, 5th, and 7th grade students to determine their basic mental ability.

TRANSFERS

Transfers to or from Queen of Angels Catholic School are normally to take place at the beginning of the school year. In the event of a transfer from our school to another private or public school, parents must submit written verification from the receiving school, confirming enrollment at the new school and to request the release of school records. No student records will be released until all tuition and fees are paid in full. All records will be sent through the mail.

TRANSPORTATION

Transportation to and from school is the responsibility of the parents. The public school district in which the student resides will provide transportation according to state guidelines. Questions concerning bus transportation should be addressed to the public school district in which the student resides.

Students are to behave properly on the bus. Upon notification to school administration of misbehavior, appropriate action will be taken which may include suspension or termination of bus privileges. The safety of all is the prime consideration. Bus drivers are responsible for enforcing the safety and discipline code on the buses and notify school officials of behavior violations.

TUITION

The Diocese of Greensburg's tuition policy is based on family need. Tuition is based on the per-pupil cost of education. Parents have the opportunity to apply for financial aid using F.A.C.T.S.

The Pre-Kindergarten receives no subsidy or tuition aid.

Payment of tuition must be submitted in accordance with the payment schedule established at the time of admission. In the event of a failure to make timely payment of tuition, the student may become ineligible to attend school unless special arrangements with the school authorities are made for the payment of tuition other than as provided above.

If a student transfers to another school, due to a move from the Queen of Angels area, tuition may be refunded on a pro-rated basis. Arrangements for any such refund should be made through school administration.

Penalty for Delinquent Tuition

If a family is delinquent in its full or semester payments, they will have to pay by the budgeted option through F.A.C.T.S. immediately.

By August 1 (first semester) or December 1 (second semester), families who have delinquent accounts will receive a letter by mail stating that it is their choice not to continue the education of their child(ren) at Queen of Angels Catholic School.

VACATION POLICY

Written notification of trips is to be sent to the principal in advance. The student will be permitted five (5) school days to make up work missed. Although families may have reasons for trips during the school year, parents are strongly advised to avoid scheduling their family vacations during the school year.

Please refer to the homework section of the handbook for the school's policy on makeup work.

VISITS

Parents are welcome to visit classes. We ask that the following procedures be observed:

- Classroom visits should be prearranged.
- Report to the office before meeting your child or visiting the classroom.
- Parents may join their child for lunch at any time. If you plan on eating a school lunch, please notify the office so a lunch can be prepared. Please avoid bringing in fast food items for your child's lunch.
- Report to the office to sign in and pick up a visitor's badge before visiting in the school.

VOLUNTEERS

For our school to operate effectively, we welcome and appreciate the help any adult can give in the many volunteer programs at our school. Please contact the office if you are interested. Volunteers must have appropriate clearance on file in the school office.

WEB SITE

Please refer to the Queen of Angels web site, www.queenofangelssch.org for current calendars, menus, news, or general information. The web site is updated monthly.

RIGHT TO AMEND HANDBOOK

School officials retain the right to amend the Handbook for just cause. Parents and students will be given prompt notification if changes are made.

REVISED: August 16, 2011

Queen of Angels Catholic School

Student – Parent Handbook Acknowledgement

The student and the parent acknowledge and understand the guidelines for student and family conduct established by the rules and regulations set forth in the Queen of Angels Catholic School Student-Parent Handbook. Parents and students realize and agree that the rules and regulations form the basis for the school’s disciplinary policy and any violation of the rules and regulations shall constitute cause for disciplinary measures to be determined and implemented by the faculty and administration of the school in accordance with the handbook and the Policies and practices of the Diocese of Greensburg. Disciplinary measures include, but are not limited to classroom teacher management, detention, suspension, and when necessary, expulsion.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please detach this form and return it to the school by September 7, 2011.

Please keep the handbook for future reference.