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MISSION STATEMENT

Our Lady of Angels School is a community dedicated to providing a Catholic education that emphasizes spiritual growth, academic success, and respect and compassion for all individuals. In collaboration with the Capuchin/Franciscans, we provide a foundation in Catholic values and encourage our students to serve others. We prepare students to become responsible and contributing members of a global society equipped with 21st Century skills.

PHILOSOPHY

Our Lady of Angels is committed to providing a well-rounded education. As a Catholic community, we model the teachings of Jesus Christ and His example of serving others by incorporating prayer and other forms of worship into our day. In collaboration, teachers and parents guide the students to an appreciation of the dignity of each person.

RELIGION EDUCATION GOALS

- Help students to understand God's plan as found in Scripture, teachings of Jesus Christ, and Catholic doctrine.
- Teach students that the heart of the Christian message is respect for one another and all God's creation.
- Nurture students' relationship with God through silent, spontaneous, and formal prayer.
- Promote students' participation at mass, prayer services, altar serving, and special sacramental preparation programs.
- Encourage students to become an integral part of the faith community through participation in service to their parish, the Catholic Church, and the community at large.
- Develop an awareness of peace and justice through the implementation of Christian values.
- Increase social awareness in the students through outreach programs.

INTELLECTUAL GOALS

- Teach the basic skills necessary to read, speak, write clearly and think critically.
- Foster creativity and curiosity.
- Develop an appreciation for the fine arts.
- Recognize the importance of using technology responsibly.
- Encourage students to be independent learners.
- Provide resources to support the learning styles of all students.

SOCIAL/CULTURAL GOALS

- Help students to work cooperatively and respectfully with each other .
- Guide students to revere and appreciate all life.
- Provide opportunities for students to recognize and demonstrate their leadership skills in service to others.

PHYSICAL GOALS

- Recognize the importance of physical fitness and personal hygiene.
- Teach students movement and motor skills through age appropriate activities.
- Encourage students to learn the value of sportsmanship and teamwork.
- Integrate special programs into the curriculum that educate students on family life, drug education and personal safety.

PSYCHOLOGICAL GOALS

- Recognize and respect the individuality of each child.
- Encourage students to recognize, develop, and appreciate their own natural talents and those of others.
- Deepen the students' appreciation for the environment and its resources.
- Engage students in conflict resolution skills.

Our Lady of Angels School Schoolwide Learning Expectations (SLEs)

Our Lady of Angels students will demonstrate Angel PRIDE.

Prayerful People

- Who attend mass
- Who incorporate faith into their daily lives
- Who know the types and purpose of prayer
- Who are empathetic

Respectful and Responsible Citizens

- Who respect, God, others, and themselves
- Who value the importance of rules and accept responsibility for their own actions
- Who respect and accept all cultures
- Who have the tools to make healthy life choices
- Who practice good sportsmanship
- Who follow the 4 R's: reduce, recycle, renew, and respect God's creation
- Who use technology responsibly

Innovative Learners

- Who recognize their own unique gifts, talents, and areas of growth
- Who are organized, use effective study strategies, and apply 21st century skills
- Who have a strong foundation in academic subjects and the use of technology
- Who are real world problem solvers and creative thinkers
- Who work successfully by themselves and collaboratively

Dedicated Catholics

- Who know basic Catholic teachings
- Who actively participate in mass
- Who live out their faith by serving others as Jesus did
- Who are Evangelists

Effective Communicators

- Who listen respectfully to the ideas, feelings, and opinions of others
- Who speak confidently and clearly to advocate for themselves
- Who express written thoughts clearly
- Who use 21st century skills to communicate their ideas

SACRAMENTAL CATECHESIS

SACRAMENT OF RECONCILIATION

Preparation for the Sacrament of Reconciliation begins in Second Grade. Parents are expected to actively participate in preparing and encouraging their children to receive the Sacrament of Reconciliation. Reconciliation is offered to all children in grades 2 – 8 during the seasons of Advent and Lent.

FIRST EUCHARIST

Preparation for the Sacrament of First Eucharist begins in the Second grade. Any child who desires to receive the Sacrament of First Eucharist may participate in the sacramental program. This catechesis involves classroom instruction, special prayer celebrations, and parent meetings. The involvement of parents/guardians in this program is **essential**. The children receive the Sacrament of First Eucharist as a class in the spring.

SACRAMENT OF CONFIRMATION

The Sacrament of Confirmation is offered to Eighth Grade students who desire to be confirmed and enroll in the parish program of spiritual preparation. Preparation for the sacrament includes classroom instruction, parent/guardian meetings, special prayer celebrations, retreats, and completion of volunteer service hours. A separate fee of \$200 (\$225 if payment is received after the deadline) covers the cost of student retreats and a sacramental fee.

FAMILY LIFE PROGRAM

The Family Life curriculum teaches our students respect for life and all living things. It emphasizes the dignity of the human person. A professional health educator is invited to educate the students in grades 5-8 in human sexuality each year. Permission slips are given to parents/guardians approving their child's participation in these discussions. Parents/Guardians are encouraged to read and discuss the material in the student text with their child(ren). The Family Life program is approved by the Archdiocese.

LITURGICAL CELEBRATIONS

The student body attends Mass one day of each month and/or on Holy Days. Classes attend Mass once a week during the season of Lent. Individual classes plan and participate in their own special masses, liturgical, and paraliturgical celebrations. **Additionally, classes are assigned specific Sunday Masses throughout the school year in which to participate.** This is an integral part of the religious education of the children. Parents/Guardians are encouraged to attend. Weekly participation in the Sunday liturgy is a family **obligation and commitment** as a member of the parish and school community.

This year, OLA begins a 4-year cycle to more fully incorporate the charism of the Capuchin Franciscan priests into the life of the parish and school. Classes also plan and celebrate teaching Masses in the Friary Chapel two times each school year.

Accreditation

Our Lady of Angels School is accredited through the Western Catholic Educational Association and the Western Association of Schools and Colleges.

Non-Discrimination Policy

Our Lady of Angels School is a Catholic school under the direction of the Archdiocese of San Francisco. The Catholic schools in the Archdiocese of San Francisco, mindful of their mission to be witness to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the student at the schools. The Catholic schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. However, it must be noted that Our Lady of Angels School gives preference in admissions to Catholic students of families registered and participating in the parish; secondly, to Catholic students registered and participating in other parishes; and thirdly, to non-Catholics.

FINANCIAL POLICY – TUITION CONTRACT

Please refer to school website (www.ola.community) for the current tuition contract.

DAILY SCHEDULE GR. 1 - 8

7:58 AM	First Bell
8:00 AM	Second Bell/Morning Assembly
9:50 AM-10:10 AM	Recess, gr. 4-8
10:10-10:30 AM	Recess, gr. 1-3
11:50 AM- 12:30 PM	Lunch
3:00 PM	Dismissal

KINDERGARTEN DISMISSAL SCHEDULE

Mondays	12:45 PM Dismissal
Tuesdays-Thursdays	3:00 PM Dismissal
Fridays	12:00 PM Dismissal

EARLY DISMISSAL SCHEDULE

	Early Dismissal
12:45 P.M	K - 8
	Minimum Day Dismissal
12:15 P.M.	K – 8 (See school calendar)

SCHOOL OFFICE HOURS

The school office is open from **7:30 A.M. – 4:30 P.M.** on school days. Exceptions are made on school early dismissal days and holidays.

Please Note: Students are tardy if they are not with their class by the second bell for morning assembly. Students who arrive late are to remain with the yard duty teacher in the lower parking lot or by the front office until announcements are complete. Students will then proceed to the office for a tardy slip. There is a consequence for students who habitually receive an unexcused tardy. Three (3) unexcused tardies in a quarter will warrant a conduct referral. Five (5) unexcused tardies per quarter will warrant a detention. Students and parents are expected to make every attempt to arrive at school in a prompt manner.

Students are not to arrive on school grounds before 7:45 A.M., as adult supervision is not available. Students must be picked up and off the school grounds by 3:15 P.M. Any child who remains after 3:15 P.M. will be sent to Extended Care. Parents/Guardians will be assessed Extended Care fees accordingly. Students participating in sports, or other after school programs are to be supervised by a coach/parent/guardian at all times. After 3:15 P.M. or when a student has been released from Extended Care, the school no longer assumes sole responsibility for the child.

GRADING POLICY

The report card is an integral part of the educational process. It is intended to inform the parent/guardian about student progress, motivate the student, assist the teacher in assessing student needs, and record student achievement. To insure consistent reporting, the Archdiocese of San Francisco has designed official report cards that are used by all schools of the Archdiocese. The Archdiocese of San Francisco issued a new report card for all grade levels in 2012.

Report cards are distributed quarterly to students in all grades and report student achievement, conduct, and effort. Grades are given in all subject areas. The achievement grade is based on the student's academic performance. The learning skills/effort grade is based on work habits and study skills. The conduct grade is based on the student's behavior.

The academic marking codes are explained on each grade level report card and will be reviewed by the teachers at Back to School Night.

Please Note: A grade of **D** or below on a report card can be detrimental to a student's admission to many Catholic or private schools.

