



Holy Angels School Parent Handbook 2019-2020

Failure to read this handbook does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

Mission Statement

Rooted in the Gospel of Jesus Christ, Holy Angels School is committed to spiritual formation, which nurtures the Catholic faith and inspires its practice. It is committed to academic excellence, which fosters the growth of each individual. Holy Angels School strives to meet the intellectual, social, and ethical challenges of living in a technological, global, and culturally diverse society.

Philosophy

1. Each child is formed in the image and likeness of God.
2. Each child deserves respect as an individual and, in turn, should respect all with whom he/she comes in contact.
3. Every student in Holy Angels School should be given the opportunity to mature spiritually, intellectually, culturally, socially, and physically.
4. Excellence in education can only be achieved when there is total cooperation among parents, teachers, and students.
5. Each child should be challenged to be the best he/she can be:
 - In learning and living his/her faith;
 - In using talents effectively and in recognizing limitations;
 - In becoming self-motivated in striving for excellence in education;
 - In taking advantage of expertise of dedicated staff and a well-planned academic program • In participating in class activities to the fullest extent;
 - In respecting the traditions and cultures of a diverse student body.

Certification

Holy Angels School is recognized and fully accredited by the State of Illinois. It operates under the auspices of the Rockford Diocese and conforms to its policies and guidelines. The school is funded by tuition and parish contributions

Goals and Objectives

Holy Angels School focuses on religious education as the most important facet of its broad educational program. Holy Angels offers the opportunity for quality education to all students in the school and in all areas of the curriculum. The development of well-rounded students with an emphasis on the spiritual and academic aspects of human growth is encouraged. Holy Angels creates an atmosphere that fosters excitement and a desire for learning in each student.

The specific objectives for the 2019-2020 school year are as follows:

1. All students will achieve at high levels. This will be achieved through:
 - a) the implementation of strategies and programs that will ensure that all students meet their growth potential on state administered standardized tests. This includes, but is not limited to, work in the areas of differentiated instruction and the use of data to inform instruction and research based best practices.
 - b) engaging all students in challenging programs that employ multiple pathways to meet their individual needs.
 - c) ensuring that all students have access to rigorous and engaging curriculum and technology that enable them to meet the intellectual, social, and ethical challenges of living in a technological, global, and culturally diverse society.
 - d) providing multiple means of progress monitoring to communicate student achievement to families throughout the year.
 - e). intervening as necessary for all students to help them reach their fullest potential during the current year.

As a result:

- a) all students in grades 3-8 will demonstrate measurable growth in mathematics in the IOWA standardized testing from using the *Go Math* textbook series.
 - b) 100% of students will make measurable progress in reading. Each student will improve in fluency, comprehension level, and vocabulary knowledge on the IOWA assessment. At least 90% of students will move up one performance level on this test.
2. Consistently teach, model, and reinforce positive character traits by working together with parents to foster an environment of respect and responsibility built on the foundation of Catholic teachings

Administration

Holy Angels School is in the Diocese of Rockford and therefore under the administration of the Diocese. The administration of Holy Angels School consists of the Pastor, Father Michael Lavan, the Principal, Mrs. Tonya Forbes, and Assistant Principal/School Counselor, Mrs. Mary Panizzi.

Faculty & Staff

The staff members of Holy Angels School are highly qualified educators who exhibit a strong spiritual faith and a desire to help students grow academically, spiritually, socially, emotionally, and physically. They strive to provide a well-rounded curriculum that will meet the needs of all students.

Pastor - Rev. Michael Lavan (mlavan@holy-angels.org)
Principal - Mrs. Tonya Forbes (tforbes@holyangelsschool.net)
Asst. Principal/Counselor - Mary Panizzi (mpanizzi@holyangelsschool.net)
School Secretary - Tammy DuVall (tduvall@holyangelsschool.net)
Administrative Assistant - Mary Sadowski (msadowski@holyangelsschool.net)
Preschool - Mrs. Molly Roberts (mroberts@holyangelsschool.net)
Preschool - Mrs. Debbie Sweet (dsweet@holyangelsschool.net)
Preschool Aide - Mrs. Yvette McCue (ymccue@holyangelsschool.net)
Kindergarten - Mrs. Becky Sutarik (bsutarik@holyangelsschool.net)
Kindergarten - Ms. Sarah Limberis (slimberis@holyangelsschool.net)
Kindergarten Aide - Mrs. Jenni Aleckson (jaleckson@holyangelsschool.net)
First Grade - Mrs. Ann Classen (aclassen@holyangelsschool.net)
First Grade - Mrs. Amanda LaDew (aladew@holyangelsschool.net)
Second Grade - Mrs. Jen Berg (jberg@holyangelsschool.net)
Second Grade - Mrs. Lindsay Catich (lcatich@holyangelsschool.net)
Third Grade - Mrs. Jennifer Conover (jconover@holyangelsschool.net)
Third Grade - Mrs. Bridget Stanislo (bstanislo@holyangelsschool.net)
Fourth Grade - Mrs. Sandy Kuehl (skuehl@holyangelsschool.net)
Fourth Grade - Mr. Nick Kass (nkass@holyangelsschool.net)
Fifth Grade - Mrs. Barb Bikun (bbikun@holyangelsschool.net)
Fifth Grade - Ms. Jamie Gentile (jgentile@holyangelsschool.net)
Sixth Grade - Mrs. Desiree Kass (dkass@holyangelsschool.net)
Sixth Grade - Mrs. Ann Belskis (abelskis@holyangelsschool.net)
Seventh Grade - Mr. Michael Mayer (mmayer@holyangelsschool.net)
Seventh Grade/STEM - Mrs. Jordan Chaberski (jmosquera@holyangelsschool.net)
Eighth Grade - Ms. Nancy Nardone (nnardone@holyangelsschool.net)
Eighth Grade - Ms. Karen Heintz (kheintz@holyangelsschool.net)
Reading Resource - Mrs. Mary Kay Rybarski (mrybarski@holyangelsschool.net)
P.E - Mrs. Deb Wagner (dwagner@holyangelsschool.net)
Technology - Mrs. Sheridan Gurbal (sgurbal@holyangelsschool.net)

Music - Mrs. Jodi Taylor (jtaylor@holyanangelsschool.net)
Band Director - Mr. Tom Foster (foster.band@musicedservices.org)
Art - Mrs. Sue Cella (scella@holyanangelsschool.net)
Social Studies - Mrs. Laura Waegner (lwaegner@holyanangelsschool.net)
Nurse - Mrs. Mary Ann Konovodoff (mkonovodoff@holyanangelsschool.net)
Librarian - Mrs. Diane Rodriguez (drodriguez@holyanangelsschool.net)
Extended Daycare Coordinator Mrs. Lonna Richard (lrichard@holyanangelsschool.net)
Athletic Director - Mr. Paul McCue (pmccue@holyanangelsschool.net)
Athletic Director - Mrs. Christy Pall - (cpall@holyanangelsschool.net)
Building Maintenance - Mr. John Richard (jrichard@holyanangelsschool.net)

Admission

Holy Angels welcomes students of any race, religion, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. Holy Angels does not discriminate against students with disabilities. Holy Angels does not discriminate against individuals based on their status as immigrants. (Plyer vs. Doe, Diocesan Policy #5001)

All children will be accepted on a trial basis for a period of at least six (6) weeks. During this adjustment period, if the teacher or principal feels that the child is not benefiting from the learning environment or his/her needs are not being met, the child will be asked to leave the school and seek a more suitable placement elsewhere. Enrollment will be continued upon the recommendation of the teachers. Dismissal of a child may be based on: severe disruptive or aggressive behavior, late or unpaid tuition or fees, or the inability of the school to meet a child's special needs. A child will never be dismissed without previous discussion with his or her parents. The teacher and principal will make every effort to work with the parents to improve the situation. If any reimbursement of tuition is warranted, a fair amount will be determined solely by the principal.

When it becomes necessary to limit enrollment, children of active parishioners will be given first consideration.

For any child entering Holy Angels for the first time, a certified birth certificate and a baptismal certificate (if applicable) must be presented. If a birth certificate is not supplied within 30 days, Holy Angels reserves the right to contact local law enforcement. The age of children entering kindergarten and first grade in all Diocesan elementary schools will comply with the Illinois School Code (105ILCS 5/10-20.12).

Physical examinations and immunization records are required prior to entrance into preschool, kindergarten or the first grade, and sixth grade. Health exams are valid for one year prior to entrance. Physical examination forms may be obtained online, from the school secretary, or physician.

All objections to health examinations and/or immunizations should be directed to the Superintendent of Schools for the Diocese of Rockford for consideration. A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

Medical Objection. Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reason, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunizations, this requirement will then have to be met.

Religion Objection. An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination/immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exemption to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis. NOTE: In the event the objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objections must be able to state that an alternative vaccine is not readily available to the parent/guardian's child.

