

Queen of Angels Handbook - 2010-2011

Catholic Schools Mission Statement Seattle Archdiocese

As the early Church was commissioned by Christ to spread the Good News, so the Catholic Schools of the Seattle Archdiocese share in that same mission. We do so by fostering and reinforcing Catholic traditions and Gospel values, and by endeavoring to provide affordable and accessible Catholic education for those who desire it.

We aspire to uphold the centrality of the person and teachings of Christ in every aspect of the school life.

Catholic schools are committed to:

- 1. Developing Christian leadership for the church and for society.*
- 2. Pursuing excellence in education.*
- 3. Upholding the dignity and the freedom of all persons.*
- 4. Promoting active service to the wider community.*

Queen of Angels School Mission Statement

*Our mission at Queen of Angels Catholic School
Is to support our parents as primary educators of their children
By nurturing spiritual, social, and academic growth
In a Christian environment.*

Our school is an integral part of the Catholic Church's ministry of education in Queen of Angels Parish. Our school community strives to develop a program of educational experience and excellence, designed to meet each child's needs, both spiritual and intellectual. We provide opportunities to attain a wholesome attitude and reverence toward God, all people, and the gifts of creation.

Notice of Nondiscriminatory Policy

Queen of Angels School admits students of any race, color, gender, handicap, age, national and/or ethnic origin the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, handicap, age, or national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan program, athletic and other school-administered programs. The school exists primarily to educate those children whose families are committed to the Catholic faith and education.

Admissions Policy

Queen of Angels School accepts applications year round. Admission is not complete until:

- 1) All paper work is completed.
- 2) Records from previous school are obtained and reviewed by administration.
Incoming 7th and 8th graders need a letter from the former principal stating academic and behavioral history.
- 3) Screening test (if applicable) is completed, scored and reviewed by administration.
- 4) The parents/guardians and the student have completed a personal interview with the principal.
- 5) Registration and book fees are paid in full.
- 6) Approval of the pastor and the principal is obtained.

You will be notified of admission results after ALL steps toward admission have been completed. The pastor and principal reserve the right to terminate the admission process at any time.

Tuition

The tuition rate is the same for parish families and non-parish families. Grants are available for active parish families who help with the parish subsidy to the school with time, talent and treasure. Parish families are considered to be active when all of the following criteria are being met:

- ◆ PARISH REGISTRATION: A registration card is on file in the parish office.
- ◆ PARISH WORSHIP: Regular family participation at Sunday Mass at Queen of Angels Parish or St. Joseph Parish.
- ◆ STEWARDSHIP PLEDGE: An annual pledge card is on file at the parish office.
- ◆ CHURCH SUPPORT: Fulfill the annual pledge.
- ◆ PARISH PARTICIPATION: Build a Christian community sharing time and talent.

The verification form for active participation must be signed by the pastor of your parish.

1. Payment Options for Tuition

Full Payment:

Tuition for the school year may be paid in full. A 3% discount is deducted if tuition is paid in full on or before the August Info Day (this date differs with the year and is a day set aside for school transactions like uniform sales and tuition payments). This payment is made directly to the school. If the payment is not made in full by the August Info Day, the three percent (3%) discount will not apply. Tuition may be paid using a credit card, but without the 3% discount.

2. FACTS Monthly Payment:

Tuition payments made on a monthly basis is made through the FACTS tuition payment plan. An automatic withdrawal is made from the parents/guardians' checking or savings bank account on either the 5th or the 20th of each month, with the first monthly withdrawal beginning in July. A \$38.00 convenience fee per year is charged. A contract is signed at the time of registration if this payment plan is used.

3. Registration and Book Fee

REGISTRATION FEE: An annual, per family, non-refundable fee due at the time of registration ensures the student's placement in class.

BOOK FEE: An annual, per student, non-refundable fee due at the time of registration, or may be added to the monthly FACTS payment plan.

4. Tuition Assistance

Student scholarships and assistance programs from the Archdiocese and the school are available.

Parents/guardians seeking tuition assistance need to make application to the Archdiocese. The Archdiocesan application will also be used for in-school assistance. A limited amount of Queen of Angels School tuition assistance is available. Need, and the number of families making requests, will determine the amount of the assistance families receive. All families will be asked to pay the registration, book fees, and at least 10% of their tuition.

5. Late Payments

For the sake of your family's security and peace of mind and for the general financial security of the school, we encourage parents/guardians to contact the principal as soon as possible when experiencing economic difficulties. It shall be the responsibility of each school family to keep the principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of the tuition payment expected to be paid. Without such information the following policy will apply when tuition payments are received late.

Full Payment:

If payment is not received on or before the August Info Day, the school office will contact the family about the missed payment date. If the funds are not received, all tuition payments shall be made through the FACTS Tuition Payment Plan.

FACTS Monthly Payment:

School families who choose the FACTS payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS. FACTS will reattempt payment in approximately two weeks.

If no payment is received ten (10) days after agreed payment date, a letter from FACTS will be sent to remind the parent/guardian that tuition is in arrears. The family will be asked to notify the principal immediately regarding when tuition will be brought current.