POWER SCHOOL

Teachers in Grades 3 through 8 post student grades online at Power School. Parents and students have access to these grades at all times. We encourage families to track student progress through Power School. Written Progress Reports, for all grades K-8, will be issued mid quarter. Access codes for Power School will be distributed to all new families in September.

HONOR ROLL

Students in grades 6 – 8 are eligible for the Honor Roll. The core academic classes are **Religion, Mathematics, Reading, English, Spelling/Vocabulary, Science/Health, and History/Social Science**. Each quarter students will receive recognition for their achievement.

The following constitutes First and Second Honors:

First Honors 3.75 – 4.0

First Honors is attained by students who earn:

- An average GPA of 3.75 to 4.0 in core academic classes, with no C's
- A's or B's in P.E., Computer, Art, Music, Spanish
- 1 or 2 in Behavior and Learning Expectations in **all** subject areas

Second Honors 3.5 – 3.74

Second Honors is attained by students who earn:

- An average GPA of 3.5 to 3.74 in core academic classes, with no C's
- A's or B's in P.E., Computer, Art, Music
- 1 or 2 in Behavior and Learning Expectations in **all** subject areas

Letter grade and corresponding average:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.6	B = 3.0	C = 2.0	D = 1.0
	B- = 2.6	C- = 1.6	D- = .3

Academic Marking Code for grades 3-8:

A = 96-100	B+ = 91-92	C+ = 81-83	D+ = 67-69
A- = 93-95	B = 87-90	C = 74-80	D = 63-66
	B- = 84-86	C- = 70-73	D- = 60-62
			F = 59-below

Academic Marking Code for grades K-3:

E = Exceeds standard	M = Meets standard	No mark =
W = Working toward standard	N = Not at grade level	Standard not addressed during current marking period

Behavior Expectations and Learning Skills Marking Code for grades K-8:

1= Exceeds Expectations	2= Meets Expectations
3= Improvement Needed	4= Unsatisfactory

ACADEMIC PROBATION

Students whose academic performance indicates serious deficiencies may be placed on academic probation. Our Lady of Angels students who wish to participate in the Sports Program must maintain a “C” average and no lower than a “2” in behavior expectations and/or learning skills. When progress reports or report cards are issued, any student who receives a D+ or lower in any subject area and/or a “3” or “4” in general behavior expectations and/or learning skills, will be placed on academic probation. Academic probation indicates that a student is suspended from participating in sports or any school sponsored activities for two weeks. In addition, a junior high student who is placed on Academic Probation must also attend the after-school Homework Club during the probationary period. The student will not be permitted to attend any OLA sports practices or games. The teacher and/or principal will notify parents of the suspension. The principal will notify the respective athletic director of any students placed on suspension. The athletic director will notify the coach. At the end of the two weeks, the student's progress will be evaluated. If improvement is still needed, an additional two-week suspension will be applied. In the case that a student continues to academically or behaviorally perform below the minimum grade requirement, the principal may make the decision as to whether the student should continue playing sports.

RETENTION

Retention will be considered for any student who is receiving below average grades. Parents/Guardians will be informed of this consideration through conferences and then notified by the end of the Second Quarter. With the combined effort of the resource teacher and classroom teacher, Our Lady of Angels School will make every effort to meet the needs of each student. In some cases, it may be recommended that the student be withdrawn in order to preserve the child's self-esteem, socially and academically. It is our intention that each child receives the support necessary for success in an environment that is conducive to his/her learning style.

SUMMER SCHOOL

The classroom teacher may recommend a student for skills maintenance in a specific subject area, or required for promotion upon evaluation of the child's overall performance. The classroom teacher will notify the parent/guardian after the third quarter report card. Parents are required to arrange any summer school needs for their child. A follow-up report is requested by the summer program teacher/tutor prior to the **first** day of school.

HOMEWORK POLICY

Homework is planned to meet the needs of the students and has an essential place in the educational program. Homework is assigned to reinforce concepts and skills that have been presented to the class, to foster the student's creativity and discipline through enrichment projects or research, to train the students to work independently, and to accept responsibility for completing a task. Homework is to be completed and turned in on time.

Time Allotments

The amount of time students in the same grade spend doing homework varies according to the academic level and learning style of each student. The Archdiocese provides a guideline for the maximum amount of time that an elementary student **should** spend on homework each day.

Approximate Time

Kindergarten and Grade 1	20 – 30 minutes
Grades 2 and 3	30 – 45 minutes
Grades 4 and 5	45 – 60 minutes
Grades 6, 7 and 8	60 – 120minutes

Consequence for late and/or missing assignments: Students in grades 3-8, who fail to turn in homework or other assignments on time, will have one day after the date that the assignment is due to turn in their work and receive partial (50%) credit. Work that is turned in after that will receive a 0%. It is the responsibility of the student to complete work and submit it to the teacher in a timely manner. **If homework is brought to school by a parent during the school day, the homework is considered late.**

Please Note: For students in Grades K through Eight, homework is not assigned over the weekend or during vacations with the exception of **make-up work, long-term assignments and class work not completed on Friday.**

ATTENDANCE POLICY

Studies consistently find a correlation between student attendance and academic performance. Students who are absent miss valuable instruction that cannot be replaced by any amount of independent study. The school schedules holidays throughout the year and every effort should be made to schedule medical and dental appointments outside of school hours. Missing class for medical/dental appointments should be a last resort.

ABSENCE

In the event of a child's absence due to illness, a parent/guardian is responsible to notify the school office before 9:00 A.M. on the day of the absence. A message may be left on the school's answering machine at any time. Parents must submit a request for homework for a student who is absent due to illness by 9:00 a.m. It will be available in the office by 3:00 p.m. **The student, upon return to school after an absence, must bring a note of explanation signed by his/her parent. For an absence of three or more consecutive days, a doctor's note must be submitted to the office upon the return to school. If a child is diagnosed with a communicable disease (ie: Strep throat, pink eye, etc.), parents must notify the office immediately so that proper notification can be sent home to the class.** All written messages must have the parent's/guardian's signature.

In the case of an absence, a student is responsible to make up the work missed to the satisfaction of the teacher. Students are allowed one day for each day absent to make up work. Assignments due on the day of the absence are due at 8:00 A.M. the day the student returns to school. Students who are absent on test days must assume the responsibility to take any missed test on the day they return to the school. **The privilege of making up a test can be denied if a student is repeatedly absent when tests are given. Full credit may not be earned.**

All students are expected to be in attendance for every school day with exception of excused absences as defined by Archdiocesan policy and local school policy. **If a student is absent for fifteen (15) or more days during a quarter, report card grades will be withheld until the work is made up.**

Excessive absences or tardies may have a direct effect on a student's academic performances. Students absent 5 or more days per quarter will be referred to the administration. Documented medical exceptions may be made. Students with prolonged absences may require outside academic tutoring to meet curricular requirements.

Attendance is REQUIRED in order for students to participate in extracurricular activities. A student must be in attendance for a minimum of 3 hours in order to participate in sports or any other extra-curricular activities on that day. **Students must be in attendance for three or more hours on a Friday in order to participate in any school-sponsored activities over the course of the weekend.**

Non-calendar vacations during the school year are highly discouraged, as they are disruptive and may affect academic progress. Parents are to notify the office in writing if their child will be missing school due to a vacation. **The school is not under obligation to give student work in advance, provide tutoring, make-up work, or special testing schedules for such a period of absence.** (*Administrative Handbook 5121.3*)

TARDY

Students are tardy if they are not with their class for morning assembly. A warning bell rings at 7:58 A.M. Students who arrive after the second bell are to remain with the yard duty teacher in the lower parking lot or by the front office until announcements are complete. Students will then proceed to the office for a tardy slip.

Tardiness is disruptive and detrimental for both the class and the student. Every third tardy in a quarter will result in the receipt of a conduct referral, which must be signed by the parent and returned to the school office on the following school day. Every fifth tardy in a quarter will result in a detention. Students, who arrive after recess, are marked absent half a day. **Students who leave school mid-day for three (3) or more hours are marked ABSENT.**

Please Note: Habitual tardiness could have an adverse effect on acceptance into many Catholic or private high schools.

LEAVING CAMPUS DURING THE SCHOOL DAY

Physician and dentist appointments should be made outside of school hours. It is recommended that parents take advantage of the early dismissal time on Mondays for these appointments. If a doctor's appointment is necessary, all assigned work missed during the absence must be satisfactorily completed by the next day. The student is responsible for seeing the teacher(s) about work missed.

The following procedures must be observed if a student is to leave campus during the day:

1. A note dated with the student's full name must be sent to the homeroom teacher that morning.
2. No student will be permitted to leave campus alone. An authorized adult must come to the office and sign out the child. Any person picking up the child will be expected to show a picture ID. If the staff has any questions, they reserve the right to contact the primary guardian for verification. Please notify the school immediately if any of this information changes.
3. The office will contact the classroom teacher who will send the child to the office. The student will not leave the classroom until the parent has arrived in the school office and asked for the student's release. The adult must accompany the student off school grounds.
4. Upon returning, the adult must sign the student back in the office. The student must contact the teacher(s) of each class missed to get his/her work.
5. Parents must send a written note to their child's homeroom teacher if there is a change in the student's afternoon transportation.