Effective October 16, 2015, any objection based on religious grounds must be accompanied by a completed Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form, bearing the signatures of the parent/guardian and the health care provider who is responsible for performing the child's health examination.

The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Disease Code (77 Ill. Adm. Code 690) at the time the parent/ legal guardian presents the objection. (665.510)

A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. (The school prefers August 1). Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15 of the current school year in which to have the child examined and receive the immunizations, and present proof of the same. Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and the immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance. Students entering kindergarten and any child entering an Illinois school for the first time must have a recent vision exam performed by a licensed physician or a licensed optometrist by October 15 of the current school year. Noncompliance with this policy will result in the withholding of the student's report card until required documentation is provided. Transfer students shall present evidence of their kindergarten eye exam.

Students in kindergarten, second and sixth grades shall have a dental exam and that student's parent/legal guardian must provide proof of that exam by May 15th of the current school year. Noncompliance with this policy will result in withholding of the student's report card until the required documentation is provided.
(Diocesan Policy #5150)

Yearly sports physicals are required of all athletes before they may begin athletic practice. All health forms, sports physical forms, eye exam reports, and dental forms should be submitted to the nurse by August 1.

Students that transfer to Holy Angels need to present an official certification of grade level such as a report card or transfer slip from the former school. Student records may be requested before a student is officially accepted. Students may undergo placement testing for math and reading skills before acceptance. Proof of physical examinations and immunizations (or objections), dental records and vision records are required for transfer students. Parents should notify the school office if they plan to transfer their child(ren) from the school. All financial obligations need to be met. Textbooks, library books and any school property should be returned.

Holy Angels reserves the right to deny admission to any student whose academic, physical, and/or behavioral needs cannot be met within a traditional classroom setting with reasonable accommodations.

Approved Snacks

No peanuts, tree nuts, or foods containing peanuts and/or tree nuts are to be sent to the school as shared snacks in classrooms because of life-threatening allergies. Any other food allergy or dietary concerns will be handled on an individual basis between parent and teacher. Due to an extremely high risk of cross-contamination, all foods and treats served must be commercially made, individually wrapped, and have an ingredient label. No homemade treats of any kind will be served. Any questionable treats will be referred to the principal. If a severe allergy is identified in a class, the school reserves the right to be more restrictive on allowed foods and treats.

For school sponsored events where food (homemade or commercially made) is served or shared by students and/or adults such as, but not limited to, the hot lunch program, all school picnic, Open house, Grandparents' Day, Parent/Teacher Conferences, the school cannot guarantee cross-contamination. Therefore, parents assume liability, as participation is voluntary.

In an effort to make it easier to comply with Holy Angels' peanut and nut free policy, here is a short list of approved snacks:

Annie's Organic – Cheddar Bunnies, Bunny Graham Friends, Bunny Grahams Cinnamon, Snack Mix Bunnies, Fruit Snacks
Barnum's Animal Crackers
Fruit – store bought, pre-packaged if bought for an entire class, applesauce or other fruit cups, dried fruit, freeze-dried fruit
Great Value Honey Graham Crackers or Nilla Wafers
Kellogg's:, Nutri-Grain Fruit Breakfast Bars, Fruit Snacks, Special K Cereal Bars (strawberry, blueberry, peaches & berries, vanilla crisp, chocolatey drizzle),
Kraft Handi-Snacks
microwave popcorn
Nabisco Nilla Wafers, Teddy Grahams (no chocolate chip), Graham Crackers, Triscuits, Fig Newton Bars/Cookies, Ritz crackers – plain/whole wheat, regular size (not mini bites), Wheat Thins, Teddy Grahams
Pepperidge Farm Goldfish Crackers
Raisins – no trail mix
Rold Gold Pretzels
Sunshine Brand Crackers – CheezIts, regular and white cheddar
Trader Joe's Pretzel Slims, Pita Bite Crackers
Vegetables – store bought, pre-packaged if bought for an entire class

Arrival

The normal school day is 8:00 A.M. until 2:30 P.M. Students who arrive before 7:30 A.M. must enter at the library entrance and will be required to be registered in the Extended Day program.

All students arriving by car are to be dropped off in the rear of the school using curbside service provided by junior high students from 7:35 – 7:55 A.M. We make every effort to keep the drop off line moving quickly for arrival but our main goal is to keep each child safe. Therefore, slowly move forward to the end of the building. Do not attempt to pass the car in front of you. Instead wait for the car in front of you to leave the drop off line. Do not drop off

children until you are completely on Lakewood. Do not drop off your child going east on Lakewood or in the teacher's lot on Russell. Please do not talk on your cell phone while driving.

We expect 100% cooperation from parents.

Students walking to school are to use the furthest east crosswalk at Kensington and Russell and walk to the rear of the building. Doors open at 7:45 A.M. Preschool, kindergarten, and first grade students will enter the building first. All other students will be ushered into the building by assigned teachers.

Bus riders will enter the building at 7:45 A.M. through the front entrances of the building. In the event of inclement weather, students will enter the building and report to the front lobby.

Band students will enter the building through the rear gym door at 7:00 A.M.

Assessments

A necessary component to a strong academic program is periodic informal and formal assessment tools. Throughout the year, teachers will provide parents with feedback that will explain a child's growth and development. Many of these assessments will be used to allow the teachers to build a curriculum to meet the individualized needs of a child. Students in grades two through eight will take the *Iowa Test of Basic Skills* in the fall. Various other assessments that are given periodically will assist the teachers and administration in determining the effectiveness of the instructional program.

Attendance

Students are required to attend school each day that school is in session. In the event of illness, parents are asked to call the school on the absentee/fax line 630-897-8233 by 8:15 A.M. If no call is received, the secretary will attempt to make contact with the parents. Inability to make contact will result in an unexcused absence for the student and no credit will be given for schoolwork for the day.

Upon return to the classroom after an illness, students are to present to the classroom teacher a note signed by the parent indicating the reason for the absence. All missed work must be made up. As a general rule, a student has the same number of days to make up work as were missed. It is the student's responsibility to contact the teacher regarding this work. Junior high students are encouraged to check the daily homework site to keep up with missed work. On the day of their return to school, they must check with each teacher to arrange for make up work.

A student who has been absent five days or more may be asked to present a physician's statement to be readmitted to class. Parents will be notified in writing when ten or more absences and/or five or more tardiness are recorded. Excessive absences/tardiness (35 days) may be a cause for retention. For students exhibiting a pattern of non-attendance for more than 18 days in the school year, the school reserves the right to request a doctor's note for each subsequent absence and/or deny any of the end-of-the-year activities such as the school picnic or 8th grade trip. In addition, when the student's absences for non-medical or non-family emergency reasons exceeds more than five percent (5%) of the total attendance days in the school year, written notice shall be sent to the parent/guardian stating that the matter is being turned over to the truancy department of the Regional Office of Education.

Students participating in an after-school contest/event must attend school the full day in order to participate. The principal may make exceptions.

One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Students are expected to be in their assigned seat and ready to learn at the sound of the 8:00 bell. Failure to do so constitutes tardiness. Parents are asked to help support learning by having students at school on time.

Children who arrive late must be escorted into the building by a parent and report immediately to the school office for a tardy slip. The office will determine if the tardy is excused or unexcused. After the first tardy of each quarter, a tardy detention will be issued. All subsequent tardies in each quarter will result in a detention and a meeting between parents and the principal to rectify the chronic lateness.

Holy Angels discourages scheduling doctor and dentist appointments during the school day. However, if the need arises, all doctor and dentist appointments during school hours require a written note prior to the appointment. Children will report to the office before leaving and upon returning from such appointments. Parents must enter the building and sign children out. Upon return, students must report to the office. For record-keeping purposes, all appointments will be marked as a 1/2 day absence unless the child arrives before 8:15 A.M. or leaves after 2:15 P.M. These will be marked as an excused tardy and are not subject to the tardy detention policy.

Family trips during school time are also discouraged. If a child must be away, notification must be sent to the school secretary and homeroom teacher prior to the trip. All missed work must be made up. Teachers will not give assignments in advance for family trips. Report cards are distributed on specific dates listed on the calendar and will not be distributed before those dates.

End of the year *Perfect Attendance* awards will be issued to only those students who have never been tardy or absent. No student will be eligible if they arrived late, left early, or had to leave for any period of time during the school day unless the absence is due to conditions of an *Individualized Service Plan* issued through School District 129.

Birthdays

Birthday treats may be sent for a child's birthday to be distributed at the end of the school day (see Approved Snacks). The treats should be small and store-bought. Teachers will check food labels for possible allergic reactions for students in their care. No hot foods or those that require refrigeration should be sent. Children also enjoy non-food items such as pencils, erasers, or a donated book.

In the event that a child does not follow the established guidelines, the principal will contact the parents and return the food with the birthday child.

Bullying

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus trips waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network, or

other similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocesan school.