If the parent/guardian does not contact the principal, or an equitable solution cannot be worked out, the child/children will finish the grading period and withdraw from the school at the end of the grading period. Any amount of the remaining unpaid tuition, fees, and any late charges may be turned over to a collection agency for collection. All payments must be up to date at the end of each grading period.

5. Failure to Pay

Failure to pay tuition as agreed will result in one or more of the following actions:

- a. Removal of the child/children from school at the end of the grading period.
- b. Denial of re-enrollment. All previously paid tuition must be made by the August Info Day if a student is to be readmitted on the first day of class for the new year. Payments are to be made directly to the school.
- c. Holding of transcripts or grades until paid in full.

2010 - 2011 Fees and Tuition Rates

The cost to educate one child is \$5900.00

Registration fee: \$150.00 per family (non-refundable)
 Book fee K-8: \$125.00 per student (non-refundable)
 Pre-school supply fee: \$ 50.00 per student (non-refundable)

| <u>Kindergarten – 8th grade</u> | <u>One child</u> | <u>Two children</u> | <u>Three children</u> |
|--|------------------|---------------------|-----------------------|
| Parish Family | \$3,220.00 | \$5,310.00 | \$ 6,270.00 |
| Non-Parish Family | \$4,350.00 | \$8,265.00 | \$10,440.00 |

Pre-school:

| | |
|--|-----------|
| Pre-3 Tuesday and Thursday mornings (8:30am - 11:15am) | \$ 700.00 |
| Pre-4 Monday, Wednesday and Friday mornings (8:30am - 11:15am) | \$1150.00 |

Daily School Schedule

8:00 School business day begins and supervisor on the playground.
 8:20 First bell. Students to class.
 8:25 Tardy bell. Classes begin.
 11:15 Pre-school dismissal.
 3:00 Dismissal bell.
 3:30 School business day ends.

Pre-School Schedule

8:30 – 11:15am

Car Pool

The students exit through the back door and either board the bus or stand in their class line by the sidewalk with their teacher. Parents/designated persons have the option of parking in surrounding areas and walking onto the school grounds to pick-up their children. The students may not leave the school grounds alone, unless they are a designated walker. Crosswalks must be used. Parents/designated persons who use the carpool line are asked to pull forward as far as possible in the pick-up lane. Parents/designated persons are asked to pay close attention during the carpool process and follow the traffic directions of the teacher on duty. It is recommended that cell phones not be used during this time. Parents/designated persons are asked to remain in their cars and the students will come to their cars. The students need to enter on the right side of the car, as going to the left is unsafe.

2010 - 2011 Bus Rates

Port Angeles Bus Route

One Way:

1 student per family \$300.00
 2 students per family \$350.00
 3 students per family \$400.00

Both Ways:

1 student per family \$575.00
 2 students per family \$650.00
 3 students per family \$725.00

Sequim Bus Route (East of O'Brien Road)

One Way:

1 student per family \$375.00
 2 students per family \$425.00
 3 students per family \$475.00

Both Ways:

1 student per family \$700.00
 2 students per family \$775.00
 3 students per family \$850.00

Mixed Route: (One way Sequim and One way Port Angeles)

1 student per family \$625.00
 2 students per family \$700.00
 3 students per family \$775.00

Occasional student riders: \$2.00 each way

Bus Policy

This policy is concerned with the safety of ALL our students because every student in our school rides the bus at one time or another.

Bus Rules

When students are on the Queen of Angels School bus, they need to follow these rules:

- Respect and obey the bus driver.
- Treat others as you would like to be treated.
- Be courteous.
- Do not fight, shove or push.
- Do not use profane language.
- Do not eat or drink on the bus.
- Do not damage the bus in any way.
- Do not throw anything on the bus.
- Stay in your seat.
- Keep your hands to yourself.
- Keep all parts of your body inside the windows.
- Wait until the bus comes to a complete stop before leaving your seat.

Designated Bus Stops

Each student, who is a regular bus rider, must have a written designated bus stop form on file in the office. Students may only get off the bus at their designated bus stop, unless the child has a note signed by the parent or a phone call from the parent stating the date and the change to a different location. It is state law that students who are dropped off along a highway must have a responsible adult present to pick them up before the student will be allowed off the bus. If there is no one to pick up the child after a wait of five minutes, the bus driver will keep the child on the bus and bring him/her back to Queen of Angels School at the end of the route.

Non-bus Riders Riding the Bus

If a child has a friend riding the bus home with him/her on a certain day, the bus driver must be notified with a note signed by a parent or a phone call to the office, informing him/her of the situation. If a child wants to ride the bus home with a bus rider, the bus driver must be notified by a note signed by a parent or a call from a parent.

Role of Parent

The staff of Queen of Angels School recognizes that parents are the primary educators of their children. Since the parents authorize the school to serve as an extension of the educational process of the home, the attitude of parents toward the school and educational process should be one of respect and support. Parents are encouraged to share their honest suggestions and feedback through the proper channels. Parents are expected to support the disciplinary actions of the teachers.

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parent-Teacher Conferences

There is a Curriculum Night within the first month of the new school year. During this meeting teachers will let parents know their rules and expectations for the year.

Individual Parent-Teacher Conferences will be scheduled for each family after the first trimester in November. Attendance at these conferences is expected. Additional conferences will be scheduled if requested by the teacher or parent. The purpose of these conferences is to provide an up-to-date evaluation of the student's work and discuss with the parents ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed about school activities.