UNIFORM POLICY

All students are expected to conform to the uniform policy. **Parental attention to uniform regulations is expected.** With the exception of designated free dress days, all students must wear the complete school uniform. No student is to be out of uniform without permission from the principal. In the case that the child is unable to be in proper uniform for that day, a note of explanation is to be sent from the parent/guardian to the teacher. **Students who do not comply with the uniform code will receive a uniform notice. Three or more uniform notices will result in a detention.**

The uniform is purchased from Dennis Uniform. Uniforms are to be clean, neat, appropriately sized, and hemmed at all times. Any tears or holes in the fabric should be mended immediately. Pants or shorts that “sag” below the waistline are not appropriate for school. **A guideline for the length of the uniform skirt is no shorter than three (3) inches above the back of the knee.** Students may wear the school short all year except for formal uniform days. Sweatshirts **may not** be worn in place of the school sweater on formal uniform days.

We expect students to take pride in their uniform and to remember they represent Our Lady of Angels School when they wear it. **Students who participate in the scouting program are permitted to wear their scout uniform on the day of the meeting, unless the meeting occurs on a formal uniform day, in which case the formal uniform must be worn.**

FORMAL UNIFORM

The formal uniform is to be worn for all school liturgies, school pictures or any day designated by the Principal.

- Girls**
- Blue plaid jumper (K-3) or skirt (4-5) or navy blue pleated skirt (6-8)
 - White short/long sleeve polo shirt with school logo
 - Gray polo shirt option (6-8)
 - Navy blue cardigan sweater (K-5) or sweater pullover (6-8)
 - Solid white/navy blue socks or tights (no logos or stripes, except OLA)
 - OLA “Athletic Socks” may not be worn on formal uniform days.
 - **Skirts are to be hemmed no shorter than 3 in. above the knee.**
 - Solid white or solid black low top shoes with laces or velcro. Laces must be either all black or all white. Black or navy “mary jane” shoes are also permitted.

- Boys**
- Dennis Uniform navy corduroy pant
 - White short/long sleeve polo shirt with school logo
 - Gray polo shirt option (Gr 6 -8)
 - Navy blue cardigan sweater (K-5) or sweater pullover (6-8)
 - Solid white/navy blue socks (no logos or stripes, except OLA)

OUR LADY OF ANGELS SCHOOL DIRECTORY AND HANDBOOK 2018-2019

- OLA “Athletic Socks” may not be worn on formal uniform days.
- Solid white or solid black low top shoes with laces or velcro. Laces must be either all black or all white. Black oxford dress shoes are also permitted.

GIRLS REGULATION UNIFORM

- Gr. K – 3**
- Blue plaid jumper
 - Solid navy skort
 - White short/long sleeve polo shirt with school logo
 - Navy blue cardigan sweater
 - Solid white/navy blue socks or tights (no logos or stripes, except OLA)
 - Dennis Uniform walking short, skort, or pant
 - Dennis Uniform Capri pants
 - School sweatshirt or fleece jacket
- Gr. 4–5**
- Blue plaid skirt
 - White short/long sleeve polo shirt with school logo
 - Navy blue cardigan sweater
 - Solid white/navy blue socks or tights (no logos or stripes, except OLA)
 - School fleece jacket
 - Dennis Uniform walking short, skort, or pant
 - Dennis Uniform Capri pants
 - School sweatshirt or fleece jacket
- Gr. 6-8**
- Navy blue pleated skirt
 - White short/long sleeve polo shirt with school logo
 - Gray polo shirt option (Gr. 6-8)
 - Navy blue v-neck pullover sweater
 - Solid white/navy blue socks or tights (no logos or stripes, except OLA)
 - Dennis Uniform walking short, skort, or pant
 - Dennis Uniform Capri pants
 - School sweatshirt or fleece jacket

BOYS REGULATION UNIFORM

- Gr. K – 5**
- Dennis Uniform navy corduroy pant
 - Dennis Uniform walking short
 - Dennis Uniform cargo short
 - White short/long sleeve polo shirt with school logo

- Navy blue cardigan sweater
 - Solid white/navy blue socks
(no logos or stripes, except OLA)
 - School sweatshirt or fleece jacket
- Gr. 6 – 8**
- Dennis Uniform twill or navy corduroy pant
 - Dennis Uniform walking short
 - Dennis Uniform cargo short
 - White short/long sleeve polo shirt with school logo
 - Gray polo shirt option (Gr 6-8)
 - Navy blue pullover sweater
 - Solid white/navy blue socks
(no logos or stripes, except OLA)
 - School sweatshirt/fleece jacket

SHOES AND SOCKS FOR BOYS AND GIRLS

Only solid white or solid black low top shoes with laces or Velcro are permitted. No logos or stripes are allowed. Laces must be either all white or all black. For the girls, black or navy “mary jane” shoes are also permitted. For boys, black oxford dress shoes are also permitted.

Students are to wear solid white or navy blue socks. No **logos** or **stripes** are permitted, unless they say OLA. OLA “Athletic Socks” may only be worn on non-formal uniform days. **Socks are to be clearly visible. White, black, or navy blue tights may be worn under skirts during the 2nd and 3rd quarters only. Leggings are not to be worn.**

SCHOOL SWEATSHIRT

School sweatshirts may be worn on any school day, unless designated formal uniform day. No other sweatshirts are permitted. Eighth grade students may wear their class sweatshirt in place of the school sweatshirt. The school fleece is the jacket to be worn over the sweatshirt for additional warmth. **Sweatshirts and sweaters must be labeled clearly with the child’s name and grade.**

PHYSICAL EDUCATION UNIFORM (SWEATS)

Students are to wear tennis shoes, according to uniform standards, on PE days. All students must wear the school logo PE shorts or sweatpants, and the white or gray T-shirt with school logo. PE clothing is to be clean, neat, and appropriately sized. Pants or shorts that “sag” below the waistline and/or are shorter than three inches above the back of the knee are not appropriate for school. Parents/Guardians are to purchase or replace the PE uniform through Dennis Uniform Company. Sweats are to be in compliance with the uniform code.

FREE DRESS

Students will be allowed to attend school in regular clothing on special occasions. These days will be announced in advance. On free dress days, clothing should be neat and clean and not conflict with the stated guidelines. Shorts, skirts, and jeans are permitted; however, they must be of an appropriate length and appearance. Students **may not** wear the following items:

- Halter tops, tube tops, tank tops, spaghetti straps
- Yoga pants
- Flannel pants
- Pajamas
- Midriffs or stomach revealing shirts
- Tight fitting clothing
- T-shirts with inappropriate logos or messages
- “Short” shorts or skirts may not be shorter than 3 inches from the center of the back of the knee. No “running shorts” are allowed.
- **Cut-offs/frayed/fringe/holes**
- “Sagging” pants or shorts
- Unhemmed, patched, or torn clothing of any type
- Baseball caps/visors
- Platform or backless shoes, sandals, flip-flops
- Face paint (with the exception of Halloween & Sports/Spirit Days)
- Spray painted hair (with the exception of Halloween and Sports/Spirit Days)

Students who choose not to follow the dress code will be required to make a phone call home to request their uniform and will also receive a uniform notice. **Students who receive a uniform notice may lose the privilege of the next free dress day.**

GENERAL UNIFORM INFORMATION

Hair is to be neat, clean and appropriate for a Catholic grade school student. Extreme hairstyles (long or short) for either boys or girls are not permitted. Dyed, tinted or bleached hair is not allowed. Boys may not shave their heads. Boys’ hair should be above the collar, cut around the ears, and bangs should not hang below the eyes.

Students may not wear the following items:

- Makeup
- Artificial nails
- Nail polish (clear polish is allowed)
- Dangling jewelry, including earrings, necklaces, bracelets, rings and chokers (Small religious medals and crosses are permitted)
- Baseball caps/visors/bandanas (OLA Baseball and other OLA hats may be worn at recess and lunch to protect from the sun)
- Tattoos (temporary or permanent)
- Sports bracelets and/or necklaces, friendship bracelets (ie: rainbow loom bracelets) may not be worn on uniform days.

- Smart Watches (i.e.: Apple Watch) or any electronic watch or bracelet that allows for phone calls or text messaging.

The Administration reserves the right to define other inappropriate attire, hairstyles, and décor as the occasion arises.

UNIFORM EXCHANGE

Parents/Guardians who wish to receive a used uniform at no cost, may contact the school office. If you choose to donate uniforms, please make sure that they are clean and in good condition, and contact the school parent in charge of the uniform exchange program. The Uniform Exchange items are located in the health room.

**CODE OF CHRISTIAN CONDUCT
COVERING STUDENTS AND PARENTS/GUARDIANS
FOR SCHOOLS OF THE ARCHDIOCESE OF SAN FRANCISCO**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus ground and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

DISCIPLINE POLICY

Discipline in the Catholic school is an aspect of moral guidance that seeks to promote self-discipline and provide a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.