“Bullying” means a severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect or one or more of the following:

- (1) placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) substantially interfering with the student’s or students’ academic performance; or
- (4) substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos and social media (i.e. Face Book, Twitter, Instagram, Snap Chat, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school. In addition, any behavior of a student which, in the School’s discretion, puts that student at risk for aggressive behavior, including bullying shall be reported by the principal to the parent/guardian of the student committing the behavior, and the parent/guardian may be required to investigate early intervention based upon available community-based resources.(Diocesan Policy #5170)

Bus Regulations

West Aurora School District 129 provides free bus service to students of Holy Angels. Students must reside within District 129 boundaries, live more than 1.5 miles from Holy Angels School, or be forced to walk a hazardous route (as determined by state standards) to get to school. All bus riders must sign a conduct agreement prior to admittance on the bus. Additionally, a permission to release form for all serious medical conditions, should be signed to provide pertinent medical information to the bus drivers. In the event that medical information will not be released, a signed waiver is required. All forms are available in the school office. Holy Angels School and/or District 129 reserves the right to suspend bus service based upon misconduct.

Calendar

A complete calendar is found on-line. Parents will be informed in the weekly principal’s letter as to changes in the school calendar.

Child Abuse

All faculty and staff of Holy Angels are considered mandated reporters of alleged child abuse and neglect. A mandated reporter who has reasonable cause to believe that a child known to the mandated reporter in his or her professional capacity may be abused or neglected will immediately make a report to the Illinois Department of Children and Family Services. Individuals who in good faith make a report of suspected child abuse or neglect are immune from liability.

Communication

Frequent and professional communications about a child's academic and social development is encouraged. The preferred method of communication with teachers is through email. Teacher email addresses are available on the school's website. Voice mail messages may also be left through the office. Parents are encouraged to contact the principal if no reply has been received by a teacher within 24 hours. Teachers will not meet with parents unless an appointment has been scheduled in advance.

If students need to use the telephone, they must have permission from a teacher. Children will not be allowed to call to bring in forgotten items from home.

If messages are necessary for a student during the school day, the school office will deliver such messages to the classroom teacher.

Since cell phones can be disruptive to the learning environment and have on occasion been used for cheating purposes, they are not allowed to be used on school property without the consent of a teacher and/or principal. Cell phones may be used during extracurricular activities or extended daycare. Any cell phone brought to school by a student must be turned off and placed in the student's locker during the day. Any violations result in confiscation of the phone. Confiscated cell phones are sent to the office and returned only to parents. Students may also be issued a \$125 fee to have it returned and/or a Saturday detention working at the Food Pantry.

Conferences

Parent-teacher conferences are scheduled annually. Detailed information regarding the conferences will be sent out prior to the actual conferences. Parents and/or teachers may request additional conferences during the year as the need arises.

Curriculum

A well-rounded curriculum is provided and monitored by the administration, teachers, and staff at Holy Angels School. The curriculum is based on student need, which will incorporate a large range of materials, as well as a variety of instructional strategies that will focus on continual growth and progress. Teachers repeatedly work to see that the curriculum is based on state standards, consistently builds from one year to the next, and is in accord with the Catholic faith, seeking to incorporate spirituality and faith life into every aspect of the regular curriculum. Instructional objectives shall include processes of assessment to determine ability levels of students, the incorporation of higher level thinking skills, and the use of technology to engage students in the learning process.

The core curriculum consists of religion, reading, English, spelling or vocabulary, math, science, and social studies. The junior high curriculum is departmentalized in grades 7-8, where students will have the opportunity to experience different teachers for specialized subject matter. In addition, all students participate in technology, art, physical education, music, library time, and STEM.

American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught. No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects (105 ILCS 5/27-3)

The Pledge of Allegiance shall be recited each school day by pupils. (Diocesan Policy #2401)
Curriculum Night An evening Curriculum Night is held in the fall of the year in conjunction with the first Home & School Association meeting. Teachers will be available to discuss their grade's curriculum, classroom rules and expectations. An open house is held in the winter during Catholic Schools Week.

Custody of Children

In cases of single parent families, it is important that the school be notified which parent has custody of the child(ren). Ordinarily, the school will release a student to either parent unless the school has a copy of a court order giving one parent the exclusive custody. A copy of the custody decree in cases of divorce should be filed in the office.

Financial matters are ordinarily handled through the custodial parent unless other stipulations are made. When the legal guardian is not the parent, the school needs to have that information on file. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary.

Discipline

Proper behavior, grounded on the Christian principles of respect for others and respect for self, is expected of all students at Holy Angels. The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to: letters of restitution, fines, detentions, parental meetings, suspension from extracurricular activities, suspensions, and expulsion. Discipline records are cumulative through the school year.

The goal of these steps is to redirect inappropriate behavior. The level of discipline appropriate for a violation shall be determined on a case-by-case basis based upon a review of a variety of factors including, but not limited to: the severity of the misconduct, the student's academic and behavioral record, and other similar such criteria.

Since students often represent Holy Angels School while off school grounds and outside of normal school hours (athletic events, field trips, dances, musical performances, on the bus, etc.), they are expected to obey the same rules, regulations, and discipline that are required at school.

The following is a non-exhaustive list of infractions which are unbecoming to a Catholic school and which will not be tolerated at Holy Angels School:

- Activities related to gang or secret societies.
- Bullying.
- Cheating/dishonest behavior.
- Conduct, whether inside or outside of the school, that is detrimental to the reputation of Holy Angels School. This includes, but is not limited to: texting, cyber-bullying*, blogging, the misuse of the school logo, as well as derogatory pictures of, or comments about students, faculty, staff, and parents placed online.
- Continued refusal to perform scholastic requirements.
- Disrespect for God, adults, or other children.
- Endangering the safety and/or security of the school and/or students.
- Fighting.
- Forgery of a parent/guardian signature.
- Gum chewing.
- Harassment (verbal, physical, electronic, or sexual).
- Illegal actions such as drugs or alcohol use.
- Misbehavior on school bus or on field trips.

- Possession of weapons.
- Possession/use of tobacco or tobacco-related products.
- Repeated disruptive classroom behavior that impacts the learning of other students.
- Theft.
- Use of obscene language, gestures, materials.
- Vandalism.
- Violation of uniform dress code.
- Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School's mission.

*Cyber-bullying is defined as use of email, instant messenger, chat rooms, pagers, cell phone, or other forms of information technology to deliberately bully, harass, threaten, or intimidate someone. Cyber-bullying can include, but is not limited to, such acts as making threats, provocative insults, or racial or ethnic slurs.

Holy Angels reserves the right to respond to on and off campus cyber-bullying activities if these activities disrupt or interfere with the school's mission statement or the educational environment of any student.

Detentions for students in grades 6-8, are held on Tuesdays from 7:00-7:45 AM. Teachers are scheduled to monitor detentions on a weekly basis. If a student is tardy for a detention or fails to serve a detention, a subsequent detention will be issued. Discipline consequences for students in grades K-5 shall be at the discretion of the teacher in consultation with the principal.

Students will be referred to lunch study hall in the event of missing assignments until the work is completed. Students may also receive a morning detention for missing work at the discretion of the teacher.

Tardy detentions will be held on Wednesday mornings from 7:00-7:45 AM.

If a student is suspended, he/she will not be allowed on school property for the duration of the suspension. He/she will be required to complete all homework assignments and complete any missing tests. Attendance at, or participation in school sponsored activities or organizations, are forfeited for the time of the suspension.

As soon as it becomes evident that expulsion of a particular child might be necessary, the principal will notify the pastor, diocesan superintendent, and the parents of the child. Possible reasons for expulsion include, but are not limited to:

- When the moral, academic, or physical well-being of the student body is endangered.
- When there is a prolonged, consistent, and open disregard for the school authority. A violation of local, state, civil, or federal law.

Parents may appeal a suspension or expulsion to the pastor. The pastor's decisions are final.

Dismissal

Parents are asked to drive slowly and with caution whenever entering or exiting the parking lot. For the safety of all children, parents park in the parking lot for dismissal facing the school building and exit slowly onto Kensington as directed by the assigned teachers and students. Parents are not allowed to park directly in front of the school or within one block of the school in either direction along Kensington or Russell.

Students will exit the main doors or the library doors. They will only cross at the crosswalk directly in front of the main doors. Once all children are gathered, dismissal from the parking lot will commence. At this time, any unclaimed students will be held in the Safety Zone in the front of the school until the parking lot is emptied. Parents of these children may be instructed to pull forward and wait until school personnel release the students in the Safety Zone.

Once the parking lot is cleared, those students living within walking distance of the school as indicated on emergency forms and students picked up from other locations around the school will be allowed to leave.

We expect 100% cooperation from parents.

Students who are not picked up from the parking lot by 2:40 P.M. will be brought to the office to call home. They will then be sent to extended day for pickup and a \$20 fee will be assessed.