If you have a problem or questions about your child's educational progress, we want to hear about it. It's important that we work together on your child's behalf. The simple tips below are offered in an effort to make that partnership more effective for both your child and us.

✳️**DON'T WAIT UNTIL A SMALL CONCERN BECOMES BIG.** There is always the temptation to put off doing something in the hope that a concern will disappear. If you have a concern — even if you think it may be a small one - we want to work with you to resolve it. Call the school or e-mail us to make an appointment. When you make your appointment, it helps us to have a little background information.

✳️**REMEMBER THAT YOUR CHILD IS STILL A CHILD.** Verbal reports from your child may not always be accurate. Sometimes children add details that didn't happen or forget to include something that did happen. It is a good idea to check with the staff person involved to see if there is another more accurate and less worrisome version.

✳️**WHATEVER YOUR PROBLEM OR QUESTION, TAKE IT TO THE STAFF MEMBER MOST CLOSELY INVOLVED.** If you are not satisfied, take it to the next level.

✳️**ARRANGE TO MEET THE STAFF PERSON AT A MUTUALLY CONVENIENT TIME AND PLACE.** We want to address your questions and concerns in the best environment. In order to work together with you and provide you with quality support, we ask that you contact us via the school office or e-mail. We will respond as soon as possible. Out of consideration, we ask that you do not contact us after school hours at our homes or on our personal cell phones, as our focus is on our personal life when we are not working and, like all people, we need time to rejuvenate for the following day's work.

Parent-School Communications

Consistent communication and contact between the home and school is essential if the school and parents are to work hand in hand. Some of the ways provided for such communications are:

Wednesday Envelope

In order to ensure that all communication from school reaches home in a timely manner, Queen of Angels School uses a Wednesday Envelope. The Wednesday envelope should be signed and returned the following day. There is a \$1.00 replacement charge for envelopes that are lost. Information is not sent home if the Wednesday envelope has not been returned or replaced.

If you wish to include information in the Wednesday envelope, it must be turned in to the office by noon Monday for the principal's approval. If it is turned in late, it will go home in the following week's Wednesday envelope. All information sent home from the school must have the approval and initials of the principal before it is sent home.

Parents' Club

The Parents' Club's purpose is to encourage and to involve every member of our school community to provide the best Catholic education in Port Angeles. It is the fund raising organization of the school. Parents' Club meets each month. All parents are encouraged to attend.

Room Parents

These parent volunteers play an important role in helping to coordinate and implement classroom activities and get the word out to all other parents through a "phone tree" system, in times of need.

The role of room parents includes but is not limited to the following:

1. Make calls to parents.
2. Arrange with the teacher for classroom parties.
3. Provide assistance as the teacher and school might request.
4. Act as a liaison between the parents and the classroom.
5. Help to provide transportation and any needed assistance for field trips.
6. Help coordinate the school "phone tree" for emergency situations.
7. Coordinate the classroom auction item for BASH

Room parents are coordinated by a chairperson responsible for scheduling meetings, meetings with the principal, and coordinating all activities.

School Commission

The School Commission is a consultative body to the pastor and principal. The School Commission establishes and monitors policies regarding the operation of the school in concurrence with policies of the Archdiocese and Pastoral Council. The School Commission meets each month, usually in the school Conference Room. Meetings are open and parents are encouraged to attend. Persons wishing to address the commission should contact the commission president or principal at least two weeks before the scheduled meeting to be included on the agenda.

Volunteers

Queen of Angels School welcomes active and visible parent volunteers. Voluntarism enriches the learning environment of the students and the lives of those donating their time. Each family is responsible for working 20 hours of volunteer time per parent (10 hours per parent for pre-school). All families are expected to work on at least two fund-raisers during the school year. A parent may decide to pay \$10 per hour in lieu of working some or all of the required hours. There are many volunteer opportunities which include the BASH Auction, PIE Fund Drive, Carnival, Italian dinner, hot lunch, and classroom. These opportunities will be announced with explanations and sign-up slips in the Wednesday envelope.

Responsibilities of the volunteer

To be prompt and reliable.

To prearrange the times with the teacher if volunteering in the classroom and keep commitment or let the teacher know of any changes.

To sign in and out in the school office and wear a visitors badge while in the building.

To be aware of the school's emergency plans for fire, earthquake, and lockdown.

To complete the task you begin.

To respect the policies of the school and contribute to maintaining a smooth working relationship between staff and volunteers.

To respect the school office as a place of business.

To interact with all students with equality and fairness.

To protect the confidentiality of any information either shared to do the job or observed while on the job.

To arrange for childcare, when necessary, so that full attention can be given to the job at hand.

To record volunteer hours on the front of the Wednesday envelope.

Rights of the volunteer

To earn the respect and acceptance of the paid staff as a working professional albeit without pay.

To be provided with working conditions equal to those of paid employees doing similar work.

To be given appropriate information concerning skills, discipline, and procedures as the volunteer assumes responsibility and is accountable for the results.

To be trained on the use of the workroom equipment before using.

To be trained sufficiently to enable working with confidence.

To be given a reference when requested for another volunteer position or a paid job.