The faculty encourages growth in responsibility, respect, and concern for others. **Discipline is not punishment.** The aim of discipline is to institute a stable environment conducive to learning. When a student fails in these regards, an effort is made to help the student examine the behavior, make a value judgment, plan a better course of action, and recognize the consequences if improvement does not take place. Children learn in life that all actions have consequences—positive and negative. Such a policy of encouraging self-discipline requires time, patience, and consistency on the part of students, teachers, parents/guardians, and administrators working cooperatively.

When a student is consistently unwilling to change inappropriate behavior, disciplinary action will be taken. Severe infraction of school rules includes, but is not limited to:

- Disrespect the rights and properties of others
- Disrespect for teachers, staff, students, or school volunteers
- Continual willful disobedience
- Serious moral problems
- Cheating
- Truancy
- Disruption of class
- Continual refusal to accomplish school assignments
- Destruction/defacing of school property

A discipline report will be sent home to notify parents of serious misconduct. Parents/Guardians are to sign the accompanying letter and return it to the principal on the following day.

In consultation with the student, parent/guardian, teacher, principal and/or pastor, the approved disciplinary measures to correct serious misbehavior will be discussed and implemented. Detention, probation, suspension, and expulsion are disciplinary measures that are used with great caution and discretion.

CONDUCT REFERRALS:

Conduct Referrals will be issued, at the teacher or administration's discretion for infractions of school rules. Conduct Referrals must be signed by the parent/guardian and returned to the school office on the next school day. Three or more conduct referrals for discipline-related offenses during the course of the school year will result in a detention.

DETENTION

Detentions will be issued to students typically in grades 4-8 for serious infractions of school rules. Detentions will be held for one hour after school. Detentions will be given, but not limited, for the following behaviors:

- Non-compliance with grade level expectations
- Physical violence
- Harassment
- Bullying
- Cheating
- **Eating in class**
- Use of inappropriate language or gestures on school grounds or school sponsored activities
- Vandalism
- Violation of school or classroom rules
- Three (3) or more uniform notices during the course of the school year
- Three (3) or more conduct referrals during the course of the school year
- Five (5) or more tardies during the course of the quarter.

Students will be assigned a non-negotiable detention date. Detentions will be assigned on either the first or the third Thursday of the month, with teachers in grades 4-8 assigned detention duty. A notification of detention will be sent home on the day of the infraction. It is to be signed and returned to the school office the following day. **Please note: Detention takes precedence over appointments, practices, tutoring, sports, etc.**

PROBATION

A student may be placed on probation for a serious offense or for continued misconduct after a warning. A student may be placed on probation if he/she receives a **"D" or lower** in a subject area or a **"3" or "4"** in general behavior expectations and/or learning skills. **Any student who receives 2 or more detentions for discipline related issues during the course of the school year will be automatically placed on probation.** A student who is on probation **will not be eligible to participate in student government or be a member of a school sports team for two weeks of playing time on the sport's schedule (please see "Academic Eligibility").** At the end of two weeks, the principal will review the student's progress with the teacher. If progress has not been adequate, the probation will be extended another two weeks. The principal has the final discretion.

SUSPENSION

A student will be placed on suspension for serious misconduct, for continued misconduct after having been placed on probation, or after having received three detentions during the course of the school year. In some instances, a student may automatically be placed on suspension without receiving probation. The amount of days of suspension is based on the

behavior/academic misconduct, and discretion of the principal. Parents/Guardians will be notified.

EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for the immediate dismissal, without suspension, or for a repetition of conduct for which the student has been suspended one or more times. In addition to a meeting with the pastor, school principal, **vice principal**, and all concerned individuals, parents/guardians will be formally notified. Serious misbehavior manifests itself, but is not limited to the following behaviors:

- Open or continued defiance of authority or school regulations
- Actions gravely detrimental to the moral and spiritual welfare of self or other individuals
- Incurable or disruptive behavior, which impedes the progress of the rest of the class
- Threat of force or violence toward pupils or school personnel
- Possessing, selling, giving away, using, or being under the influence of drugs and/or hazardous substances, **including any form of tobacco or tobacco paraphernalia, e-cigarettes, hooka material, vaporizers or vaporizing materials.**
- Physical, sexual, verbal, written harassment
- Malicious damage or destruction of school or personal property
- Possession of a firearm or dangerous weapon on campus, at school functions, or at a time and place that directly involves the school

Usage of Tobacco and/or Nicotine Products

California state law prohibits the use and/or possession of tobacco, either smoking or non-smoking, at school or school-related activities at any time. Students in possession of any tobacco related paraphernalia (E-cigarettes, juuls, lighters, and/or vape pens) or products with nicotine will be subject to disciplinary action. Any of this paraphernalia may be considered “drug related” and treated as such.

Restorative Justice

Our Lady of Angels School has adopted the Restorative Justice program to assist with conflict resolutions both in and out of the classroom. Restorative Justice is a philosophy based on a set of principles that guide the response to conflict and harm. Restorative Justice’s three main goals are:

- Accountability
- Community safety
- Competency Development

Restorative Justice emphasizes values of empathy, respect, honesty, acceptance, responsibility, and accountability. Restorative Justice also

- Provides ways to effectively address behavior and other school issues

- Offers a supportive environment that can improve learning
- Improves safety of students

STUDENT REGULATIONS

Students should know the school regulations well and understand the consequences of any infraction of these rules.

The student will:

- Display a positive attitude toward the school, its expectations, methods of instruction, and standards of behavior.
- Show respect and courtesy toward each other, school personnel, and volunteers at all times.
- Respect the property of the school and the surrounding areas.
- Obey general and school safety regulations.
- Conform to the uniform regulations of the school.
- Refrain from vulgar and profane language and gestures.
- Be punctual for school as well as all class periods.
- Report to the school office upon late arrival.
- Come prepared to class with homework and class work completed, and bring all necessary supplies and materials when class begins.
- Play fairly and talk out disagreements using *Conflict Resolution*.
- Refrain from chewing gum on school campus at all times, **as well as eating in class.**
- Use the school phone in case of an emergency with permission.
- Use bathrooms properly and respectfully.
- Follow all school guidelines when on OLA school premises or other school grounds.
- Demonstrate respect at off-site events and in the school community.

The above regulations are not to be thought of as the total of a student's responsibilities to the school. Any inappropriate behavior unbecoming of a Christian student will be considered a violation of school rules.

The student may not:

- Leave the school grounds during school hours without permission; students leaving campus must be accompanied by an adult and be signed out in the school office.
- Skateboard, rollerblade, rides scooters or bicycles on school property.
- Enter the classrooms, gym, or buildings without permission **and only** if a teacher or designated adult is present.
- **Use Uber or Lyft for drop off or pick up purposes for any school-related activity.**
- Play with equipment after the bell rings, ending recess and lunch.
- Loiter on school campus or in the school unsupervised.

- Climb on lunch tables, benches or other school fixtures with exception of the play structure.
- Access the Sport Court without school supervision.
- Commit acts that injure, degrade, disgrace, and/or threaten the safety, privacy, or respect of other students and teachers.

Severe Infractions of school rules include, but are not limited to:

- Bullying/harassment
- Relational aggression
- Fighting/bodily injury to another
- Possession or use of drugs, alcohol, tobacco
- Defacing or destroying school property
- Carrying, using, storing knives, or other harmful instruments
- Cheating
- Lying
- Stealing
- Demonstrating disregard for school policies

HARASSMENT POLICY AND PROCEDURE

The Archdiocese of San Francisco has promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as, highlighting the unique respect and responsibility which is owed by adults to children. This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

As indicated below, student-to-student harassment can take many forms. To the extent, it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report abuse to civil authorities, shall be followed.

HARASSMENT IN GENERAL

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

Social or relational aggression causes more harm than physical aggression among youth. This is not easily observed. Our Lady of Angels School personnel recognizes the

consequences of relational aggression, its characteristics, and how to identify it. Social and/or relational aggression is considered a form of harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written Harassment: Suggestive or obscene letters, notes, or invitations.

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

STUDENT-TO-STUDENT HARASSMENT

- This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to, or coming from, a school-sponsored activity.
- Any student who engages in the harassment of another student is subject to disciplinary action up to, and including, verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

OUR LADY OF ANGELS SCHOOL ANTI-BULLYING POLICY

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying, intimidation, and relational aggression are all actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “Love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

This anti-bullying policy is to be applied to kindergarten through grade eight at Our Lady of Angels School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the Discipline Policy section of the Parent/Student Handbook.

“Bullying” is defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity which acts are repeated against the same student over time. This policy includes provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student’s academic performance or safety in school. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, social isolation and relational aggression.

Complaint Process:

Students may make reports of conduct they consider to be bullying. These reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher or administrator. The principal and vice-principal will review and act upon the complaint.

Once a complaint has been reported, the principal and vice-principal shall promptly investigate to see if bullying has occurred. They will also review to see if there is a pattern

of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and a recommendation for intervention, including disciplinary action. The school counselor will be notified of all investigations and will receive a copy of the report of findings.

Consequences of Actions:

Once the investigation is complete, the school principal and vice-principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. There is no one prescribed response to verified acts of bullying, however, action will be taken.

Non-disciplinary interventions:

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary interventions:

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be required to perform some type of community service within our school/parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, and/or performing an act of kindness.