Dress Down Days

On Dress Down Days, students are expected to represent themselves in appropriate Spirit Wear with modesty at all times. Students may wear a Holy Angels t-shirt, polo shirt, sweatshirt, or hoodie sweatshirt. Non-uniform shirts may be t-shirts or collared shirts of appropriate length (no midriffs or backs showing) and style. Tank tops, spaghetti straps, cut-offs, ripped, frayed, or faded shirts are not permitted.

In addition, students may wear their gym shorts or loose-fitting navy, black, or gray shorts that are knee length. No running shorts are allowed. Students may also wear loose-fitting navy, black, or gray sweatpants. No jeans, leggings, jeggings, or yoga pants are allowed.

Spirit Wear can be purchased through Home and School.

Uniform shoes or gym shoes are preferred. No open-toed shoes, high heeled shoes, or shoes without a hard sole will be allowed. Students must wear socks.

In addition, students may participate in Theme Days. For the holidays of Halloween, Christmas, Valentine's Day, and St. Patrick's Day, students may add theme colored socks, hair pieces, hats, scarves, and/or jewelry to their uniform.

If the dress code for Dress Down Days is not followed, parents will be called immediately to provide suitable clothing and a detention will be issued.

Administration and staff reserve the right to determine the appropriateness of clothing. In addition, students with repeated uniform violations may not be permitted to participate in Dress Down Days.

Drugs and Alcohol

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function, except that a student is permitted to use a prescribed drug in the correct dosage while at school or at any school-related function, provided the school has been properly notified by the parent/guardian of the student, and provided said use of the drug does not impair the student.

Included within the prohibitions set forth in this Policy are the following:

- Use, possession, manufacture, distribution, dispensing or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol;

- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student’s failure to cooperate in testing required by this Policy or other violations of this Policy may result in disciplinary action up to and including expulsion from the school.

(Diocesan Policy 2600)

Electronic Devices

Students may not bring electronic devices to school. These include (but are not limited to): MP3 players, DVD players, handheld game consoles, personal digital assistants (PDAs), laptops or other student- owned computers, radios, walkmans, CD players, tablets, iPods, pagers, electronic dictionaries, etc. All electronic devices will be confiscated and returned upon payment of a \$25.00 fee by parents. Calculators may be brought only if required by a teacher. Cell phones are prohibited from use during the school day (7:30-2:45) with a fine of \$125 and electronic reading devices can only be used with a signed Waiver of Liability in grades 7-8.

Emergency Closing

When school must be closed due to snow, ice, or other determination, it will be made known to school families by an automated phone message system, e-mail, website (www.holyangelsschool.net, www.EmergencyClosings.com), and radio broadcast (720 AM, 780 AM).

On days when the weather turns severe while school is already in session, or in other emergency situations, parents must make certain that someone on the contact list can be reached at all times. Children will not be released unless the office has been in contact with a parent or person on the emergency list.

Emergency Contact Information

Parents are required to complete an Emergency Information Form. The form with a parent’s signature will remain on file in the school office. A student will not be able to remain in school after September 15 without a current form on file. In case of illness, parents are contacted first to pick up the child. In the event that a parent cannot be reached, a person designated by the parent will be contacted. All contact persons, including parents, need to be available to respond within 20 minutes of Holy Angels School. Parents must notify the school office regarding any change of address, phone number, cell phone number, or e-mail. In the event of an emergency, it is the sole discretion of school faculty and staff to initiate contact for emergency responders before contacting parents. Unless a parent is on the scene, a school representative will accompany a student to the hospital if a transport is needed.

Emergency Drills Plans are practiced with the children in the event of a fire, tornado or intruder. Fire drills are held at numerous times throughout the school year. Tornado drills are held at least two times each school year. If a drill or emergency occurs at dismissal time, students will only be dismissed to parents at the discretion of the administration.

Extended Day Program

Holy Angels Extended Day Program is a self supporting organization that operates from 6:30 A.M. – 5:30 P.M. and is located at the school. There is a \$25.00 non-refundable registration fee per family. Participation in the program is for students attending Holy Angels School. The

school reserves the right to dismiss families from the program. There is a \$50 late fee assigned to families that are late in picking up students.

Extracurricular Activities

There are a number of extracurricular activities students may join during the year. Athletics, choir, band, KIDS Club, dances, math club, art and essay contests, spelling competitions, altar servers, and stay 'n play are some of these activities. Different organizations will set specific guidelines for students to follow. Students are encouraged to join these activities as long as they do not negatively affect their academic standing in any class.

An optional band program is available, and students from grades 4-8 have the opportunity to participate in woodwind, brass, or percussion. Students meet in small groups once a week during the school day. Concert band, jazz band, and beginner bands meet before or after school. The band fee is paid monthly.

All student spectators must be accompanied by a parent or guardian at all extracurricular activity performances that are sponsored by the school.

Faith Experience

Spiritual formation is the cornerstone of Holy Angels School. Mass is attended by each child in grades K-8 with his/her class once a week. Generally, the school Mass is held on Fridays at 8:15 A.M. Students have the opportunity to plan a liturgy and to take part in it by singing, reading, and praying with their classmates and teacher.

Students also participate in the following faith-building activities:

- First Friday Devotions (Exposition, Adoration, Benediction, Rosary) First Friday of month at 1:15 PM
- Reconciliation – During the seasons of Advent and Lent
- Stations of the Cross – During the season of Lent
- Junior High Retreats – Scheduled during the spring
- May Crowning – Scheduled during the month of May

Students in second grade receive their First Reconciliation and First Communion. Students in eighth grade receive Confirmation.

Students collect food, clothing, and other items for the needy and for the Holy Angels Food Pantry at various times throughout the year. Mission money may be collected for the St. Vincent DePaul Society. Money may also be collected throughout the year to aid struggling families within the Holy Angels school community.

Students in grades 6-8, are required to perform ten hours of community service. Service hours must be completed by the beginning of the 4th quarter. Failure to complete service hours will be reflected in the student's final religion grade.

Fee Day

Parents will be notified during the summer of the dates for Fee Day. On these days, parents are asked to provide emergency contact information, volunteer forms, pay tuition fees, order milk, and verify that all health forms have been received.

Field Trips

Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements. All field trips are required to have educational value to the students. (Diocesan Policy #2420)

All students must have an official permission slip signed by their parent/guardian on file in order to participate on a field trip. Field trip expenses will be kept to a minimum.

Firearms on School Property

The Illinois Firearm Concealed Carry Act prohibits the carrying of firearms on school premises or into a school building or any other facility operation by a school, such as a school's outdoor football stadium. This is the rule, regardless of whether the individual carrying the weapon has a concealed carry license. The law also requires that schools, preschools, and childcare facilities post at their property entrances and building entrances an official sign notifying the public that weapons are prohibited on and in the premises. However, the ban on firearms on school premises and in school buildings does not extend to the contents of private vehicles in a parking lot of a school. Thus:

1. On school premises, a licensed individual is permitted to carry a concealed firearm on or about his or her person within a vehicle, and to store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view.
2. On school premises, a licensed individual also may carry a firearm in the immediate area surrounding his or her vehicle for the limited purpose of storing a firearm within, or retrieving from, the vehicle's trunk, provided the firearm is unloaded.

Forgotten Items

With the exception of forgotten lunches and/or medications, students may not call home for forgotten homework, projects, gym clothes, permission slips, etc. Lunches should be dropped in the lobby with the student's name and homeroom clearly marked on it. Medication must be left with the secretary or nurse.

Fundraising

Fundraising efforts help maintain lower tuition costs and fund different programs at Holy Angels. There will be three major fundraisers during the course of the school year. There are also opportunities to contribute periodically to the school through other smaller fundraisers. The major fundraisers include the Boosterthon Fun Run, Super Raffle, and Seraphim Ball.

Boosterthon Fun Run – Holy Angels sponsors a fun run where students earn prizes and the school earns a profit based upon the number of pledges received for completed laps in the fun run.

Super Raffle – The Super Raffle is a mandatory fundraiser for all families. Every family is required to sell raffle tickets for the school during the winter term. A fee equal to the per family cost for Super Raffle tickets will be attached to the tuition bill for families that do not support this fundraiser.

Seraphim Ball – Items and service donations are accepted from individuals and businesses and are auctioned off during a fun-filled evening of dinner and dancing. The auction is held in the spring.

Funerals

In the event of the death of a staff member, student, or student's parent(s) or siblings, if the funeral is held at Holy Angels, teachers may choose to take their class to the funeral. No student will be allowed to attend without signed parental permission.

If the funeral is not held at Holy Angels, students can be excused to attend the funeral with their parent. Parents must send a note to the teacher and sign out their child with the office.

Gangs and Gang-Related Activities

This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of all students, staff, and the school community.