Books and Property

All books and personal property (i.e. uniforms, sweaters, jackets, lunches, etc.) should be clearly marked with the student's name. The school will not take the responsibility for lost items. Each student is responsible for replacing any loss or damage he/she may cause to all school property. Textbooks must be covered and taken care of at all times. If books or other school instructional materials are lost, scribbled in, or written on inappropriately, the student will be expected to pay to replace the books or materials.

Library

The school has a well-equipped library center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed.

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.
3. Students who have damaged or lost books will not receive progress reports or report cards until the account is cleared.

Bicycles

Students are allowed to ride bikes to school and are expected to obey all safety rules. Bikes, skateboards, etc. are not to be ridden on the playground. Bikes are to be walked on the playground. Students should stay away from the bike rack during regular school hours including lunch and recess.

Electronics

Students are not to bring electronics to school, including field trips. Items taken away from students will be returned to the parent/guardian on the last day of school or at the teacher's discretion. Special permission is given to those who ride the bus; however, their equipment must stay in their backpacks during school hours. Cell phones are not permitted without prior permission from the principal. The student must bring the cell phone to the teacher upon arrival in the morning and park the cell phone in the off position for the day. The cell phone may be picked-up by the student at dismissal. At no time during the day should a cell phone be in a student's backpack or possession.

Use of School Buildings and Grounds

All school buildings and grounds are reserved for the use of the school during the school day. All use of school buildings and grounds outside of the school day must be scheduled through the school office. A certificate of insurance, naming Queen of Angels School, must be on file in the school office before any outside group may use any part of the school grounds. Queen of Angels School will not be responsible for any accidents occurring on the grounds during weekends, vacation days, before or after school. Accidents occurring due to failure to follow rules during school hours are not the responsibility of Queen of Angels School.

Lost and Found

Lost articles, clothing or school materials may be claimed at the Lost and Found Box. All unclaimed articles will be taken to St. Vincent de Paul at the end of each trimester. Parents are encouraged to label clothes and other items so that they can be properly identified and returned to the owner.

Telephone

The school telephone is primarily for the use of the office and the transaction of school business. Pupils and teachers will not be called from classes to answer the telephone except in cases of emergency. We DO NOT allow students to call home for forgotten assignments, lunches, or uniforms. All arrangements for after school activities MUST be made by students and parents before coming to school.

Visits to School

Parents are encouraged to visit the school, especially during Open House and special activities. During the school day, ALL volunteers and guests (parents and visitors) are required to use only the main entrance and to check in at the school office and obtain/wear a VISITOR'S PASS before going to individual classrooms. Visitors must have prior permission from the teacher before visiting or volunteering in a classroom. Any items brought in for your child(ren) are to be left in the school office, and we will deliver them. Please, identify the items with the child's name and grade. Teachers are not available for conferences during class time. They are available after school or at other times if an appointment has been set up ahead of time. Appointments can be made by contacting the office or the teacher directly.

Parties

Classroom parties are held during the year on various holidays at the discretion of the teacher. The room parent/parents may assist the teacher with these parties. If your child has a birthday and you wish to send a treat, contact the teacher in advance to set-up a time.

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every boy and/or every girl in the entire grade.

School Closure Information

1. If questionable weather warrants it, listen to radio station KONP (1450 AM), or TV ch 4 and ch 5. It will also be posted on the school web page: www.qofaschool.org
2. **PLEASE NOTE...!!!!** If Port Angeles Public Schools are closed due to inclement weather, Queen of Angels School will be closed in most cases. There are situations that may differ, so check radio station or web page for details. If we are in session, there will be no announcement.
3. If we need to have an emergency closure during the school day, all the parents will be contacted. NO student will be allowed to leave school until arrangements are made with the parent or guardian. **DO NOT CALL THE SCHOOL.** The phone lines need to remain open.
4. Parents must come into the school office to sign the students out. Students will be called to the office for dismissal.

Medicine in School

When at all possible, arrange times for taking medicines before and after school. When it is imperative for your child to take medicine at school, send the medicine in the original prescription container with doctor's name, child's name, name of drug, and time medication is to be taken. The law requires that an authorization form signed by the child's doctor and parent/guardian must be on file. The authorization form can be obtained from the school office or your doctor's office. The administration of medication during school hours will be under the supervision of the school secretary and/or a person designated by the school principal.

Keep Sick Child at Home

If your child is ill, please **DO NOT** send him/her to school. Parents will be called to pick up their child from school in the event of an illness or serious injury. A student should not return to school until at least 24 hours after his/her temperature has returned to normal and symptoms are gone.

**If a child is not well enough to go outside for recess periods, he /she is not well enough to be in school.
The child should remain at home until he /she can follow the regular school schedule.**

State law requires that no child be left unattended in the classroom.

Immunizations

Immunization cards are mandatory. A certificate of immunization must be submitted when the child enrolls or enters school for the first day. A child will not be allowed to stay in school until all requirements of the law are met.

Emergency Information

The school MUST have your emergency information on file for every student in the school. If any information changes during the year, the office should be notified immediately. It is very important that the school be able to easily reach at least one parent or specified person during the school day. We ask that you advise us as to what procedures to follow and whom to contact if you will not be available.