First Offense:

- Meet with the school administration to discuss misbehavior
- Meet with the school counselor to assist with problem solving and conflict resolution
- Given appropriate consequence (including, but not limited to, community service and the making of amends)
- Loss of a school-sponsored activity or privilege
- Parents notified
- Report formally noted on school record

Second Offense:

- Meet with the school administration to discuss misbehavior
- Meet with the school counselor to assist with problem solving and conflict resolution

- Given appropriate consequence (including, but not limited to, community service and the making of amends)
- Loss of a school-sponsored activity or privilege
- Suspension issued (with the possibility of expulsion)
- Parents notified
- Report formally noted on school record

Depending on the severity of the situation, the administration may also take steps to ensure student safety. These may include issuing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that the student and/or family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases. **The school administration reserves the right to immediately suspend or expel any individual who retaliates against students who report bullying or the person being bullied.**

Educational Measures:

The faculty at Our Lady of Angels School will include education about the harm, culture, and injustice caused by bullying into their curriculum where it is possible and age appropriate. The Religion program in grades K-8 will integrate issues about bullying behavior into the classroom.

Reporting Obligations:

Report to the parent/guardian of the student involved in acts of bullying

If after investigation, acts of bullying by a specific student are verified, the administration shall notify the parents/guardians of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

Reports to the victim and his/her parents/guardians:

If after investigation, acts of bullying against a specific student are verified, the administration shall notify the parents/guardians of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to any individuals, except as provided by law.

STUDENT'S RESPONSIBILITY

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members. Students are expected to abide by the Code of Christian Conduct.

ADMINISTRATION'S RESPONSIBILITY

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional and thorough manner.

A complete copy of the *Policy and Procedures Regarding Child Abuse and Harassment* is available in the principal's office upon request.

TECHNOLOGY POLICY

General Information

The computers at Our Lady of Angels and the 1:1 tablets issued by Our Lady of Angels are to be used to further the educational experience of all the students at the school. The standards for the computer use are rooted in the Student Learning Expectations, and are an extension of the behavior standards as described in this handbook.

Any unacceptable conduct and/or illegal interaction using technology on or off Our Lady of Angels campus is strictly prohibited. This includes the use of personal cell phones, laptops, iPads or other electronic devices used for social networking. The determination of what the school will consider acceptable is made by the school administration. Any electronic interaction that is inappropriate or harmful towards the school or member of the school community will result in disciplinary consequences.

Social Media: Engagement in social media sites such as, but not limited to, Twitter, Ask.fm, Tumblr, Instagram, Facebook®, Friendster®, SnapChat, or any other social networking site or blog, may result in disciplinary actions if the content of the student's or parent's social media communication includes defamatory comments regarding the school, the faculty/staff, other students, the parish or other Catholic schools within the Archdiocese of San Francisco. **Disciplinary action will also result if the students are involved, at any time, in the possession or transmission of photos showcasing students participating in any drug and/or alcohol use, including the use of vaping materials.**

Sexting: Students involved in possession or transmission of inappropriate photos or language on their cell phones or other electronic devices, at any time, face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Bullying and Cyberbullying:

Our Lady of Angels School attempts to provide a safe environment for all individuals and will not tolerate behavior that infringes on the safety or well-being of any student. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest) face detention,

suspension, and/or expulsion. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults such as teasing or name calling; social isolation or manipulation; and cyberbullying.

Cyberbullying is bullying committed by means of an electronic act, directly specifically toward another student or school personnel. An “electronic act” for the purpose of cyberbullying is “the transmission of a communication, including but not limited to, a message, text, sound, or image, by means of an electronic device, including but not limited to a telephone, wireless telephone, computer, or other electronic communication device.” It includes acts committed with either School equipment/electronic communications devices or non-School equipment/electronic communications devices.

Cyberbullying is not limited to actions that take place on campus or during school hours and/or take place through the use of electronic communication devices that are the property of Our Lady of Angels School. Cyberbullying includes acts done off campus or outside of school hours and/or through the use of student, parent, or other third party devices, which have a nexus to school attendance/activities by either (1) posing a threat or danger to the safety of students, employees or school property, or (2) disrupt the school environment. It also includes any electronic communication, whether on or off campus, that is inconsistent with the religious tenets, values, and beliefs of Our Lady of Angels as a Catholic School. OLA reserves the right to ensure that electronic acts meet these requirements. Examples of Cyberbullying include, but are not limited to, the following acts directed against other students or school personnel:

- Harassment, including sexual harassment, such as repeatedly sending mean, vulgar insulting or offensive messages to another, that has a negative impact on the recipient’s academic/work performance or creates an intimidating, hostile or offensive environment;
- Sharing confidential information, personal, sensitive or embarrassing information, or embarrassing pictures or videos that the person would not want to share with others online.
- Forwarding private information sent by another without their permission and with the intent to cause harm, hurt, humiliation, or embarrassment;
- Sending or posting rumors about another to harm or embarrass another or damage that person’s reputation.

Students who participate in any form of bullying are subject to disciplinary action up to and including expulsion.

Students who use another person’s cell phone to engage in sexting or cyberbullying face detention, suspension, and/or expulsion. The owner of the cell phone will also face disciplinary action unless their phone was taken without their permission. All students must be accountable for securing their electronic devices to prevent unauthorized use.

Students may not use any device to take pictures, videos, or audio recordings at any school or PPSL-wide event unless previous authorization has been granted by the school. Students who film, photograph or record anything without expressed consent from a teacher or administrator will be subject to immediate disciplinary action.

1:1 iPad Program (Grades 4-8)

All iPads issued to students in accordance with the 1:1 iPad Program are property of Our Lady of Angels. All policy guidelines pertaining to computers and Internet use at Our Lady of Angels apply to iPads issued to students. A specific acceptable use policy will be issued to all families participating in the 1:1 iPad Program. **The students are allowed use of an iPad and a bluetooth keyboard during classroom instruction. The iPad and keyboard must remain at in the classroom and may not be used during recess and/or lunch. If an iPad, the case, and/or keyboard is damaged while in the care of the student, it is the financial responsibility of the student to pay for the repair of any item.**

GENERAL INFORMATION (A-Z)

BACKPACKS

Due to space limitations within the classroom, **rolling backpacks are not permitted.** Students in Kindergarten are to bring the supplied tote bag to school each day. Students in grades **1-8** are to bring a backpack or duffle bag **without** wheels. Please be sure to meet the following criteria:

- Backpack size may not exceed 19" x 13" x 7"
- Student backpacks must fit in storage closets in the classrooms or in the classroom cubbies.
- Students in grades 6-8 must hang their backpacks in their homeroom closet. Backpacks are not to be stored in the lockers.

BIRTHDAYS

In lieu of class birthday treats for all students, there is an optional Birthday Gift Program to the class in honor of the child's birthday. Each teacher keeps a running "Birthday Gift Wish List" in the classroom that may include playground equipment, list of books or needed supplies for the classroom. Instead of bringing cupcakes or cookies for each child in the class, please consider bringing an item from the list.

This treat-free policy applies only to birthdays. The Mothers' Club, room parents, and classroom teachers may still provide treats on special occasions. Bringing in an item for the classroom is a completely optional way of celebrating your child's birthday.

CELL PHONES

Our Lady of Angels acknowledges the importance of communication between students and parents, particularly when it is essential or in emergency situations. Further, OLA recognizes that instructional time is precious and school time must be protected from unnecessary disruptions.

Therefore, students in grades 4-8 may be permitted to have, with written parental and administrative approval, a cell phone on campus in the office during the school day, while attending school-sponsored activities, or while under the supervision and care of a school employee.

Students shall be allowed to possess cell phones in school under the following parameters:

- Cell phones are to be turned off upon entering the school and checked in the student's homeroom after morning assembly. The phones will be placed in labeled bags, bags placed in a labeled classroom bin, and brought to the school office for the day.
- Cell phones may not be removed from the office during school hours to make or receive calls. Students may pick up their cell phones from their homerooms at dismissal.
- At after school activities, the cell phone should be in the student's backpack.

- At any time during a school activity, a school official may give specific directions regarding student use or non-use of cell phone to which the student is expected to comply.
- Cell phones are not to be used in extended care, homework club, or student council meetings to send or receive calls, messages, texts, or to be used as a calculator or study device.
- Permission for student possession or use of a cell phone may be revoked by either parents/guardians or the school administration for inappropriate use.
- **OLA assumes no liability for the damage, loss or misuse of the cell phone by the student or another person**
- **If a student is caught with their cell phone during school hours, the phone will be immediately confiscated. The student will receive an hour detention and the parent must come to the school office to pick up the phone at the end of the school day. Multiple violations of this rule will result in the cell phone being confiscated for the remainder of the school year.**

CHANGE OF ADDRESS/TELEPHONE

Any address or telephone number changes, both at home and at work, need to be brought to the attention of the school office immediately. **For the safety of the children, information on file must be accurate at all times.**

CHILD CUSTODY ARRANGEMENTS

Families who have special child custody arrangements will need to provide a copy of official documentation for the school files. This includes, but is not limited to, information involving restrictions on who can pick up/drop off the child, visit during the school day, and receiving information regarding school schedule and student progress.