Students are prohibited from participating in any activity related to gang or secret Activities prohibited by this policy include, but are not limited to, the following:

- Any gang
 - Membership in a gang or secret society or soliciting and/or recruiting others for membership;
 - Participating in and/or inciting physical violence; Extorting or soliciting money and/or services, or requesting any person to pay for protection or the payment of dues;
 - Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
 - Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
 - Using any verbal or non-verbal communications(gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society.
 - Engaging in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
 - Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.
 - or gang-related activity in which a student engages outside the School and/or separate from School-related activities is also prohibited by this policy. Violations of this Policy may result in discipline up to and including dismissal from the School, in the discretion of the School.
- (Diocesan Policy #2600)

The school reserves the right to notify law enforcement should the situation warrant.

Grading System

Students will be assessed quarterly based upon standards set forth by the Diocese of Rockford. All students will be assessed using the following system:

Effort/Conduct Code

- 4 Exceptional - Is actively engaged in the learning process
- 3 Good - Is generally engaged in the learning process
- 2 Satisfactory - Is inconsistently engaged in the learning process
- 1 Improvement Needed - Rarely engaged in the learning process
- * Commendation
- + Improvement Shown
- ✓ Improvement Needed
- No Mark Satisfactory Progress

All students in grades K-3 will be assessed using the following scale:

Achievement Code

- 4 Exceptional - Demonstrates an in-depth understanding of the essential learning
- 3 Good - Demonstrates general understanding of the essential learning
- 2 Satisfactory - Demonstrates developing understanding of the essential learning
- 1 Improvement Needed - Demonstrates minimal understanding of the essential learning
- No Mark (Blank) - Not assessed at this time

Students in grades 4-8 will be assessed using the following scale:

Excellent: A+ 99 - 100% A 95 - 98% A- 93 - 94%
Very Good: B+ 91 - 92% B 87 - 90% B- 85 - 86%
Average: C+ 83 - 84% C 79 - 82% C- 77 - 78%
Below Average: D+ 75 - 76% D 72 - 74% D- 70 - 71%
Failure: F 69%

Grievance Procedures

In order to help a parent and/or student satisfy a grievance they may have with a teacher, administrator, or the school in general in an effective, efficient manner, the Aurora Area Board of Catholic Education has established the following order to which the grievance should be brought:

1. The teacher involved;
2. The department head of the teacher involved, if this is a matter regarding curriculum, grading, or classroom methods or practices;
3. The person or persons, other than the principal, handling discipline, if this is a disciplinary matter;
4. The school principal;
5. The pastor, in a parish situation;
6. The Area Superintendent;
7. The Aurora Area Board of Catholic Education;
8. The Diocesan Director of Education;
9. The Diocesan Board of Catholic Education;
10. The Diocesan Board of Arbitration and Conciliation

If one person or board serves in two or more of the above positions, it is not necessary to meet with that person more than where they appear earliest in the order.

Guardian Angels Fund

Holy Angels has a special fund that can be used for families experiencing hardships in meeting their tuition bills. The application process begins in early spring, and monetary awards are dispersed in the fall. More information can be obtained from the school's office administrator.

Harassment

Unlawful harassment (race, religion, disability, national origin, sexual, etc.), whether of or by students or of or by staff members is strictly prohibited. All harassment claims shall include investigation, disciplinary measures where appropriate, and documentation of the facts and results of the school's response. (Diocesan Policy #2405)

Health

A nurse is available from 8:30 A.M. to 2:30 P.M. If a child becomes ill, the teacher will send him/her along with the proper paperwork to the nurse during these hours or to the office at all other times. If the child needs to be sent home, the nurse or secretary will notify the parent or

emergency contact person for pick up. The nurse or secretary will notify the teacher that the child is being sent home. All head injuries will be reported to the child's parents. A student who needs to take prescribed medication must keep it in the nurse's office.

Prescription medication must be in the original pharmaceutical container clearly marked with the child's name, dosage, and time on it. A note from the physician must accompany the medication indicating dosage and time as well as an authorization form signed by the parent/guardian. Parents assume the responsibility for any advance appropriate instruction or training to school personnel for medication administration. It is the responsibility of the student to come to the nurse or office for this medication. Any child taking medication that may impair function may not attend school.

Neither the school nor school personnel incur liability for injury or illness or other damage resulting from administering medication prescribed by a licensed physician or other licensed medical personnel, and administered in accordance with the prescribed dosage.

Non-prescription medications, such as Tylenol, cough syrup, and antihistamines, will not be given to any student unless the directions are so noted on a doctor's prescription pad signed by the physician. The medication must be in the manufacturer's original label with the ingredients listed and the child's name affixed to the container. A written request must also be obtained from the parent or guardian requesting that medication be given during school hours. Students may not keep any medication, prescription or over-the-counter medication, with them at anytime. All unused medications will be sent home with permission of a parent/guardian at the end of the school year.

A student may carry on his or her person and may self-administer an epinephrine auto-injector ("epi-pen") and asthma inhaler where the student's parent/guardian supplied the epi-pen or asthma inhaler, and presents to the School a prescription authorizing the student to use the epi-pen or inhaler by a physician, a physician's assistant, or advanced practice nurse, as well as complete the forms required by the School.

A student with diabetes who seeks assistance with diabetes care in the school setting, is required to submit to the principal a reasonable "diabetes care plan," signed by the student's parent and physician. A diabetes care plan shall be submitted to the school at the beginning of the school year, upon enrollment, as soon as practical following a student's diagnosis; or when a student's care needs change during the school year. Parents shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers. (Diocesan Policy #5140)

If a child needs to be excused from PE due to some type of medical condition, they will not be allowed to be in the gym during class or to participate in recess. A doctor's note is required if students are to be excused from PE for an extended period of time (typically 3-5 days). Communicable diseases or conditions (strep throat, chicken pox, etc.) should be reported to the nurse and/or office so that appropriate notification can be sent home to parents by the office.

In the event of a lice infestations, shampoos containing pyrethrin (Rid, others) or permethrin (Nix) are usually the first option used to combat lice infestations. If a child should be infected, a receipt for the shampoo treatment must be presented to the nurse along with a head inspection completed by the nurse before the child will be allowed to return to class. Students should be fever free (without medication) for twenty-four hours before returning to school.

School personnel will not apply sunscreen.

In the event of a serious medical emergency, teachers may perform basic first aid. Emergency response personnel, the nurse, the office, and parents will be notified if the situation warrants such action.

All health forms are due to the nurse by August 1 of each school year.

Home & School Association

Holy Angels Home and School Association exists to promote various activities of the school year such as Family Fun Fest, the all-school picnic, Curriculum Night, spiritual enhancement, assemblies, etc. All school parents are a part of this association, and parental involvement is encouraged.

Homework

Work done at home will be reinforcement of material taught, completion of incomplete assignments, make-up work, or reading for pleasure. On occasion, long-range assignments or group assignments may be done at home. Students are expected to complete all homework according to the teacher's directions. The use of an assignment notebook is encouraged. Students are expected to master their basic math skills and daily practice is a requirement. Additionally, students are required to complete summer reading assignments.

The amount of work given by teachers at the same grade level may vary. Every child is different, thus the amount of time spent on homework will be determined by how well the student uses time given in class, the ability level of the child, and the support from home to make a quiet structured time for a child to complete school assignments. If a child's homework appears overwhelming or detrimental to family life, communication should be initiated with the child's teacher to come to a common understanding of solutions to help the child(ren) be successful with their reinforcement work done at home.

Parents are encouraged to make arrangements with a child's peers to obtain homework if the child is absent. However, the office can arrange for homework to be sent home. Junior high students are encouraged to check the daily homework site to keep up with missed work. On the day of their return to school, they must check with each teacher to arrange for make up work.

Honor Roll

The Honor Roll is special recognition given to those students in grades 6-8 who excel in all academic subjects and is determined by grade point average. Honor Roll recognition will be announced quarterly and names of students will be published in the weekly newsletter and the Sunday church bulletin. The term "with distinction" shall mark all students in grades 6-8 who have achieved commendation in specials' classes. The honor roll scale shall be:

Outstanding Honors - 4.0

First Honors - 3.8-3.99

Second Honors - 3.6-3.79

Any student receiving an F in any subject and/or Needs Improvement in a specials class shall not be eligible for honor roll status regardless of the overall GPA.

Select students shall also be recognized with ACE Awards (Academics, Conduct, & Effort). Students who achieve honor roll status with no checks, while maintaining all 4's in Effort/Conduct in the major subjects with nothing lower than a 2 in the specials classes will be recognized for their Christian example.

Hot Lunch

Once a month, students may participate in the hot lunch program. Order forms are sent home in advance for parents to complete and return on a designated date. Late orders are not accepted. On hot lunch days, fast food lunches may not be brought in from home.