Field Trips

Field trip permission forms will be sent home in advance of all field trips. These forms must be filled out, signed by a parent/guardian, and returned to school. By law, a faxed form is allowed, but permission by phone is not allowed. Without a signed permission slip, a student cannot leave the school grounds on a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. It will be at the discretion of the teacher, after considering all of the factors, if a field trip is appropriate for the younger, nonschool age children of a chaperone to accompany the class. No child, who is not a student of Queen of Angels School, may accompany a class on a field trip without his/her parent.

After School Sports

Queen of Angels School offers boys' basketball beginning in November, and girls' basketball beginning in January. Students are required to have a physical each year, put down a deposit before they receive their uniform, and sign an athletic code. Parents will have their money refunded when the entire uniform is returned in good condition. The athletic code must be signed and includes the following: The athlete must attend school for the entire school day in order to practice or compete that day. They must maintain a minimum "C" average in each class. The coaches and players will receive notification on a weekly basis of non-eligibility. If the grade drops below a "C", the student will have two weeks of probation to bring the grade back up to a "C". Probation means that the student will not be allowed to practice or play games. If the grade is not brought up and the missing work is not turned in by the end of the two weeks of probation, the athlete will be removed from the team. The athlete must not have any severe behavior problems. The principal will decide upon coaches for the year. Coaching decisions will be made on a year-to-year basis. Coaching one year will not necessarily mean any entitlement to coach the following year.

Attending After School Basketball Games

Students must have a note from home, giving permission to attend an after school home game. Students must wait after school for the teacher in charge to walk them over to the gym. The students need to stay on the bleachers and watch the game. They can not play in the foyer, other rooms, or outside. They can not play on the court or around the edges with basketballs during playing time. They can not use the phone without permission from a teacher. If they are picked up before the game is over, the parent needs to come inside and get them.

Arrival and Dismissal

School is open for business from 8:00 a.m. until 3:30 p.m. Parents should send children to school just before 8:20 a.m. There is NO supervisor on the playground to supervise students before 8:00 a.m. Students are NOT to be in the building before 8:20 a.m. except with special permission, an emergency or during severe weather. After school, students who walk should go directly home. Parents are expected to pick up their children at 3:00pm. There is NO supervisor on duty after school. Students are expected to have all assignments and belongings with them when they leave the building. Students are not allowed to re-enter the school without permission after being dismissed.

Tardiness

The regular school day begins at 8:20 a.m. Students should be at school by this time. Students arriving after 8:25 a.m. will be considered tardy and must come to the office before being admitted to class. A student will be marked as tardy if he/she arrives after 8:25 a.m. and before 10:00 a.m. (after 10:00 a.m. the student will be marked as one-half day absent). A student will receive a tardy mark if he/she leaves school after 2:00 p.m. and before 3:00 p.m. Also, a student will receive a tardy mark if he/she leaves and returns during the day for less than two hours. For the purposes of perfect attendance awards, three tardies will count as one absence.

Absences

Prompt and regular attendance is required. Parents must notify the office before 9:00 a.m. daily when their child/children is/are absent. If a student is absent for a part of the day, the parent/guardian must check the student in/out at the office before he/she is admitted/dismissed from class. A student is considered absent one-half day if he/she arrives after 10:00 a.m., leaves before 2:00 p.m., or leaves and returns during the day for more than two hours.

Medical & Dental Appointments

Medical and dental appointments should be made before or after school or on non-school days, if possible. A written note must be given to the teacher or a phone call made to the office concerning the appointment time. We ask that the parent meet the student in the office and sign them out before leaving for an appointment. We also ask that the student check-in at the office when returning.

Excusing Students from School

Students may not leave the premises without permission from the school office. All students will be signed out from the office. Students need a written note from a parent or a phone call to the office, if they are to leave the school before regular dismissal. Notification must come from the office before a child may leave the room.

Promotion and Retention of Students

Promotion is based on the students having fulfilled the requirements of the grade. When in the judgment of the principal and teacher, a student may need more time to master the work of a particular grade level, it is in the student's best interest to repeat that grade rather than be promoted to the next grade. Whenever a teacher is considering retention for a student, the parents must be advised of this situation by the end of the second trimester.

If a student is allowed to advance to the next grade against the professional judgement of the principal and teachers, parents will be required to sign a form, stating they know such placement is against the advice of the professionals, and they accept full responsibility for the consequences of the placement.

Allowing for health emergencies and individual situations, students who are absent for 25 days per year or more (10 days in a trimester) may be given a failing grade and/or retained at their current grade level.

Homework

Homework is given to supplement and reinforce the material taught in class. This work is assigned at the discretion of each teacher. Assignments may be in the form of short or long-range plans. Long-range assignments should be in progress until completed. In general, homework will not be given on weekends and holidays. The expectations for assignments are communicated to parents at the curriculum night at the beginning of the year. We ask the cooperation of parents in helping to foster home study habits for their children by providing adequate study space, lighting, and an environment free from distraction.

Suggested home study times:

| | |
|-------------------|-----------------|
| Kindergarten | 15 - 20 minutes |
| Grades 1, 2 and 3 | 20 - 30 minutes |
| Grades 4 and 5 | 45 - 60 minutes |
| Grades 6, 7 and 8 | 1 – 2 hours |

These time allotments are approximations and are dependent upon the individual student's needs. Students without specific homework assignments are encouraged to spend study time reading or practicing math.