COMMUNICABLE DISEASES

The school must be notified immediately whenever a child contracts a communicable disease. An authorization from the Public Health Department or written clearance from a private physician must be presented by any pupil seeking re-admission to school after an absence due to a reportable communicable disease. The school will notify parents/guardians of any concern pertaining to their child's class.

COMMUNICATION

The Faculty uses the following means of communication with the parents:

- Parent Conferences
- Telephone Calls
- Power School
- Progress Reports
- School Website
- Email
- Blogs
- Report Cards
- Weekly Parent Bulletins

- Newsletters
- Packets of Student's Work
- Correspondence through Planners or notes

Communication creates an effective partnership between home and school. Parents/Guardians are expected to request a conference with any teacher should there be a difficulty or concern. Appointments should be requested in writing to the teacher. Parents/Guardians should indicate the nature of the concern and indicate available date/time. Email addresses are available for those who choose to communicate in this manner.

Please respect the teachers' schedules and refrain from initiating a spontaneous conference before or after school. Teachers will gladly meet with parents, but please call for an appointment.

Please note: Parents/Guardians are asked to print and sign their full names whenever a signature is required (i.e. student work packets, tests, field trip forms, Report Cards, Student Release, detention and uniform slips,)

DIRECTORY

It is the option of the school to provide a Directory for the parents'/guardians' convenience. The Directory is to be used for school purposes only. Parents/Guardians are not to make information published in the Directory available to any individuals who do not have children enrolled at Our Lady of Angels School.

DISPENSING OF MEDICINE

Archdiocesan regulations require that school personnel are generally not to administer medicine. In cases of real necessity, any medication to be taken during school hours must be accompanied by the proper form indicating medicine and required dosage. Authorization to disburse medicine must be completed by the parent/guardian **and** the physician. A copy of the release form can be obtained in the school office. All medication will be administered through the school office. Medication must be in the original prescription container. Teachers are not permitted to keep student's medicine in the classroom. Students are not permitted to keep medicines in the classroom.

DISMISSAL PROCEDURES

For the safety of the children, students in grades 1-5 will proceed with their teachers from their classrooms and walk to the appropriate class marks spaced along the route from the second-grade classroom to the Friary. Parents/Guardians who are outside of their cars are required to wait for their children at the bleachers and then walk to the class line up once students are in line to pick up their child. Parents/Guardians who drive through the pick-up line will have their children escorted to their cars by teachers **and a member of the 7th grade safety patrol**. Play dates and after school get-togethers cannot be planned in the pick-up line. Additionally, students are not to play on the playground after dismissal.

Kindergarten students are to be picked up at the classroom at dismissal.

Jr. High students are to meet their parents/guardians in the pickup area. Parents/Guardians are not permitted in the Quad, unless there is a previously scheduled conference with a teacher.

Parents/Guardians are to sign students out of the school office prior to retrieving their child from school before set dismissal time. **Parents/Guardians are not permitted to go directly to the classroom.** The student will be called to meet his/her parent once the parent/guardian arrives in the school office.

Children are only excused to leave school with those authorized on the Emergency Card. Children are not permitted to leave school with a sibling under the age of 18. If other arrangements are made, parents/guardians must notify the school office in writing.

DOCTOR AND DENTIST APPOINTMENTS

Doctor and dentist appointments should be scheduled outside of school hours. If there is a need for the student to be dismissed during the day, a note from the parent/guardian is to be sent to the teacher for permission **prior** to the absence (in the morning when the child arrives at school). **Please see the section on attendance for more information regarding medical appointments.**

EMERGENCY/DISASTER PROCEDURES

Our Lady of Angels School places priority on the safety of all children. The students, faculty and staff have been instructed and practice appropriate safety procedures for natural disasters and other emergency situations. These procedures are guidelines only and should not supersede common sense solutions to critical incidents. In critical situations, any action is better than no action. A more comprehensive emergency/earthquake procedures manual is in place. As parents/guardians, you need to be aware of the following information in the event of an emergency in our area. Your cooperation will be needed in keeping this release procedure as orderly as possible.

IN THE CASE OF AN EMERGENCY

All students will be retained at school until dismissed to the care of an adult who has been designated by the parent/guardian to pick up the student. Parents/guardians will indicate those adults on an **EMERGENCY FORM** each year. **No child will be able to go home alone. Students will only be released to the adult named on the emergency form. ID will be required.**

Students **must** be signed out by the adult to whom they are being dismissed.

- Parents/Guardians are to check in first with their youngest child's teacher.
- Parents/Guardians are to sign out their child(ren) with each classroom teacher.
- Parents/Guardians are to leave the school grounds immediately.
- Students who are not picked up will remain with the classroom teacher.
- Please do not call the school. We must keep the lines open for emergency calls.
- Parents/Guardians will be kept informed as to the opening and closing of school for the days to follow. Signs will be posted outside the school entrances and a message will be on the school recorder, provided we have phone lines.

FOR ANY EMERGENCY SITUATION

- Report to the school administration or school secretary.
- If in a position to use a phone, call 9-1-1 yourself.
- Account for all students in your presence. Remain with them at all times.
- Follow instructions from administrators and/or public safety personnel.
- Ensure the safety of all students as well as your own.

EVACUATION OF SCHOOL TO ALTERNATE SITE

In the event of an emergency that renders our school site unsafe, we will walk with the children to ***First Presbyterian Church of Burlingame***, at 1500 Easton Drive, 650-342-0875. Other alternate site -(Trinity Lutheran Church, 1245 El Camino Real, Burlingame, 650-347-6661.) We will remain there until our building is declared safe. Teachers will remain with the children until each is released to his/her parent or guardian. Teachers will leave a sign on the door to indicate location of the children

EXTENDED CARE

Our Lady of Angels School provides extended care from Dismissal – 6:00 P.M. Students of Our Lady of Angels School are eligible for admission in the Extended Care Program. All students participating in the program must be registered. Registration forms are available through the school office or school website. The Extended Care program follows the same calendar as Our Lady of Angels School. There will be no Extended Care on the first or last day of school, as well as various early dismissal days throughout the school year

Students must be signed in and out of Extended Care and picked up no later than 6:00 P.M. Parents/Guardians are to sign out students prior to retrieving their students from Extended Care. If your child/children participate in after school activities, you must notify Extended Care in writing regarding the days your child/children have to leave. Any child who remains after 3:15 P.M. will be sent to the school office to make a phone call and then to Extended Care. After 3:15 P.M. or when a student has been released from Extended Care, the school no longer assumes sole responsibility for the child. **Siblings are NOT to be in attendance during any sports practices or other after school activities on campus. If a child is found to be wandering the campus, they will immediately be placed in Extended Care and the parent will be notified.**

Please note that the school administration does not encourage the use of the Easton Library as an alternative for after-school supervision.

FAMILY BULLETIN

The School Bulletin and any enclosures will be available online each Wednesday. This is our main source of communication with families about school information and upcoming events. **It is the responsibility of every school parent/guardian to read the bulletin weekly.** Bulletins are available on the school website.

Please make sure to inform us of any changes in your email address. All families must register on ola.community to receive weekly bulletins.

FIELD TRIPS

Field trips are an integral part of the learning activities at Our Lady of Angels School. Students may have the privilege to go on field trips with their class throughout the year. Permission slips are required for participation. Students who fail to submit the required form will not be allowed to participate in that particular field trip with their class and will remain at school. Phone calls and written notes will not be accepted in lieu of the proper field trip form. No exceptions will be made.

Parents/Guardians will be invited to drive/chaperone on field trips. A copy of current driver's license and certificate of insurance must be on file in the school office. Chaperones must be at least 25 years old. **In accordance with Archdiocesan regulations, all Parents/Guardians must be up to date on their Virtus training and fingerprinting in order to be eligible to be a chaperone.** No siblings are permitted on field trips. All child safety issues, as required by law, will be strictly honored. Parents, whose child's weight/age requires a car seat, will be asked to provide the car seat, verify the child's weight and age, and secure the car seat in the parent/drivers car. If this is not possible, the child will not be allowed to participate in that particular field trip.

Please Note: NO EXCEPTIONS

For liability reasons, Archdiocesan policy stipulates that no driver/chaperone may stop either on the way to the designated location or when returning to school for any reason.

Any additional fee charged for a field trip will be assessed through the family's FACTS Tuition Management account. No cash/checks will be collected in the school office.

GRADUATION

In the beginning of May, the school office sends a letter to the 8th grade parents and graduating students. The following must be completed prior to students graduating the 8th grade:

- All school accounts must be cleared in order for students to receive their graduation gown
- A graduation fee of \$100 will be collected from each student. The \$100 graduation fee covers some of the graduation expenses including: gowns, awards, diplomas, medals, graduation pin, and flowers.

Dress Code for Baccalaureate Mass and Graduation Ceremony:

All 8th grade students will wear blue graduation gowns. Graduation pins are to be worn on the left side of the gown.

Girls: Dress shoes are required. A dress is to be worn underneath the gown. No pants or long dresses are to be worn under the gown. The dress must fall within the free dress guidelines outlined in the school handbook.