Ineligibility

Ineligibility will be handled on a weekly basis in grades 4-8 as needed for the purpose of participation in all extra-curricular activities including: sports practices, band practices, band sectionals, club activities, chorus, guitar, performances, etc. The first time a student's average in a subject falls below passing, the student will receive a warning note to be signed by a parent. If the average for that class falls below passing a second time during the quarter, the student will be ineligible to participate in all extracurricular activities from Tuesday to the following Tuesday. Parents will receive a written notice of this. Three ineligible evaluations in the same subject may result in a conference with the student's parents to formulate a Plan for Success. The plan will include steps for remediation and may include the student not being able to participate in the activity for the remainder of the season or quarter if in band and/or chorus. No monies will be refunded based upon ineligibility.

Inspection Policy

Individuals entering upon the premises of the school - whether students, employees, or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, in its discretion, to conduct inspections of school property, property of a student or students, and property of a visitor to the school's premises.

Included within the Policy is the right to inspect the following:

1. Lockers;
2. Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether of the school, student, or visitor) present on school premises.

A student's failure to cooperate with such an inspection may lead to disciplinary action up to and including expulsion. (Diocesan Policy #2600)

Internet Access

Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.

The use of the internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered appropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.

Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law

- Unauthorized downloading of software, regardless of whether it is copyrighted
- Invading the privacy of individuals;
- Using another user's password or account
- Using pseudonyms or anonymous sign-ons
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School
- Using inappropriate language

Accounts and passwords are confidential and must remain so. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the expressed permission of the Principal.

Using School equipment to create a web site or to transmit the likeness, image, photograph, or video of any employee, student, parent, or parishioner, is prohibited, except with the expressed permission of the Principal.

Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the expressed permission of the Principal.

Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.

The School reserves the right to monitor employee use of School computers. Employees, including an employee's internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the Internet or email. (Diocesan Policy #2600)

Learning Disability Services

Administration reserves the right to refuse admittance or re-admittance to students with learning disabilities that would be better served in a public school setting.

Students who need to be tested for possible learning disabilities are tested through the West Aurora School District 129. Teachers first consult with the Instructional Support Team which meets weekly to offer support and classroom modifications for struggling students. In subsequent meetings with the IST team, evidence of progress and/or lack of will be noted by the classroom teacher. Testing will be initiated through the IST team and must be supported by the child's parents. In the event of a referral to District 129, documented paperwork by the classroom teacher will accompany the request for intervention at the district level.

Once the district receives the necessary paperwork, a meeting will be held to determine the need for a case study. The parents, classroom teacher, and resource teacher will attend such meetings. The classroom teacher at the initial meeting will supply report card grades, standardized test scores, reading scores, and examples of student work. If a child is deemed eligible for testing, the district has 60 school days to complete the testing. Generally, all testing is done at Holy Angels.

At the completion of testing, an eligibility meeting will be held with parents, classroom teacher, resource teacher, and district testing staff in attendance.

Library

A librarian and a staff of volunteers will be present to assist teachers and students. Children may check out books on a weekly basis. Children pay fines for overdue books, lost, or damaged books. Report cards will not be issued until all library fines are paid.

Lost and Found

Children are asked to check the lost and found bin located outside the gym by the main office for misplaced items. Parents are urged to label all articles such as clothes, books, boots, mittens, etc. Periodically, the lost and found bin will be cleaned out and items will be given to a charitable organization in need.

Lunch/Playground

Students are supervised during lunch and recess, in the building and on the playground by faculty, staff, and/or parent volunteers. Adult lunch helpers monitor the children on the playground. Student lunch helpers play with the younger children on the playground and assist students during their eating times.

The lunch period is divided into two shifts:

11:30-11:50:

Grades PK,K,1,2,3,5,7 eat lunch in designated areas

Grades 4,6,8 play on playground

11:50-12:10

Grades PK,K,1,2,3,5,7 play on playground

Grades 4,6,8 eat lunch in designated areas

All lunch bags and boxes should be marked with the child's name. With the exception of *Fast Food Birthday Lunches* purchased through the Seraphim Ball, fast food may not be dropped off at the office for students or brought in with child after an out-of-school appointment. Pop, coffee, or any energy drinks are not allowed. Water should be stored in a clear water bottle only.

Children are expected to follow school rules during this lunch/recess time as outlined by the classroom teacher and school rules. Rules of common courtesy, politeness, manners, and Christian behavior in respecting the elements of safety, fair play, and obedience to authority on the playground and in the classroom during lunchtime are expected. During recess/lunchtime, children may not leave the school or playground unless accompanied by a parent/guardian. The following rules will apply to lunchtime and recess periods:

- Students will remain seated during lunch.
- No food throwing.
- Lunchtime conversation should include common courtesies, manners, and a low volume when talking.
- Each student is responsible for cleaning his/her own garbage.
- The lunch supervisor must dismiss students.
- Students are to line up and walk to and from the playground in an orderly fashion.
- No fighting.
- Treat others with respect.
- Play fairly.
- No snowball throwing.

Discipline procedures for lunch/playground periods will be followed as for classroom rules. Detentions will apply.

Every child, unless excused by reason of ill health, is expected to participate in outside playground activities. Children should be sent to school dressed appropriately to withstand weather.

Cars are not to be driven on the parking lot during recess times when children are present.

Medical Cannabis

In conformance with Public Act 100-0660, entitled Ashley's Law, the Diocese of Rockford implements this policy on the administration of medical cannabis which is effective August 1, 2018.

Under circumstances set forth in this policy, the administration of medical cannabis to a student is permitted at school or on a school bus.

POLICY:

1. A Catholic School in this Diocese shall authorize a parent or guardian or any other individual who has been registered with the Department of Public Health as a designated caregiver of a student who has been registered as a qualifying patient to administer to that student a medical cannabis-infused product, on the premises of the student's school or on the student's school bus, provided the student and the parent/guardian/other individual have both submitted to the school their registry identification cards issued under the Compassionate Use of Medical Cannabis Pilot Program Act.
2. The only medical cannabis that is permitted to be administered on the premises of the school or on a school bus are cannabis-infused products limited to foods, oils, ointments or other products containing usable cannabis that is not smoked.
3. After the parent/guardian/other individual administers the medical cannabis-infused product to the student, the parent/guardian/other individual shall promptly remove the product from the school premises or the school bus, as the case may be.
4. No employee or volunteer of the school shall be required to administer a medical cannabis-infused product to a student.
5. A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese determines that doing so would create a disruption to the school environment or would cause exposure of the product to other students.
6. A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese would lose federal funding as the result of the implementation of this Policy.

PROCEDURES:

1. The student shall be a registered qualifying patient authorized to use medical cannabis. The student's parent or legal guardian shall present to the school with the student's medical cannabis registration card. The school shall make a copy of the card and keep it on file.
2. The parent, guardian, or other individual who is the one who will administer the medical cannabis to the student shall be a registered caregiver. The registered caregiver shall present to the school a copy of his or her caregiver registration card. The school shall make a copy of the card and keep it on file. (Diocesan Policy 5142)

Money Collection

No donations and/or money collections are to be taken without the approval and permission of the principal. Fines will be collected for damaged property and/or books and for violation of the uniform code

Newsletter

A newsletter is sent electronically to parents on Thursdays. Additional notices may be sent home with the youngest child in each family each Thursday.

Parental Cooperation

A child's best hope of reaching his/her potential is when the parents and school educators work in tandem. If a parent/guardian refuses to abide by the rules and regulations of Holy Angels School, or by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or Diocesan policies, the school administration may require the parent/guardian to withdraw his/her child or children from the school. Additionally, parents/guardians will be held to the same standards of respect and behavior as students in regard to their interactions with administrators, teachers, staff, and students. Parents are asked to read and sign the Parental Cooperation Agreement at the end of this document to attend Holy Angels School. This form must be submitted to the office by September 1 for a child to remain in school.

Parent Involvement Program

Families are required to fulfill a minimum of 10 service/volunteer hours per school year. Single parent households fulfill a minimum of 5 service/volunteer hours. Families must be physically present for at least one volunteer activity. PIP hours must be completed by April 1. Hours accrued after April 1, may be used to fulfill the upcoming year's service obligation. There is a "buy out" option for PIP hours. Each hour is equivalent to \$35. Failure to schedule and fulfill PIP hours will result in an assessment fee up to \$350.

Parties

Simple parties for Christmas in all grades are permissible. Room mothers will work with the teacher in planning and executing this party. A Valentine's Day party may be held in grades PK-3. Only preschool and kindergarten may have a Halloween celebration. For all other grades, treats may be sent in and distributed at the end of the day for All Saints Day, Thanksgiving, Catholic Schools Week, and/or Valentine's Day in accordance with established birthday treat guidelines. See Approved Snack guidelines.

Party Invitations

Unless an entire class, all boys or all girls are invited to a special event, all invitations are to be distributed outside of school premises. The school staff does not distribute private invitations. Only a class list of student names is available from the classroom teacher. Addresses can be obtained through the Parish Directory or School Directory.