Absentee/sick Work Request Policy

Sick work may be requested by calling the school office before 10:00 AM on the day of the absence. If your child is not well enough to do the work, please do not request it. Work may be picked up between 3:00 and 3:30 PM. If sick work is requested, please do your best to pick it up. Requested work and work assigned prior to the absence is due the day of return to school. For short absences, students should make arrangements with classmates regarding assignments. Assignments received upon return to school from an absence are due in a timely manner determined by the teacher.

Vacation Work Policy

We discourage taking vacations when school is in session. Children miss important instruction and assignments, some of which can not be made up and will affect their grade. If your family does take a vacation and your child will miss school, parents are asked to inform the teacher and principal in advance. Prior to leaving, you may discuss with the teacher work that will possibly be assigned during the time of absence. No assignments will be given in anticipation of the vacation. As a rule, a list of assignments will be collected for your child during his/her absence. Some in-class assignments cannot be made-up. The list will be given to your child when he/she **returns**. Parents will be responsible for seeing that the child receives the necessary instruction and completes assignments missed during vacation. Assignments received upon return to school from a vacation are due in a timely manner determined by the teacher. **PLEASE MAKE EVERY EFFORT TO PLAN VACATIONS ACCORDING TO THE SCHOOL CALENDAR.**

Grading

Teachers in grades 4 - 8 use the following grading scale equivalents:

| <i>Percent</i> | = | <i>Letter Grade</i> | <i>Numerical Equivalent</i> |
|----------------|---|---------------------|-----------------------------|
| 93 – 100 | = | A | 4.00 |
| 90 – 92 | = | A- | 3.70 |
| 88 – 89 | = | B+ | 3.30 |
| 83 – 87 | = | B | 3.00 |
| 80 – 82 | = | B- | 2.70 |
| 78 – 79 | = | C+ | 2.30 |
| 73 – 77 | = | C | 2.00 |
| 70 – 72 | = | C- | 1.70 |
| 68 – 69 | = | D+ | 1.30 |
| 63 – 67 | = | D | 1.00 |
| 60 – 62 | = | D- | .70 |
| 59 -below | = | F | .00 |

A student in grades five through eight will be on the honor roll if they have a grade point average of 3.5 or above and no grade lower than a C- for that trimester.

Records Transfer

Academic records will be transferred after receipt of a written request from the new school. Records will be transferred only by mail. Prior to the transfer of records, all tuition and other related school fees **MUST** be paid in full. This applies to all students, including graduating eighth graders. Please notify the office when you know you will be moving, so we can prepare the records.

Cheating Policy

Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining or giving information for use on quizzes, tests, homework, and/or projects. Parents will be notified.

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created product without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc, without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

Cheating will be dealt with by the teacher in the classroom. Students in grades three through eight caught cheating or copying will receive a zero on the suspect assignment, homework, project, or quiz/test. Consequences for students in grades second and below will be determined by the teacher.

In grades three through eight, when a student has plagiarized from a printed or internet article, the student will be given the choice of either a zero or two days to rewrite the assignment in his/her own words for a grade no better than a (D) depending on the content and conventions on the second work. Consequences for students in grades three and below will be determined by the teacher.

Any student receiving a second offense for cheating and/or plagiarism (all grades) will be referred to the principal. A conference will be held with the students, parents, teacher(s), and/or the principal.

Uniform Policy

We have a uniform code at Queen of Angels School. **Every student is expected to be in complete uniform on all regular school days** (including uniform sweatshirt or sweater). The exceptions are Wednesdays, Q of A shirt/sweatshirt day, and designated free dress days. The full dress uniform is required on Friday Mass days. It is the responsibility of the parents to assure that their children are dressed according to the code before their children leave for school. The uniform should be clean and fit properly with all buttons attached and hem intact. **The Uniform Policy will be strictly enforced.** Notices will go home with students when they are not in uniform. After three infractions, new uniform clothing will be issued to the student and the parent will be charged for the uniform items received.

◆ ***Regular School Day Dress***

Regular school day dress for boys consists of a uniform sweatshirt or sweater over a uniform shirt with uniform long pants or shorts. The girls' regular school day dress in grades K-5 consists of the uniform jumper over a uniform white shirt/blouse (the uniform sweatshirt or sweater may be worn, but is not mandatory). The girls' regular school day dress in grades 6-8 consists of a uniform sweater/sweatshirt over a uniform shirt/blouse with a uniform skirt, pants, shorts, or skort. K-8 may also wear the pants, shorts, or skort with the uniform sweater/sweatshirt.

◆ ***Full Dress***

Full dress uniform is required on all Mass days and on any other day designated as a full dress day. Full dress uniform consists of a uniform sweater, white shirt, and a jumper or skirt for the girls. For boys it consists of a uniform sweater, white shirt, and long pants. The uniform sweatshirt may not be worn.

◆ ***Sweaters***

The sweaters are to be worn on full dress days. The uniform sweater (or sweatshirt) must be worn, with the exception of the jumper, on regular school days. The uniform sweater **must be purchased from the school uniform store.** The color choices are red or navy blue. The style choices are a v-neck cardigan, v-neck pullover, or a v-neck vest.