Boys: Dress slacks, dress shoes, a **white** long sleeved dress shirt, and tie are required. Boys should not wear a jacket during the ceremony under their gowns.

The school dress code must be followed at all times for designated days prior to graduation. Parents and students are reminded that at no time is a student permitted to write, tear, or in any way abuse his/her school uniform or that of another student. Students are encouraged to donate their cleaned uniforms to our uniform exchange.

Upon receipt of all tuition, scrip, and graduation fees, the student will receive his/her graduation gown. After the graduation ceremony, gowns must be left in the Hall of Saints.

HEALTH

The State Department of Public Health requires complete records on all students for immunization and certified doctor's reports. Students whose forms have not been turned in to the school office prior to the beginning of the school year will not be admitted. The school office is required to keep all records current and available for inspection by Public Health officials.

The designated parent/guardian to be notified first in case of illness needs to be indicated on each child's Emergency Card. Please pick up your child promptly. If your child reports feeling ill before school or is too ill to play outside, please do not send him/her to school. Any child that has a fever **must** be kept home until they are fever-free for at least 24 hours. **If a child is sent home from school with a fever, the student will not be allowed to return to school if it has been less than 24 hours.**

INVITATIONS

Party invitations cannot be distributed at school unless all girls, all boys, or the entire class is being invited. Flyers are not to be distributed for any purpose unless approved by the principal first.

LOCKERS

Students in grades 6-8 receive a locker and combination lock at the start of the school year. Lockers are the property of Our Lady of Angels School. A student assigned a locker has exclusive use of but not proprietary rights over the school. The school reserves the right to search and inspect any locker on suspicion of a threat to the health, welfare and safety of other students. Students are to respect the personal property of others contained in individual lockers. Lockers are to be kept in a neat and orderly manner. Items used to decorate the inside of a locker are to be appropriate and easily removable. Students are responsible for books and materials inside the locker. Lockers **must** be locked at the end of each day. Nothing should be placed on the outside of the locker.

LOST AND FOUND

Label all articles of clothing with family name. All lost and found articles are kept in the Health Room near the school office. Parents should check occasionally for missing articles. Items not claimed will be donated to St. Vincent de Paul regularly right before Christmas & Easter breaks and at the end of the school year.

LUNCH PROGRAM

ChoiceLunch sponsors the hot lunch program. This is an online ordering program for school lunches. Parents may access the program from the school website.

LUNCHESES

Students are responsible to bring their lunches with them to school each morning. If the student forgets his/her lunch, parents/guardians may leave their child's lunch in the designated area outside the school office. **Fast food lunches (ie: McDonald's, Burger King, Taco Bell, etc.), even those delivered in plain paper bags or lunch boxes, and soda/energy drinks are not allowed.** No pizza deliveries may be made. In addition, "Door Dash" and other mobile ordering food delivery services are not permitted. All lunches must be delivered by 11:50 and should be labeled with your child's name. Parents are not to bring lunches to the student's classroom or lockers. Drinks in glass containers are not permitted.

Parents are not to stay to eat lunch with their children. This time is reserved for student social interaction. Only parents who are signed in as Yard Duty volunteers are allowed to be on campus during lunch time.

OUTDOOR EDUCATION

The Sixth Grade students attend Camp Caritas in Occidental with their teacher in the spring. The Sixth Grade parents will coordinate fundraising opportunities to help reduce the cost of Outdoor Ed for each student. A mandatory, informational meeting is held regarding the program.

PARKING/TRAFFIC PROCEDURES

Drop off and pick up

Student drop off procedure: Enter the OLA schoolyard from Cortez Avenue via Hillside Drive. Proceed as far forward as possible in the car lane before students exit the vehicle. Teachers will be directing the cars through the car lane. At this time, the parking lot is getting busy because parishioners may be attempting to park for the 8:00AM Mass. To exit, please ONLY turn right on Cabrillo Avenue towards Hillside Drive. Please be mindful of the fact that there are more cars, and hence more traffic, closer to 8 am and plan the drop off of students accordingly. Please be watchful of the children near the car lane. Do not park in the NO PARKING lane. No parking is permitted at any time in front of the school on Cortez Avenue. This area is marked NO PARKING and is to remain open in case of an emergency for fire and police personnel. For the safety of the children, the gates to the schoolyard on the Cabrillo Avenue side will be closed during school hours. Gates will reopen at 2:55 P.M.

Student pick up procedure: enter the OLA schoolyard from the south gate on Cabrillo Avenue via Easton Drive ONLY and drive forward in the car lane. Upon entering, please watch for children in the crosswalk by the Youth Ministry Room. You may park in the parking lot or continue through the pick up line to pick up your child(ren) and then circle around the parking lot and exit out of the north gate. If you park and exit your vehicle in the Lower Lot, please walk up to the bleachers and wait on or near the bleachers for the students. When exiting, ONLY turn right onto Cabrillo Avenue toward Hillside Drive.

Bicycles may be ridden to school. Bicycles are to be locked in the bike rack in front of school on Cabrillo Avenue or locked on the on-campus bike rack. Please provide bike locks for your child's bike. Absolutely no skateboards, rollerblades, or scooters, are permitted on the school grounds at any time. Our Lady of Angels School is not responsible for any theft or damage to a bike, or any personal property, that is left on the school campus.

NUT FREE ENVIRONMENT

To accommodate our students with severe nut allergies, we have implemented some procedures for the safety of these students.

- Red/ Nut Free lunch tables are provided in the yard by the Kindergarten classroom.
- Nut products will not be sold at the Snack Shack
- All treats and snacks provided for the whole class must be nut free and approved by the teacher in those classrooms that have allergic students.
- For any classroom where there is a child with a severe nut allergy, other students in that classroom should refrain from bringing any nut products to class for the safety of the allergic student.

Please note: Parents must provide appropriate snacks for allergic students. Also, for student safety, parents of allergic students must provide 2 EpiPens at the start of each school year. One EpiPen will be kept in the classroom and hung on the outside of the door during recess and lunch. The other EpiPen will be kept in the health room. If your child attends Extended Care, please provide OLA's Extended Care program with an additional EpiPen.

PLAYGROUND STRUCTURE

Students are permitted on the playground structure when being supervised by faculty, staff, or yard duty.

QUAD

The quad, or junior high building, houses all junior high classes. In an effort to promote the independence needed to be successful in the middle school grades and beyond, parents are not permitted to enter the quad, with the exception of a scheduled parent/teacher conference. Additionally, parents are not to wait in the quad for their child to be released at the end of the day, nor are parents permitted to clean out or organize their child's locker.

RECESS/LUNCH AREAS

Each class has a designated lunch and play area. Students are to eat and remain in their respective area until they are dismissed. Students are asked to leave their lunch containers on the bench next to their respective classroom prior to play. We encourage students to recycle properly.

The classroom teacher may designate additional recess time as long as instructional minutes required by the Archdiocese have been met. Teachers are to supervise their students during this time.

RECORDS

Our Lady of Angels School abides by the provisions of the Buckley Amendment regarding the rights of parents/guardians and students to access school records. **If a parent/guardian wishes to review such records, or make a transcript request for high school applications, the school requires a written request and a minimum of a twenty-four hour notice.**

REPORTING TO SCHOOL OFFICE

All parents/guardians coming on school grounds during school hours must first report to the school office and check in with the secretary. **All foot traffic into and out of the school grounds must go through the main gate located next to the school office at 1328 Cabrillo Avenue. Visitors are NOT permitted to enter any other school date.**

Visitors must receive a visitor pass and sign in and sign out. Spontaneous visits by parents to classrooms are not permitted. Parents/Guardians should never visit with a teacher during school hours, unless an appointment has been made. An appointment is always necessary for a conference. In an effort to begin the school day promptly and free of distraction, we ask all parents/guardians to be off the play yard within five minutes after the end of morning assembly. Junior high parents must not be in the quad during school hours.

RESOURCE PROGRAM

Our Lady of Angels School offers a resource program for all students in Kindergarten through Eighth Grade. Individual and group instruction offers assistance in core subject areas. Students in the resource program in grades 3-8 do not participate in Spanish classes offered at the school. At the request of the teacher and/or parent, a student can be evaluated for consideration into the program.

RETURN AFTER ILLNESS

If your child is home ill, please do not return him/her to school until he/she has been without a fever for 24 hours. Please notify the school if your child has any serious health problems. A note must be given to the teacher upon the student's return. Please see the attendance policy section for more detailed information.

SERVICE HOURS

Students:

Confirmation service hours are a minimum of twenty (20). Ten (10) hours must be given to parish activities and ten (10) hours must be donated to the community. The hours can be completed in any of our church activities and ministries here at Our Lady of Angels Parish. See the Students of Service Program for more detailed information regarding service opportunities.

Parents:

The ***Parent Service Hours Program*** is part of a long-range plan to defer increased costs to the school and raise funds for the operation of the school. Service hours are the performance of various jobs and duties for the benefit of the school. Families must fulfill the required hours of volunteer service and lunch yard duty as outlined above. Volunteer hours are to be maintained by each family on the school website. Service hours must be completed by March 31 of each year. Each family is required to complete forty (40) hours of service each school year. Single-parent families are required to complete twenty (20) hours of service. Six (6) of these required hours must come from the annual Fun Faire weekend.