Photo Usage

Photo permission is required of all students to advance the mission of the school. Written parental objection to the use of a child's photo and/or first name and last name initial only for this use should be forwarded to the office.

Preschool Program

Holy Angels offers a preschool program for 3- and 4-year olds. Parents may opt for a 2-, 3-, or 5-day program for 3 year olds. The four-year-old program is a 5-day morning program. A student may enroll in the three-year-old program once they turn 3 and are potty-trained. Four year olds must be 4 by September 1 to enroll in the four-year-old program.

The two day option for 3-year olds operates on Tuesday and Thursday. The three day option operates on Tuesday, Wednesday, and Thursday. Students who are absent may not choose another day in the week to attend class.

District 129 does not provide bus service for preschool children. All other preschoolers may be dismissed with older siblings. For early dismissal days, preschoolers will be dismissed from 11:15-11:30.

Promotion and Retention

In compliance with Illinois School Code 105 ILC 5/10-20. 9a(b), students will not be promoted to the next higher grade level based on age or other social reasons not related to the academic performance of the student.

Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on the Iowa Test of Basic Skills, or other testing or any other criteria established by the local school administration.

If a teacher believes that a child may need to be retained, he/she begins discussion as soon as possible with the parents, Instructional Support Team, resource teacher, and principal. No child will be recommended for retention unless there is a reasonable belief that it will be beneficial for the child. Consideration of retention is a serious matter, and the principal and pastor make the final determination as to placement of the child.

If a student in grades 5-8, fails two or more quarters of religion, science, social studies, English, literature, and/or math, he/she will be required to successfully complete teacher-assigned compensatory work over the summer in order to proceed to the next grade. Parents of failing students will pay for the materials and necessary teacher time for instruction and grading.

Records Inspection

Maintenance of student records in the Diocese of Rockford elementary and high schools shall be in compliance with Illinois School Code, subject to regulations of the State Board.

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A parent's request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request. The school may charge its reasonable costs for the copying of school student records, except no parent or student shall be denied a copy of school student records for inability to bear the cost of such copying.

Registration

For planning purposes, preregistration is held in late winter for returning families. A non-refundable \$125.00 fee along with required paperwork is required per family at this time. Unless prior arrangement are made with the office administrator, registration fees received after March 1 will result in a \$25 late fee assessment. Registration of new families occurs shortly thereafter.

Report Cards

Report cards are issued four times a year. Following each nine-week grading period, parents and students will have an indication of student development in academic, personal, and social growth. These student evaluations, which are Diocesan policy, will measure student growth and progress in the areas of religion, reading, English, mathematics, science, social studies, spelling, handwriting, physical education, music, art, and technology. An achievement, effort, and conduct grade will be given in each subject area as well based upon Diocesan standards.

Letter grades are assigned in academic areas in grades 4-8.

A child's progress can be checked throughout each quarter through online access. Teachers, in grades 4-8, will post grades weekly to the online grading system.

Eighth grade students who have failed (or are failing) at the time of the class trip or other eighth grade activities will not participate if the possibility of summer work is anticipated.

Students may be given an “incomplete” for the nine-week period if they are absent because of illness or some other unavoidable circumstances. The incomplete or the work to be made up is to be completed within the next two weeks after the grade period. If the work is not completed, a conference will be held between the student, teacher, and principal. A failing grade may result at the discretion of the principal if the make-up work is not completed within two weeks of the quarter. It is the teacher’s responsibility to record the new grade.

Safety

All parents and adults must report to the office upon entering the building to sign in using their driver’s license and obtain a visitor’s badge. Any visitor in the building without a badge will be escorted to the office.

School Supplies

Supply lists will be sent home in May and posted online on the school’s website.

Shadow Days/High School Open Houses

All three of the Catholic high schools in Aurora schedule open houses throughout the year for prospective students. Individual shadow days are not encouraged unless a student is truly undecided as to which high school to attend. However should a shadow day need to be scheduled, students are encouraged to tour on a day that Holy Angels is not in session. Students must complete a *Shadow Request Form* in advance of an anticipated shadow day. Students are responsible for taking all scheduled tests before the Shadow Day and are responsible for all work immediately upon return to school.

School Counselor

Holy Angels has on staff the services of a qualified school counselor. Students can be referred for a multitude of reasons by faculty, staff, and/or parents. Ongoing counselor support requires the permission of parents/guardians, and all interactions are kept confidential.

Social Media

Teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks that need to be kept in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube, Snapchat, Instagram and Flickr to name a few.

Holy Angels recognizes that in today’s environment, with the increasing prevalence of the internet, social media can be an important educational and evangelizing tool to promote the school and its programs. In light of the possibility, that certain comments and information may have a harmful effect on Holy Angels, its employees, school family members, students and other school community members are required to adhere to the following:

- Employees, school family members, students and school community members are prohibited from disclosing via the internet information that is understood to be proprietary to or held in confidence by Holy Angels School.
- Employees, school family members, students and school community members may use Holy Angels School logos on personal websites only in ways that clearly promote or call positive

attention to Holy Angels events, websites or organizations associated with the logo.

- Holy Angels School will not tolerate employees, school families, students or school community members posting obscene, harassing, offensive, derogatory, defamatory or otherwise potentially scandalous comments, links and/or images which reflect, discredit or cause embarrassment to Holy Angels, its employees, families, students or school community members.

Holy Angels School expects all employees, school family members, students and school community members to comply with this policy. Failure to comply will be grounds for discipline. The disciplinary action may include termination of an employee, expulsion of a student, or removal from a position if a volunteer.

Information brought to the attention of administration concerning social media misuse between students occurring outside of school that does not directly impact learning shall be referred to the parents of the involved students.

Sports Program

Holy Angels regards participation in sports as a privilege not a right. The sports program is designed to promote friendly rivalry, improve playing skills and build good sportsmanship. As an athlete, the privilege of wearing the Holy Angels uniform carries with it the responsibility of being a Christian on the field, at school, and in the community.

Holy Angels is a member of the Aurora Area Catholic League. Sports offered for grades 5-8 include:

Fall: boys' football, girls' volleyball, co-ed soccer, cross-country, and cheerleading.

Winter: boys' basketball, girl's basketball, and cheerleading.

Spring: boys' and girls' track.

Students participating in the Holy Angels Sports Program are required to pay a non-refundable fee per sport prior to the first practice. No student will be allowed to participate if all fees are not paid by the first scheduled competition. A parent must sign a waiver of participation. No student will be allowed to complete in a try-out, practice, or game unless they have a certificate of physical fitness issued by a physician (dated not more than one year preceding each tryout, practice, or game) on file in the nurse's office. No student will be allowed to participate following a disabling illness or injury and/or suspected concussion without a physician's release. In addition to PIP hours, parents must volunteer 4 hours per child per sport in some capacity.

In keeping with the mission of Holy Angels, the school intentionally avoids scheduling activities on Sundays in order to allow staff, students, and families the opportunity to keep holy the Lord's day.

Additional information is provided in the Holy Angels School Athletics Agreement.

Spring Picture Day/8th Grade Portraits

Students are expected to dress in conservative clothing and follow all other rules that apply to hair and makeup. The students of Holy Angels School must represent themselves in appropriate dress with modesty at all times. No jeans are allowed for spring pictures or 8th grade portraits. Dresses, skirts, capris, or dress pants may be worn. Girls may wear leggings or Capri leggings under skirts or dresses only. Non-uniform shirts may be collared shirts of appropriate length (no midriffs or backs showing) and style. Tank tops, spaghetti straps, cut-offs, ripped, frayed, or faded shirts are not permitted. Clothing must NOT be considered offensive in any way.

Uniform shoes or gym shoes are preferred. No open-toed shoes, high heeled shoes, or shoes without a hard sole will be allowed.

Tobacco Prohibition

The Illinois School Code prohibits the use of tobacco on school property by any school personnel, student, or other person when such property is being used for school purposes. "School purposes" includes but is not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including without limitation all interscholastic or extracurricular athletic, academic, or other events sponsored by the school or in which pupils of the school participate. (Diocesan Policy #2520)

Truancy

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year. The principal will investigate and involve the parent/guardian if there is a suspicion that a student is truant; a student returns to school with no excuse or one that might not be valid; or a student continues to be absent with no apparent reason.

Often extraordinary circumstances are involved and the principal, parent, and counselor should work together to remedy the situation.

When all efforts to persuade the student to regular attendance fails, and the student's absences for non-medical or non-family emergency reasons exceeds more than five percent (5%) of the total attendance days in the school year, written notice shall be sent to the parent/guardian stating that the matter is being turned over to the truancy department of the Regional Office of Education. Additionally, the school may withdraw the student from enrollment.

Tuition

Tuition assessments are set by the Parish Finance Council. Parents are notified in May regarding fees for the following year.

Non-parishioners add \$1,000 per family. Each family is assessed a \$250 technology fee.