- ◆ ***Sweatshirts***
The uniform sweatshirt may be worn in place of the uniform sweater on all days **not** designated as Mass days or full dress days. The sweatshirt must be crewneck with the Q of A logo and worn over a white uniform blouse/shirt. The color choices are red or navy blue. The sweatshirts **must be purchased in the school office.**
- ◆ ***Blouses/Shirts***
The blouses or shirts need to be plain white in color. The acceptable styles are Peter Pan collar blouses, Oxford cloth shirts, polo shirts, and turtlenecks.
- ◆ ***Pants***
The pants for all grades are dark navy blue corduroy or twill and **must be purchased from the school uniform store.**
- ◆ ***Shorts***
The shorts for all grades are dark navy blue, walking-style length and **must be purchased from the school uniform store.**
- ◆ ***Skorts***
The skorts for girls are dark navy blue, walking-style length and **must be purchased from the school uniform store.**
- ◆ ***Jumpers***
The jumpers for the girls in grades K-5 are Marymount plaid. They may be purchased by mail order, on the internet or in person from the Uniform Store in Tukwila. The jumpers should be no shorter than two inches above the knee from a kneeling position. (The uniform sweater or sweatshirt does not need to be worn on regular school days with the jumper.)
- ◆ ***Skirts***
The skirts for the girls in grades 6-8 are Marymount plaid. They may be purchased by mail order, on the internet or in person from the Uniform Store in Tukwila. The skirts should be no shorter than two inches above the knee from a kneeling position.
- ◆ ***Socks***
All students are to wear visible socks at all times. The socks must be plain white or navy blue. Socks may be either anklets, knee-highs, or tights.
- ◆ ***Shoes***
The shoes must be practical and neat in appearance for school. The style needs to have closed toes and closed heels. The shoes must be a predominately plain, neutral color and coordinate with the uniform. Boots may not be worn.
- ◆ ***Hair***
Hair must be neat, clean, and combed. The hair must be kept above the eyebrows. Boys' hair must be cut above the collar line. The hair needs to be the student's natural color. Hair accessories need to complement the colors of the uniform. Scrunchies, hair bands, etc. must be in the hair, not worn on the wrists. Hairstyles deemed distracting by the administration are not appropriate. Boys may not have facial hair.
- ◆ ***Queen of Angels Sweatshirts/T-Shirts***
Queen of Angels sweatshirts/t-shirts of any style may be worn on Wednesdays.
- ◆ ***Free Dress***
Free dress is worn only on days designated as free dress days by the administration. A student may have a free dress day on or around his/her birthday or half birthday if it is not a full dress day. Jeans or sweats in good condition may be worn. Shirts need to have appropriate designs and messages. No spandex-type fashions, cut-offs, mini skirts, short shorts, or tank tops may be worn. Make-up and jewelry needs to meet uniform code. The teacher and/or principal has the right to ask a child to change his/her clothes if they are deemed inappropriate for school.

◆ ***Make-Up and Jewelry***

NO make-up or nail polish.

A watch, one ring, and one small religious necklace on a narrow silver or gold chain may be worn. Small post earrings (no hoops or dangling earrings) may be worn. The administration has final say on whether or not an item of jewelry meets with uniform code.

◆ ***Outerwear***

Coats, sweatshirts, etc. are not to be worn in the classroom during class time. They are to be hung up in the designated area.

◆ ***PE Uniforms***

The PE uniform for grades 3-8 consists of a white t-shirts with the Queen of Angels logo on the front and navy blue sweat shorts (**both available for sale in the school office**). Plain sweat pants (no logos or designs) may be worn in place of shorts. Shoes that leave no black marks on the floor are required.

Student Responsibilities

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and to deprive in no way other students of their right to an education. The student must observe the following standards of behavior:

1. Model Christ's teachings about love for one's neighbor in all interactions.
2. Behave in a respectful and friendly manner toward all school personnel, volunteers, others students, and any visitors.
3. Act honestly.
4. Respect all property, including books, desks, bathrooms, school buildings and playgrounds.
5. Use acceptable and appropriate language.
6. Arrive to school on time.
7. Come to class prepared with necessary supplies.
8. Follow all directions the first time given.
9. Obey school rules, including:
 - walk quietly in the halls and on the stairs.
 - play in assigned playground areas.
 - never leave the school grounds without written permission from a parent/guardian and the teacher or principal.

Parent Responsibilities

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its discipline goal without active support from the parents. It is the parents' responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring human being. This would include the following:

1. Support the spiritual development of your child by attending Sunday Mass together weekly, or, if non-Catholic, attending weekly worship services of your faith.
2. Foster in your student a Christ-like concern for all classmates and their reputations.
3. Send your child to school on time.
4. Uphold the rules and policies of the school (see student responsibilities).
5. Send your student to school in proper attire at all times.
6. Support the authority of school personnel by refusing to criticize them negatively, esp. in the presence of children.
7. Consult the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
8. Be available for conferences.
9. Assist your child to establish a specified time and place to complete homework.
10. Seek professional counseling and/or diagnostic evaluation when recommended by school personnel.

Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well.