Parents/Guardians may support the ***Parent Service Hours Program*** in any of the following areas:

- Adopt-A-Family
- Art in Action
- Back to School Coffee
- Baking
- Book Faire
- CCD Teacher
- Classroom Assistance
- Coaching
- Dinner Dance/Fun Faire
- Classroom Field Trip
- Grandparent's Day
- Health Room
- Hearing/Vision Screening
- Hospitality
- Hot Lunch
- Library Assistance
- LifeTouch Pictures
- Mother's Club Board Member
- Outdoor Education Fundraising
- Outreach Programs
- Room Parent
- School Board Member
- Science Fair
- Sports Club Board Member
- Student Dances
- Selling SCRIP
- Yard Duty (mandatory, no siblings allowed)
- Yearbook

SCHOOL NAME/LOGO

No parent, guardian, or organization may collect money, reproduce school materials such as class lists and school pictures, or use the Our Lady of Angels name or logo without the permission of the principal. The school directory is not to be used by any organization outside of the school for personal business development or mailing.

SNACKS

Students should bring a nutritious morning snack with them to school. The Student Council will sell snacks at recess. Students are asked to bring only a small denomination of money if choosing to purchase a snack. Most snacks sold in the Snack Shack cost \$0.50.

SPORTS PROGRAM

The Sports Program at Our Lady of Angels School is aimed at providing the opportunity to learn basic fundamentals, sportsmanship, and teamwork through participation in school

sports. The school wishes to emphasize that sports can be an integral part of a child's development; however it should never take precedence over academic achievement, school conduct, or work study habits. It is highly recommended that students limit their participation to one sport per season. The program is run by the Sports Club, which is staffed by volunteers and other interested persons. The pastor and principal have the ultimate authority and responsibility for the school sports program.

The athletic program includes the following sports offered by the Peninsula Parish School League (PPSL) Northern League:

Girls:	Volleyball	(Gr. 4 – 8)	Sept. – Nov.
	Basketball	(Gr. 4 – 8)	Nov. – March
	Track	(Gr. 5 – 8)	March – May
Boys:	Baseball	(Gr. 4 – 8)	Sept. – Nov.
	Basketball	(Gr. 4 – 8)	Nov. – March
	Track	(Gr. 5 – 8)	March – May

The number of teams is determined by the number of children signed-up per grade and by the number of coaches available. **If a student decides not to participate after signing up, they will be prohibited from playing in the next sport. This is a PPSL rule.**

The *Sports Club Handbook* is available on-line. Parents/Guardians are required to complete the registration material for each sport by the deadline indicated and include the participation fee(s). In addition, each participant and parent/guardian will receive a Code of Ethics Form and a Medical Release Form which are to be signed and returned before the sport begins.

ACADEMIC ELIGIBILITY

SEE ACADEMIC PROBATION UNDER GRADING POLICY

SUPERVISION OF PRACTICES AND GAMES

It is the responsibility of the parents/guardians to see to it that their child arrives on time for practices and games, and is picked up **promptly**. It is not the coaches' responsibility to attend to students beyond practice time. Students are not permitted in the gym without an adult supervisor. Parents/Guardians are to make sure that **their child's coach is present before leaving their child**. All parents/guardians of OLA students are encouraged to assist as coaches. ***Any individual choosing to coach must complete the fingerprint process required by the Archdiocese and the State of California*** and be certified by attending a Positive Coaching Alliance (PCA) workshop. Coaches of other teams are not responsible for the supervision of students from other OLA teams. At the conclusion of practice, clothing, debris, water bottles, and personal items are to be picked up and thrown away. It is the responsibility of the coach to check that all doors and windows are locked and lights turned off, when the last practice is over.

Siblings who are not part of the team are not to be left unsupervised. Any child found to be unsupervised after school hours will be sent to extended care and parents will be notified. It is not to be assumed that the coach will monitor students who are not playing the sport. **At NO time is any child to be on the stage, in the kitchen, or in the upper or lower halls.**

STUDENT GOVERNMENT

The Our Lady of Angels Student Council consists of a number of elected students from grades 6 – 8 who qualify to assume office and act as representatives in several areas of school activities. Student Council **president, vice president, secretary, and treasurer** must maintain a 3.75 GPA or higher and no lower than a “2” in behavior and/or learning expectations in **all** subject areas. With the exception of the above-mentioned officers, Student Council officers must maintain a 3.5 GPA or higher and no lower than a “2” in behavior expectations and/or learning skills in **all** subject areas. Failure to maintain this average will result in disciplinary action to be decided upon by the faculty and the principal. **An elected student who does not fulfill the requirements of the position may be placed on probation or asked to resign their position.**

Student council also consists of classroom representatives in grades 4 – 8. They work in conjunction with the student government. The minimum grade requirement is also applicable to classroom representatives.

STUDENTS OF SERVICE (S.O.S.)

Students of Service is a club committed to following Jesus’ example of giving to others by serving our community. This completely voluntary group at Our Lady of Angels School is focused on following the Catholic tradition of service. S.O.S. awards are given at the end of the year prayer service to the students in grades K-5 for participating in at least one activity (usually one hour) per quarter. Grades 6-8 must complete twelve (12) hours of service in the community. Three hours must be completed every quarter and will be checked by the homeroom teacher. **8th grade confirmation candidates are required to complete 20 hours of community service.** Some suggested activities are: Brown Bag Sunday where lunches are packed for the homeless, letters written to the sick, homebound and lonely, or cards to the soldiers serving our country.

SUPPLIES

Students need to come prepared for class daily. Depleted supplies will need to be replaced during the school year. Supply lists for the following school year are included in the weekly bulletins in the spring and posted on the school website.

TEXTBOOKS

Each student in the school is issued school-owned textbooks. Students are responsible for any damage, excessive wear, or loss of textbooks books. Items that are lost or damaged will be charged to the family. **Students are required to cover each hardback textbook to maintain the quality of its condition. A conduct referral will be issued to students who fail to cover any hardback textbook by the end of the first full week of school.**

USE OF THE SCHOOL PHONE

The telephone in the school office is to be used for school business only. Before using the school phone, the student must secure permission from his/her teacher and the school secretary.

USE OF THE SCHOOL COPY MACHINE

The copy machine in the school office is to be used for school business only. Students are only permitted to request a copy from the school secretary if they have the written permission of their classroom teacher. Parents are not permitted to use the copy machine for any purpose.

VIRTUS

The Archdiocese of San Francisco requires that the entire school community (faculty, staff, students, parents, and guardians) participate in its Safe Environment program, VIRTUS. Students in grades K-8 will receive training each year, administered by the classroom teacher. Information about the programs will be sent home to the parents prior to the start of instruction. All adults must complete an online training for VIRTUS every three (3) years. Proof of the training in the form of a printed certificate must be submitted to the school office. Additionally, all parents are required to register as “Volunteers” in order to trigger the required livescan fingerprinting process. This step must be completed and the fingerprint clearance must be passed in order for parents to volunteer for any school-related function. **NO EXCEPTIONS WILL BE MADE TO THIS POLICY. It is the responsibility of the parent/guardian to log on to VIRTUS at the start of every school year to ensure that their account is active and that they are in compliance.**

PARENT/GUARDIAN OBLIGATIONS

Providing the very best Christian education for our children is an expensive venture. Following are the terms and conditions of the Our Lady of Angels School Tuition Agreement:

TIER 1 TUITION

Families who qualify for Tier 1 tuition must:

- Attend Mass regularly and be a contributing member of the parish by using the parish envelope
- Fulfill 40 hours of parent volunteer service, including Yard Duty, or fulfill 20 hours of parent volunteer service, including Yard Duty (single parent)
- Meet the annual SCRIP requirement (April 1 – March 31)
- Keep tuition payments current through FACTS Tuition Management

Families who have not met their obligation for the current school year will automatically be placed on the Tier 2 Tuition Plan for the following school year. This tier includes families who are not parishioners and non-Catholic. Families are still required to fulfill their 40 hours of parent volunteer service and meet their SCRIP requirement.

Re-registration will not be accepted if families are not current with tuition payments. Financial aid programs are available to assist families with tuition payments. If a family should experience an unexpected financial hardship, the family will need to make an arrangement with the principal. Please follow bulletin announcements for application deadlines. No child will be denied a Catholic education at Our Lady of Angels School because of financial difficulties.

RIGHT TO AMEND

Our Lady of Angels School has a right to amend this Handbook. Notification of changes will be sent to parents via email communication.

Handbook Signature Page

I HAVE READ AND DISCUSSED THE CONTENTS OF THE 2018-2019 PARENT/ STUDENT HANDBOOK WITH MY CHILD(REN) AND WE WILL ABIDE BY THE POLICIES AND PROCEDURES OF OUR LADY OF ANGELS SCHOOL.

PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE NO LATER THAN FRIDAY OF THE FIRST WEEK OF SCHOOL. ONLY ONE SIGNATURE PAGE IS REQUIRED PER SCHOOL FAMILY.

Parent Name Printed and Signature

Student Name Printed and Signature

Student Name Printed and Signature

Student Name Printed and Signature