Payment schedule is as follows:

1. Tuition is due the 15th of each month payable August – April. Two installments are due in August.
2. First semester assessment or monthly payment is due on Fee Day.
3. Second semester assessment is due on January 15.
4. Special payment arrangements may be made through the administrative assistant.
5. All other fees (per August letter) are due on Fee Day.
6. Other program fees due as the various programs develop throughout the year.

All tuition payments must be current by November 15, January 15, and April 15 or students will not be allowed to return to school the following week. Students may not participate in extracurricular activities if tuition is not current.

All fees and/or fines must be paid in full before official school records will be forwarded for transfer students and/or eighth grade graduates or before final report cards will be issued. Eighth grade students may not attend the class trip or other activities if tuition and fees are not paid in full by April 15.

Uniforms

Holy Angels as a private, Catholic elementary school offering an academic programming of studies maintains a formal dress code in keeping with its definition and character. The formal dress code contributes to the seriousness of purpose and to a positive learning environment. The school expects the full support of parents and guardians in implementing all aspects of the dress code. Therefore, students will be required to be in uniform every day to attend classes unless the principal authorizes an exception. Pre-school students are not required to wear a uniform. Uniform Inspection Days will be scheduled throughout the year and conducted by the principal and assistant principal.

Students who are not in uniform or have no reasonable excuse written by a parent/physician will be given a uniform violation. Students who are in violation of any aspect of the dress and grooming code of the school will receive a uniform violation slip. Habitual uniform violations will result in more severe disciplinary actions.

Girls

- Plaid jumpers (below or at the knee) in grades K-4 with plain (no decorations) white or forest green, cotton, round-collared blouse, button down oxford shirt, or polo shirt with long or short sleeves.
- Optional forest green, red, or navy cardigan or V-neck pullover in grades K-4.
- Plaid skirts (below or at the knee) in grades 5-8 with plain (no decorations) white or forest green, cotton, round-collared blouse, button down oxford shirt, or polo shirt with long or short sleeves. No dark colored bras that show through the white blouse are allowed. Skirt may not be worn above the knee or rolled up at the waist.
- Optional dark navy uniform pants may be worn. Belts are required with pants and must be solid black or dark brown.
- Optional navy uniform shorts may be worn until September 30 and from May 1 until the end of the school year. Must be knee length. Belts are required with shorts and must be solid black or dark brown.
- Optional forest green long-sleeved V-neck pullover sweater or V-neck sweater vest in grades 5-8.
- Optional Holy Angels dark green sweatshirts, or green fleece Holy Angels pullover, sized appropriately, and not tied around the waist in grades K-8. White or navy blue ankle socks (must have a cuff that folds over the ankle), knee socks, or tights in grades K-8. No frills or decorations.
- Black, plain leather or leather-type dress shoe (loafer, Mary Jane style, or tie shoes) are required with non-scuff soles in grades K-8. Shoes must be closed toe, securely fastened to the foot with no more than a one inch heel. Laces must be the same color as the shoes. In lieu of laces, Velcro straps are permitted.
- High top gym shoes, cowboy/work boots, sandals, clogs, crocs, moccasins, open-toe, or open-heeled shoes are not allowed. No decorative stripes, fabric, patterned, or metallic shoes are allowed. No frills, bling, or other ornamental buckles and/or decorations are permitted. Sperry shoes must also have dark soles. No white soles. Gym shoes are not allowed for uniform shoes. If a student must wear shoes that do not meet these requirements for health reasons, a note must be on file in the office from a doctor, (i.e., podiatrist, family physician, physical therapist, etc.). In addition, all exceptions to the shoe policy must be black. When in doubt, check with the school office/send a picture before removing tags and wearing shoes.
- One pair of simple non-dangling earrings may be worn on lower earlobes only in grades K-5.
- One pair of simple stud earrings or simple hoop earrings may be worn on lower earlobes in grades 6-8. Only girls in grade 6-8 may wear clear nail polish.
- No make-up may be worn to school, in school, or from school. Light make up is allowed for girls in grades 7-8 for junior high dances.
- May wear solid dark colored pants under jumper or skirt for recess and going to and from

school.

- Gym shorts may be worn under jumpers or skirts but must not hang below the hemline.
- Hair should be clean and neat in style. Any extreme hairstyle (unnatural or colored, extreme contrasting, highlights, or streaked, involve design or architecture, ‘bushy’ or that entail significant contrasts of longer and short hair) or mode of ornamentation that is deemed distracting in the judgment of the faculty or administration is prohibited. Administration reserves the right to suspend students for blatant disregard of hair policy.

Boys

- Dark navy blue twill pants in grades K-8 with plain, (no logos) white or forest green, polo, broadcloth, or oxford-collared shirt with long or short sleeves. A plain, (free from writing) white undershirt may be worn under the school shirt. Sleeves of the undershirt are to be no longer than the length of the uniform sleeve. Pants may not be cargo pants, flared bottomed, or have decorative stitching on them.
- Optional Holy Angels dark green sweatshirts, or green fleece Holy Angels pullover, sized appropriately, and not tied around the waist.
- Optional red or navy blue cardigan, V-neck pullover, or V-neck sleeveless pullover vest.
- Optional navy uniform shorts may be worn until September 30 and from May 1 until the end of the school year. Must be knee length.
- Solid white or solid dark over the ankle socks with no logos.
- Black, plain leather or leather-type dress shoe (loafer or tie shoes) are required with non-scuff soles in grades K-8. Shoes must be closed toe, securely fastened to the foot with no more than a one inch heel. Laces must be the same color as the shoes. In lieu of laces, Velcro straps are permitted.
- High top gym shoes, cowboy/work boots, sandals, clogs, crocs, moccasins, open-toe, or open-heeled shoes are not allowed. No decorative stripes, fabric, patterned, or metallic shoes are allowed. No frills, bling, or other ornamental buckles and/or decorations are permitted. Sperry shoes must also have dark soles. No white soles. Gym shoes are not allowed for uniform shoes. If a student must wear shoes that do not meet these requirements for health reasons, a note must be on file in the office from a doctor, (i.e., podiatrist, family physician, physical therapist, etc.). In addition, all exceptions to the shoe policy must be black. When in doubt, check with the school office/send a picture before removing tags and wearing shoes.
- Belts should be solid black or dark brown. Belt loops may only be cut off in kindergarten.
- Haircuts are to be traditional and conservative, kept to the top of the neck and above the collar, off the ears and from mid-forehead to above the eyebrows. Hair shall be neatly combed. Any extreme hairstyle (unnatural or colored, extreme contrasting, highlights, or streaked, involve design or architecture, ‘bushy’ or that entail significant contrasts of longer and short hair) are not permitted. Administration reserves the right to suspend students for blatant disregard of the hair policy.
- No sideburns.
- Must be clean-shaven if necessary.
- No earrings may be worn.
- Conservative ties or bow ties may be worn.

All Students

- Uniform should be neat and clean.
- Blouses and polo shirts must be tucked in at all times.
- No frayed cuffs.
- Collars must be visible.
- No hats, head scarves or caps may be worn once inside the school building.
- A watch may be worn. Fit Bits may be worn if used as a watch. No Apple watches are allowed.
- One small religious necklace/chain and scapular may be worn.
- No perfume or cologne can be worn.

- No tattoos or temporary tattoos permitted.
- Scout uniforms may be worn on days that Scout meetings are held.
- For P.E., all students wear solid green shorts sold at Kirhofer's. Boys and girls in grades K-4 wear their school shirts. Boys and girls in grades 5-8 wear gray P.E. T-shirts also sold at Kirhofer's. Socks must be worn. No slip-on gym shoes are permitted. In lieu of laces, Velcro straps are permitted.
- 8th graders may wear an optional navy blue sweatshirt with graduating class year logo purchased from the uniform company.
- Outer garments such as coats, jackets, hoodies, or leggings are not worn in the classroom. The school sweatshirt, sweater vest, or sweater with school logo is worn for warmth.
- A doctor's note is required for an exemption to the shoe policy. All exceptions to the shoe policy must be black.
- All jumpers, skirts, shorts, pants, and sweaters should be purchased from the uniform company. All other items may be purchased locally following the above stipulations.
- The principal will make a determination on any questionable student appearance.



Volunteers

Any parent wanting to help in school or chaperone a field trip must complete a session of Protecting God's Children and have a background check. Protecting God's Children is offered online.

Weapons

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon. Violations of this Policy may result, at the school's discretion, in disciplinary action up to and including expulsion from the school. (Diocesan Policy #2600)
The school reserves the right to notify law enforcement should the situation warrant.

Parent Cooperation Agreement

PRINTED FAMILY NAME_____

As members of the community of Holy Angels School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault;
4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the School, may result in corrective action, up to and including expulsion from School events and/or expulsion of the parent's child(ren) from the School. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and expulsion from School events and/or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

Parent Signature

Date