These responsibilities include:

1. Maintain an atmosphere which ensures each student's right to educational and personal growth without fear of intimidation by others.
2. Provide academic instruction appropriate and challenging to the students.
3. Help students develop pride in their school based on respect for themselves and others.
4. Encourage positive choices with regard to school rules.
5. Foster respect for all school staff and parent volunteers.
6. Deal promptly and consistently with any un-Christian behavior among students.
7. Keep parents/principal informed about the behavior and academic performance of students.

Discipline Policy

Our philosophy of discipline flows from our basic school philosophy. Queen of Angels School exists to provide a Christian atmosphere whereby the total person is developed. Children need adults who will consistently model values and actions that are in accordance with our Catholic Christian philosophy. The uniqueness of each child must be considered as well as the common good. We believe that the process of learning is a lifelong journey consisting of a series of choices with respective consequences. The Queen of Angels School staff agrees that a consistent approach to discipline is essential for creating a positive atmosphere in our learning community. We substitute the words "RESPECT and RESPONSIBILITY" for the word "DISCIPLINE", thus focusing on the individual's responsibility for his/her behavior.

Disciplinary Actions

Corrective actions will be taken as necessary. These may include detention after school, service during recess and/or after school, restitution for damage, loss of privileges, written accounts, a telephone call to the parent at home or work, or other appropriate natural consequences.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary regulation for just cause at his/her discretion.

A. Probation

Probation is a formal warning that unless set conditions are met, more serious action will be taken. The students and parents will be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and teacher, and reviewed with the student concerned.

B. Detention

Detention is the consequence for consistently poor behavior and for excessive misbehavior. Detention will be served on the closest Monday or Thursday after the problem has occurred.

C. In-House Suspension

In-house suspension may be the consequence for a serious breach of behavior. In order for a student to be separated from peers and still be supervised by a teacher, the in-house suspension time will be spent in a classroom whose students are not his/her peers. Lunch will be eaten in that room and not with peers. Recesses will be spent inside and away from peers.

D. Suspension

Suspension means that the student will remain at home for a period of one to five days. The student is responsible for the work missed during the suspension. The following offenses committed by a child while under the jurisdiction of the school could be reasons for suspension:

1. Willful disobedience or overt defiance to authorized personnel.
2. Chronic negative behavior.
3. Vandalism, which includes damage, destruction or defacing school property.
4. Arson.
5. Unauthorized entry to or use of school facilities or materials.
6. Stealing.
7. Possession, distribution, or use of alcoholic beverages, illegal substances or drugs.

8. Possession, distribution, or use of tobacco.
9. Possession, distribution, or use of any type of knife or sharp object.
10. Possession of weapons or use of objects as weapons.
11. Fighting, bullying, or physical harm or potential physical harm to another person.
12. Harassment of others for the purpose of intimidation or coercion.
13. Forgery of documents and/or signature of parents or school personnel.
14. Repeated disruption of the learning environment.
15. Disrespect shown toward school personnel or volunteers.
16. Repeated violations of any school rule.
17. Failure to meet the condition of probation.
18. Conduct, whether inside or outside school, that is detrimental to the reputation of the school.

E. Expulsion

Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This will occur only after all efforts have been made to resolve the problem and when, in the opinion of school administration, the student will not gain by continuing at Queen of Angels School and/or the student's continued presence will be detrimental to the good of the whole. Repeated offenses after a period of suspension will be an indication of this decision. When, in the judgment of the principal, the preceding offenses (those listed under suspension) are aggravated or repeated, they may result in expulsion.

Procedure for Probation, Suspension or Expulsion:

- a. Parents will be notified before a student is sent home and are expected to conference with the principal and teacher(s) before the student is allowed to return to school.
- b. At the occasion of a conference regarding suspension, a parent may be notified by the principal or pastor that probation or expulsion could follow.
- c. Terms of probation will be in writing by the principal.
- d. In cases of expulsion, parents and/or student have the right to request a hearing from the pastor and/or his delegate. Parents and students will be asked to study carefully and discuss the school policy on discipline and study habits.

Hearing Procedure in Case of Expulsion.

The Due Process procedure for expulsion of a student is:

- a. When the principal decides to expel a student, a certified letter is sent to the student and parents or guardians.
- b. The letter states observed behaviors of the student and notes the disciplinary action, while acknowledging the student's right to a hearing.
- c. If the parents request a hearing, they reply in writing within five school days.
- d. If a reply is not received within this five-day period, the student and parents are deemed to have waived a hearing and the disciplinary action takes effect.
- e. If a hearing is requested, it is scheduled within five school days of such a request.
- f. The principal has the right, if necessary, to exclude the student from all school activities during the time of Due Process.

**PRINCIPAL'S RIGHT TO AMEND
THE FAMILY HANDBOOK**

The principal retains the right to amend this handbook.
Parents will be given notification through the Wednesday envelope if changes are made.

Queen of Angels School 2010-2011 Family Handbook Signature Page

We, the _____ family, have read and agree to
Print Family Name
follow the school policies and procedures as stated. **Please return signature page to the school office.**

Parent / Guardian Signature

Print Name

Parent / Guardian Signature

Print Name

Student Signature

Print Name

Student Signature

Print Name

Student Signature

Print Name

Student Signature

Print Name

Student Signature

Print Name

Date